BURBANK CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JULY 21, 2026
4:00 p.m. – Closed Session
5:00 p.m. – Study Session
6:00 p.m. – Open Session
Council Chamber
275 E. Olive Avenue, Second Floor

NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that a Regular City Council Meeting will be held in the Council Chamber – 275 East Olive Avenue, Second Floor, on Tuesday, July 21, 2026, at 4:00 p.m., to discuss matters on the attached agenda.

Members of the public have the option to participate in the meeting via in-person and/or telephonically for Closed Session, General Public Comment, Public Hearings, and Study Sessions. They may also submit their written comments regarding City business using the eComment feature on the City website.

Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). For more information, please contact the ADA Coordinator at (818) 238-5051.

Interpretation Requests:
If you would like to participate in Public Comments and require an interpreter, please telephone the City Clerk's Office at (818) 238-5851 at least 48 hours in advance of the meeting.

Si desea participar en los comentarios públicos y necesita un intérprete, por favor llame a la Oficina de la Secretaria Municipal al (818) 238-5851 al menos 48 horas antes de la reunión.

Եթե ցանկանում եք մասնակցել հանրային մեկնաբանություններին և թարգմանիչ եք պահանջում, խնդրում ենք զանգահարել քաղաքապետարանի գրասենյակ՝ (818) 238-5851 հեռախոսահամարով հանդիպումից 48 ժամ առաջ:

How to View the Meeting:
Local Cable: Spectrum Channel 6 or AT&T Uverse Channel 99.
YouTube Live Streaming Channel: Click here.
City Website Live Streaming: Click here.

Public Comment Options:

1. To speak during Closed Session Public Comment, General Public Comment, Public Hearing Public Comment, and Study Session Public Comment periods during the meeting, members of the public may speak in-person in the Council Chamber or call (818) 238-3335. Speaker time limits will be determined by the Presiding Officer, depending on how many public comment cards are received and how many callers are in the queue at the commencement of each public comment period (as shown below). Additional public comment cards and calls will not be accepted once the public comment period commences.
    - 1 – 20 Total Speakers – 3 minutes each
    - 21 – 39 Total Speakers – 2 minutes each
    - 40+ Total Speakers – 1 minute each

2. The Reports to Council Public Comment periods are only accepted in person – public comment cards must be submitted before the public comment period begins for each report to Council. Speaker time limits will be determined by the Presiding Officer depending on how many public comment cards have been received at the commencement of each public comment period (as

shown below). Additional public comment cards will not be accepted once the public comment period commences.

- 1 – 20 Total Speakers – 3 minutes each
- 21 – 39 Total Speakers – 2 minutes each
- 40+ Total Speakers – 1 minute each

3. Written public comment may be submitted via eComment, available on the City website (www.burbankca.gov/web/city-clerks-office/ecomment) from the time the agenda is posted until 3:00 p.m. the day of the meeting. eComments will be distributed to the City Council in advance of the meeting.

4. The Presiding Officer has the discretion to reduce speaking time for each speaker in order to ensure that City business can be completed at a reasonable hour.

Public Disclosure:
Please be advised that any communication submitted to the City of Burbank, its officials, staff or City consultants, may be considered a public record under the Brown Act and California Public Records Act. This means that any information contained in the communication, including personal information, may be subject to public disclosure. The City reserves the right to disclose such information in accordance with the law.

This agenda contains a summary of each item of business which the City Council may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda will be posted on the City's website at www.burbankca.gov. Any writings or documents provided to the City Council regarding any item on this agenda subsequent to distribution of the agenda packet will be posted on the City's website at www.burbankca.gov. If you have a question about any matter on the agenda, please call the Office of the City Clerk at (818) 238-5851. The Council Chamber is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5051 with questions or concerns.

A. **Public Comment**: (On Closed Session and Study Session items only) To Comment, please telephone into the meeting at (818) 238-3335, or to speak in person a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

B. **Closed Session in City Hall First Floor Conference Room**:

1. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Los Angeles County Metropolitan Transportation Authority v. City of Burbank
   c. Case No.: 26STCP01904
   d. Brief description and nature of case: CEQA and Breach of Contract

2. Threat to Public Services or Facilities
   a. Pursuant to Govt. Code §54957(a)
   b. Consultation with: Mandip Samra, General Manager; Kyle Wilson, Assistant General Manager, Operational Technology/Chief Technology Officer; Riad Sleiman, Chief Assistant General Manager

3. Conference with Real Property Negotiator
   a. Pursuant to Govt. Code §54956.8
   b. Property: 303 N. Glenoaks Blvd.
   c. Parties Whom Agency or City is Negotiating with: CBRE, representing the Owner, 303 N. Glenoaks Boulevard CA, LLC, a Delaware limited liability company
   d. City Negotiator: Simone McFarland, Assistant Community Development Director – Business

& Economic Development; Kimberly Montes, Senior Administrative Analyst – Business & Economic Development

e. Terms Under Negotiation: Terms under negotiation include, but are not limited to, terms of lease, rent, minimum space requirements, and parking.

C. **Study Session: 5:00 p.m. – 6:00 p.m. – Council Chamber**:

1. Discussion of the Draft Golden State Specific Plan Policy Document – Community Development Department

Recommendation:
Provide input and/or policy direction on the draft Golden State Specific Plan (GSSP) Policy Document, specifically as it relates to its alignment with and support of the GSSP vision, guiding principles, goals, and policies.

Attachments:
SR - Golden State Specific Plan
Att1 - Draft Plan
Att2 - Project Schedule
PowerPoint Presentation

D. **Call to Order**: 6:00 p.m.

E. **Moment of Reflection**:

F. **Flag Salute**:

G. **Roll Call**:

H. **Announcements**: (The Mayor will make announcements on various topics in addition to any listed)

I. **Council Presentations/Recognitions**: (The Mayor will make presentations to various groups/persons)

1. Presentation of a Certification of Recognition to the Burbank Adult School Retail Pharmacy Training Program – City Council

2. Presentation of a Proclamation Declaring July 2026 as "National Parks and Recreation Month" in the City of Burbank – City Council

J. **City Manager Report**: (Updates on Notable Events, if any)

K. **Reporting on Closed Session**: (The City Attorney will report the Closed Session items and report out actions taken)

L. **General Public Comment**: (On any matter concerning City business and/or any agenda items.) To Comment, please telephone into the meeting at (818) 238-3335 or to speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

M. **Council, City Manager, and/or City Attorney Comment**: (Responses to General Public Comment, if any, shall be brief and in accordance with the Ralph M. Brown Act)

N. **Consent Calendar**: (Items on the Consent Calendar are generally routine matters and should be adopted by one motion without an oral report)

1. Council Minutes – City Clerk's Office

   Recommendation:
   Approve the City Council Minutes of the Joint Meeting of June 30, 2026, and the Dark Meetings of July 7 and July 14, 2026.

   MOTION: Approved 5-0

   Attachments:
   Council Minutes
   Dark Meeting Minutes 7-7
   Dark Meeting Minutes 7-14

2. Adoption of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308) – Burbank Water and Power Department

   Recommendation:
   Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE.

   MOTION: Adopted 5-0

   Attachments:
   SR - Sustainable Water Use
   Att1 - Ordinance

3. Adoption of a Resolution Authorizing the Execution of a Ten-Year Lease Agreement, with Two Ten-Year Options to Extend, with Family Service Agency of Burbank for the Property Located at 2721 W. Burbank Boulevard (APN 2438-001-900) – Community Development Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A TEN-YEAR LEASE AGREEMENT, WITH TWO TEN-YEAR OPTIONS TO EXTEND, WITH FAMILY SERVICE AGENCY OF BURBANK (FSA) FOR THE PROPERTY LOCATED AT 2721 W. BURBANK BOULEVARD: APN 2438-001-900.

   MOTION: Adopted 4-0 (Perez, abstain)

   Attachments:
   SR - FSA Lease Agreement
   Att1 - Resolution
   Att2 - Lease Agreement

4. Adoption of a Resolution Authorizing the Execution of a Subaward Amendment with the Los Angeles County Aging and Disabilities Department, to Accept Subaward Funds in the Amount of $976,937 to Support the City of Burbank's Supplemental Nutrition Programs and Supportive Services, Authorize the City Manager to Execute the Subaward Amendment, and Amend the Adopted Fiscal Year 2026-2027 Budget by Appropriating Funds – Parks and Recreation Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE EXECUTION OF A SUBAWARD AMENDMENT WITH THE LOS ANGELES COUNTY AGING AND DISABILITIES DEPARTMENT, TO ACCEPT SUBAWARD FUNDS TO SUPPORT THE CITY OF BURBANK'S SUPPLEMENTAL NUTRITION PROGRAMS AND SUPPORTIVE SERVICES, AUTHORIZE THE CITY MANAGER TO EXECUTE THE SUBAWARD AMENDMENT, AND AMEND THE ADOPTED FISCAL YEAR 2026-2027 BUDGET BY APPROPRIATING FUNDS.

   MOTION: Adopted 5-0

   Attachments:
   SR - LACADD Subaward Amendment
   Att1 - Resolution
   Att2 - Subaward Letter
   Att3 - Amendment Four

5. Approval and Adoption of the Burbank Water and Power Physical Security Plan for the California Public Utilities Commission's Decision 19-01-018 – Burbank Water and Power Department

   Recommendation:
   Approve and adopt the Burbank Water and Power Physical Security Plan, in collaboration with the California Municipal Utilities Association, as it applies to the definitions, plans, and standards set forth by the California Public Utilities Commission's Decision 19-01-018, and approve implementation of the mitigating measures and expenditures.

   MOTION: Approved and Adopted 5-0

   Attachments:
   SR - Physical Security Plan
   Att1 - Physical Security Plan

6. Approval of a Memorandum of Understanding Between the Southern California Association of Governments and the City of Burbank for a Sustainable Communities Program Active Transportation and Safety Project Grant in the Amount of $900,000 for the Safer Downtown Burbank Mobility Network Improvement Project – Community Development Department

   Recommendation:
   1. Find the Safer Downtown Burbank Mobility Network Improvement Project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c) (Class 1 - Existing Facilities);
   2. Approve a Memorandum of Understanding (MOU) between the Southern California Association of Governments and the City of Burbank for a Sustainable Communities Program Active Transportation and Safety Project Grant; and
   3. Authorize the City Manager or his Designee to execute the MOU and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office and accept the grant funds.

   MOTION: Found, Approved and Authorized 5-0

   Attachments:
   SR - SCAG Grant
   Att1 - SCAG MOU
   Att2 - Project Concept Map

7. Approval of the City of Burbank Tournament of Roses 2027 Float Rendering – Parks and Recreation Department

   Recommendation:
   Approve the Burbank Tournament of Roses 2027 float rendering.

   MOTION: Approved 5-0

   Attachments:
   SR - BTORA Float Rendering
   Att1 - Proposed Float Entry

O. **Reports to Council**: (Items listed under this section will have an oral report provided)

1. Appointment to Fill Vacancies on Various City of Burbank Boards, Commissions, and Committees – City Clerk's Office

   Recommendation:
   Make appointments to the following City of Burbank Boards and Commissions (in random draw order):
   - Board of Building and Fire Code Appeals (3 Vacancies, 4-Year Terms)
   - Burbank Water and Power Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
   - Community Development Block Grant Committee (2 Vacancies, 4-Year Terms)
   - Board of Library Trustees (4 Vacancies, 4-Year Terms)
   - Senior Citizen Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
   - Heritage Commission (3 Vacancies, 4-Year Terms)
   - Infrastructure Oversight Board (1 Vacancy, One Unexpired Term)
   - Art in Public Places Committee (3 Vacancies, 4-Year Terms)
   - Civil Service Board (3 Vacancies, 4-Year Terms)
   - Landlord Tenant Commission (3 Vacancies, 4-Year Terms)

Public Comment: To speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

Council Action: Made Appointments 5-0

Board of Building and Fire Code Appeals (3 Vacancies, 4-Year Term)

Member	Term
William Ballas	July 31, 2030
Victor Taracena	July 31, 2030
Christopher Castro	July 31, 2030

Burbank Water and Power Board (4 Vacancies:3 Vacancies, 4-Year Term; 1 Vacancy, Unexpired Term Ending 2028)

Member	Term
William Luddy	July 31, 2030
Christopher Malotte	July 31, 2030
Timothy Cherry	July 31, 2030
Robert Nielsen	July 31, 2028

Community Development Goals Committee (2 Vacancies; 4-Year Term)

Member	Term
Hasmik Vrtanesyan	July 31, 2030
Robin Savoian	July 31, 2030

Board of Library Trustees (4 Vacancies, 4-Year Term)

Member	Term
Melanie Renfroe	July 31, 2030
Bryan Snodgrass	July 31, 2030
Emily Weisberg	July 31, 2030
Carmenita Helligar	July 31, 2030

Senior Citizen Board (4 Vacancies: 3 Vacancies, 4-Year Term; 1 Vacancy, Unexpired Term Ending 2028)

Member	Term
Shelby Grimm	July 31, 2030
Jodi Alexander	July 31, 2030
Dianna Encarnacion	July 31, 2030
Gloria Salas	July 31, 2028

Heritage Commission (3 Vacancies, 4-Year Term)

Commissioner	Term
Laura Strobl	July 31, 2030
Corey Mensing	July 31, 2030
Zach Martin	July 31, 2030

Infrastructure Oversight Board (1 Vacancy;1 Unexpired Term ending July 31, 2029)

Member	Term
James Correa	July 31, 2030

Art in Public Places Committee (3 Vacancies, 4-Year Term)

Member	Term
Jean Marinelli	July 31, 2030
Lermont Khachikyan	July 31, 2030
Monica Caram	July 31, 2030

Civil Service Board (3 Vacancies, 4-Year Term)

Member	Term
Matthew Doyle	July 31, 2030
Linda Barnes	July 31, 2030
Alexander Keledjian	July 31, 2030

Landlord-Tenant Commission (3 Vacancies, 4-Year Term)

Commissioner	Term
Anne Nahabedian	July 31, 2030
Louise Gill	July 31, 2030
Cameron Rodriguez	July 31, 2030

Attachments:
SR - July Vacancies
Att1 - Random Draw Order
Att2 - Applications and Resumes
Board of Building and Fire Code Appeals
Burbank Water and Power Board
Burbank Water and Power Board - Unexpired Term
Community Development Block Grant Committee
Board of Library Trustees
Senior Citizen Board
Senior Citizen Board - Unexpired Term
Heritage Commission
Infrastructure Oversight Board
Art in Public Places Committee
Civil Service Board
Landlord-Tenant Commission
Att3 - Summary of BCCs
Att4 - BMC Sections

2. Adoption of a Resolution Calling an Election on a Charter Amendment to Permit City's Electoral System to Be Changed by Ordinance; Adoption of a Resolution Calling an Election on an Ordinance for District-Based Elections for Burbank City Council Members Using Map 130; and Adoption of a Resolution Requesting Consolidation of the Election on the Charter Amendment and the Election on the Ordinance for District-based Elections Using Map 130 with the Statewide General Election to be Held on November 3, 2026 – City Attorney's Office

   Recommendation:
   1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A CHARTER AMENDMENT MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS PROPOSED CHARTER AMENDMENTS THAT WOULD REMOVE THE REQUIREMENT FOR AT-LARGE ELECTIONS OF CITY COUNCIL MEMBERS AND PERMIT THE CITY'S ELECTORAL SYSTEM TO BE SPECIFIED BY ORDINANCE; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE.
   2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS A PROPOSED ORDINANCE THAT WOULD CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS, ESTABLISHING DISTRICT BOUNDARIES BY ADOPTING MAP 130, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE.
   3. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ORDER THE CONSOLIDATION OF A GENERAL MUNICIPAL ELECTION TO BE HELD TUESDAY, NOVEMBER 3, 2026 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY INCLUDING CHARTER AMENDMENT AND ORDINANCE FOR BY-DISTRICT ELECTIONS MEASURES; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF BURBANK RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 10403 AND 10418.
   4. Authorize the City Council to create a Subcommittee consisting of the Mayor and Vice Mayor to prepare an argument in favor or against each measure, and if necessary, submit a Rebuttal.

   Public Comment: To speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

   Council Action: Adopted and Authorized 5-0

   Attachments:
   SR - Election Measures
   Att1 - Resolution - Charter Amendment
   Att2 - Resolution - Electoral System
   Att3 - Resolution - Election Consolidation

PowerPoint Presentation

3. Appointment of a City Council Member to the Los Angeles County Metropolitan Transportation Authority San Fernando Valley Service Council for a Three-Year Term – City Manager's Office

Recommendation:
Appoint a member of the City Council to the Los Angeles County Metropolitan Transportation Authority San Fernando Valley Service Council for a three-year term of July 1, 2026 - June 30, 2029.

Public Comment: To speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

Council Action: Appointed Council Member Rizzotti 5-0

Attachments:
SR - Metro Service Council Appointment
Att1 - Council Rotation Schedule

P. **Council Comments**: (Including reporting on Council committee assignments, attendance at conferences, regional meetings, and community events)

Q. **Consideration of Previously Introduced Additional Agenda Items**: (Council Members may briefly discuss future agenda item requests)

1. Council Member Anthony's request for a letter of support for Assembly Bill 736 (Wicks) regarding limitations on transfer taxes. (June 30, 2026)

R. **Introduction of Additional Agenda Items**: (Council Members may request future agenda items)

S. **Adjournment**: To Tuesday, July 28, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Fred Ramirez, Assistant Community Development Director, Planning
Scott Plambaeck, Planning Manager
BY: Daniel Villa, Principal Planner
Vanessa Quiroz, Senior Planner

SUBJECT: Discussion of the Draft Golden State Specific Plan Policy Document

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RECOMMENDATION

Provide input and/or policy direction on the draft Golden State Specific Plan (GSSP) Policy Document, specifically as it relates to its alignment with and support of the GSSP vision, guiding principles, goals, and policies.

BACKGROUND

City staff requests policy direction and feedback from the City Council on the draft Golden State Specific Plan (Specific Plan) (Attachment 1) to ensure it aligns with community priorities and Council objectives. The Specific Plan builds on prior planning efforts and establishes a coordinated policy framework, unified land use vision, and objective development standards to guide future growth and reinvestment within the Airport District. It replaces the existing zoning and land use policies that have historically focused on supporting commercial and industrial growth. Since those regulations were adopted, state housing laws and City Council priorities have increasingly emphasized planning for additional affordable and workforce housing in strategic locations, streamlining residential development, and implementing objective development standards. As a result, an updated planning framework is necessary to align the Airport District with current state requirements and the City's long-term housing and economic development goals.

The Specific Plan establishes a vision for an active, transit-oriented district that accommodates approximately 4,000 new residential units, including affordable and workforce housing, while preserving and expanding one of Burbank's largest employment centers. Recognizing the Airport District's rich industrial history and the many long-standing industrial businesses that continue to operate there, the Plan prioritizes the retention and strengthening of industrial uses in key areas of the district to support job creation, economic vitality, and Burbank's identity as a center for production and innovation. The Plan also supports new restaurants, retail, offices, and neighborhood-serving businesses, encourages reinvestment in aging commercial and industrial properties, enhances walking, bicycling, and transit connections, protects surrounding neighborhoods through the Neighborhood Protection Plan, and preserves opportunities to integrate future regional transportation investments, including the new Replacement Passenger Terminal and California High-Speed Rail Station should it ultimately be constructed.

The draft Specific Plan is now available for public review and has been posted on the City's project website for review by residents, businesses, property owners, and other stakeholders. Additional outreach will occur throughout Fall 2026 to present the plan, explain its policies, and gather community feedback. Staff will incorporate this feedback into a final plan that promotes context-sensitive development, streamlined housing production, neighborhood preservation, transit-oriented growth, and continued local oversight were permitted by state law.

To implement the Burbank2035 General Plan Land Use Program LU-3, the City initiated preparation of the Golden State Specific Plan in 2016 to establish a comprehensive planning framework for the Airport District. The project includes a General Plan Amendment, updates to the Zoning Code, and preparation of a Program Environmental Impact Report (EIR) pursuant to the California Environmental Quality Act (CEQA).

The Specific Plan establishes updated land use policies and objective development standards that encourage mixed-use development, support reinvestment in aging commercial and industrial properties, improve multimodal mobility and connectivity, enhance the public realm, and create a cohesive vision for future growth that is consistent with the City's 2021-2029 Housing Element, 2035 Mobility Element, 2020 Complete Our Streets Plan, 2022 Greenhouse Gas Reduction Plan Update, and other adopted planning policies.

The planning effort was made possible primarily through grant funding from the California High-Speed Rail Authority and the Los Angeles County Metropolitan Transportation Authority, reflecting the area's importance as a regional transportation hub.

The Golden State Specific Plan

The Specific Plan is named after the historic Golden State Area, now known as the Airport District, which derives its name from the adjacent Golden State Freeway (Interstate 5) and has long been one of Burbank's primary industrial and employment centers. The approximately 640-acre Specific Plan Area (Attachment 1-8) is located in the northwestern portion of the City, immediately south and east of the Hollywood Burbank Airport. It is generally bounded by Cohasset Street and Interstate 5 to the north, Buena Vista Street to the east, Vanowen Street and Pacific Avenue to the south, and the Hollywood Burbank Airport and the City boundary with Los Angeles to the west. The area includes a mix of industrial, commercial, office, media, hospitality, residential, and technology uses, as well as the Hollywood Burbank Airport, two Metrolink stations, and a potential future High-Speed Rail Station, making it one of the City's most significant employment and transit districts.

Objectives of the Golden State Specific Plan

The Specific Plan establishes a unified vision and regulatory framework to guide future land use, development, and public improvements within the Airport District. Building upon the Vision and Guiding Principles developed through extensive community engagement and Council direction, the Specific Plan facilitates new affordable and workforce housing opportunities near high-quality transit while preserving established residential neighborhoods. Additionally, the Specific Plan supports a balanced mix of employment-generating commercial and industrial uses, encourages the redevelopment of underutilized properties, enhances multimodal mobility and the public realm, and plans for future growth in a manner that is compatible with airport land use constraints.

To protect the livability of adjacent residential neighborhoods, the Specific Plan will be complemented by a Neighborhood Protection Plan that establishes a toolbox of traffic calming, parking management, and other transportation strategies to discourage cut-through traffic, reduce spillover parking, and preserve neighborhood character as the area grows. Based on current growth forecasts, the Specific Plan would accommodate approximately 4,000 net new residential units and 1.45 million square feet of net new non-residential development by 2035.

The Specific Plan also considers the future California High-Speed Rail station by preserving opportunities to integrate future development and transportation improvements should the station ultimately be constructed. However, implementation of the Specific Plan is not dependent upon the station or High-Speed Rail project timelines.

DISCUSSION

Since 2016, staff has worked to develop the draft Specific Plan, including objective development standards designed to address evolving state housing laws and streamlined review processes established under Senate Bill 35, Assembly Bill 2011, Senate Bill 79,

and related legislation. This recent legislation has substantially limited local discretion over qualifying housing developments. The Specific Plan establishes clear local standards that guide development outcomes while preserving as much local control as possible under current state law.

Draft Golden State Specific Plan

The draft Specific Plan is organized into eight chapters. Summaries of each chapter are provided below. Appendices are currently being finalized and will be included in the final draft.

1. Introduction

Describes the purpose of the Specific Plan, its legal authority, relationship to other City plans and policies, the Specific Plan Area, and the community engagement process that informed the Plan.

2. Context

Describes the Specific Plan Area's regional context, history, existing conditions, opportunities, constraints, and key issues that informed the development of the Specific Plan.

3. Vision Goals & Policies

Presents the Plan's Vision and Guiding Principles, followed by goals and policies organized by topic that establish the long-term direction for growth, development, public investment, mobility, placemaking, and neighborhood compatibility within the Specific Plan Area.

4. Public Realm

Provides policies and strategies to create a connected, walkable, and multimodal transportation network through improvements to streets, sidewalks, bicycle facilities, transit access, parks, open spaces, and other public realm enhancements.

5. Private Realm

Establishes objective development standards, land use regulations, permitted uses, design standards, and other implementation tools necessary to guide future development consistent with the vision of the Specific Plan.

6. Infrastructure

Addresses existing and planned utility and infrastructure systems needed to support future development. This chapter will be completed following completion and public review of the Draft Program EIR.

7. Implementation

Identifies the regulatory actions, capital improvements, funding strategies, and implementation measures necessary to carry out the Specific Plan over time. This chapter will be refined following completion and public review of the Draft Program EIR.

8. Definitions

Provides definitions for terms used throughout the Specific Plan to ensure consistent interpretation and application. References applicable Burbank Municipal Code definitions and procedures for resolving conflicts or undefined terms.

COMMUNITY OUTREACH

Community participation throughout every phase of the Specific Plan's development has been identified as a priority to facilitate a shared community vision. Consistent with Council goals of facilitating greater community engagement, the Project team has undertaken multiple community workshops, walking tours, bus tours, online surveys, stakeholder interviews, and engagement of the various Burbank Boards, Commissions, and Committees (summary provided in Chapter 1 of the draft Specific Plan). Additional outreach will occur through Fall 2026 to present the draft plan, gather community feedback, and inform revisions to the final plan.

The next steps for the Golden State Specific Plan are outlined in Attachment 2. Additional public participation opportunities will accompany the release of the Draft Program EIR, anticipated in November 2026, including public notice, a 45-day public review period, and a Planning Commission meeting to receive comments. Further public hearings and comment opportunities will occur during the Planning Commission's review and recommendation of the Specific Plan, and during City Council's review of the Specific Plan and Program EIR and consideration of its adoption.

ENVIRONMENTAL REVIEW

This staff report is informational only and does not constitute a "project" under the California Environmental Quality Act (CEQA) because it will not result in a direct or indirect physical change to the environment. Accordingly, it is not subject to CEQA pursuant to Section 15378 of the CEQA Guidelines.

The Specific Plan, however, is subject to CEQA. To satisfy CEQA requirements, the City is preparing a Program EIR. Over the past two years, City staff and consultants have completed extensive technical studies to evaluate the plan's potential impacts and infrastructure needs, including:

- Electrical capacity and infrastructure improvements
- Water system capacity

- Wastewater collection and treatment capacity
- Transportation and circulation impacts

Since the City is concurrently preparing the Golden State, Downtown Transit Oriented Development, and Media District Specific Plans, each study also includes cumulative analysis of all three planning efforts. Similar analyses will be conducted for the Burbank Rancho Neighborhood Specific Plan as that project advances.

Beyond meeting CEQA requirements, these studies provide the foundation for:

- Streamlining future environmental review of development projects consistent with the Specific Plan
- Identifying infrastructure improvements needed to support growth
- Establishing objective development standards and appropriate permit and development impact fees
- Informing future capital improvement planning and adequate public facilities planning to support projected growth

Preparation of the Program EIR will continue through Fall 2026, with release of the Draft Program EIR for public review anticipated in November 2026.

FISCAL IMPACT

There is no fiscal impact associated with this report. The Specific Plan is funded through the following:

- California High-Speed Rail Authority – Planning Grant Program
- Los Angeles County Metropolitan Transportation Authority (Metro) – Transit Oriented Development Planning Grant Program
- California Department of Housing and Community Development (HCD) – Local Early Action Planning (LEAP) Grant Program
- City General Fund (previously authorized by City Council)

Implementation costs and financing strategies will be further refined through the Program EIR process and the Implementation Chapter of the Specific Plan.

CONCLUSION

The Golden State Specific Plan establishes a long-term vision for one of Burbank's most strategically important districts. By combining new housing opportunities, continued economic growth, enhanced mobility, public realm improvements, neighborhood protections, and the retention and strengthening of industrial uses in key areas into a single coordinated framework, the Plan positions the Airport District to continue evolving

into a vibrant, transit-oriented destination while preserving the qualities that make this Burbank neighborhood unique.

Staff is seeking City Council input and policy direction on the draft Specific Plan to ensure it continues to align with community priorities and Council objectives. As previously noted, additional public outreach, environmental review, and plan refinement will continue throughout 2026 before the plan is presented to the Planning Commission and the City Council for consideration.

ATTACHMENTS

Attachment 1 – Administrative Draft of the Golden State Specific Plan
Attachment 2 – Golden State Specific Plan Project Schedule

DRAFT

GOLDEN STATE SPECIFIC PLAN



CITY OF BURBANK
COMMUNITY DEVELOPMENT





ACKNOWLEDGMENTS

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"Working together for a safe, beautiful and thriving community"

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METRO / LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Consulting by:

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STV

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1. INTRODUCTION

1.1 Overview
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1.1 OVERVIEW

The Golden State District ("District") is an important commercial, industrial, and transportation hub within the City of Burbank that has evolved from its early days as a base for Lockheed Martin and other aerospace and industrial firms. Now home to a thriving mix of media, aerospace, logistics, hospitality, production, and other uses, as well as a vibrant residential community, the area serves as a gateway for passengers to and from the Hollywood Burbank Airport and two Metrolink/Amtrak commuter rail stations. A new, replacement airport terminal is currently under construction north of the existing terminal and immediately adjacent to a planned High-Speed Rail (HSR) Station. Leveraging this robust transportation infrastructure, the re-imagined District under this specific plan is poised to attract additional employment-generating uses and new housing opportunities, supported by an improved local mobility network that better serves all modes of transportation.

Through a collaborative effort working with the community, the City has developed a shared vision to guide the future development, both private and public, of the District through the Golden State Specific Plan ("GSSP" or "Specific Plan"). The Specific Plan was informed by the experience and expertise of residents, business representatives, City staff, Planning Commission and City Council members. The engagement of neighbors and other stakeholders remained integral throughout the drafting process, with public hearings, in-person workshops and walking tours, and digital forums providing platforms for ideas and feedback. This inclusive approach aimed to align this plan with the priorities and aspirations of the people who live, work, and play in the District.

As a required General Plan and Housing Element implementation program, the GSSP was created by the City of Burbank, supported by grants from the California High-Speed Rail Authority, Los Angeles Metro, and the California Department of Housing and Community Development.

PLAN ORGANIZATION

The Specific Plan is organized into the following chapters:

Chapter 1: Introduction
The Introduction provides background information on the plan, including its purpose, a definition of the plan area, its relationship to other official plans, and a summary of community engagement.

Chapter 2: Context
Context includes the location of the plan area in the greater region, a brief community history, and a description of existing conditions and key issues at the time of the plan's production.

Chapter 3: Vision, Goals & Policies
The Plan's Vision and Guiding Principles are described, followed by a comprehensive list of goals and related policies organized by topic.

Chapter 4: Public Realm
Sidewalk standards for new development as well as proposed mobility and roadway improvements are presented in the Public Realm chapter.

Chapter 5: Private Realm
Private Realm standards include allowed land uses and development standards for all new projects in the District.

Chapter 6: Infrastructure
The Infrastructure chapter contains a summary of the District's infrastructure and utilities.

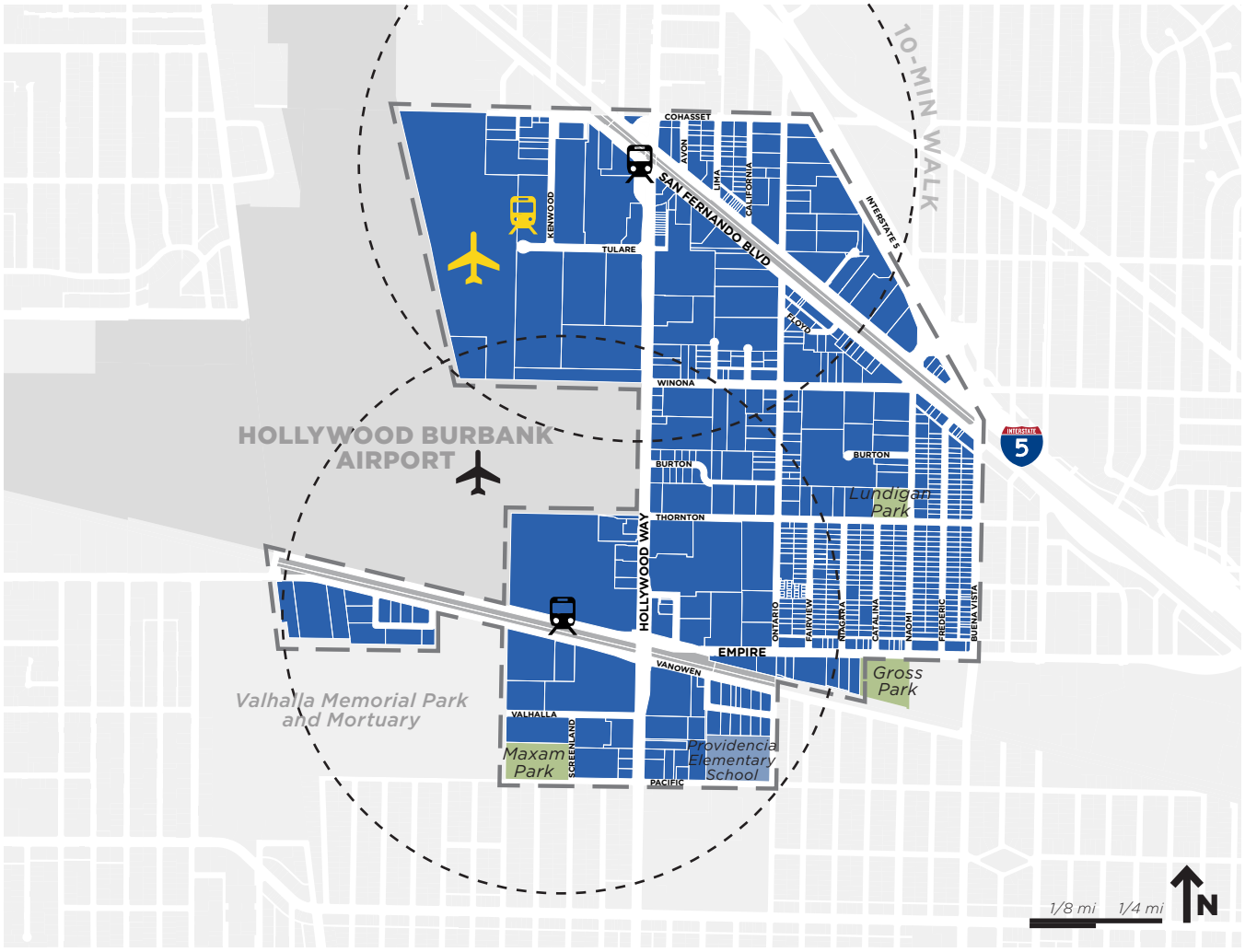
Chapter 7: Implementation
Implementation actions to realize the Plan's vision are listed by theme and potential funding sources other than private development are identified.

Chapter 8: Definitions
Provides a glossary of terms used throughout the document.

1.2 PLAN AREA

The GSSP area, shown in Figure 1-1, occupies 630 acres east and south of Hollywood Burbank Airport (BUR), formerly known as Bob Hope Airport. It is generally bounded by Interstate 5 and Buena Vista Street to the east, Pacific Avenue and Vanowen Street to the south, Hollywood Burbank Airport to the west, and the City of Los Angeles at Cohasset Street to the north. The District's name, comes from the adjacent Interstate 5 and its predecessor US 99, each known locally as the Golden State Freeway.

FIG 1-1 GOLDEN STATE SPECIFIC PLAN AREA



1.3 PURPOSE

The purpose of the GSSP is to create a localized vision for the existing District in the City of Burbank with guidance from the Burbank2035 General Plan and provide direction and tools to implement this vision through actionable policies, permitted land uses, development and design standards, and mobility and infrastructure plans.

The Specific Plan is built upon a foundation of community-based goals and related policies, with easy-to-understand regulations, an implementation framework for funding and building public infrastructure improvements to support new development, and strategies for introducing community benefits such as new public open space, streetscape enhancements, and mobility improvements.

WHAT IS A SPECIFIC PLAN?

In the State of California, a Specific Plan is a regulatory tool that municipalities may use to guide development in a localized area. While the General Plan is the primary guide for growth and development in a community, a Specific Plan can focus on the unique characteristics of a district by creating customized policies, land uses, and development standards. A Specific Plan establishes a link between the goals and programs of the General Plan and individual development proposals within a defined area.

The GSSP provides regulatory guidance to facilitate reinvestment and encourage infill development within the District. In addition, the Specific Plan intends to encourage development of identified land uses (e.g., residential, commercial, mixed-use, or industrial) in compatible areas and provide guidance for targeted improvements that help achieve the overall vision for the District, as well as more focused goals for its unique subdistrict's.

This document will be used by City officials and staff, as well as architects, developers, property owners, residents, and business owners as the regulations to guide both public and private development in the plan area. Projects will be evaluated on their conformance to the vision, policies, and objective development and design standards of this plan. While the Specific Plan introduces a framework and toolkit for design and implementing future developments, it does not mandate any specific projects or immediate changes to the built environment.

HOW TO USE THIS DOCUMENT

COMMUNITY MEMBERS

Start with the outreach process (Section 1.5), then learn about the area's history and planning issues in Chapter 2. Chapter 3 outlines the plan vision, while Chapters 4 and 5 contain the standards for new development.

PROPERTY DEVELOPERS

Be familiar with the vision, principles, goals and policies in Chapter 3. Standards related to the public realm (sidewalks) are found in Chapter 4, and standards for the private realm (buildings) are in Chapter 5.

CITY STAFF

Ensure that each future development, whether public or private, complies with all aspects of this plan; the City should continuously monitor the progress and implementation (Chapter 7) of the GSSP.

1.4 RELATIONSHIP TO OTHER DOCUMENTS

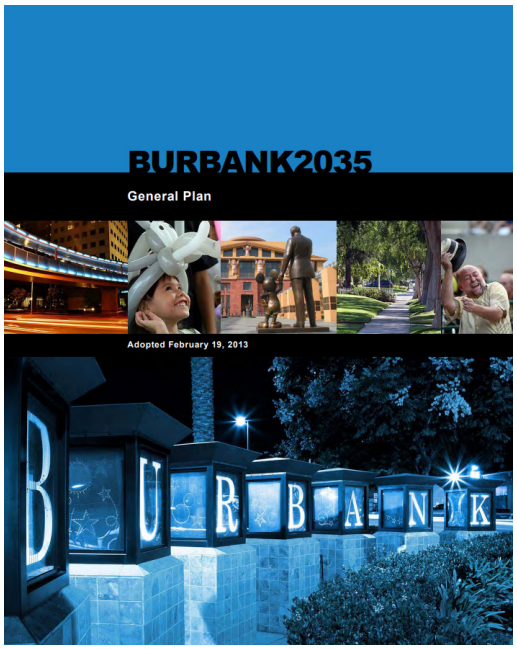
In addition to the GSSP, planning and development in Burbank is influenced by several documents, including:

BURBANK2035

The City of Burbank's General Plan, known as Burbank2035, was adopted in 2013 and provides a comprehensive, long-term framework for the City's planning and policy making in the city. Comprised of eight different elements, including Housing, Land Use, Mobility, Safety, and Open Space, the General Plan sets citywide objectives that guide the physical development of the city which are further refined for the Golden State District through the Specific Plan. As such, the GSSP is a tool that implements the City's General Plan by establishing a link between General Plan policies and individual development proposals within the GSSP area. Consistent with the Burbank2035 General Plan and the new 2021-2029 Housing Element, the GSSP intends to create a new vision for the District by encouraging new affordable and workforce housing development, supporting high-quality employment, and improving active transportation and connections to nearby transit, such as the existing Metrolink stations and the future high-speed rail station.

HOUSING ELEMENT

A part of the General Plan, Burbank's latest Housing Element, adopted in September 2022, is a comprehensive policy document that addresses the city's current and future housing needs. It includes goals, policies, and programs aimed at conserving and improving existing housing, providing sites for a variety of housing types, and assisting in the provision of affordable housing. The plan also focuses on removing governmental constraints to housing development and promoting equal housing opportunities. Key components include a housing needs assessment, analysis of housing constraints, identification of resources, and a detailed housing plan to guide the city's efforts over the eight-year cycle. For the 2021-2029 planning period, the City of Burbank was allocated a total of 8,772 housing units under the Regional Housing Needs Assessment (RHNA), to be distributed across different income levels. This target aims to address the city's housing needs and support the development of a diverse range of housing options. A goal of the GSSP is to help the City meet its housing needs by concentrating new development in underutilized areas.



The General Plan is the City's primary planning and policy document.

RELEVANT GOALS & POLICIES

Land Use Element

Goal 1: Policies 1.1, 1.3, 1.6, 1.7, 1.8

Goal 2: Policies 2.1, 2.7

Goal 3: Policies 3.2, 3.3, 3.4, 3.5, 3.7

Goal 4: Policies 4.1, 4.2, 4.3, 4.5, 4.6

Goal 5: Policies 5.1, 5.2, 5.3, 5.4, 5.5

Goal 6: Policy 6.3

Goal 7: Policies 7.1, 7.2, 7.3, 7.4, 7.5

Mobility Element

Goal 1: Policy 1.4

Goal 2: Policies 2.1, 2.2, 2.3

Goal 3: Policies 3.1, 3.2, 3.3, 3.4, 3.5

Goal 4: Policies 4.4, 4.7, 4.10

Goal 5: Policies 5.1, 5.2, 5.3, 5.4, 5.5

Goal 6: Policies 6.2, 6.3

Goal 7: Policies 7.2, 7.3

Goal 8: Policies 8.1, 8.3

Goal 9: Policy 9.1

BURBANK2035 VISION

In an effort to preserve the City's high quality of life for current and future generations, the following vision statements were adopted as part of the Burbank2035 General Plan:

- **Balanced Development:** Serve residents and maintain economic vitality by balancing land uses in a desirable and responsible manner.
- **Community Image & Character:** Treasure the small-town character that gives residents a sense of belonging and community through architecture, design, and density of new development.
- **Complete Streets:** Prioritize streets that are complete, safe, and efficient. Value all users of city streets equally and consider the street an essential public place. Provide choices such as convenient public transportation and bicycle facilities, and link Burbank to the regional multimodal network.
- **Economic Vitality:** Maintain a vibrant, healthy, diverse economy. Support businesses that a vital part of Burbank's economy and capitalize on the unique aspects of its economic base.
- **Environmental Equity:** Ensure that the adverse and positive environmental effects of planning decisions are borne equally by the entire community, regardless of age, culture, ethnicity, religion, gender, sexual orientation, race, socioeconomic status, or geographic location.
- **Housing Variety:** Offer a wide range of housing to meet the needs of all age groups, family types, and income levels, as well as those with special housing needs.
- **Open Space & Conservation:** Maintain, preserve, and expand Burbank's parks, open space and recreational facilities as valuable resources for the community.
- **Proactive & Responsive Government:** Listen and respond to the needs and concerns of the community. Provide high-quality services and public facilities; educational, recreational, and social programs; and reliable utilities.
- **Quality Neighborhoods & Schools:** Maintain and protect quality residential neighborhoods, and support the City's schools as a source of pride in the community.
- **Safety:** Provide a safe and healthy environment that protects all people in the community.
- **Sustainability:** Ensure a high quality of life for present and future generations. Require environmentally sound development, considering water, energy, and material conservation.

BURBANK MUNICIPAL CODE & ZONING REGULATIONS

The Zoning Regulations in the Burbank Municipal Code (BMC) provide land use and development standards for parcels by zoning districts located throughout the city. The standards in Chapters 4 and 5 of the GSSP augment and replace many standards of the Zoning Regulations for parcels located in the GSSP area. Where there is conflict between the GSSP and the Zoning Code, the GSSP shall control. Where the GSSP is silent, any relevant sections of the Zoning Regulations apply.

COMPLETE STREETS PLAN

The City's Complete Our Streets Plan ("Complete Streets Plan") was adopted by the City Council in June 2020. The plan aims to enhance safety, mobility, sustainability, and transportation equity for all users, including pedestrians, bicyclists, motorists, and transit riders. It aligns with the Burbank2035 General Plan and outlines goals, policies, and guidelines for future transportation projects. It emphasizes creating a connected and accessible street network that supports economic vitality and community health. The plan also includes benchmarks for implementation and prioritizes early-action projects to improve the city's infrastructure. The plan addresses environmental sustainability by promoting the use of non-motorized transportation modes, such as walking and cycling, which help reduce greenhouse gas emissions. The plan includes the development of green infrastructure, like permeable pavements and increased tree canopy, to manage storm water and improve air quality. Additionally, it encourages the use of public transit and aims to create a more connected and efficient transportation network, reducing reliance on single-occupancy vehicles. The plan makes general recommendations and lists specific projects, such as the underpass of Hollywood Way at Empire Avenue. The street scape plans contained within the GSSP were created in consultation with the Complete Streets Plan.



The Complete Our Streets Plan makes proposals for mobility enhancements.

ECONOMIC DEVELOPMENT STRATEGIC PLAN

The City's Economic Development Strategic Plan 2024-2028 functions as a guide for creating the City's economic development priorities and activities as they align with the City Council's overarching goals and its strengths, as well as market opportunities. With attention to Burbank's

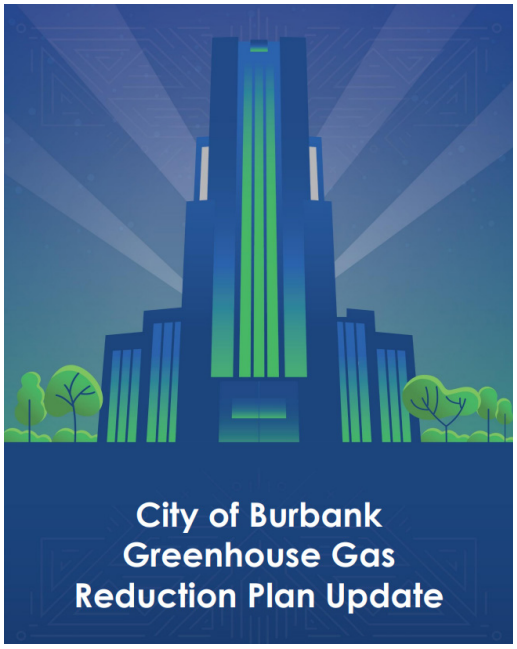


The City's economic strategy for the next five years.

largest employers as well as small businesses, the plan will enlarge the City's ecosystem of responsive services and resources, as well as the speed of implementation for businesses currently operating within the City. In addition, the plan focuses on the quality of outreach and meaningful changes that will attract new, innovative businesses and related investments to Burbank, increasing the City's tax base. The GSSP responds to the City's economic goals by instituting appropriate policies and standards specific to the Golden State District.

GREENHOUSE GAS REDUCTION PLAN

The City's Greenhouse Gas Reduction Plan (GGRP), also known as the Climate Action Plan, was updated by City Council in May 2022. The plan is a recognition that greenhouse gases cause climate change and most greenhouse gas emissions come from transportation and buildings. The plan aims to significantly reduce these emissions to meet California's long-term environmental goals. It sets targets to reduce emissions by 40% below 1990 levels by 2030 and achieve carbon neutrality by 2045. There are measures to enhance energy efficiency, promote renewable energy, and support sustainable transportation options, including the development of bike lanes and pedestrian paths to encourage non-motorized transportation. These efforts aim to reduce reliance on internal combustion engine vehicles, lowering overall emissions. The GGRP also emphasizes community involvement, economic resilience, and social equity, ensuring that all residents benefit from a healthier and more sustainable environment.



The GGRP is the City's updated Climate Action Plan.

BICYCLE MASTER PLAN

The 2009 Bicycle Master Plan (BMP) seeks to create sustainable transportation alternatives by supporting bicycle infrastructure to reduce traffic congestion and improve safety. The BMP intends to provide connections to transit centers, employment, retail, and residential areas to develop a comprehensive roadway planning network and make that five percent of all trips are made on bicycles by 2035. Additionally, the BMP incorporates the "Complete Streets" concept to improve walk-ability and bike-ability in the city to ensure the safety of all users regardless of age and abilities. Other recommendations to further improve bicycle safety are speed reduction, auto traffic reduction, and street signage and markings. The BMP also examines funding opportunities and lists ongoing bike-way projects.



The City's bike plan was originally adopted in 2009.

CITY COUNCIL GOALS FOR 2025-2026

A special City Council goal-setting meeting took place on January 23, 2025. The purpose of the meeting was to assist the City's decision-makers in setting strategic direction and determining priorities for the near future. Significant city goals most relevant to the GSSP include:

- Promoting economic sustainability, diversity, and innovation;
- Meeting affordable housing needs, especially for the workforce, families, seniors, and disabled;
- Increasing visibility and access to arts and creative endeavors;
- Supporting environmental sustainability and regeneration (i.e. reducing emissions); and
- Creating an equitable and safe multimodal transportation network.

CONNECT SOCAL

Connect SoCal is the Regional Transportation Plan/ Sustainable Communities Strategy, updated every four years by the Southern California Association of Governments (SCAG), the Metropolitan Planning Agency for the Los Angeles area. It outlines a comprehensive vision for a more resilient and equitable future, under the four pillars of Mobility, Communities, Environment and Economy. It stresses the need for transportation system enhancements around more sustainable land uses, and aims to improve air quality while supporting economic growth and social equity. Developed through extensive stakeholder engagement and technical analysis, the most recent plan was adopted in April 2024.



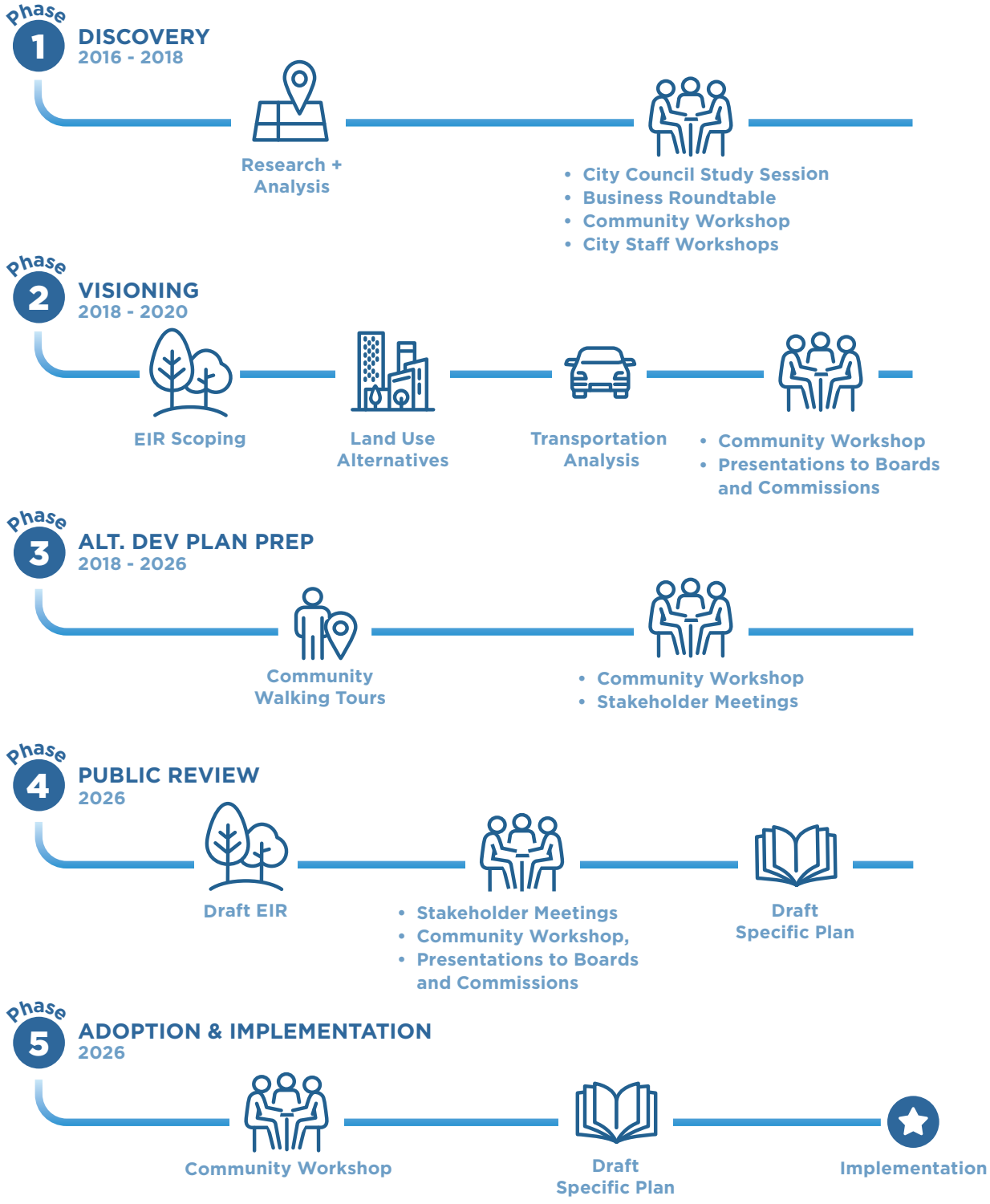
Connect SoCal is a regional plan produced by SCAG.

METRO TRANSIT-ORIENTED COMMUNITIES POLICY

LA Metro's Transit-Oriented Communities (TOC) Policy, adopted in June 2018, aims to create vibrant, walkable neighborhoods around transit stations and bus stops. The policy focuses on increasing transit ridership, stabilizing and strengthening communities, engaging local stakeholders, distributing transit benefits equitably, and capturing the value created by transit investments. Key initiatives include improving first/last mile connections, implementing consistent station design standards, and partnering with developers to create mixed-use projects that include affordable housing. The TOC Policy is a collaborative effort involving local jurisdictions, community groups, and the private sector to enhance the quality of life in LA County.

1.5 PLANNING PROCESS & OUTREACH

The GSSP is the result of a multi-year engagement effort to encourage public participation in the planning process, maximize input from a broad range of stakeholders, and incorporate community feedback throughout all phases of the project.



PHASE 1: DISCOVERY

The GSSP process began with a comprehensive assessment of the current Golden State District area, considering existing land use, urban design, mobility patterns, infrastructure, environmental conditions, and community demographics. This phase also included the first public workshop to learn about the district from the community. Discussions were held a variety of District stakeholders. Through this process, key challenges and opportunities came into focus that would provide direction for future phases of the project.

City Council Study Session #1
October 18, 2016

The Community Development Department facilitated a City Council Study Session which began with a presentation focused on the economic and land use history of the Golden State District followed by a facilitated discussion. Attendees shared feedback related to infrastructure, housing, open space, economics, urban design and land use, and education. Additionally, Council-members shared their thoughts related to the overall outreach and engagement strategy for the specific plan process.

Community Workshop #1
February 11, 2017

The first public workshop included participatory activities in the district followed by an open house. To begin, the Community Development Department facilitated a walk audit and interactive video diary activity in the area directly adjacent to the Hollywood Burbank Airport. Community members discussed their vision for the district including active transportation, building typologies, and pedestrian-friendly environments. This was followed by an open house where attendees could visit stations to learn more, ask questions, and provide feedback. The workshop's objective was to introduce the project to the community and gather input about immediate issues and long-term aspirations.

Business Roundtable
June 1, 2017

The business roundtable engaged stakeholders from City agencies, property management/development, and the media/entertainment and manufacturing industries. The meeting began with an overview presentation of the project followed by a facilitated discussion. Stakeholders discussed the economy, commuting,







Participants at the first GSSP Community Workshop.

housing, development, the district's connection to the airport, how to create a sense of place in the district, and their expectations for the future.

City Staff Workshops
Starting in 2018

Sessions with a variety of City departments were held throughout 2018. Activities included interviews, discussions, and other interactive formats, such as charades. Departments consulted included Economic Development, Planning, Public Works, Transportation, and Water and Power.



PHASE 2: VISIONING

During this phase, a vision statement and key principles were developed to guide the analysis of different land use and mobility approaches, as well as provide direction for subareas within the GSSP. Two land use scenarios were created to analyze the program's Environmental Impact Report (EIR) and better understand potential growth scenarios. Outreach during this phase providing opportunities for community members and stakeholders to provide feedback related to the draft vision and land use alternatives and to identify environmental issues that should be analyzed in the EIR.



Community Visioning Session
March 16, 2020

This workshop provided a thorough overview of the project, including the pre-existing documents that informed the foundation for the future plan. A brainstorm generated visioning language for the future of the specific plan area, grounded in current land use and design and development standards. Following the workshop, a vision statement and guiding principles were crafted from the feedback to inform and steer the overall plan development and for subareas within the District.



A walking tour held for neighbors around the plan area.

City Council Study Session #2
July 14, 2020

The second City Council session covered existing conditions in the District, planning considerations, the draft vision and principles for the specific plan, and draft land use concepts. The council also discussed a plan amendment for the creation of the specific plan.

PHASE 3: ALTERNATIVES DEVELOPMENT & PLAN PREPARATION

During this phase, outreach centered around continuing the city's dialogue with the community. In addition to more formal outreach activities, the City also reached out to the community at the farmers market, local affordable housing developments, and through additional stakeholder meetings.

Community Workshop #2 (EIR Scoping Meeting)
August 26, 2020

The second public workshop, hosted virtually by the Community Development Department, served as the Environmental Impact Report (EIR) Scoping Meeting. Project team members introduced the project, shared existing conditions, planning considerations, outreach efforts, specific plan draft vision and principles, and draft concepts. Following the presentation, attendees entered facilitated breakout rooms to discuss and then reported back to the larger group with a summary of main points. The meeting concluded with a dedicated segment focused on EIR scoping information.

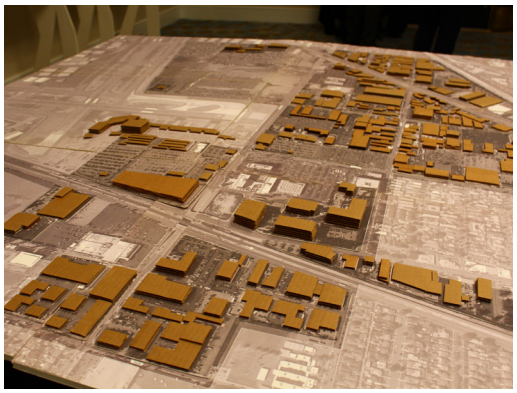
City Council Study Session #3
April 25, 2023

This City Council session focused on an update on the Golden State Specific Plan and the proposed Neighborhood Protection Plan, recommended to minimize impacts to nearby residential neighborhoods caused by cut-through vehicle traffic.

Community Workshop #3
June 21, 2023

The third public workshop was hosted by the Community Development Department at the Community Services Building in Burbank. The workshop consisted of two components: an open house and a presentation. The primary objectives for the workshop were to re-engage with community members through updates on the project and timeline, to provide an opportunity for the community to review the draft vision, principles, land use, and mobility concepts, outline the next steps in drafting and completing the specific plan, and to answer questions and solicit feedback. The open house included six stations: project introduction, vision and goals, land use, urban form and public realm, mobility and complete streets, and the EIR. Attendees could add sticky notes to boards to provide their feedback and ask staff questions at each station. The workshop presentation addressed







Stakeholders at a community meeting.

similar topics along with other project initiatives such as a potential Neighborhood Protection Plan to mitigate traffic and other impacts.

SB35 Community Meeting
July 26, 2023

Hosted by the Community Development Department, this informational meeting provided an overview of California State Senate Bill 35, proposed projects in the plan area, and a forum to discuss next steps. Attendees asked questions related to housing density, unit affordability, parking requirements, pedestrian bridges, local schools, infrastructure, and other related topics.

Community Walking Tour #1
August 26, 2023

The Community Development Department hosted a walking tour of the residential neighborhood north of Empire Avenue between Ontario Street and Buena Vista Street. A tour packet prompted attendees for feedback throughout the walk related to a Neighborhood Protection Plan for parking, development guidelines for residential and mixed-use buildings, and mobility updates to sidewalks and streets.

Following the draft's completion, the GSSP underwent a thorough review by the City's Planning Commission, City Council, and relevant agencies. Additional community and stakeholder feedback was solicited, and the plan was refined to reflect the community's collective vision for the Golden State District.

[In progress; Section to be completed after Phase 4]

Community Walking Tour #2
February 3, 2024

The second community walking tour hosted by the Community Development Department, focused on the area around the district's existing MetroLink station, proposed High Speed Rail Station, and industrial areas. This tour, conducted via bus, covered a larger section of the district – from Cohasset Street to Pacific Avenue along Hollywood Way. Attendees were prompted to share their thoughts related to the High Speed Rail station area, transit-oriented development areas, how to improve connectivity throughout the area, and feedback on the Golden State District.

Architect/Developer Discussion
June 26, 2024

A stakeholder meeting was held with local architects and developers to share project information and receive feedback on proposed development standards. Attendees were prompted with questions related to the housing market, parking approaches, design standards, and other questions related to future development in the area.

PHASE 4: PUBLIC REVIEW

WHAT WE HEARD

The following feedback was received throughout the outreach process, including these recurring and key themes:

- **Economy:** Support and maintain the district's key role in the economy of Burbank. In addition to supporting existing jobs, attract high-tech and high-paying jobs.
- **Housing:** Encourage affordable housing close to transit and amenities.
- **Transit:** Ensure the success of the district regardless of the proposed High Speed Rail station. Prioritize walk-ability and access to transit, support new transit options. Support shorter trips through the district and connection to downtown in addition to regional connectivity. Transit connectivity is critical for those who work in the district.
- **Pedestrian/Public Realm:** Implement pedestrian amenities to support a welcoming public realm through consistent tree canopies, multimodal connection, active transportation improvements, and ADA accessibility.
- **Sense of Place:** Embody the GSSP's role as a gateway to Burbank and the broader Southern California regional by encourage a sense of identity, places, and arrival.
- **Amenities:** Facilitate new amenities for the district including restaurants, parks, services, entertainment, and additional hotel rooms. Provide various kinds of open space from stoops that face the street to pocket parks.
- **Environmental Justice:** Address environmental justice concerns such as air quality, noise pollution, and heat.
- **Uses & Development Standards**: Retain the District's eclectic mix of uses and maintain its existing character while mixing in new uses such as housing, retail, creative office, and amenities such as restaurants. Prioritize flexibility for development and design standards.
- **Traffic:** Consider the potential traffic and parking impacts of the plan.

ADDITIONAL OUTREACH & COMMUNICATIONS

- Golden State Specific Plan website
- Attendance at community events
- Mailers
- Social Media and Blog Networking
- Door-to-door canvassing
- Noticing ahead of outreach events
- Eblast notifications
- Announcements at City meetings

PHASE 5: ADOPTION & IMPLEMENTATION

Lastly, the formal adoption of the GSSP by the City Council integrates it into the City's planning framework. This process ensures a transparent and objective approach to urban development, aligning with City's goals and contributing to sustainable growth and improved quality of life for its residents.

[In progress; Section to be completed during Phase 5]

1.6 ADMINISTRATION

AUTHORITY

The California Government Code (Title 7, Division 1, Chapter 3, Article 8, Sections 65450-65457) gives the authority to a city to adopt a specific plan by ordinance (as a regulatory plan) or resolution (as a policy-driven plan). This allows a local land use agency to prepare specific plans as may be required for the systematic implementation of the General Plan. The GSSP serves as both a policy and regulatory document designed to implement the community's vision for Burbank through customized policies and standards to meet the unique characteristics of the specified planning area.

ENVIRONMENTAL ASSESSMENT

The California Environmental Quality Act (CEQA) is a state law that requires public agencies and decision-makers to evaluate the environmental impact of a proposed project, disclose those impacts to the public, and mitigate them to the degree feasible. An Environmental Impact Report (EIR) is a document required by CEQA for projects that may significantly affect the environment. An EIR provides information about the potential impacts of a project, means to avoid or reduce those impacts, and the alternatives to the project. An EIR is intended to inform the public and decision-makers about the potential impacts of a proposed action before it is approved or denied.

The City of Burbank has prepared a comprehensive programmatic report addressing all topics required by CEQA. The EIR analyzes potentially significant environmental impacts that could result from approval of the GSSP, mitigation measures that would lessen potential environmental impacts, and the level of significance of the environmental impacts that would remain after implementation of the proposed mitigation if necessary. Alternatives to the GSSP have been considered to foster informed decision-making and public participation, per CEQA guidelines; four alternatives were analyzed in the EIR, which include a 'No Project' alternative.

PROCEDURE

The Community Development Department shall administer this Specific Plan in accordance with the provisions of this Plan and the actions of the Planning Commission and the City Council. Refer to the Burbank Municipal Code (Municipal Code), Title 10 Zoning Regulations, Article 19, for procedures for appeals of determinations made by City staff pursuant to this Specific Plan.

Projects within the GSSP will be reviewed for consistency with the plan's vision, goals, and policies, as well as conformance with its land use and development standards. For these projects, policies and standards within the GSSP take precedence over citywide policies and objective standards. Where the GSSP is silent, policies and standards of the General Plan and Municipal Code are applicable.

INTERPRETATION

In case of uncertainty or ambiguity to the meaning or intent of any provision of this Specific Plan, the Community Development Director or his/her designee has the authority to interpret the intent of the provision in a manner consistent with the goals, policies, purposes, and intent established in this Specific Plan. The Director may, at their discretion, refer interpretations to the Planning Commission for consideration and action. Such a referral shall be accompanied by a written analysis of issues related to the interpretation. All interpretations made by the Director shall be final.

CONFLICT

In the event of a conflict between the provisions of the Specific Plan and the provisions identified in the Municipal Code, the Specific Plan shall prevail. For any other topical issue, development standard or design guideline, and/or regulation not addressed or otherwise specified in the Specific Plan, regulation and approval shall be carried out in accordance with the provisions of the Municipal Code, particularly the Zoning Code. The particular section of code shall be based on the most appropriate or closely matching land use type or procedure, as determined by the Community Development Director.

SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Specific Plan, or any future amendments or additions, is for any reason held to be invalid or unconstitutional by the decision of any court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Specific Plan, or any future amendments or additions.



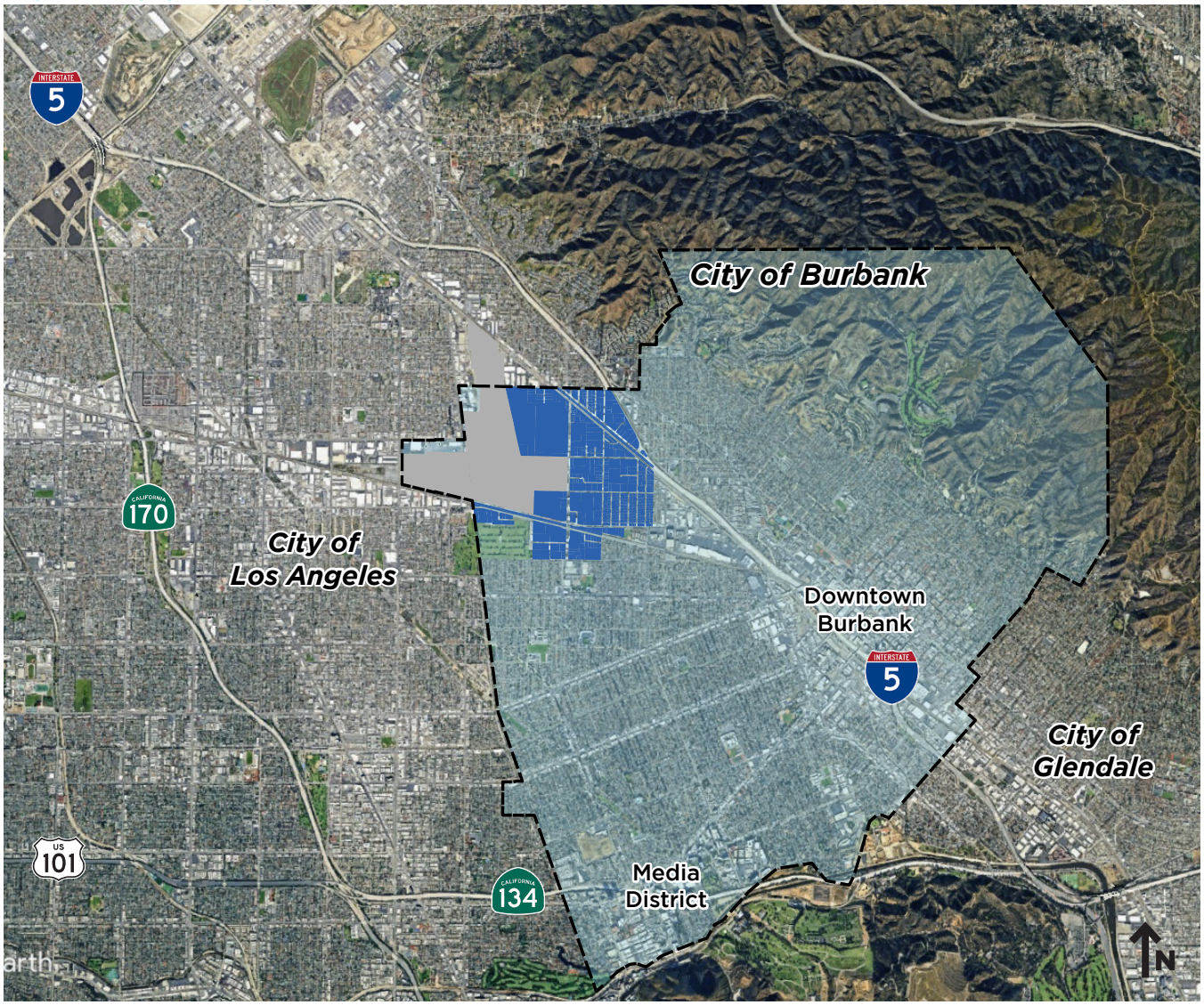
2. CONTEXT

2.1 Location
2.2 Community History
2.3 Existing Conditions
2.4 Key Issues

2.1 LOCATION

The GSSP is located in the northwest corner of Burbank, which itself is located in the southeast corner of the San Fernando Valley within Los Angeles County. Under the backdrop of the Verdugo Mountains, Burbank is bordered by the cities of Glendale on the east and Los Angeles on the west. The City encompasses approximately 17 square miles with a population of 107,337 in 2020, and the Golden State District is one of its three primary job centers along with Downtown and the Media District in the city. As shown in Figure 2-1, the city is bisected by Interstate 5 – commonly known as the Golden State Freeway – which acts as a northeast boundary of the GSSP.

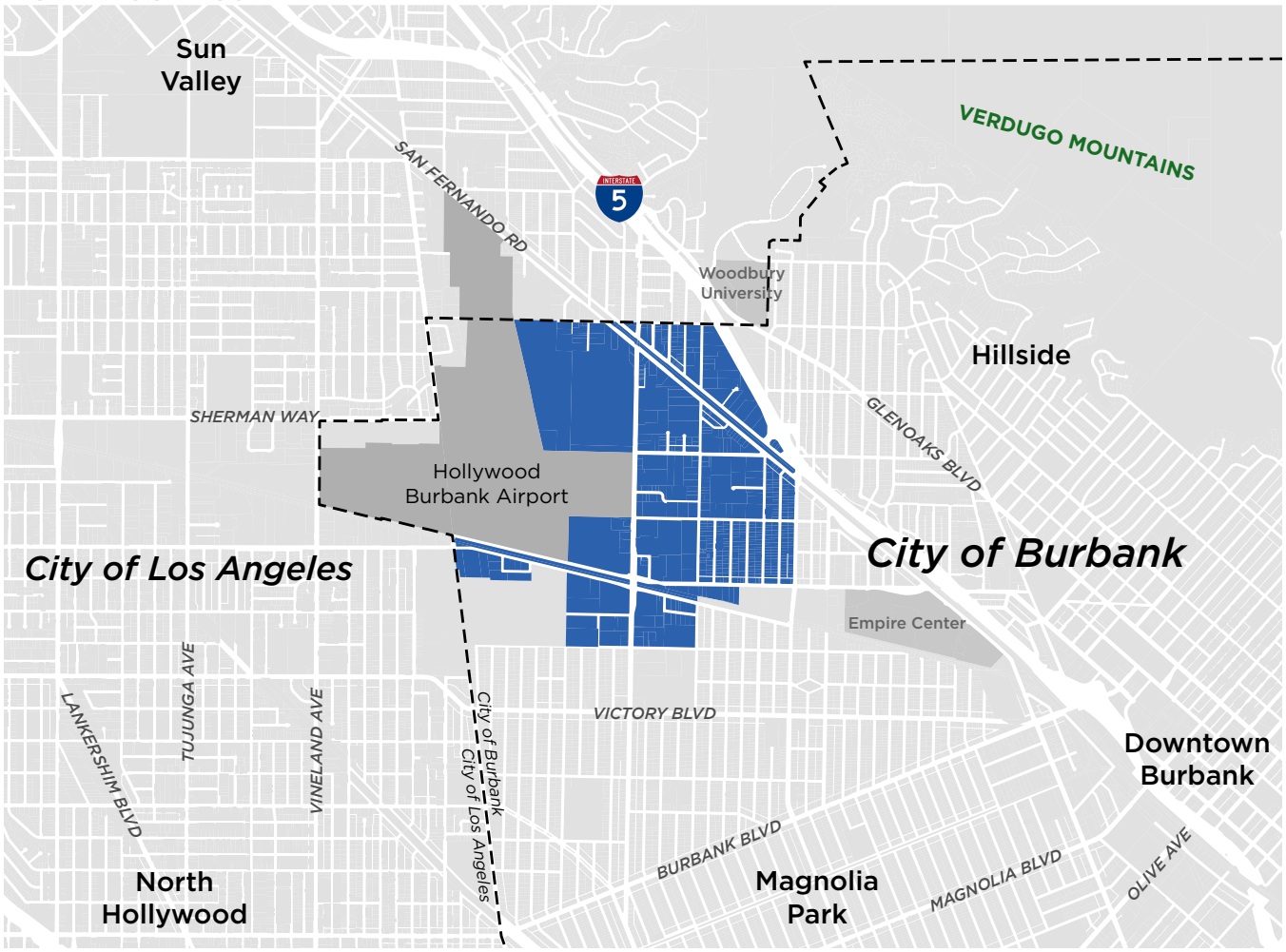
FIG 2-1 REGIONAL CONTEXT



Aerial (Google Earth)

Golden State Specific Plan *Hollywood Burbank Airport*

FIG 2-2 LOCAL CONTEXT



The Golden State District is located immediately east of Hollywood Burbank Airport and two miles northwest of downtown Burbank.

Golden State Specific Plan

2.2 COMMUNITY HISTORY

The City of Burbank was founded in 1887 and incorporated in 1911. It has a long and unique economic history that spans more than a century, though the city's regional cultural image was established between 1917 and 1945 when it first became home to the aerospace, defense, and film industries.

EARLY 20TH CENTURY

Seeking larger tracts of undeveloped land that could connect to railways, the aerospace manufacturer Lockheed Corporation moved to the Golden State District area in 1928, kickstarting a steady period of industrial growth. Further supporting the industry was the opening of United Airport in 1930, developed by the Boeing Company and what would become United Air Lines. Soon thereafter its Spanish Revival terminal became the largest commercial airport in the Los Angeles region.

MID-20TH CENTURY

In 1940, the airport was acquired by Lockheed and used to supply the U.S. efforts in World War II, all while passenger flights continued. After the attack on Pearl Harbor, Lockheed's Burbank factories were famously camouflaged as a rural townscape by the U.S. military with the assistance of set designers from nearby movie studios. At peak operations in 1943, the Lockheed facilities employed 94,000 people.

The aerospace industry paved the way for rapid development through the war and throughout the following decades, including new housing tracts, a hospital, several schools, and Burbank's City Hall to serve the area's growing population. The development of major freeways in and around Burbank in the 1950s and 1960s, including Interstate 5 and State Route 134, brought even more suburban development. Throughout this period, Lockheed was the District's primary economic engine and one of the city's largest and most important employers.



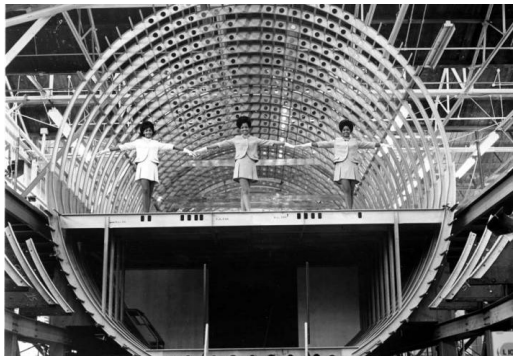
United Airport dedication, 1930. (Burbank Public Library)



Vega Model 2 Starliner, 1940. (Bill Larkins Collection)



Lockheed Air Terminal, 1950s. (Burbank Public Library)



Air Jamaica employees in an under-construction Lockheed L-1011, 1969. (CSUN University Library)



The original United Airport on Memorial Day in 1930 (California Historical Society and USC Libraries)



Lockheed Aircraft Corp, 1938.
(Los Angeles Public Library)



Inside Lockheed's Vega plant, 1942.
(Farm Security Administration, Library of Congress)



Lockheed facility under camouflage, World War II. (Lockheed Martin)



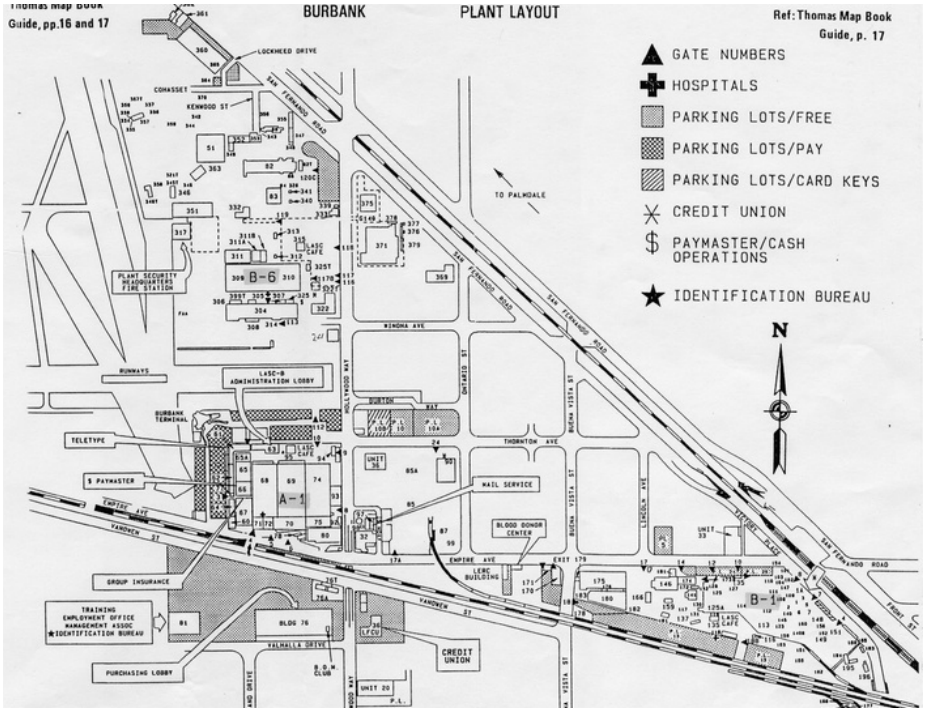
Outside Lockheed's Vega plant at Hollywood Way, 1943. (California State University Northridge Library)



Lockheed Aircraft Corp, Burbank, 1945.

(Farm Security Administration, Library of Congress)

Aerial view of Burbank, 1952. (University of California, Santa Barbara)



Map of Lockheed Aircraft Corp facilities. (Lockheed Martin)



New Interstate 5 between Glenoaks Blvd (foreground) and San Fernando Blvd, 1950s. (Burbank Public Library)



Thornton Avenue at Ontario Street, 1960s.(Burbank Public Library)



View north on Hollywood Way, 1978. (California State University Northridge Library)

LATE 20TH CENTURY TO PRESENT

In 1978, the airport was sold to a public authority and renamed the Burbank-Glendale-Pasadena Airport, and in 1990, Lockheed and its top-secret 'Skunk Works' division left the District. Nearly 14,000 jobs were lost and commercial vacancies quickly increased, leaving the area with an uncertain future. By 2005, however, the District started to experience a dramatic economic renaissance with the expansion of major media and arrival of technology companies attracted to the area by its proximity to Hollywood, availability of large underutilized lots and buildings, as well as low rents.

More recently, the area has experienced continued commercial growth, and the Golden State District is now a significant hub of entertainment and tech companies – both key industries of Southern California. The area's manufacturing, professional office, media, and airport-supporting uses remain major generators of employment and revenue for the city, with three of its largest employers located in the area.

The renamed Hollywood Burbank Airport is completing construction on a brand new passenger terminal, which promises the start of another exciting chapter when it opens to the public in October 2026. With the resurgence of economic activity and the expansion of the airport's facilities, the District has seen an influx of new jobs, as well as a growing demand for the housing, services and amenities to support them.



Rendering of the future terminal at Hollywood Burbank Airport, which had a groundbreaking in January 2024. (Burbank-Glendale-Pasadena Airport Authority)

2.3 EXISTING CONDITIONS

The GSSP recognizes that the plan area covers several diverse neighborhoods with many varied conditions, and as such it has been organized into four subdistricts (Figure 2-3) that each have their own distinct characteristics as well as unique opportunities for the future. The elements of the urban environment – land use, public realm, and built form – that currently exist in each subdistrict are summarized first; this is followed by a review of the various forms of transportation and infrastructure systems in the plan area.



Land use refers to the permitted or observed use of public or private property. The designation of parcels (e.g. commercial or residential) is an important aspect of any plan: uses can help define the level of activity in an area while a mix of complementary land uses may determine its walkability.

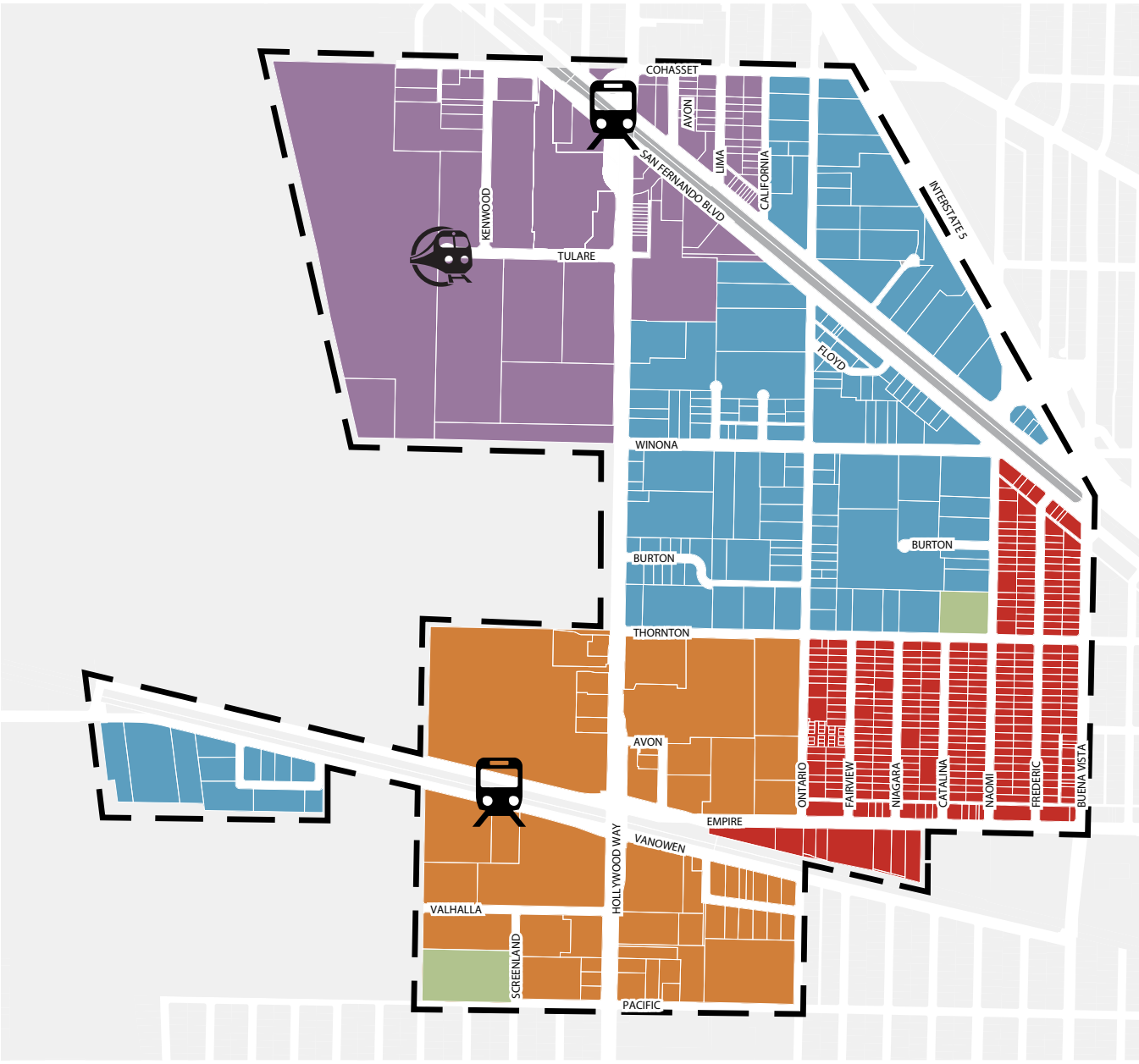
The **public realm** is the area within the built environment that is owned by and/or accessible to the general public. While multiple City departments and documents touch on the public realm, this plan regulates the portion between the property line and the roadway used by pedestrians, including sidewalks, parkways, street furniture, street trees, and lighting.

Built form describes the physical appearance of a building or a collection of buildings as viewed from the public realm and helps define the overall character of an area. Components subject to regulation typically include maximum height and minimum setbacks, floor area ratio and density calculations, as well as open space and parking requirements.

Figure 2-4, Figure-Ground, illustrates the significant variation in built form within the District, from large industrial parcels with low lot coverage, to smaller industrial, commercial, and residential parcels with more consistent setbacks and orientation to the street.

Finally, **transportation** and **infrastructure** involve the basic facilities necessary for the typical operation of the city, and includes everything from roads, railways, and airports to electric, sewer, and water lines. Much of the infrastructure in Burbank is the responsibility of the City, but parts may be owned by the County, State, or other agency such as the airport authority.

FIG 2-3 SUBDISTRICTS



North Station

South Station

Empire Neighborhood

Golden State Industry

Metrolink Station

Future High Speed Rail Station

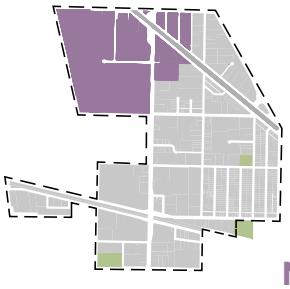
Specific Plan Boundary

FIG 2-4 FIGURE-GROUND



Building Footprint

Specific Plan Boundary



NORTH STATION

The North Station subdistrict surrounds the intersection of Hollywood Way and San Fernando Boulevard, and is bounded by Cohasset Street to the north, California Street to the east, and the Burbank Hollywood Airport's future passenger terminal to the west. A primary feature of the subdistrict is the Burbank Airport–North station on Metrolink's Antelope Valley Line. The railroad tracks run parallel San Fernando Boulevard, with the station platform just west of Hollywood Way. The future California HSR station, now in the planning stages,will be located just south of the Metrolink station.

The subdistrict is comprised of a mix of commercial and light industrial uses. Notably, a recent major development, known as Avion Burbank, encompasses much of the subdistrict west of Hollywood Way, comprised of logistics and warehouse space along with a few quick-service restaurants, creative office spaces, and a hotel fronting San Fernando Boulevard. Across from Avion is a large, modern three-story office building surrounded by rows of surface parking, as well as an assortment of older, one- and two-story industrial buildings used by construction companies.

Superblocks up to a quarter mile long make up most of the subdistrict, though there are shorter blocks running east-west between Cohasset Street and San Fernando Boulevard. This smaller grid contains many smaller lots developed with a mix of industrial and commercial uses such as a brewery, cafe, laboratories, recording studios, and various repair shops. These buildings are generally one or two stories and often built to the lot line, though several have parking in front. The character on these streets are notably different than that along the major boulevards, as the narrow vehicle rights-of-way and prevalence of buildings constructed at the lot line create a sense of enclosure for pedestrians.

The public realm is generally defined by the auto-oriented nature of the subdistrict, with wide boulevards, large surface parking lots abutting the sidewalk, and relatively narrow sidewalks with few amenities. Along these major boulevards, pedestrian conditions are mixed, but generally uncomfortable for pedestrian mobility due to lack of tree canopy and landscaped parkways, narrow sidewalks, no pedestrian lighting or furniture. In addition, the Hollywood Way underpass beneath San Fernando Boulevard has narrow sidewalks adjacent to vehicles traveling at high speeds that create an unfriendly environment for pedestrians. An exception is the Metrolink station, which includes some street furniture, landscaping, and lighting; however, it is not easily accessible, as the main point of entry is at the top of an on/off-ramp and involves crossing a major thoroughfare at grade. The recent Avion Burbank project constructed a new sidewalk and landscaped setbacks, in addition to a buffered bike lane, which although still auto-oriented, improved the active transportation conditions in the subdistrict.



A large office building set back far from the street, separated by expansive parking.



New development is oriented internally at a different level than that of the sidewalk.



Light industrial uses border residential at Cohasset Street, the northern plan boundary.



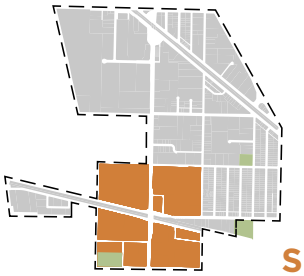
The underpass at San Fernando Boulevard and Hollywood Way breaks up the street wall.



The Metrolink station includes signalized pedestrian crossings and street furniture.



The ramp onto Hollywood Way features a bike lane, pedestrian crossing, and landscaping.



SOUTH STATION

The South Station subdistrict is in the southern portion of the GSSP and encompasses the area surrounding the intersection of Hollywood Way and Empire Avenue/Vanowen Street. Its borders include Thornton Avenue on the north, Ontario Street on the east, Pacific Avenue on the south, and the Valhalla Memorial Park on the west. The subdistrict includes the Burbank Airport-South station on Metrolink's Ventura County Line, also served by Amtrak, located west of Hollywood Way with the tracks located between Empire Avenue and Vanowen Street.

South Station consists almost entirely of industrial and commercial uses on a mix of large and small lots, except for the Larry L. Maxam Memorial Park in the southwest corner of the GSSP adjacent to an Army National Guard facility. On the west side of Hollywood Way between Thornton and Empire Avenues, notable uses include the Marriott Hotel & Convention Center, which plans to expand with an additional dual-branded hotel on the same site; Media Studios North, a 19-acre entertainment/creative office campus with over 900,000 square feet of interior space; and MSG Sphere Studios, a dome-shaped media complex.

This subdistrict includes the tallest buildings within the GSSP, with the 9-story Marriott and several 4-6 stories office buildings located within large parcels. South of Empire Avenue, however, most lots are small and include industrial structures with 1-2 stories, typically built to the front property line. The largest site, a vacant big box store (formerly Fry's Electronics) has been approved for a large mixed-use development with residential and ground floor retail, which will start to shift the subdistrict's character from a suburban typology with large surface parking lots to a more urban, walkable model.

Similar to North Station, the South Station subdistrict is comprised of superblocks where connectivity is concentrated along a few major roads. Hollywood Way also bypasses Empire Avenue in an underpass, creating a wide right of way with additional lanes for on/off-ramps; for example, the 100-foot right-of-way of Hollywood Way south of Valhalla Drive becomes 150 feet at Vanowen Street. In the north-south direction, the combined right-of-way of Empire Avenue, the railroad, and Vanowen Street is even wider at 225 feet or more. This infrastructure provides helpful transit and vehicular access, but creates challenges for other modes.

The public realm is generally auto-oriented with narrow sidewalks and inconsistent street trees. A notable exception is the frontage of the Marriott property along Hollywood Way where mature trees with large canopies and a lush, landscaped parkway provide more comfortable conditions for pedestrians. The sidewalks adjacent to the Media Studios North property, along Empire Avenue and Ontario Street, lack street trees, however, significant landscaping and tree canopy in the front yard setback provide some shade and improve the pedestrian environment.



Low density light industrial uses comprise much of the subdistrict.



At the edges of the neighborhood, commercial and industrial uses face residential districts.



The Hollywood Way underpass presents a challenging landscape for pedestrians and cyclists.



At Media Studios North, buildings reach up to 6 stories, while the nearby Marriott is 9 stories.



New developments on Hollywood Way, including the Sphere Studios, have consistent street trees.



Larry Maxam Park features green space, sport courts, a baseball diamond, and a playground.



EMPIRE NEIGHBORHOOD

The Empire Neighborhood subdistrict is in the southeastern corner of the GSSP, bounded by Thornton Avenue and San Fernando Boulevard to the north, Buena Vista Street to the east, Vanowen Street to the south and Ontario Street to the west. This area is largely characterized by low- to medium-density housing, including a mix of single and multi-family, with the exception of low-scale commercial uses on both Empire Avenue and San Fernando Boulevard. The neighborhood benefits from destinations such as Robert Gross Park and Robert Lundigan Park nearby at Thornton Avenue and Naomi Street. The Empire Center, a popular regional shopping complex with many big box stores and casual restaurants, is located a couple blocks east of the subdistrict outside of the GSSP area.

The single-family homes in the subdistrict are usually one-story with 20- to 25- foot landscaped setbacks. Multifamily buildings are two- to three- stories with approximately 10- to 15- foot setbacks and range from duplexes to apartment buildings with over 50 units. Where they exist, the commercial buildings are mostly one- to two- stories with high lot coverage and zero- to five- foot setbacks from the street. These unassuming, non-descript buildings provide a consistent frontage that contributes to a sense of enclosure along the street.

This subdistrict has the most pedestrian-friendly public realm, owing largely to narrower streets and frequent tree canopies; however, the sidewalks along Empire Avenue itself are substandard at only 6 to 8 feet wide. Street trees are missing along some portions of Empire Avenue and San Fernando Boulevard, leaving pedestrians more exposed. Two landscaped medians down the middle of Empire Avenue help calm the flow of traffic, however, the lack of signalized north-south crossing opportunities between Ontario and Buena Vista Streets impede pedestrian access to Robert Gross Park by local residents.



Buildings on Empire Avenue are generally built to the lot line, adjacent to the sidewalk.



In the northern commercial area, uses include small hotels, gas stations, and fast food.



Residential streets have consistent sidewalks, landscaped parkways, and various street trees.



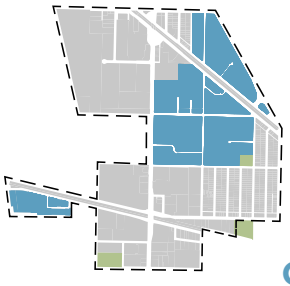
A recent townhouse development is organized around interior open space.



Higher density residential buildings are located at the edge of the plan area.



Empire Avenue is home to Robert Gross Park, a large open space with ballfields and a picnic area.



GOLDEN STATE INDUSTRY

Comprising the remainder of the GSSP, the Golden State Industry subdistrict encompasses the remainder of the commercial and industrial uses within the District. It includes all properties adjacent to the Hollywood Burbank Airport and Interstate 5, as well as properties along Ontario Street and Winona Avenue. A superblock at the southwestern end of the subdistrict, west of Hollywood Way and north of Vanowen Street, includes airport-related circulation, parking, and rental car uses, as well as several fast-food restaurants. The remaining blocks contain an eclectic mix of media, technology, aerospace manufacturing, production, office, and other light industrial uses.

Buildings throughout the area are predominantly one or two stories, though some are taller, and have inconsistent setbacks and parking layouts. Many structures are built to the property line or within a couple feet separated by landscaping, while others are set back behind parking lots. Buildings are typical of light industrial areas—many have long expanses of blank walls or fences and lack windows, street-facing entrances, or architectural detail. Commercial uses along Hollywood Way often have large parking lots located at the rear and sides.

Public realm conditions also reflect the area's industrial history with little greenery, inconsistent street canopy, and narrow sidewalks. An exception is Winona Avenue, where consistent sidewalk widths, setbacks, and street trees create a more pleasant pedestrian atmosphere. When approaching Pacific Avenue, pedestrian amenities increase with frequent pedestrian-scaled street trees, bus shelters, and other amenities. Pedestrian street crossings are limited to major intersections and some of these intersections lack crosswalks. The Antelope Valley Metrolink train line runs along the median of San Fernando Boulevard, which creates a crossing barrier for all modes and isolates the blocks north and south of the rail line.



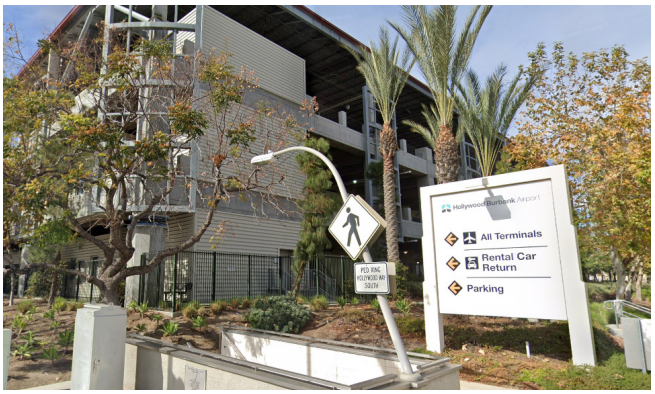
Light industrial buildings adjacent to the sidewalk along Ontario Street form a pleasant streetwall.



The current entrance to Burbank Hollywood Airport is lined by fast food businesses.



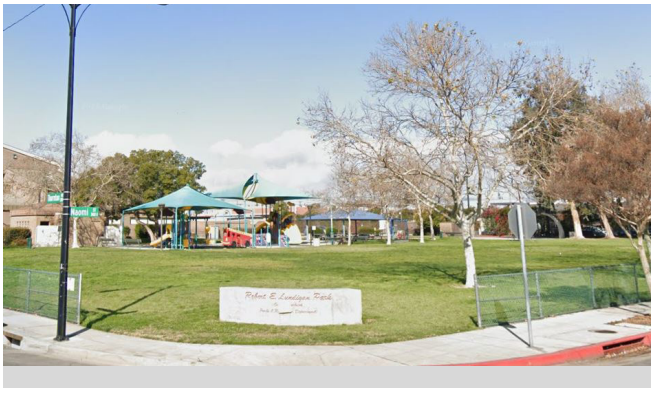
One to two story industrial building throughout the area often have surface lots on the side.



A large airport parking facility northwest corner of Hollywood Way and Empire.



Newer, large warehouses are common north of the railroad tracks next to Interstate 5.



Robert Lundigan Park is found in the southeast corner of the district, next to the Fire Station.

TRANSPORTATION

The GSSP area has undergone several changes in its transportation system over the last decade, with more changes planned. Metrolink added an additional regional rail station, microtransit service has been introduced, new freeway ramps constructed, a new Regional Intermodal Transportation Center ("RITC") built at the Hollywood Burbank Airport, a relocated airport terminal under construction, and a high-speed rail station in planning.

PUBLIC TRANSIT

The District's many public transit services are shown in Figure 2-6.

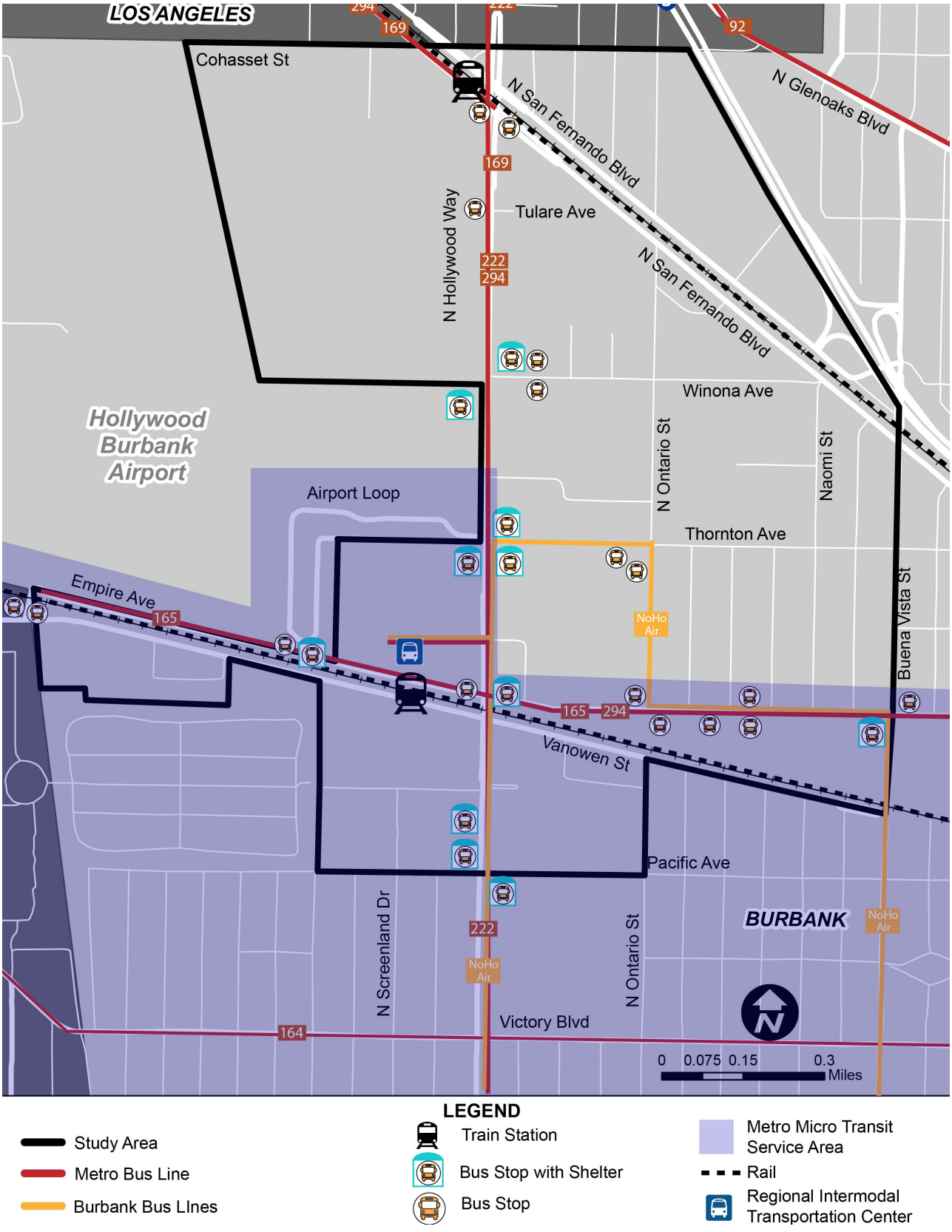
Amtrak operates two intercity passenger rail lines within the study area: the Coast Starlight and the Pacific Surfliner. The Coast Starlight runs from San Diego to Seattle, WA, passing through the specific plan area and stopping at the Burbank Airport – South Station. The Coast Starlight operates one northbound and one southbound train daily. In 2023, the annual ridership was 338,017 passengers. The Pacific Surfliner runs multiple round trips between San Diego and San Luis Obispo daily, passing through the specific plan area and stopping at the Burbank Airport – South Station. In 2023, annual ridership was 1,517,425 passengers.

Metrolink operates two regional rail lines that stop within the Specific Plan area. The Metrolink Antelope Valley Line provides regional passenger rail service between Los Angeles Union Station and the Lancaster Metrolink Station, with a stop at the Hollywood Burbank Airport – North Station. In 2023, average daily ridership for the line was 3,051 passengers. The Metrolink Ventura County Line provides regional passenger rail service between Los Angeles Union Station and the East Ventura Metrolink Station, with a stop at the Hollywood Burbank Airport – South Station. In 2023, average daily ridership for the line was 1,550 passengers.

BurbankBus is provided by the City of Burbank and operates one fixed-route line in the specific plan area. The BurbankBus NoHo-Airport Route (or Orange Route) provides connectivity between the Los Angeles County Transportation Authority (Metro) North Hollywood B and G Line Station Monday through Friday with service every 15 minutes in the morning, 20 minutes in the midday, 15 minutes in the evening, and 45 minutes in the late evening. In May 2014, the monthly ridership for the NoHo-Airport Route was 2,050 - 6,250 passengers within the specific plan area. BurbankBus also provides curb-to-curb transportation services for seniors and persons with disabilities, with 77,500 trips completed in 2016.

Metro operates four bus routes in the specific plan area: Lines 165, 169, 222, and 294. Lines 165 and 169 provide service between Burbank and the western San Fernando Valley, Line 222 provides service between Hollywood and Sun Valley, and Line 294 provides service between Burbank and Sylmar. All four lines run seven days a week, with peak frequencies in the weekday mornings and evenings. In 2023 the combined average daily ridership for these Metro lines was 11,316 passengers, with over half taking place on Line 165. Metro also provides Metro Micro micro-transit service in the southern portion of the specific plan area, allowing those within the micro-transit zone to hail a ride on demand.

FIG 2-6 TRANSIT FACILITIES



CYCLING

The Golden State District has a number of existing and planned bicycle facilities, as shown in Figure 2-7.

The **Hollywood Way bikeway** is primarily a Class II bike lane, except southbound adjacent to the airport where it is a protected Class IV bike lane. The Class IV portion of the bikeway begins at the westernmost end at Tulare Avenue and the airport and turns south onto Hollywood Way to Winona Avenue. The Class II portion the bikeway is northbound on Hollywood Way between Cohasset Street and Pacific Avenue and southbound from Cohasset Street. The **Pacific Avenue bikeway** is a Class III bike route with bike route signage in east and west directions between Screenland Drive and Ontario Street. The **Vanowen Street bikeway** is a Class II bike lane with striping and signage in both directions between Hollywood Way and Clybourn Avenue.

The Specific Plan area currently has three bicycle parking locations that are publicly accessible facilities: at the Burbank Airport Station North, Robert E. Lundegren Park at Thornton Avenue and Naomi Street, and Larry L. Maxam Memorial Park at Pacific Avenue and Screenland Drive.

BIKEWAY CLASSIFICATIONS

Class I bikeways are typically referred to as *bike paths* and accommodate bicycle travel on paved rights-of-way separated from streets or highways.

Class II bikeways are commonly referred to as *bike lanes* and provide striped or stenciled lanes for one-way travel along a streets or highways.

Class III bikeways are generally referred to as *bike routes* and provide shared use with pedestrians or motor vehicles with signage.

Class IV bikeways are commonly referred to as *protected bike lanes* or cycle tracks and provide lanes for bicycle travel with a physical separation between the bike lane and vehicular travel lane.

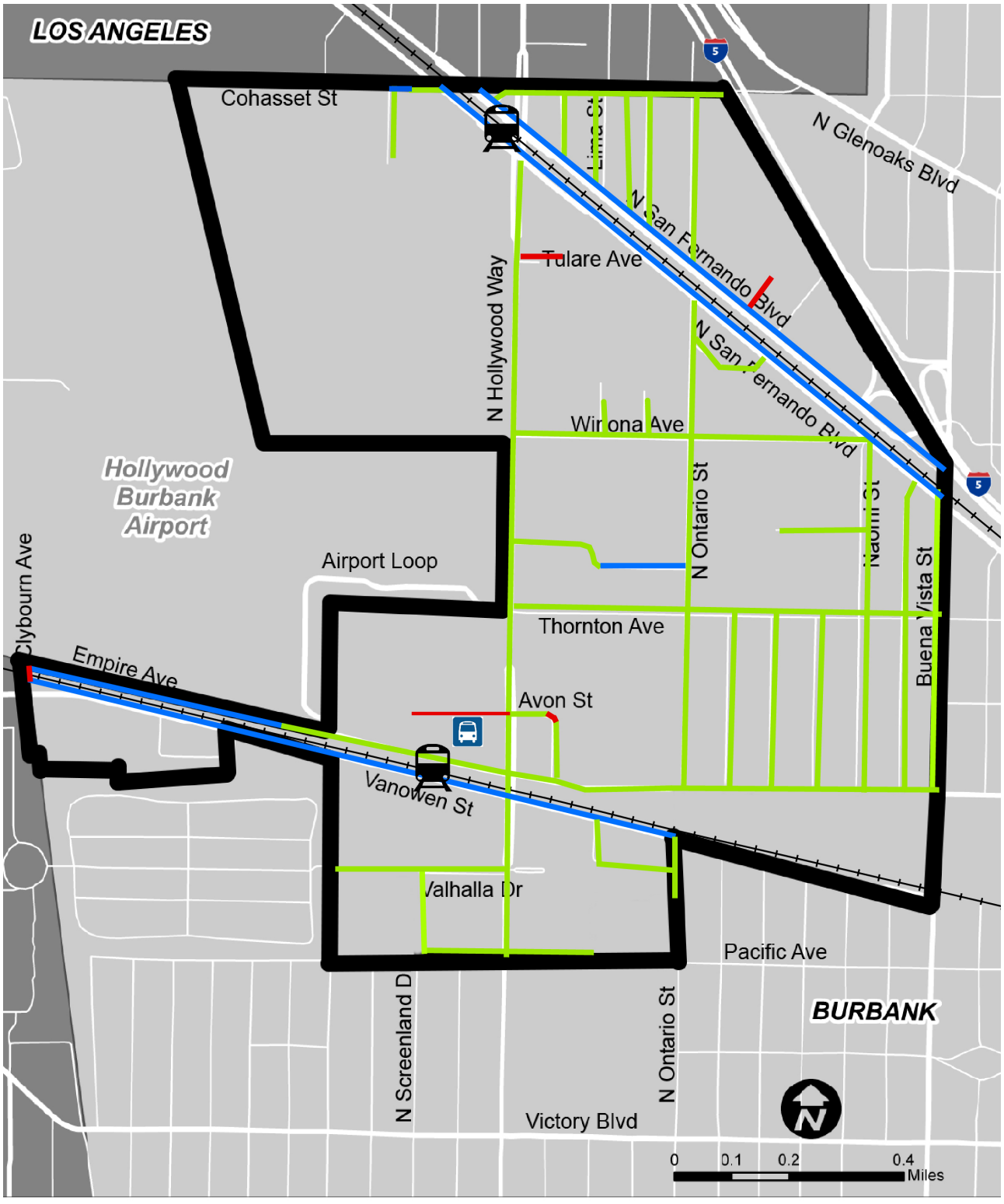
FIG 2-7 BICYCLE NETWORK



WALKING

As shown in Figure 2-8, most roadways have sidewalks present on both sides. Areas with only one sidewalk present were generally found along roadways adjacent to Amtrak and Metrolink tracks, such as Empire Avenue, Vanowen Street, and San Fernando Boulevard. Roadways with no sidewalks present include Tulare Avenue at Hollywood Way, Tulare Avenue at San Fernando Boulevard, and a small segment of Avon Street between Hollywood Way and Empire Avenue.

FIG 2-8 SIDEWALKS



ROADWAY/HIGHWAY

Interstate 5 runs through the Specific Plan area, with four northbound general purpose lanes, four to five southbound general purpose lanes, and one high occupancy lane in each direction, and provides a major access route for regional traffic making connections to the Hollywood Burbank Airport, ground transportation stations, and job centers. Its access points to the study area will play a key role in traffic impacts. Between Hollywood Way and Buena Vista Street exits on I-5, the 2017 peak hour traffic was 13,260 vehicles and the annual average daily traffic in 2017 was 192,780.

Major arterials through the Specific Plan area include the north-south Hollywood Way and Buena Vista Street and east-west Vanowen Street, Empire Avenue, and San Fernando Boulevard. The roadway system and roadway classifications are shown in Figure 2-9.

PARKING

Figure 2-10 shows the presence of on and off-street parking facilities in the Specific Plan area. The figure shows only parking lots exclusively dedicated to parking, as opposed to parking lots for offices or retail, and on-street parking only for collectors, secondary arterials, and major arterials. As shown, there is no on-street parking along Hollywood Way and Empire Avenue adjacent to the Hollywood Burbank Airport site.

FIG 2-9 ROADWAY CLASSIFICATIONS

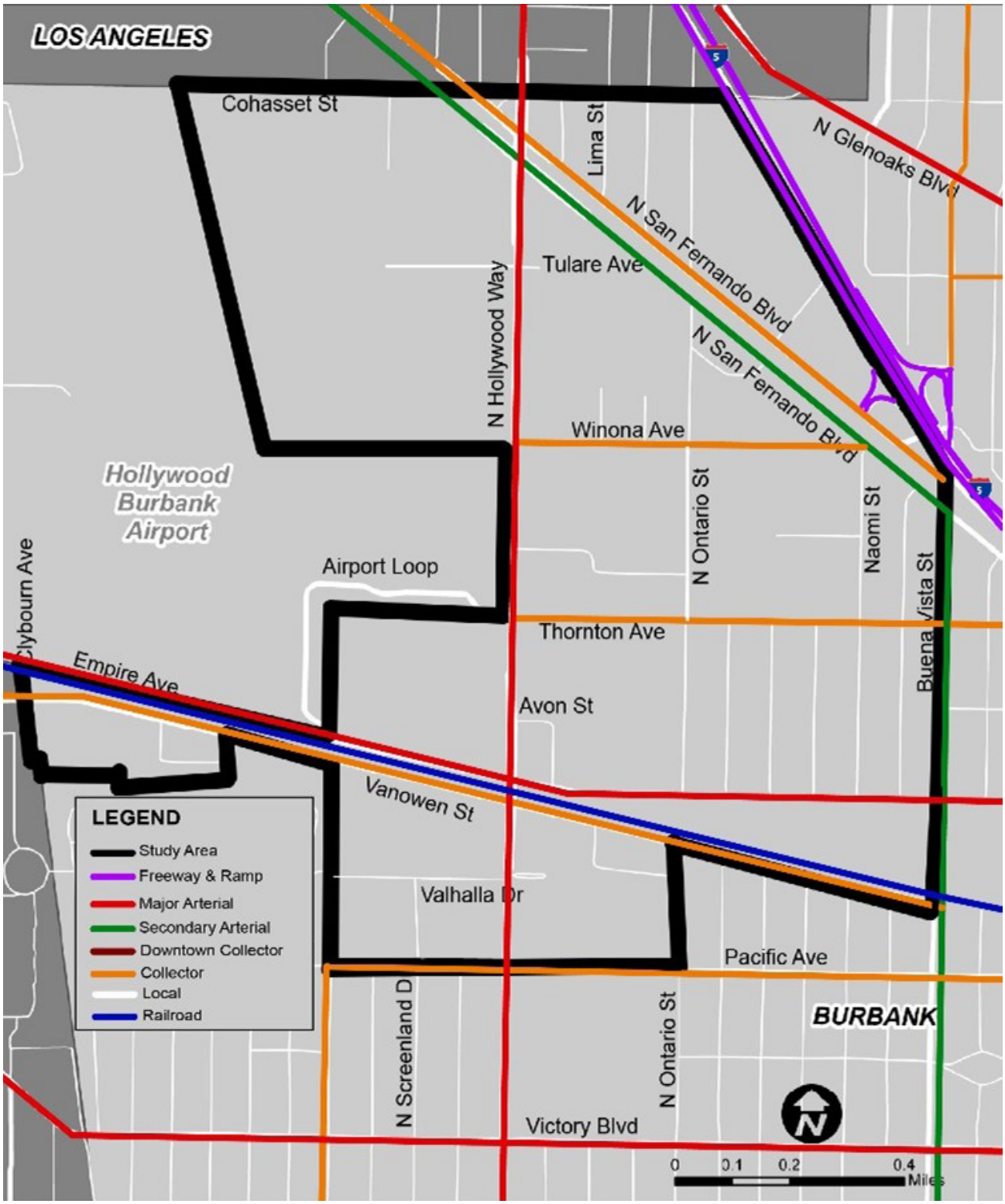
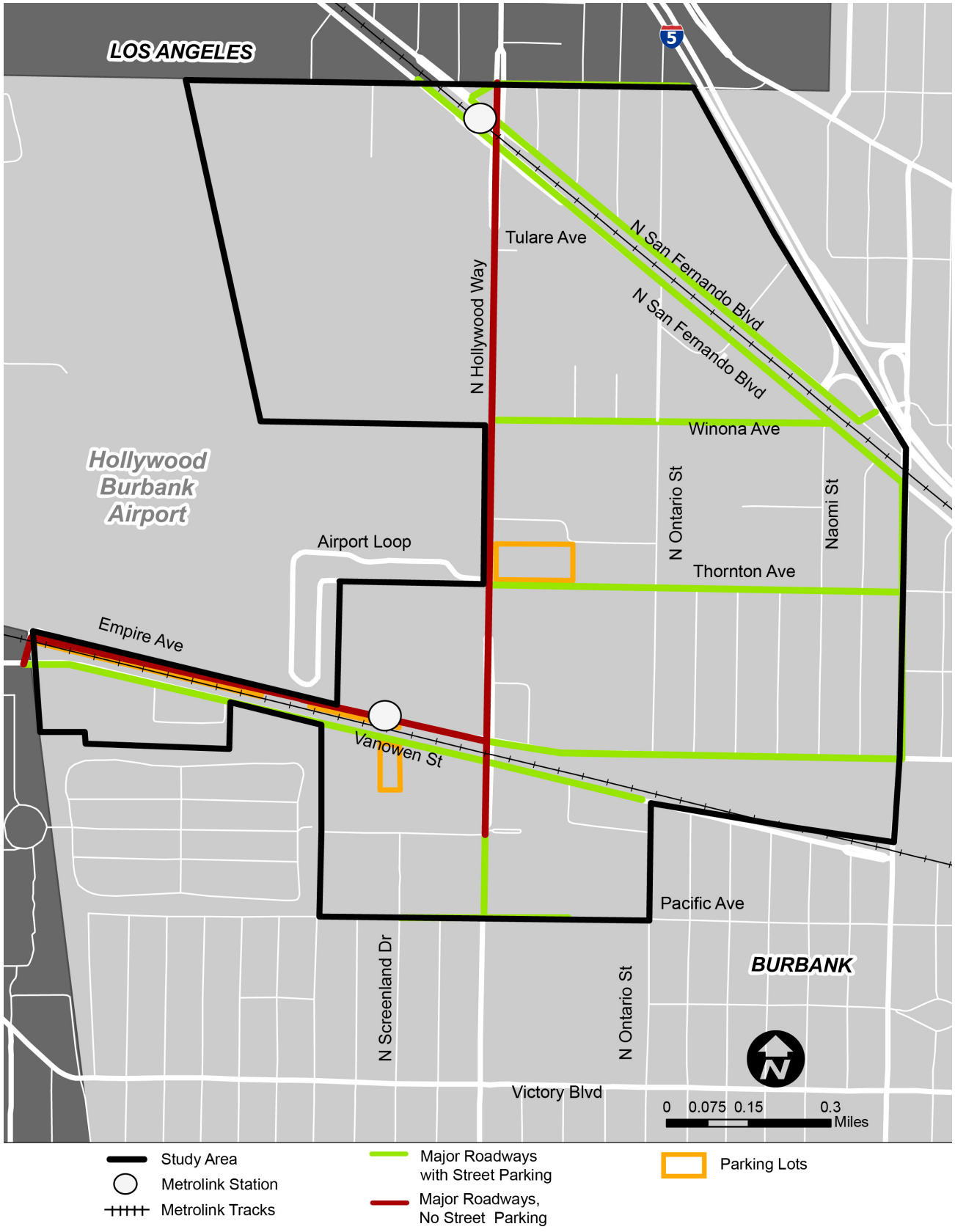


FIG 2-10 PARKING



2.4 KEY ISSUES

It is important that the GSSP respond to conditions both inside and outside of its borders. During the technical planning and community engagement phases of the project, several key challenges – as well as opportunities – were identified. These overarching issues, distilled below, helped to inform the development of the GSSP policies, land uses, and development standards.

CHALLENGES

1. **Housing deficit.** There is a jobs-to-housing imbalance of 3:1 in Burbank, meaning most employees have to commute into the city, adding significantly to traffic, congestion and pollution.
2. **Affordable housing.** Workers and families with low to moderate incomes find it especially hard to find a home in Burbank that fits their budget and other personal needs.
3. **Neighborhood identity.** The GSSP area lacks a coherent sense of place or identity, which is a missed opportunity as a primary point of arrival to Burbank.
4. **Walkability.** Large block sizes, separated uses, and narrow or missing sidewalks that lack shading and amenities create an inefficient and uncomfortable pedestrian environment.
5. **Auto-orientation.** Several area roadways that encourage high-speed driving also discourage alternative forms of transport such as walking, biking, and transit.
6. **Suburban building form.** Much of the existing commercial and industrial building stock has low lot coverage surrounded by large surface parking lots that don't efficiently use available space.

OPPORTUNITIES

1. **Housing market.** Responding to the regional housing crisis, the City's Housing Element plans for thousands of new multifamily dwelling units, including at opportunity sites within the GSSP.
2. **Economic development.** There's been steady post-industrial job growth which is expected to continue, particularly at high-paying media and tech companies.
3. **Urban infill.** Mixed-use redevelopment of underutilized commercial land can relieve some development pressure on other nearby neighborhoods while leveraging existing infrastructure.
4. **Airport influence.** The Hollywood Burbank Airport is undergoing significant upgrades with the construction of a new passenger replacement terminal scheduled to open October 2026.
5. **Transit options.** There are a multitude of ground transportation assets including Burbank and Metro buses, two Metrolink stations, Amtrak trains, and the future HSR station.
6. **Sustainability.** Wide rights-of-way can be redesigned as "Complete Streets" for the safe and efficient movement of people and reimagined with more landscaping and trees to help combat climate change.

PLACEHOLDER: GRAPHICS BEING UPDATED

3. VISION, GOALS & POLICIES

3.1 Vision Statement
3.2 Guiding Principles
3.3 Goals & Policies

The GSSP establishes a unified vision for the continued growth and evolution of the Golden State District based on foundational ideas and values shared by community members, local stakeholders, and elected representatives. This forward-looking statement is intended to present an aspirational image of the area decades into the future, while the Guiding Principles that follow supplement the plan vision and will be used to guide both public and private development in achieving this vision.



3.1 VISION STATEMENT

The Golden State District will be a vibrant economic center, residential neighborhood and transportation hub that facilitates the preservation of key industries while creating new opportunities for housing and jobs – with an elevated sense of arrival from Hollywood Burbank Airport and the Amtrak, Metrolink, and future High-Speed Rail station.

3.2 GUIDING PRINCIPLES









1. Build a Complete Community

Enable the development of well-designed mixed-use and residential neighborhoods that provide access to jobs, amenities, transit, and high-quality open space.

2. Leverage Transportation Assets

Leverage the District's tremendous transportation assets — Hollywood Burbank Airport, Amtrak, Metrolink, Metro Bus, BurbankBus, and the future High-Speed Rail station — with supportive land uses and transit-oriented development.

3. Encourage a Unique District Identity

Create a unique District identity within the City through an enhanced public realm, high-quality urban design, special public places, and wayfinding.

4. Support the District as an Economic Engine

Maintain and enhance the District as a key economic engine for the City, preserving and fostering industrial and commercial business.

5. Create a Mix of Housing Types

Create new multi-family and single-family housing opportunities with a mix of housing types and unit sizes to accommodate different needs, family sizes, and income levels.

6. Protect Existing Character

Support residents by protecting the special character of the existing multi- and single-family communities.



7. Balance Jobs and Housing

Better balance jobs and housing to strengthen the local economy while reducing traffic congestion and dependence on cars.



8. Improve Multimodal Connections

Improve multimodal connections within the District, providing safe opportunities for walking, biking, and transit, and lessening the need for vehicle trips.



9. Foster a Resilient, Sustainable District

Foster a resilient, sustainable District through the addition of shade trees, landscaping, and green infrastructure that facilitates the efficient use of natural resources, improves air quality, cools the public realm, and captures stormwater.



10. Support Hollywood Burbank Airport

Strengthen the partnership between the City and the Burbank-Glendale-Pasadena Airport Authority on long-term efforts, like the new terminal, to make Hollywood Burbank Airport a world-class facility.

Image sources: 1. Neil Arnold / 2. Metrolink / 3. EYRC Architects / 4. Building Design + Construction 5. John Berry Architects / 6. Gensler / 7. LA Metro Bikeshare / 8. Apolitical.co

PLACEHOLDER: GRAPHICS BEING UPDATED

An artistic rendering of the future North Station area looking at Hollywood Way and Tulare Avenue.

PLACEHOLDER: GRAPHICS BEING UPDATED

3.3 GOALS & POLICIES

The GSSP responds to General Plan and Housing Element programs to implement and reevaluate land use and mobility in the Golden State District, seeking ways to promote the construction of new housing units while also expanding the important economic, employment, and transportation role of the District.

This section includes goals and policies related to land use, built form, public realm and mobility that will provide direction to decision makers and the public about how the Vision and Guiding Principles will be achieved.

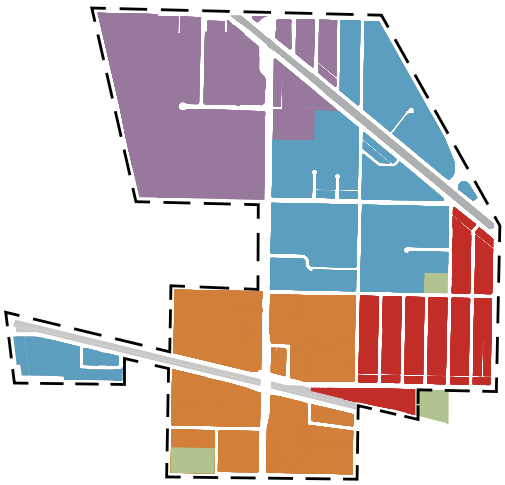
A **goal** is an attainable outcome that describes a desired end state.	A **policy** is a certain course of action for decision makers to achieve a goal.

Goals and policies that address the District as a whole are organized into the following topics:

- Identity
- Housing
- Economic Development
- Equity
- Urban Design
- Architecture
- Open Space
- Urban Greening
- Complete Streets
- Active Transportation
- Sidewalks
- Public Transit
- Parking
- Transportation Demand Management

The four subdistricts described in Chapter 2 also have individual, unique goals and policies:

- North Station
- South Station
- Empire Neighborhood
- Golden State Industry



GSSP Subdistricts. Refer to page 34 for full-size.

IDENTITY

Goal 1 A community of distinct neighborhoods, each with a strong sense of place, that collectively form a cohesive district and attractive front door to the airport, HSR and transit stations.

POLICIES

1.1 **Balanced mix of industrial, commercial, and residential uses.** Infuse new housing opportunities into the district, while providing ample space for commercial and industrial uses to thrive.

1.2 **Transit-oriented nodes.** Focus higher residential density and commercial intensity uses at two distinct nodes—the North and South Station subareas—supported by safe, efficient multi-modal access to regional rail, bus transit, employment, neighborhood services and retail, open space, and amenities.

1.3 **Sense of place.** Enhance the physical and visual conditions throughout the District and at key gateways through public art, signage, wayfinding, greening, and landmark buildings to create a positive "first impression" of the City for visitors and a welcoming district for local residents.

1.4 **Everyday amenities.** Increase amenities in the district, such as grocery stores, restaurants, open space, recreational uses, to meet the everyday needs of the residential and employee population.

1.5 **Airport synergy.** Work with the Hollywood Burbank Airport to create land use synergies consistent with the Los Angeles County Airport Land Use Plan.



Outdoor gathering space that integrates commercial and recreational use.



Street furniture helps create a welcoming and comfortable sense of place.

HOUSING

Goal 2 A new center for housing within the City with a variety of housing products and affordability levels that create options for new and existing residents.

POLICIES

2.1 **Jobs-housing balance.** Improve the City's jobs-housing balance by increasing housing supply close to job-rich areas, encouraging those who work nearby to live in the City.

2.2 **Housing opportunities.** Contribute meaningfully towards solving the regional housing crisis by significantly expanding the City's housing stock, including market-rate and affordable units, both for-sale and for-rent.

2.3 **Housing options.** Create diverse housing opportunities and unit sizes that together meet the requirements and lifestyle preferences of a wide range of residents, including individuals, families, workforce, and seniors.

2.4 **Affordable housing.** Encourage the development of inclusive, affordable housing at all price points for low-income, middle-income, and special needs households.

2.5 **Housing types.** Facilitate the construction of alternative, nontraditional forms of housing such as live/work, artist's studios, and co-living units.

2.6 **Well-being at home.** Promote the development of healthy, livable units that focus on light, sound, thermal comfort, and indoor air quality using the principles of passive design and green building.



A fully residential building with ground floor unit entries.



A new mixed-use housing development with ground floor retail space.

ECONOMIC DEVELOPMENT

Goal 3 An economically resilient and diverse district with both small and large employers that take pride in being a part of the District.

POLICIES

3.1 **Economic engine.** Maintain and expand the role of the District as an economic engine for the city by supporting diverse commerce and innovation that grows the city's tax base and maintains a healthy economy.

3.2 **Media and creative hub.** Capitalize on the city's identity of Media Capital of the World by attracting new media and entertainment companies to creative campuses in the District.

3.3 **Business recruitment.** Leverage the District's competitive advantages, such as proximity to the Hollywood-Burbank Airport, future HSR, Metrolink, downtown Burbank, and the greater Los Angeles region to grow the business base in the District.

3.4 **Lower barriers to entry.** Reduce regulatory and process barriers, especially for small businesses, to enable more flexibility between uses and reduce vacancy.

3.5 **Small business.** Provide a support system for small businesses in the District by promoting existing City small business programs, creating supportive development standards, encouraging an appropriate business organization, and by supporting local events.

3.6 **Clean industry.** Accommodate the growth of employment-generating uses in forward-looking fields such as research & development, technology, medical office, education, and energy.

3.7 **Adaptive reuse.** Facilitate the adaptive reuse and revitalization of existing buildings to increase utilization of existing structures, support the maintenance of the historic industrial character where relevant, and reduce embodied carbon impacts associated with brand new buildings.

3.8 **Legacy industry.** Protect uses such as aerospace/airplane manufacturing that have long histories of employment in the District, and ensure that the remaining industrial uses are accommodated.



Flexible and innovative workspaces can house a variety of jobs over time.

EQUITY

Goal 4 A fair and just community that strives to eliminate disparities in plan and project processes, outcomes, and community results, supported by accessible and meaningful community engagement.

POLICIES

4.1 **Affordable housing.** Increase production of new units across a variety of affordability levels, including very low and low income, through density bonus and inclusionary housing programs, as well as, rapid rehousing and other assistive housing programs.

4.2 **No vehicle households.** Expand and improve mobility networks and conditions, such as walking cycling, and transit, for residents and employees with limited access to a vehicle.

4.3 **Accessible mobility.** Invest in mobility infrastructure, such as sidewalk, intersection, and street crossing improvements including first-last mile connections to transit, that supports the elderly and communities with disabilities, such as BurbankBus and Metro Micro.

4.4 **Health.** Increase access to goods, services, and other resources that people need for optimal health and well-being.

4.5 **Environment.** Create a safe and comfortable public realm that enhances quality of life for residents, workers and visitors.

4.6 **Air quality.** Adopt objective standards to improve air quality in areas adjacent to the Hollywood Burbank Airport, Interstate 5 freeway, and railway traffic, as well as dense industrial-use areas.

4.7 **Industry.** Recognize the long-term impacts of historical industry in the area, reducing and preventing the negative externalities on neighbors.

4.8 **Community engagement.** Support community engagement and transparency for any City project or plan within the GSSP area, with a focus on reaching youth, renters, and others frequently left out of the process.



A vibrant public realm that focuses on equity amongst all users.

URBAN DESIGN

Goal 5 Urban design and form that promotes walkability, sustainability, and social interaction among neighbors.

POLICIES

5.1 **Urban form.** Support shift from largely auto-oriented urban form with large surface parking lots and no street edge to an urban form in which buildings are placed along the street, creating a sense of enclosure and an inviting pedestrian atmosphere.

5.2 **Walkability.** Build a district of compact neighborhoods that attract pedestrians with inviting streetscapes that link local destinations within easy walking distance.

5.3 **Sidewalk orientation.** Design building frontages with doors and windows that face the sidewalk and encourage an active connection between the public and private realms.

5.4 **Sustainability.** Encourage the creation of a sustainable built environment, employing building and infrastructure systems that reduce embodied carbon, limit water and energy usage, and cool the urban environment.

5.5 **Sense of community.** Create building forms, open spaces, amenities, and programming that foster a sense of community in the District through increased social interaction.

5.6 **Public art.** Encourage new development to add murals and other public art by local artists along blank building facades and in other outdoor areas, including but not limited to seating, lighting, landscaping, shading, sculpture, and imagery.



Wider sidewalks will enhance walkability around the District.



Sidewalks can be used for many purposes, including outdoor dining.

ARCHITECTURE

Goal 6 Buildings that communicate architectural quality and permanence in design, enhancing the District's industrial past with creative and innovative architecture.



Large windows maximize natural light and provide visual interest for pedestrians.



Variations in building plane can enhance a building's aesthetic.

POLICIES

6.1 **Architectural diversity.** Allow for a range of architectural styles and forms that provide visual interest and quality design through flexible massing and façade standards.

6.2 **Building composition.** Articulate facades and vary rooflines to create simple yet modulated forms that add a level of richness to a building's composition (e.g., shadow lines).

6.3 **Materials.** Encourage the use of durable, high-quality materials and detailing throughout building facades and especially at ground level where most visible.

6.4 **Transparency.** Use windows and doors to connect indoors and outdoors, especially at the ground level, and limit blank or featureless walls along the street frontage.

6.5 **Green building.** Promote the use of green building techniques and certifications such as LEED to achieve more sustainable and resilient buildings that are more resource efficient throughout their life cycle.

6.6 **Scaled transitions.** Transition higher density uses so that they scale down when adjacent to lower density uses to increase compatibility and lessen the impacts on existing neighborhoods.

6.7 **Parking impacts.** Reduce the visual impacts of parking lots/structures and minimize the number of curb cuts to limit intermodal points of conflict.

OPEN SPACE

Goal 7 Pleasant, frequent open spaces that add places for both passive and active recreation, providing a high quality of life and creating opportunities for social engagement.

POLICIES

7.1 **Residential open space.** Require ample open space in new development, such as balconies, terraces, common spaces, and rooftop decks, that is sufficient for the number of new residents.

7.2 **Central location.** Shape a building's massing to frame and define both public and common open space in a central location on the site.

7.3 **Successful design.** Encourage residential open space that is well-used by tenants because of optimal placement within the site and appropriate amenities, such as seating, BBQs, shade trees, tables, and others, that invite residents to use the space.

7.4 **Public open space.** Introduce publicly accessible plazas and pocket parks into new development where appropriate to create places for local residents, employees, and visitors to congregate and interact.

7.5 **Pedestrian paseos.** Encourage the development of pedestrian-only pathways, or paseos, on large lots to promote walkability and connectivity across oversized blocks.

7.6 **Focal point.** Integrate public art and interactive installations into open space and landscaped areas to increase enjoyment of open spaces and add to the creativity of the District.

7.7 **Water efficiency.** Utilize water efficient design features including native landscaping, xeriscaping, permeable surfaces, bioswales, green roofs, cisterns and other collection facilities.

7.8 **Climate action.** Use all open space to further climate action and environmental goals such as carbon sequestration, drought tolerance, and mitigating the urban heat island effect.





Mixed-use buildings featuring publicly accessible open space with landscaping and seating.

URBAN GREENING

Goal 8 A greener, more sustainable District that helps beautify the community and create a more resilient neighborhood ready for the future.

POLICIES

8.1 **Street trees.** Require that trees be planted as part of every new development, per the City's Street Tree Plan, with appropriate drought-tolerant species that can be served with recycled water and withstand warmer climate conditions in the future.

8.2 **Complementary development.** Coordinate street tree species selection and improvements with the design of the building (e.g., setbacks) to create a cohesive streetscape as well as an environment where trees with healthy canopies can thrive.

8.3 **Tree canopy.** Enhance the tree canopy in the District as a whole, in both the public and private realm, to provide benefits such as shading, cooling, beautification and improved air quality that enhance the pedestrian experience.

8.4 **Species diversity.** Balance the aesthetic desire for uniform street tree species along each corridor with the need for species diversity to prevent the spread of disease and support biodiversity.

8.5 **Landscaped parkways.** Include landscaped parkways within sidewalks, wherever feasible and consistent with the City's green streets policies, to improve tree health and increase permeability for water absorption and stormwater capture, as well as support aesthetic improvements along sidewalks.

8.6 **Structured soil.** Plant street trees using structured soil techniques, such as silva cells, which allow the tree root system to expand beneath the sidewalk, providing a greater opportunity for the trees to grow and thrive.

8.7 **Parks.** Increase tree planting in public parks to provide additional shade to users, address urban heat island, and absorb carbon.



Landscaping in the public realm provides shade for pedestrians and improves the visual quality of the streetscape.



Street tree diversity supports biodiversity and reduces the spread of disease.



The combination of greening and street furniture elevate the streetscape.

COMPLETE STREETS

Goal 9 A balanced, multimodal mobility system that supports the diverse existing and future residential, industrial, and commercial uses.

POLICIES

9.1 **Complete Streets plan.** Implement the Complete Our Streets Plan priority projects, including the Hollywood Way at Empire Avenue Underpass Improvement Project, as well as pedestrian safety and priority streets improvements.

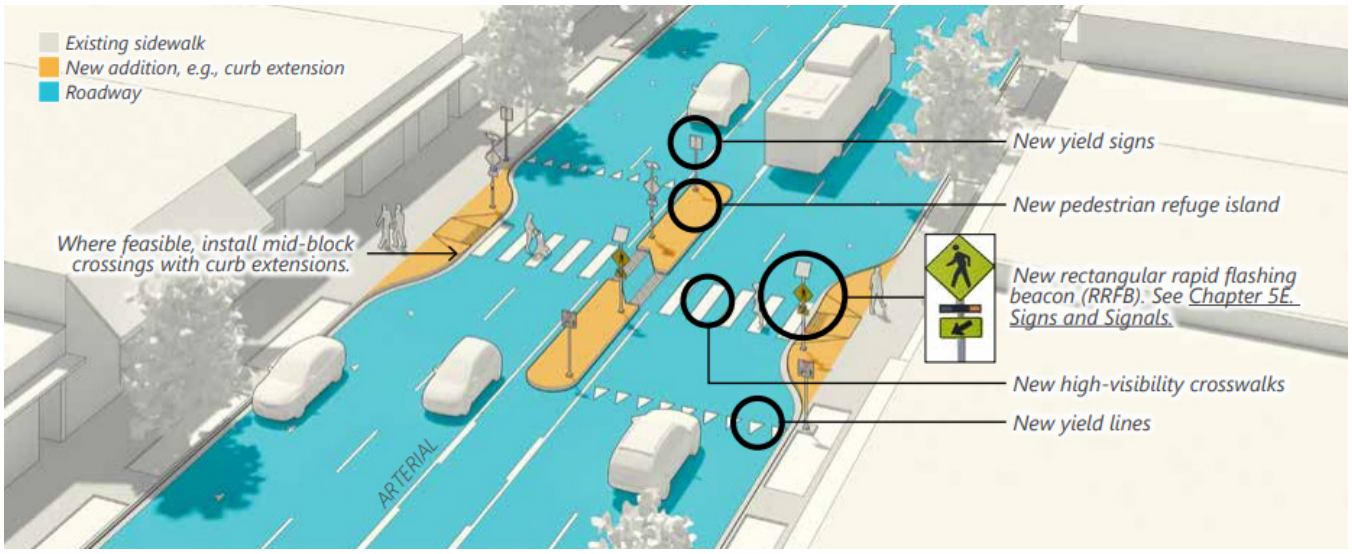
9.2 **A place for people.** Emphasize planning for people, not just cars, with a focus on providing efficient, convenient and safe non-vehicular access to key destinations within and nearby the District.

9.3 **Sustainable mobility.** Support local and regional air quality, sustainability, and greenhouse gas emission reduction goals by reducing vehicle-centric transportation and making a variety of active mobility options safe and attractive to users.

9.4 **Citywide network.** Integrate the GSSP multimodal network into the citywide transit, pedestrian, and bicycle networks, supported by related amenities such as bicycle parking, mobility hubs, shared public bicycles, transit stop shelters, and wayfinding.

9.5 **Regional routes.** Maintain automobile access on major regional routes, while minimizing roadway expansion, and keep portions of the road dedicated solely for automobile use to the minimum required for safety and function.

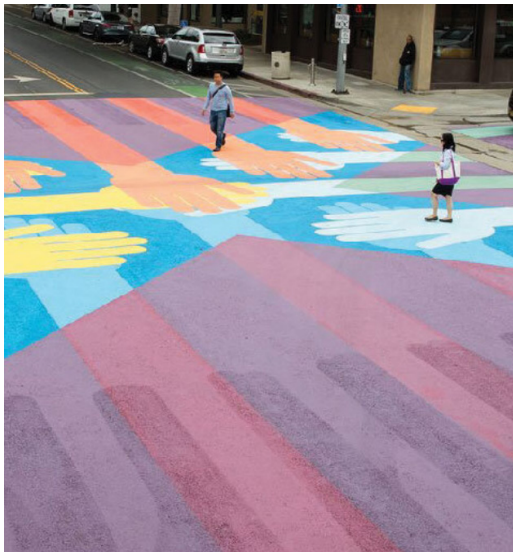
9.6 **Multimodal rights-of-way.** Design street improvements so that they improve and preserve opportunities to expand bicycle, pedestrian, transit systems, and other alternatives to automobiles.



A diagram from the City's Complete Our Streets Plan showing right-of-way improvements to enhance the pedestrian experience.



Sidewalk and roadway enhancements such as bike lanes ensure safety and streamline traffic flow.



Artistic road crossings are creative interventions that can help establish a place's identity. (Here LA)



Robust active transportation networks, including cycle tracks, promote health and safety in communities.

ACTIVE TRANSPORTATION

Goal 10 An active transportation network with attractive, efficient, and safe options for pedestrians, cyclists, and other forms of non-vehicular mobility.

POLICIES

10.1 **First/last mile.** Prioritize projects that improve first/last mile connections to and from GSSP rail stations, such as sidewalk widening, enhanced street crossings, bike facilities, and bus stop enhancements.

10.2 **Wide sidewalks.** Implement wider sidewalks throughout the district via "road diets" or other reapportioning of the street right of way, as well as though dedications from the private realm when necessary.

10.3 **Pedestrian network.** Complete the pedestrian network in the District by filling in the gaps created by a lack of sidewalks, crosswalks, or obstructed path of travel.

10.4 **North-south mobility.** Improve north-south active mobility across the Amtrak/Metrolink rail lines by creating and improving underpasses for active transportation users.

10.5 **Underpasses.** Improve pedestrian and cyclist conditions at Hollywood Way underpasses, including the implementation of the Hollywood Way at Empire Avenue Underpass Improvement Project from the Complete Streets Plan.

10.6 **Crossing opportunities.** Address large block lengths and the lack of pedestrian crossing opportunities with bulb outs, enhanced crosswalks, and additional signalized crossings.

10.7 **Bicycle network.** Bridge gaps in bicycle infrastructure and improve connections to key routes outside the GSSP area, consistent with the City's Bicycle Master Plan.

10.8 **Bicycle facilities.** Provide bicycle parking (bike racks and bike lockers) and other necessary bicycle facilities such as wayfinding/signage at and to key destinations.

10.9 **Creative interventions.** Employ techniques like artful crosswalks and intersection treatments, and innovative wayfinding to create a sense of place while also improving safety.



A protected bike lane with buffers from vehicle traffic.

SIDEWALKS

Goal 11 A walkable and engaging pedestrian environment that contributes to the District's sense of place.

POLICIES

11.1 **Path of travel.** Provide a safe and comfortable path of travel for walking within all sidewalks, free of obstructions, at a width supportive of expected pedestrian volumes.

11.2 **Universal design.** Eliminate barriers in the built environment through universal design by considering users of all ages and abilities when designing functional sidewalks.

11.3 **Shaded environment.** Provide pedestrians sufficient shelter from the sun by planting appropriate street tree species per the City's Street Tree Plan at the frequency needed to provide continuous shade.

11.4 **Pedestrian amenities.** Provide frequent amenities along the sidewalk to aid pedestrian comfort, such as publicly accessible open space, benches, landscaping, awnings/canopies, bus shelters, and bike racks.

11.5 **Outdoor dining.** Allow and encourage outdoor dining to help create a lively public realm where people enjoy spending time.

11.6 **Lighting.** Incorporate pedestrian-scale lighting to increase visibility and safety, especially at night, utilizing dark sky-friendly design to limit light pollution.



Pedestrian-friendly storefronts with landscaping and street furniture.



Unobstructed, shaded sidewalks promote walkability.



Lighting fixtures add to both function and aesthetic of storefronts.

PUBLIC TRANSIT

Goal 12 Major transit hubs that are linked to the city, to local neighborhoods, and to each other.

POLICIES

12.1 **Transit improvements.** Identify opportunities to make transit service better as more residents and workers occupy the District to improve connectivity and access.

12.2 **Access to key activity centers.** Increase bus transit frequency from the airport and transit stations to key activity centers in and around Burbank, such as Downtown, the Media District, Magnolia Park, and the Empire Center.

12.3 **Burbank Bus.** Support the expansion of Burbank Bus to more areas throughout the District as service to the new airport terminal will require changes to existing routes.

12.4 **Transit for all.** Ensure transit is safe and accessible for people of all ages and abilities, accounting for physical, mental, or neurological diversity.

12.5 **Mobility hubs.** Support the establishment of mobility hubs in key locations, especially near the future HSR station and Metrolink stations, that provide opportunities to transfer to other modes such as cycling, rolling, and driving.

12.6 **Ridership.** Support transit ridership through increased residential and commercial development within a half-mile of existing and future rail stations.

12.7 **Public-private partnerships.** Promote transit-oriented development, including compatible land uses and accessible open spaces for transit users, through public-private partnerships.

12.8 **HSR site.** Work with HSR to establish multimodal circulation within the future HSR site and optimal connections to the larger street network.



Public transit improves connectivity and accessibility between communities.

WHAT ARE MOBILITY HUBS?

Mobility hubs are public places where different transportation modes and services meet to encourage multimodal journeys. Often built adjacent to high-quality transit, mobility hubs offer safe, comfortable, convenient, and accessible spaces to seamlessly transfer across many different travel modes. These amenities may include bus stop and layover zones, transit shelters with real-time arrival/departure information, bike share stations, car share facilities, taxi and on-demand car waiting areas, Wi-Fi service, bike storage and repair facilities, retail, and publicly accessible open space.

PARKING

Goal 13 A District that provides necessary parking supply, appropriate for a transit-oriented district, that supports the needs of businesses, residential uses, and transportation assets.

POLICIES

CITYWIDE PARKING MANAGEMENT PRINCIPLES

1. Protect single-family parking
2. Increase parking availability
3. Leverage underused parking
4. Regulate parking with pricing
5. Reinvest parking revenue
6. Tailor implementation to neighborhoods

13.1 **Parking management.** Rather than building new parking, increase parking supply by improving regulation of existing parking to ensure efficient turnover, spreading the demand for parking away from core areas, and getting information to drivers on where parking is available.

13.2 **Shared parking.** Leverage underused private parking by allowing flexible shared parking among property owners and to offer surplus parking as public parking where on-street parking is at capacity.

13.3 **Curb management.** Evaluate demand for pick-up and drop-off locations generated by rideshare and taxis, and consider implementing them where appropriate.

13.4 **On-street parking.** Where street parking along commercial corridors or in employment centers is overutilized, regulate street parking and public parking lots with pricing and reinvest revenues into public services.

13.5 **Neighborhood protection.** Develop and implement a neighborhood protection plan to protect on-street parking in existing neighborhoods using tools such as permit parking.

13.6 **Unbundled parking.** Require unbundled parking for residential and commercial property leases, as well as residential sales, to reduce the cost of development and not disadvantage active mobility users.

13.7 **Dynamic parking pricing.** On both streets and private property, encourage dynamic pricing for parking that fluctuates based on occupancy levels.

13.8 **Parking requirements.** Establish appropriate parking minimums for new development that satisfy parking demands and facilitate changes in use, without oversupplying parking and increasing vehicle trips to the area.

13.9 **Park once.** Consider “park once” approaches, supported by parking in-lieu fees, where designated parking areas allow visitors to park and walk from business to business instead of parking on each individual property.

TRANSPORTATION DEMAND MANAGEMENT

Goal 14 A transportation network, appropriately scaled, that reduces vehicular demand on the District's roadways by leveraging new programs.

POLICIES

14.1 **Shuttle service and carpooling.** Incentivize employers in the District to create or enhance their carpooling or shuttle programs.

14.2 **Micro-transit.** Support Metro Micro's expansion to other parts of the GSSP area and additional neighborhoods.

14.3 **Off-peak travel.** Encourage or incentivize employers to allow telecommuting or non-traditional scheduling options for employees.

14.4 **Burbank Transportation Management Organization (BTMO) expansion.** Support TDM implementation by expanding the BTMO to include the GSSP area.

14.5 **TDM Ordinance.** Consider a different funding structure for the TDM ordinance that would secure funding for the TMO either tied to special services, sale of the land, or other approaches; in addition, consider broadening the TMO membership requirement to include residential/ mixed-use development and enhance due collection enforcement.



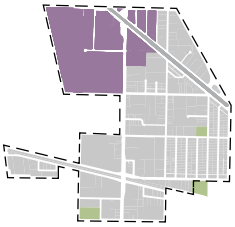
Metro Micro will serve communities with local rideshare trips for up to 10 passengers.



Shuttle services can reduce vehicle trips.

NORTH STATION

Goal 15 A community node that uses its proximity to transportation hubs, with housing and job growth oriented around walking, biking, and transit.



POLICIES

15.1 **Mixed-use development.** Promote higher density housing and mixed-use development with some retail uses near transit to create an amenity-rich environment that reduces the number of vehicle trips.

15.2 **Building orientation.** Face buildings towards the public realm and ensure direct, easily navigable routes to transit, including orienting buildings towards stations where appropriate.

15.3 **Station access.** Improve access and sidewalk amenities around the Burbank Airport North station, its entrances and platform.

15.4 **Walkable streets.** Enhance the pedestrian environment along streets such as Hollywood Way with street trees, landscaping, benches, and other amenities.

15.5 **Transit connections.** Create comfortable, efficient pedestrian connections between the Hollywood Burbank Airport and the Metrolink station, as well as the future HSR station when constructed.

15.6 **Bicycle improvements.** Encourage cycling by making it safer and more convenient with the addition of new bike lanes and streetside amenities such as bike racks.

15.7 **Railroads and underpass.** Identify opportunities to address physical barriers caused by the grade separated street network at Hollywood Way and San Fernando Boulevard to encourage active mobility options and beautify the area.

15.8 **Airport adjacency.** West of Hollywood Way, prioritize employment and neighborhood-serving uses that are compatible with the applicable airport adjacency restrictions and complementary to the new airport passenger terminal and future HSR station.



Street tree canopies help create beauty in the public realm.



A residential building with a walkable pedestrian environment.

HIGH-SPEED RAIL STATION

Goal 16 A High-Speed Rail station area with complementary land uses that improve the traveler experience and provide more amenities to District residents and employees.

POLICIES

16.1 **Supportive land uses.** Allow uses directly adjacent to the future HSR station and airport terminal that enhance the area as a destination for visitors and locals alike, such as restaurants, retail, hotels, offices, and parks.

16.2 **Landmark architecture.** Support building and landscape design that elevates the importance of the site in its role as a hub for major infrastructure investments.

16.3 **Station art.** Leverage opportunities to create public art in support of defining the site's character and special stature within the city.

16.4 **Innovative open space.** Explore opportunities for innovative open spaces, such as playing fields and parks on building and parking structure roofs, to efficiently provide open space and unique experiences for locals and visitors.

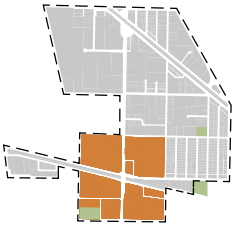
16.5 **Partnerships.** Build stronger working partnerships with the Burbank-Glendale-Pasadena Airport Authority, Los Angeles Metro, and the California High Speed Rail Authority as the area is redeveloped over time in support of innovative, world-class mobility.



A concept HSR station in Fresno, California.

SOUTH STATION

Goal 17 A new mixed-use neighborhood with housing, retail, creative office, and clean industrial uses that make the most of nearby mobility assets.



POLICIES

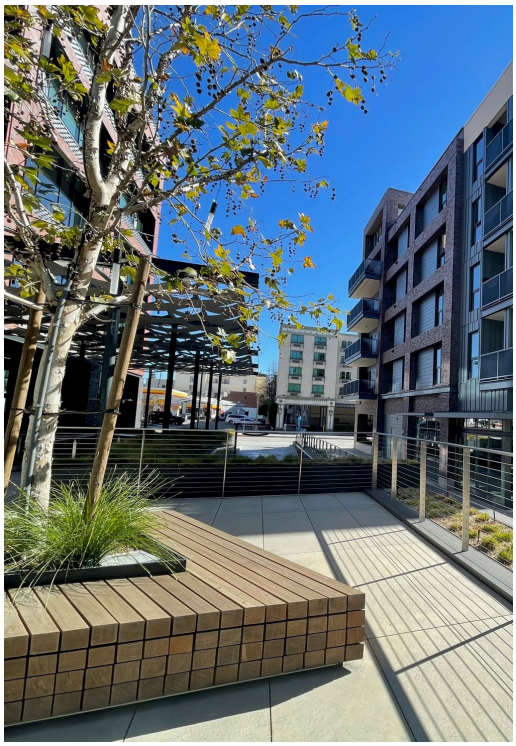
17.1 **Mixed-use neighborhood.** Transform the district into a thriving multifamily neighborhood integrated horizontally and vertically with street level shops and services, with scaled transitions to lower-density neighborhoods to the south.

17.2 **Transit-oriented development.** Encourage dense, compact development walking distance from Amtrak and the Metrolink Ventura County Line, as well as in close proximity to the future HSR and Antelope Valley Line, supporting ridership on the District's transit lines.

17.3 **Media hub.** Expand on the existing entertainment and media hub at Media Studios North for high-paying employment in growing industries.

17.4 **Placemaking.** Create placemaking opportunities, such as publicly accessible spaces, through private and public development as well as community programming.

17.5 **Park connections.** Integrate Larry L. Maxam Park with the neighborhood through development that orients towards the park and pedestrian improvements adjacent to the park.



Public open spaces such are ideal sites for placemaking and community programming.

17.6 **Park expansion.** Consider expansion of Larry L. Maxam Park onto the National Guard property should it become available.

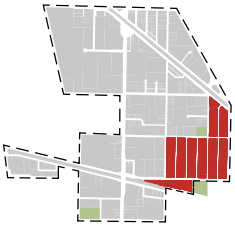
17.7 **Active transportation.** Enhance the public realm with sidewalk and roadway improvements, including street trees, landscaping, benches, bicycle facilities, and other amenities.

17.8 **Railroads and underpass.** Identify opportunities to address physical barriers caused by the rail line and the grade separated street network at Hollywood Way and Vanowen Street to encourage active mobility options and beautify the area.

17.9 **Airport adjacency.** On blocks close to the airport, prioritize nonresidential uses that are compatible with the applicable restrictions and complementary to the surrounding area.

EMPIRE NEIGHBORHOOD

Goal 18 Attractive corridors that are complementary to neighboring residential blocks, providing new housing options and daily needs within close walking distance.





A walkable streetscape of townhouses with urban greenery.



Landscaped open spaces can provide character and connectivity to residential neighborhoods.

POLICIES

18.1 **Neighborhood retail.** Foster neighborhood-serving commercial uses along Empire Avenue and San Fernando Boulevard, including locally-owned shops and services.

18.2 **Engaging street environment.** Orient new development towards the street, contributing to a comfortable sidewalk environment through pedestrian-friendly design.

18.3 **Flexible ground floors.** Allow for flexibility in ground floor uses in mixed-use areas, including through simplified parking regulations, and ensure ground floor parking can be repurposed for other uses in the future.

18.4 **Scaled transitions.** Shape building massing to scale down new higher-density developments as they approach lower-density residential neighborhoods.

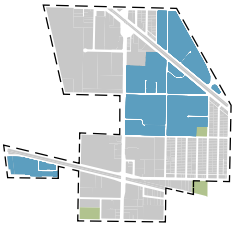
18.5 **Pedestrian connections.** Improve crossings that connect the neighborhood across the railroad tracks, to parks including Gross Park and Lundigan Park, and to schools such as Providencia Elementary.

18.6 **Community character.** Preserve and enhance the character of the existing residential neighborhoods as desirable places to live.

18.7 **Missing middle housing.** Promote development of "missing middle" housing including duplexes, townhomes, multiplexes, and courtyard-style apartment buildings.

GOLDEN STATE INDUSTRY

Goal 19 A thriving employment hub that supports existing businesses and encourages the clustering of emerging industries with creative flex space and modern production facilities.



POLICIES

19.1 **Range of uses.** Allow a wide variety of industrial and commercial uses to support market demand for new business and investment – including those that serve the workers of the area.

19.2 **Existing business.** Retain commercial businesses and industrial uses, while over time phasing out uses that are incompatible with the mixed-use vision for the District.

19.3 **Urban form.** Support an industrial and commercial form that creates attractive, engaging streets while allowing the effective and secure use of sites for business purposes.

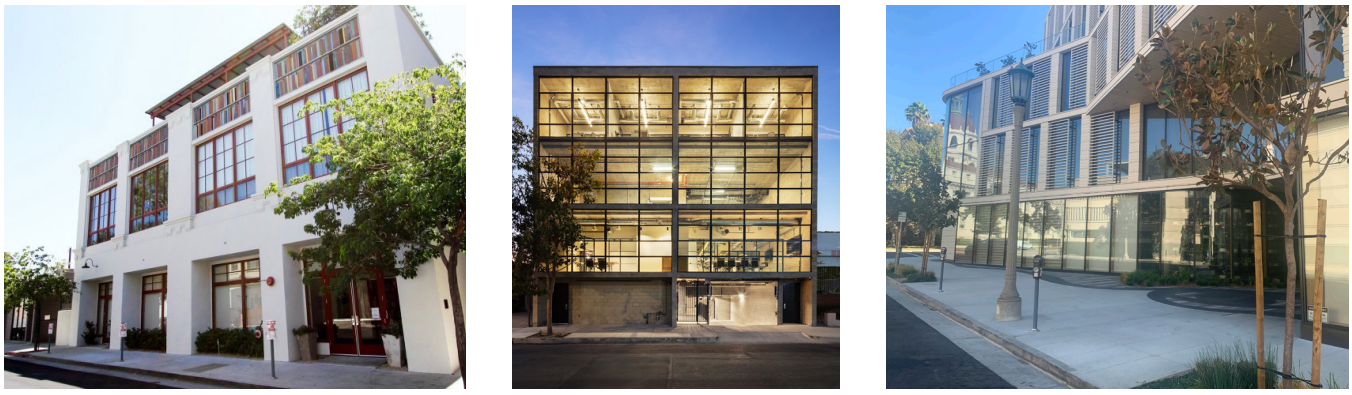
19.4 **Transit-oriented employment.** Support programs that connect employees with nearby transit stations to reduce vehicle trips and parking demand.

19.5 **Underutilized parcels.** Focus new development on underutilized or inefficiently used sites, including those with large surface parking lots, to turn currently unproductive area into tax-paying land to ensure fiscal stability.

19.6 **Transitions.** Locate lower-intensity uses as transitions from industrial uses to the residential neighborhoods to the south and east.

19.7 **Landscaping.** Promote additional greening of the District through street trees and stormwater capture opportunities, while understanding the needs of light industrial users.

19.8 **Airport protection.** Comply with the Los Angeles County Airport Land Use Plan standards by limiting new development within the Runway Protection Zone.



A variety of small- and large-scale commercial/industrial uses are anticipated for the District.

ONTARIO STREET

Goal 20 A small-scale industrial district that forms the central spine of Golden State Industry, providing an variety of retail, food, services, and experiences to the area's employees and residents.

POLICIES

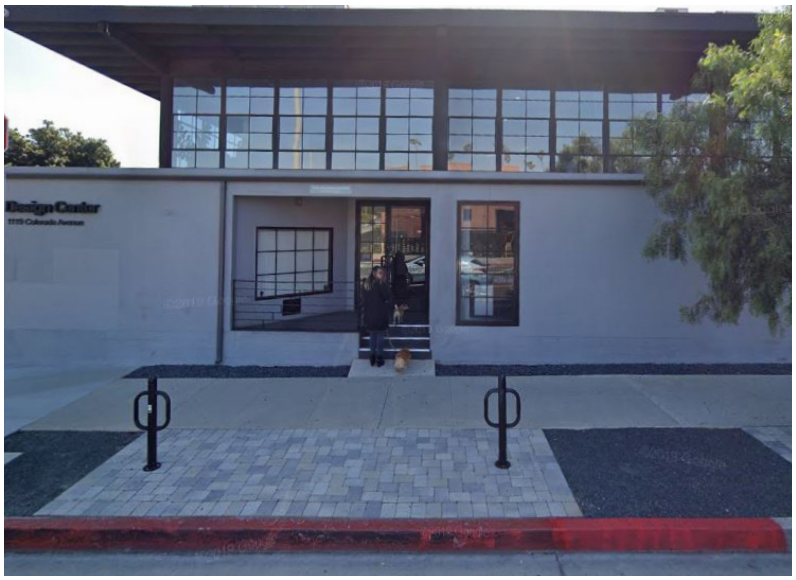
20.1 **Sense of place.** Leverage the relatively narrow right-of-way and street-facing buildings that give Ontario Street a comfortable feeling of enclosure to create a walkable, "main street" atmosphere.

20.2 **Adaptive reuse.** Re-use the existing structures where feasible due to their human-scale, street-facing building orientation, coupled with restrictions on new developments within the runway zone.

20.3 **Outdoor rooms.** Repurpose parking lots and other gaps in the streetwall for active uses that would entice visitors, such as outdoor dining along the sidewalk.

20.4 **Plantings.** Promote the inclusion of landscaping in front setbacks, and consider mid-block, landscaped bulb-outs to add greenery in the parking lane.

20.5 **Underground utilities.** Support the undergrounding of the existing power poles and lines to repurpose space for street trees or other improvements.



A modern addition sits atop a low-rise commercial building.



Limitations on development due to airport adjacency mean existing buildings are more likely to be repurposed.

PLACEHOLDER: GRAPHICS BEING UPDATED

An artistic rendering of the future Ontario Street area looking north at Burton Avenue.

PLACEHOLDER: GRAPHICS BEING UPDATED



4. PUBLIC REALM

4.1 Public Realm & Mobility Plan
4.2 Street Design Concepts
4.3 Sidewalk Standards

4.1 PUBLIC REALM & MOBILITY PLAN

The public realm and mobility vision for the GSSP is based on leveraging its great transportation assets to build a more sustainable and multimodal district. In addition to moving away from an environment that is dominated by vehicle travel, the GSSP is focused on significant greening and open space enhancements, particularly in the mixed-use areas where a significant amount of new housing is anticipated. Change is expected to occur incrementally as new development builds open space for residents and employees and provides improvements in the public right of way through wider sidewalks, more street trees, and parkway plantings. This redevelopment will be completed over time through a combination of private and public investments to improve first/last mile connections to new and existing rail service, roadway improvements, and park enhancements.

Chapter 4, Public Realm & Mobility, includes the Public Realm & Mobility Plan (Section 4.1) that highlights key elements of the existing and proposed public realm and mobility network. Street Design Concepts (Section 4.2) describes proposed right-of-way changes associated with the GSSP, which include roadway and underpass enhancements. Finally, Sidewalks & Parkways (Section 4.3) present standards of development for rebuilt sidewalks from property line to curb.

WHAT IS THE PUBLIC REALM?

The "public realm" refers to publicly owned spaces in our urban environment, such as streets and sidewalks, parks and open spaces, mobility and transit networks, and civic buildings or institutions. It may also include privately-owned spaces that are accessible to the public. The public realm can be a passive environment, such as sitting at a cafe, or an active environment, such as cycling in a bike lane; it can also be an interior space, such as a library. From an urban design perspective, private buildings and spaces greatly influence the public realm, as they provide the visual backdrop for the streets, sidewalks, and open spaces as people experience them. Therefore, public realm planning requires thoughtfulness about the intersection of the public and private realms.

PUBLIC REALM

Currently an auto-oriented environment with industrial roots, the GSSP area does not have a well-established public realm. Sidewalks are narrow and spaces tend to be inward-facing; wide vehicular rights-of-way tend to dominate one's sense of place as people move through the District. Although there are two parks and a fire station in the GSSP area, the lack of civic space or a "center" contributes to a lack of unity or cohesiveness as a District. The airport drives a great deal of activity in the GSSP, however, as is common with airports, the terminal is hidden from the street and the interface with the District is dominated by fences and vehicular circulation. Implementation of the GSSP is a tremendous opportunity to reimagine the public realm of the District.

MOBILITY

With the changing land use composition of the Specific Plan area and major transportation hubs, both existing and future, there is an opportunity to reshape mobility in and through the Golden State District to accommodate all modes of transportation while moving away from heavy reliance on the private automobile. The City of Burbank adopted a "Complete Our Streets" Complete Streets Plan (Complete Streets Plan) in 2020 to provide a guide for safe mobility for all types of users, of all ages, abilities, and disabilities. The GSSP is intended to comply with and help to implement the Complete Streets Plan as development occurs in the district and through discreet capital projects.

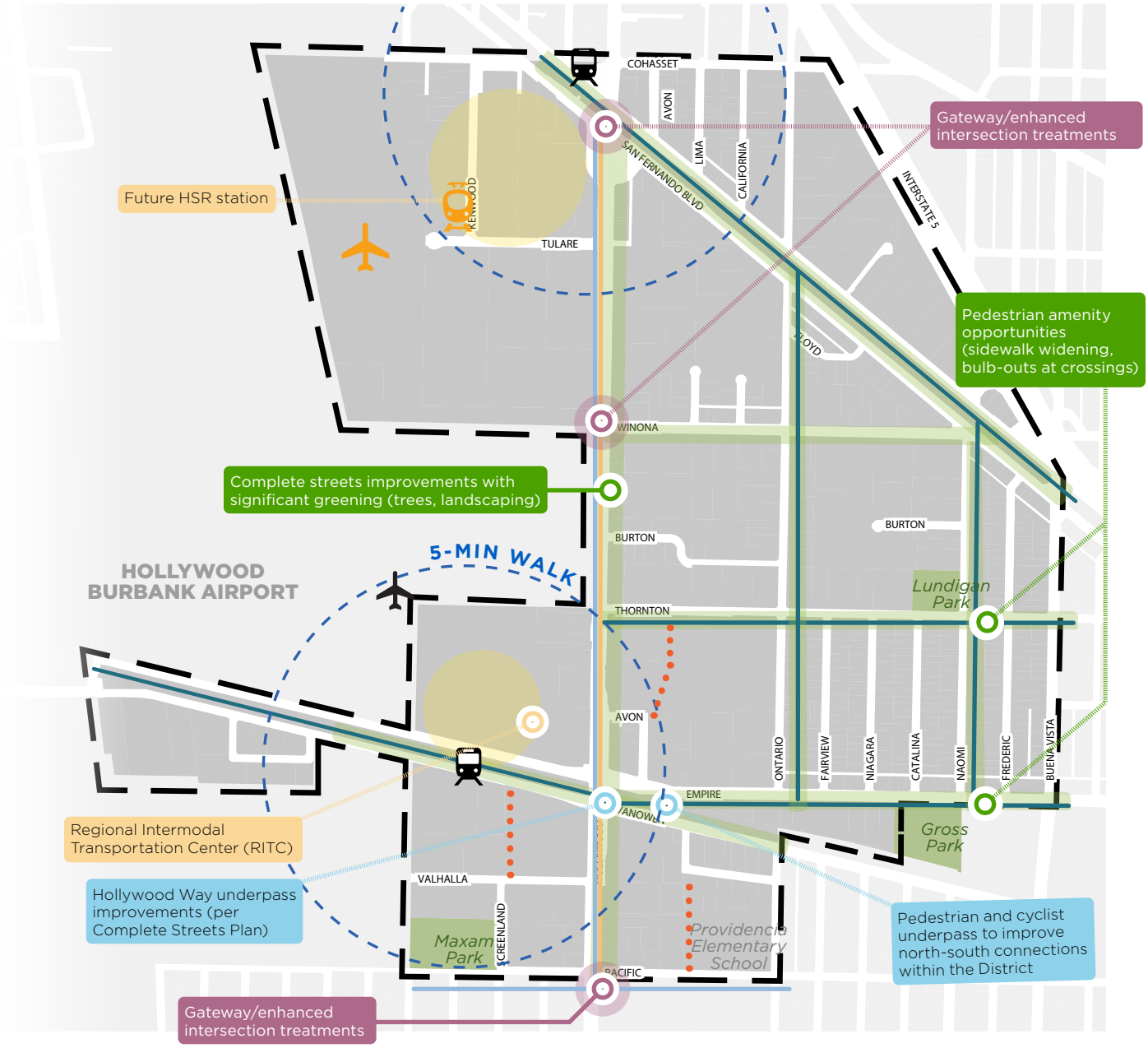
The Golden State District is currently served by a number of regional transit hubs, including Metrolink and Amtrak rail stations as well as the Regional Intermodal Transportation Center (RITC) at Hollywood Burbank Airport. These hubs must continue to be capitalized on to encourage transit use both locally and regionally. The City will also continue work with the California High-Speed Rail Authority to introduce high-speed rail service into the GSSP in a manner most beneficial to all parties. Given the concentration of transit in the area, first-last mile mobility, such as walking, cycling, rolling, and shuttle service, from these regional transit stations are a priority for the GSSP as the City aims to reduce private automobile reliance.

Active transportation users, both cyclists and pedestrians, are a key focus of the Complete Streets Plan, seeking to shift a long auto-dominated landscape with more opportunities for safe walking and biking. Many of the selected streets for complete streets treatments include an active transportation component. Encouraging walking by creating attractive streetscapes and requiring development to engage with the street are essential components of the GSSP, which are discussed in more detail later in this chapter.

While minimizing automobile use is a priority, some heavily used roadways that provide regional access to I-5 will need to maintain or balance a motorist orientation. However, acquiring additional ROW for roadway widening is no longer feasible in most cases, and other methods of maintaining or improving traffic flow will be a focus for the GSSP. Transportation demand management (TDM) solutions, such as ride sharing and discounted transit pass programs, offer an alternative to building out extensive physical improvements by addressing behavior to reduce demand on the street network, particularly at peak travel times such as morning and evening rush hours.

The District is already home to a number of large surface parking lots, either for airport parking or parking for individual businesses. Making more efficient use of land by consolidating or sharing parking and using parking structures is a focus of the GSSP. In addition, with a focus on transit-oriented development for new residential and commercial projects, limiting parking requirements will be critical to encouraging transit ridership and lowering the cost of housing. There is a high demand for street parking on some blocks, so a holistic approach to parking supply and demand will be critical to maintaining a high quality of life for local residents.

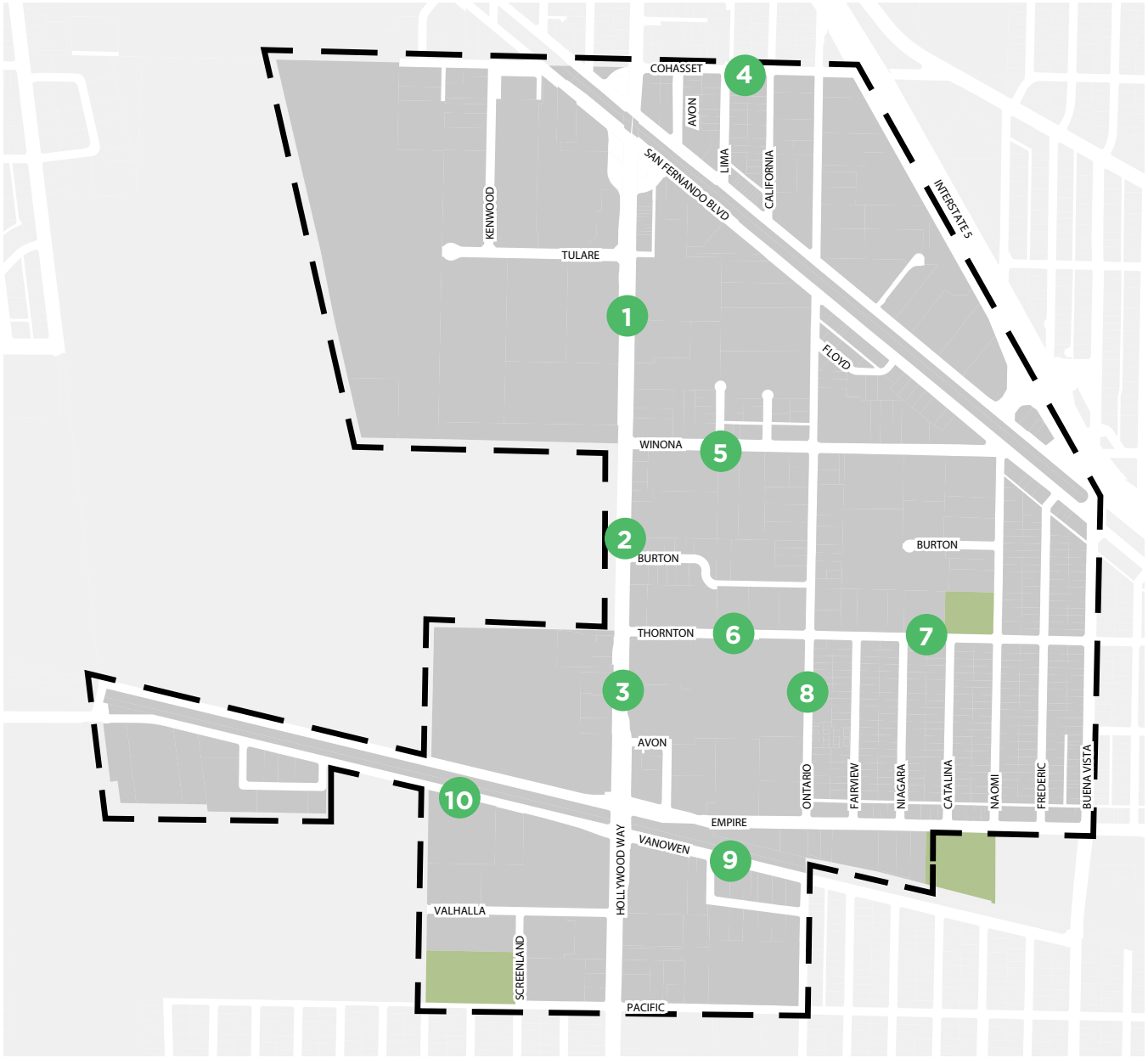
FIG 4-1 PUBLIC REALM & MOBILITY PLAN



4.2 STREET DESIGN CONCEPTS

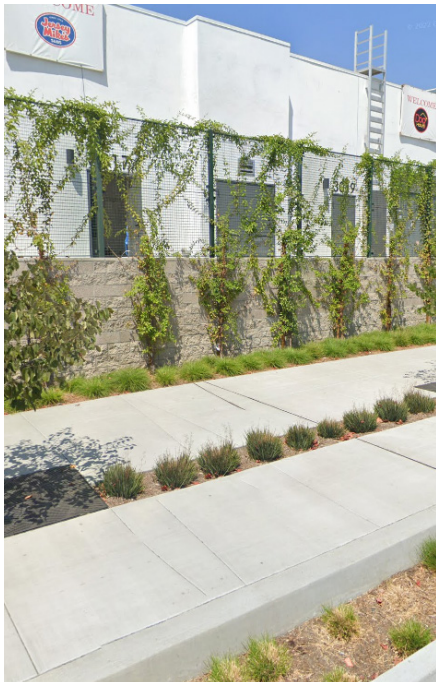
The GSSP's public rights-of-way – generally comprised of roadways and sidewalks – are expected to be redesigned as 'Complete Streets' that can better accommodate the anticipated volumes of pedestrians, cyclists, and transit riders, as well as motorists, creating new connections to the airport and train stations. Planned improvements are illustrated and organized by street section (Figure 4-2). In some cases, new designs can be implemented as new development occurs, and may require a phased approach. In other cases a City-led investment will be required to coordinate change over several blocks.

FIG 4-2 MOBILITY IMPROVEMENTS BY STREET



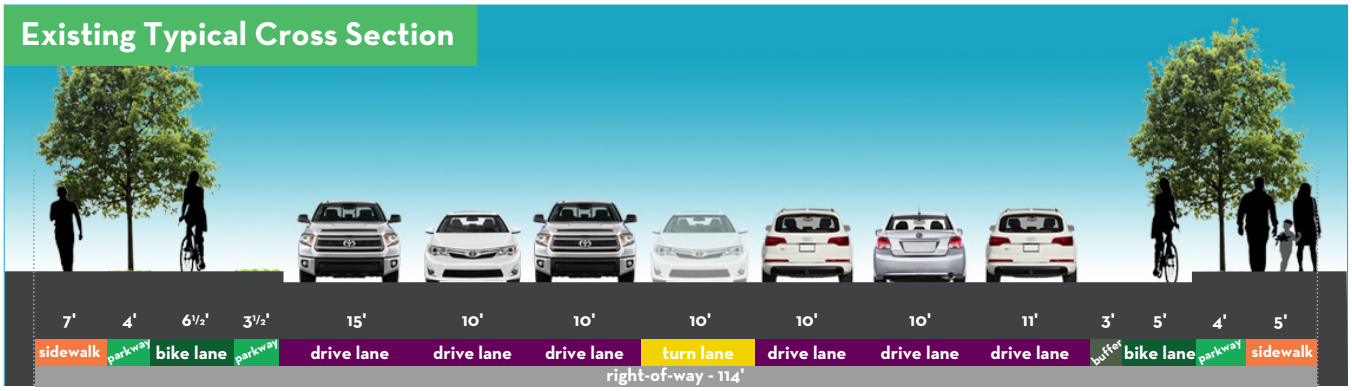
Hollywood Way

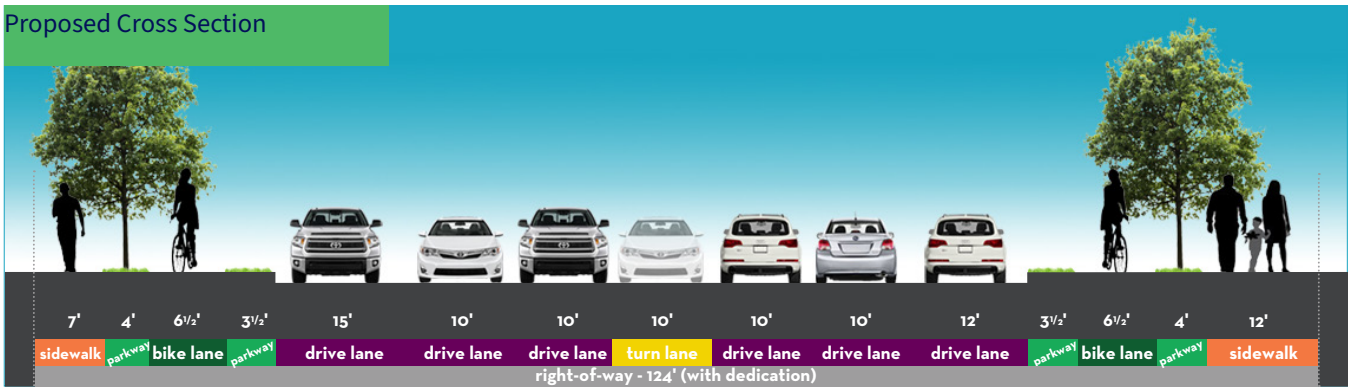
Hollywood Way between San Fernando Boulevard and Empire Avenue is a major arterial and key multimodal north-south corridor that serves commercial, industrial, and airport land uses. Average daily traffic (ADT) of over 35,000 is the highest of the major arterial corridors in the GSSP area.



1 San Fernando Boulevard to Winona Avenue

The proposed cross section will widen the bike lanes and northbound sidewalk. To allow for this widening, the City will ask future developers to allow for 10' dedication of sidewalk space on the northbound side. The number of vehicle lanes remains unchanged in both directions, with a center turn lane.





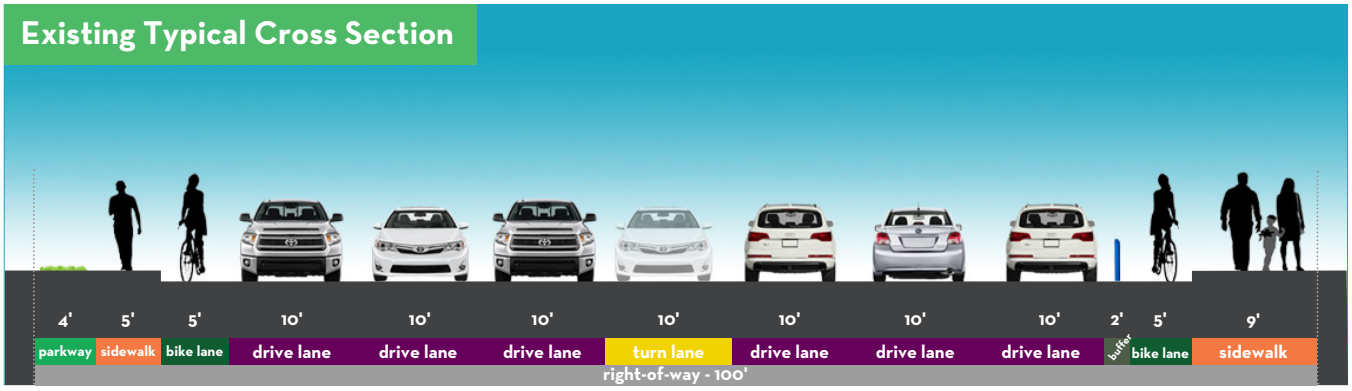
NOT TO SCALE

2 Winona Avenue to Thornton Avenue

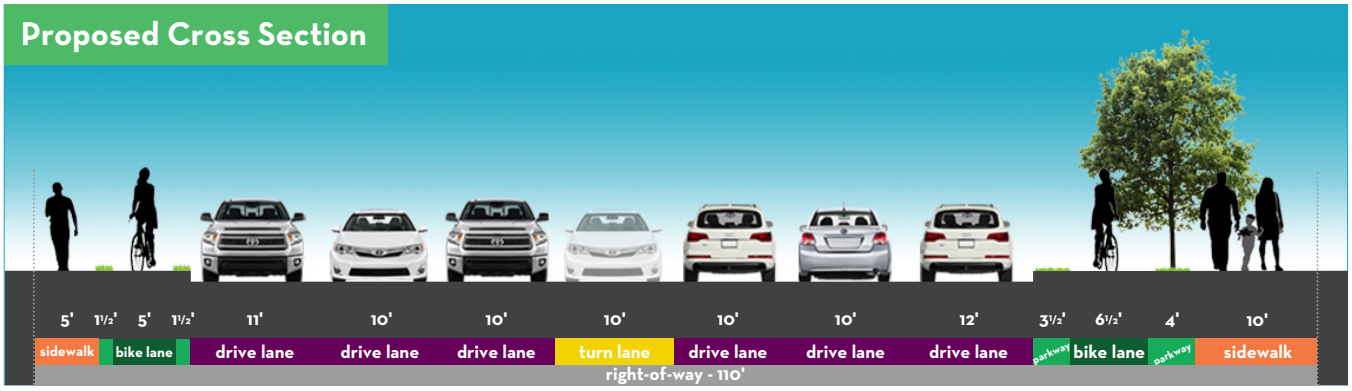
The proposed cross section will widen the bike lanes and northbound sidewalk. To allow for this widening, the City will ask future developers to allow for 10' dedication of sidewalk space on the northbound side. For southbound Hollywood Way, the right-of-way is restricted by the adjacent airport runway and therefore, only a raised bikeway and narrower sidewalk-parkway is possible.



Existing Typical Cross Section



Proposed Cross Section

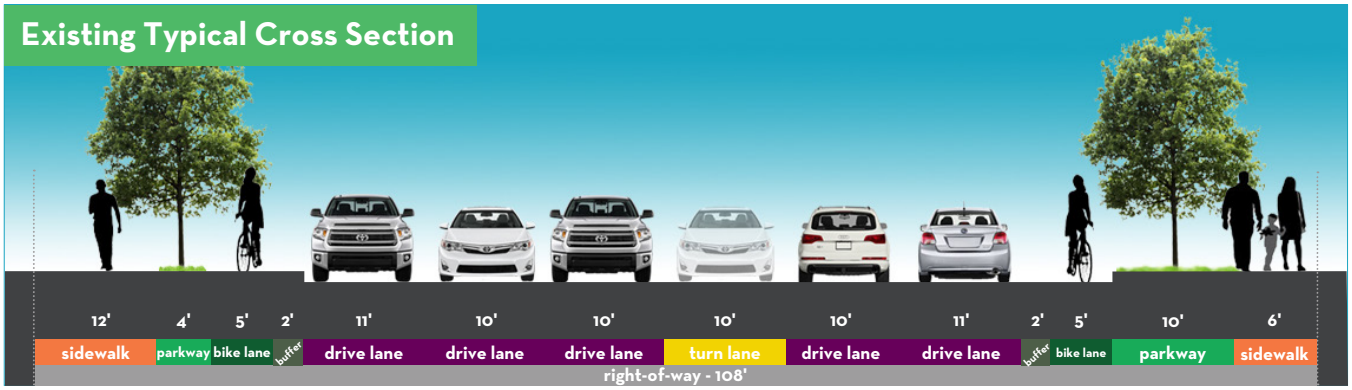


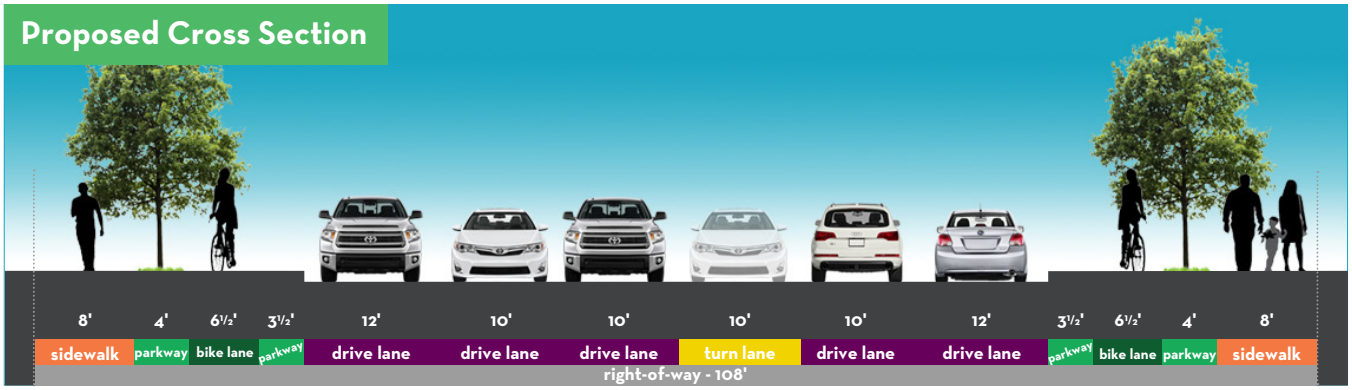
NOT TO SCALE

3 Thornton Avenue to Avon Street

The proposed cross section will raise northbound bike lanes to the sidewalk level and widen parkways. South of Avon Street, Complete Streets improvements will be implemented at the Hollywood Way/Vanowen Street underpass, where Hollywood Way transitions from six travel lanes down to four travel lanes with elevated and separated sidewalks.







NOT TO SCALE

Cohasset Street

Cohasset Street, between Hollywood Way and Buena Vista Street, is generally a two-lane, bi-directional corridor with on-street parking. Its ADT is approximately 11,000 vehicles per day in a right-of-way of 60 feet. Half of the street right-of-way is within the City of Burbank's boundaries while the other half falls within City of Los Angeles.

4 Hollywood Way to Ontario Street

The proposed reconfiguration includes wider sidewalks, a parkway to provide shade and protection from moving traffic, and on-street buffered bike lanes.

GRAPHIC UPDATES IN PROGRESS

GRAPHIC UPDATES IN PROGRESS

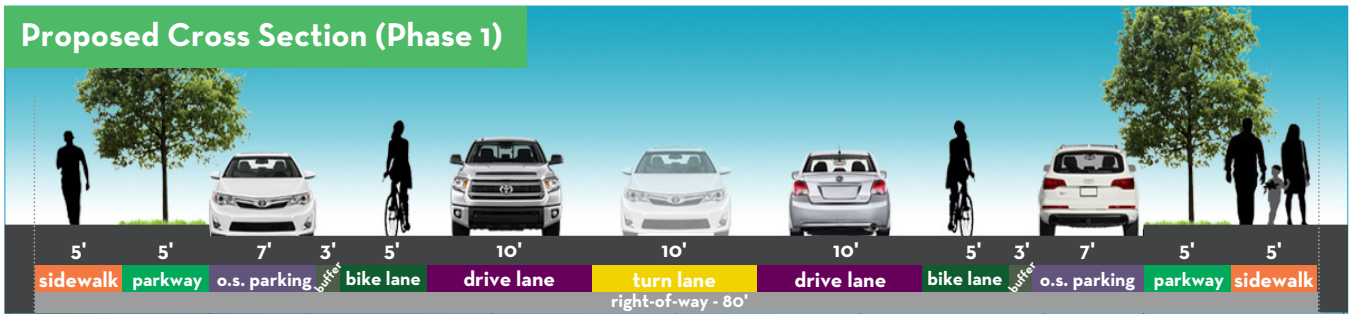
Winona Avenue

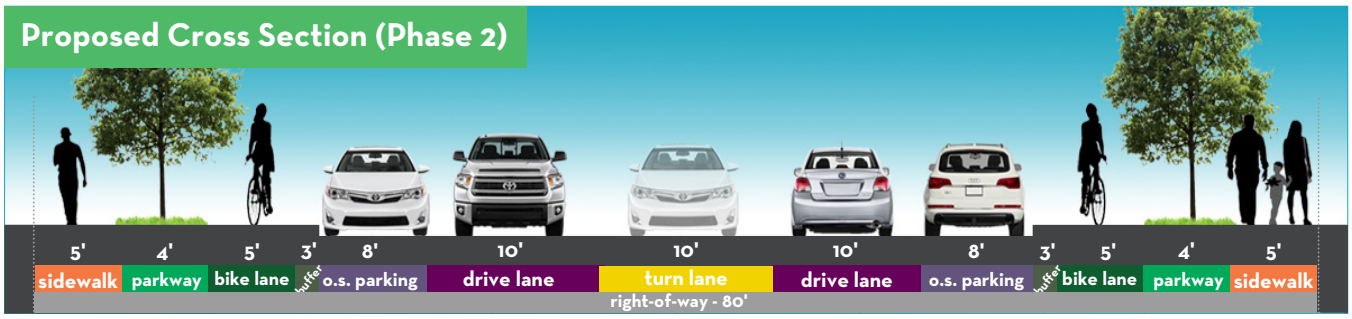
Winona Avenue is an important corridor for the Golden State Industry subdistrict, connecting the Hollywood Burbank Airport at Hollywood Way with San Fernando Boulevard. Within 80' of right-of-way, there are four drive lanes and two lanes of on-street parking. A 2019 traffic count showed an ADT of roughly 4,000; this is far less than two-lane Thornton Avenue, with over 11,000 ADT.

5 Hollywood Way to Ontario Street

In phase one, a lane of roadway would be converted to on-street bike lanes, with a center turn lane for vehicles. In phase two, the bike lanes would be raised to sidewalk level, providing a separation between cyclists and cars.







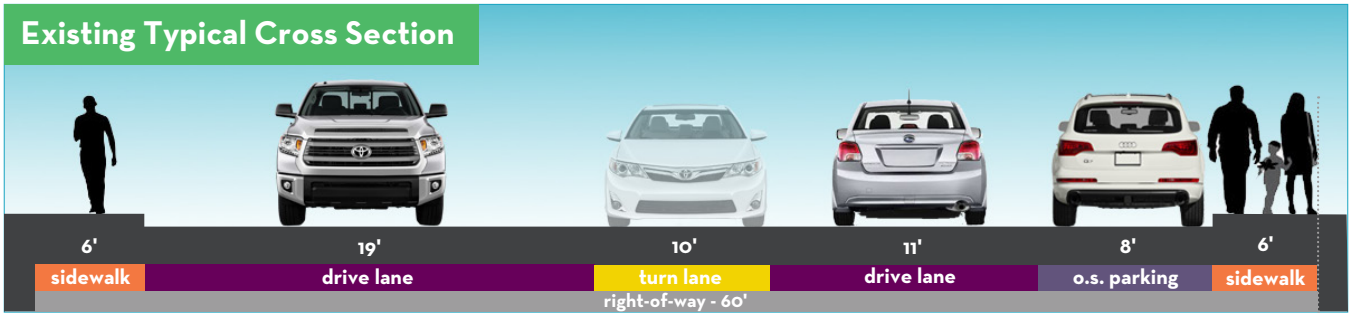
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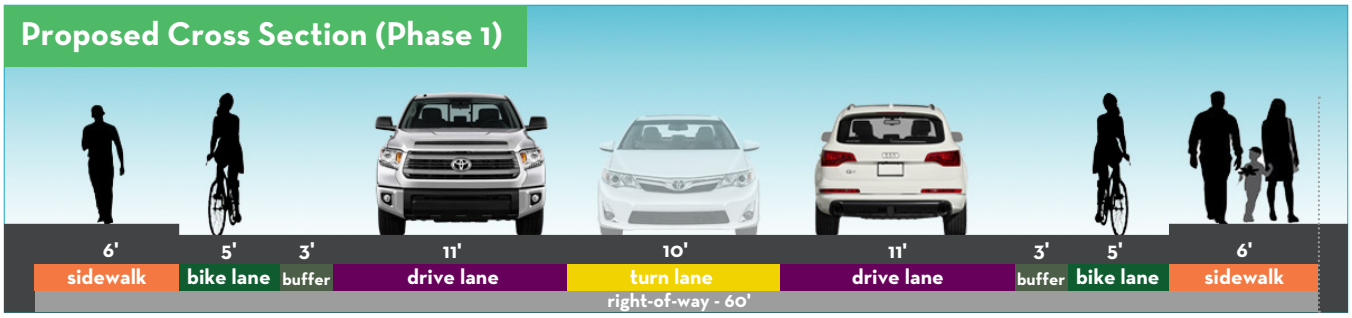
Thornton Avenue

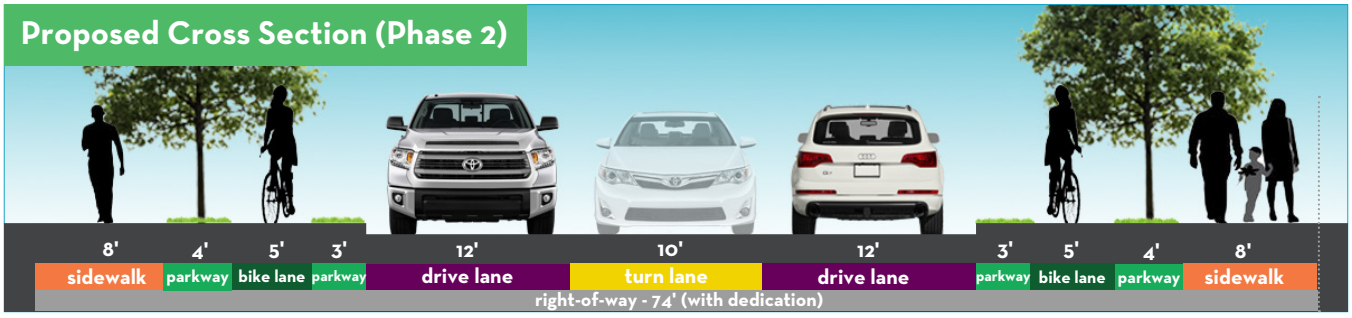
Thornton Avenue, between Hollywood Way and Buena Vista Street, is generally a two-lane, bi-directional corridor with a center turn lane and narrow sidewalks. Its ADT is approximately 11,000 vehicles per day in a right-of-way of 60 feet.

6 Hollywood Way to Ontario Street

The proposed reconfiguration includes wider sidewalks, a parkway to provide shade and protection from moving traffic, and on-street buffered bike lanes.



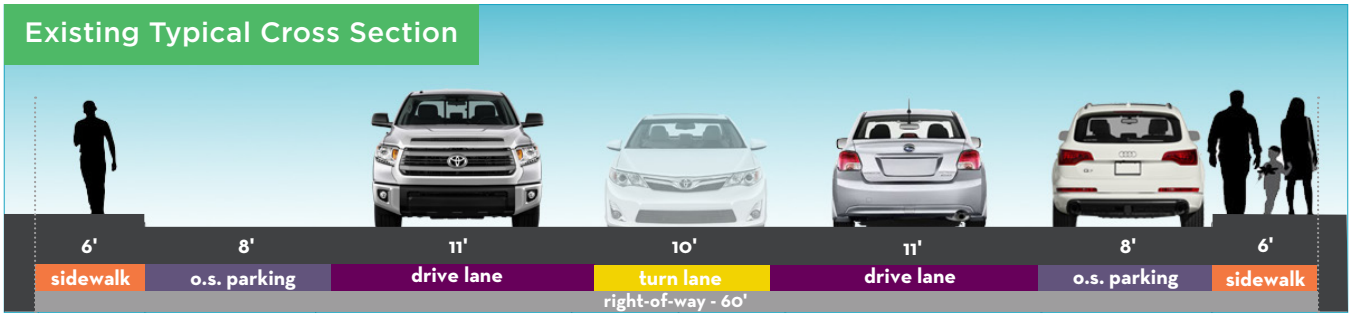




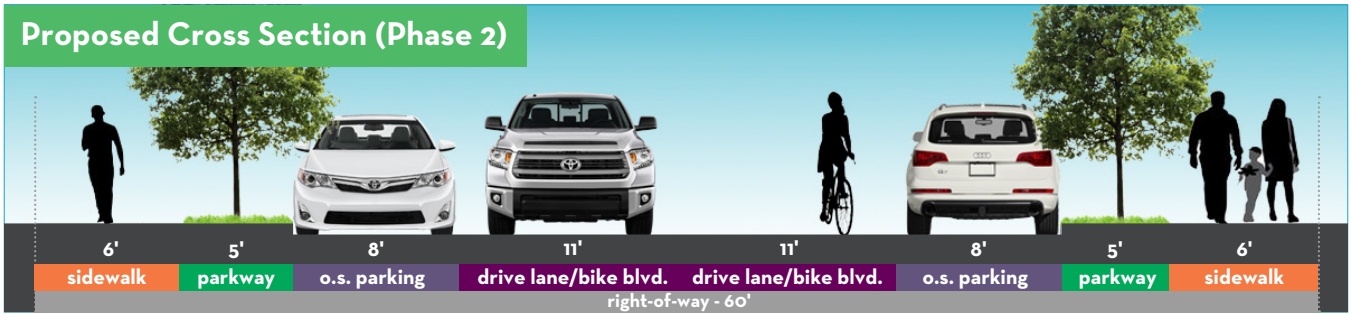
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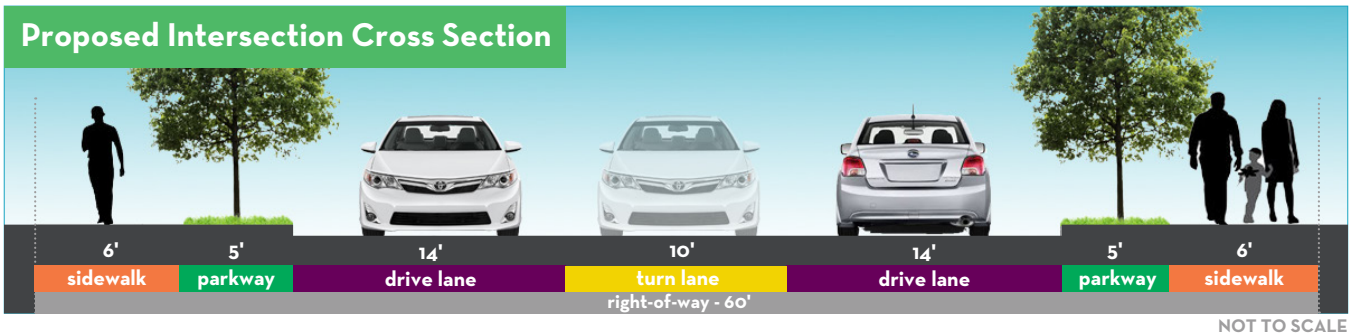
7 Ontario Street to Buena Vista Street

The proposed reconfiguration includes a parkway to provide shade and protection from moving traffic, bike amenities and wider drive/turn lanes approaching intersections.









NOT TO SCALE

Ontario Street

Ontario Street is a north-south neighborhood collector with a existing right-of-way of 60 feet. Its uses include small-scale industry, Media Studios North, and multifamily residential.

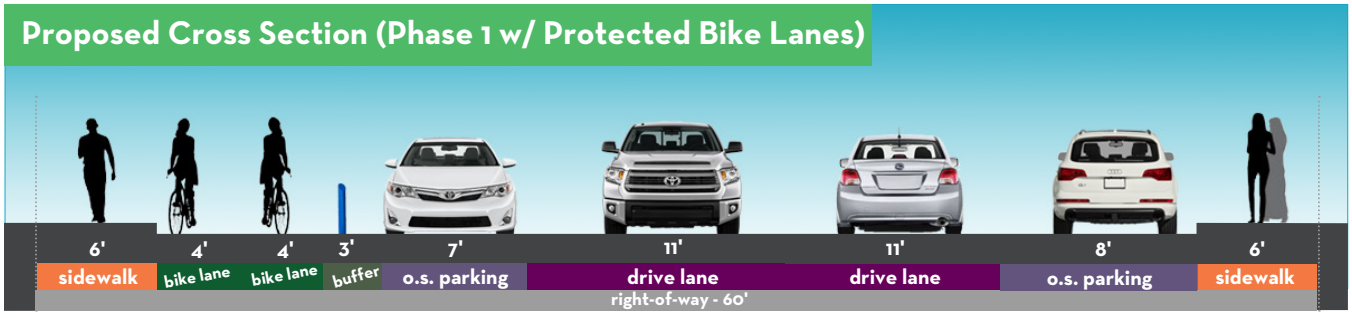


8 San Fernando Blvd to Empire Avenue

The proposed cross section is similar to Thornton Avenue and features wider sidewalks, an enhanced tree canopy, curb extensions at crossings, and a class II bike boulevard. The proposed cross section will allow for right-turn pockets by red striping close to intersections.







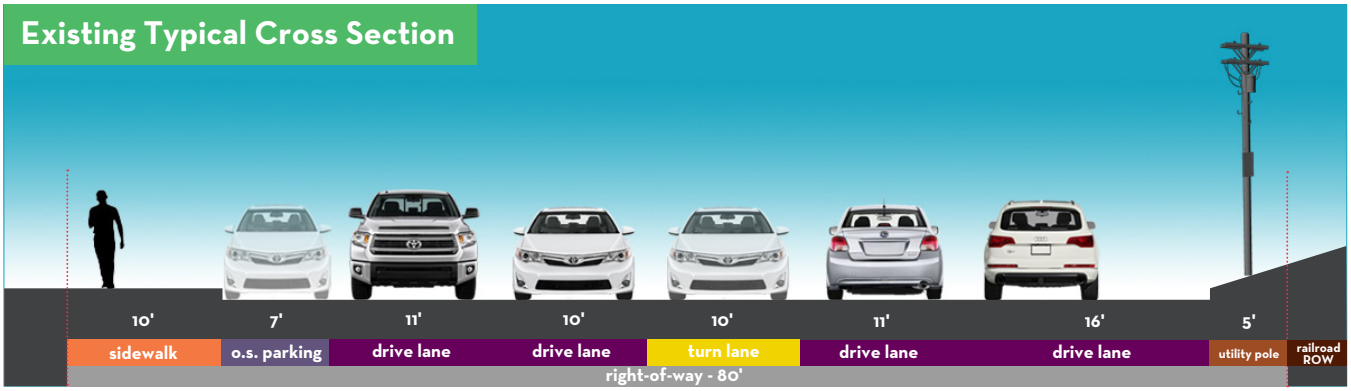
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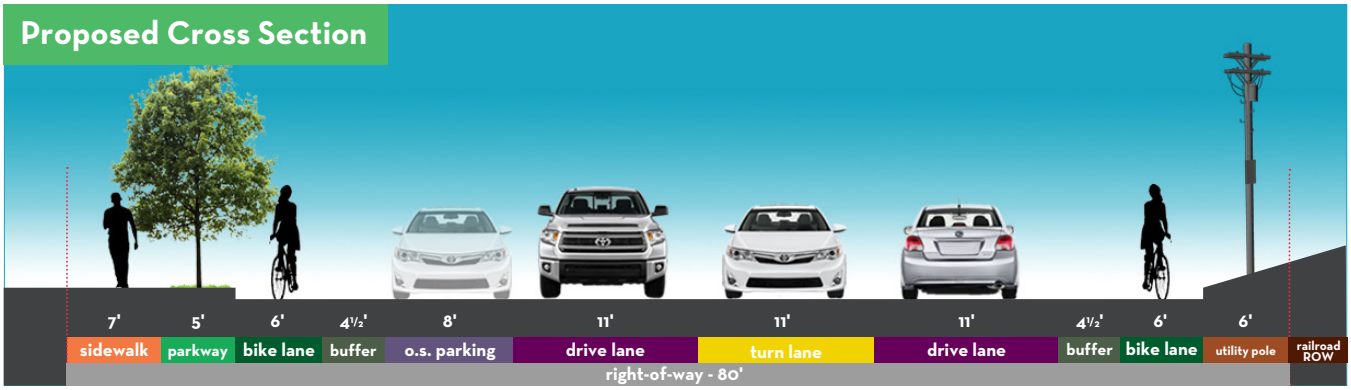
Vanowen Street

Vanowen Street, between Hollywood Way and Buena Vista Street, is a neighborhood collector that serves lower-density residential and commercial/ light industrial uses. The corridor sees a significant amount of traffic, with over 15,000 ADT.

9 Hollywood Way to Buena Vista Street

The proposed cross section removes on-street parking on the south side of the corridor and reduces the width of the lane along the railroad right-of-way (ROW), from 16' to 11', as there is adequate parking capacity along cross streets. Bike lanes can be introduced on both sides of the street, connecting to existing Class II lanes west of Hollywood Way. Existing curbs and the railroad/utility right-of-way are maintained, and trees are added in parkways along the south side of the corridor to provide shade and beautify the street.

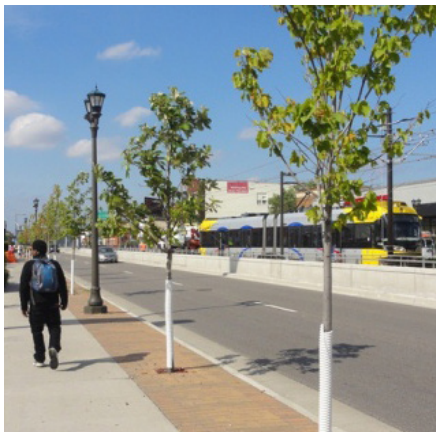


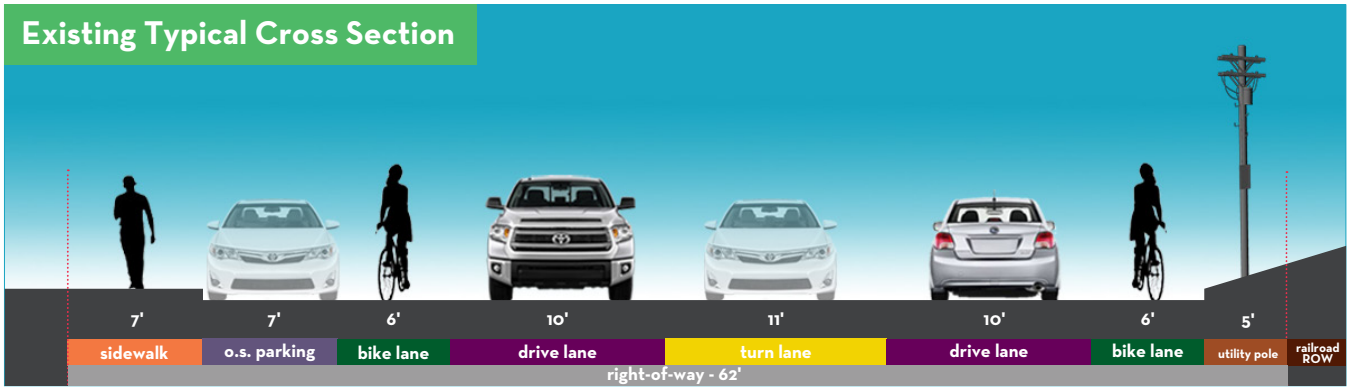


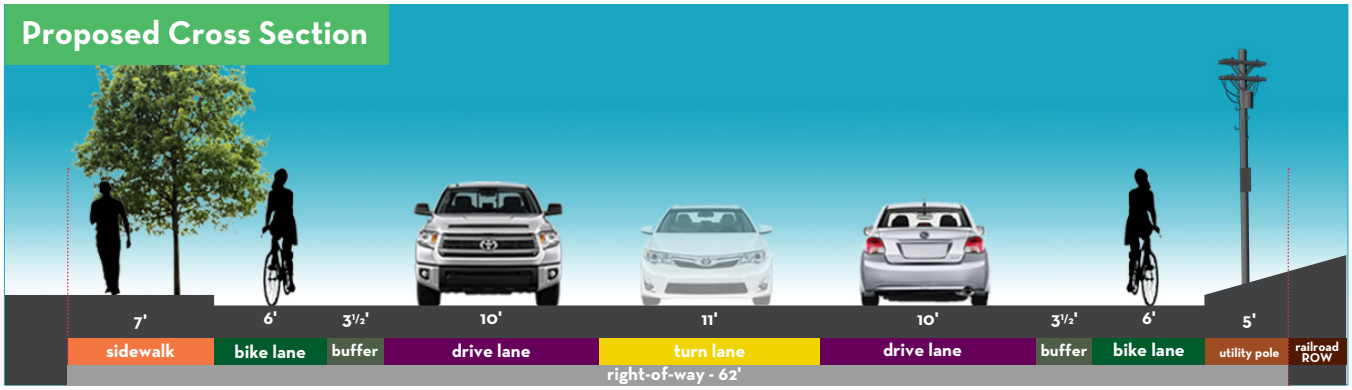
NOT TO SCALE

10 Hollywood Way to Clybourn Avenue

The proposed cross section removes on-street parking on the south side of the corridor, as there is adequate parking capacity along cross streets. In so doing, protective buffers can be introduced along bike lanes on both sides of the street, which connect to existing Class II lanes west of Clybourn Avenue. Existing curbs and the railroad/utility ROW are maintained, and trees are added along the south side of the corridor.







NOT TO SCALE

4.3 SIDEWALK STANDARDS

This section establishes the sidewalk/public realm standards and requirements for projects within the GSSP area. These standards are intended to:

- create a pleasant well-connected streetscape environment, buffered from traffic and conducive to walking;
- provide adequate space for anticipated pedestrian volumes given expected development;
- support healthy, mature shade trees and plantings that mitigate the urban heat island effect;
- further the City's climate goals related to carbon sequestration and stormwater retention; and
- enhance the visual quality and aesthetics of urban streets.





A. SIDEWALKS

Projects shall provide sidewalks per the diagrams referenced in Figure 4-3 and consistent with the Burbank2035 General Plan; on all other streets, combined sidewalks and parkways shall be a minimum width of 10 feet, except as otherwise determined by the Director of Public Works. Where the combined width is not met, properties shall provide a dedication to expand the sidewalk; see Figure 4-4.

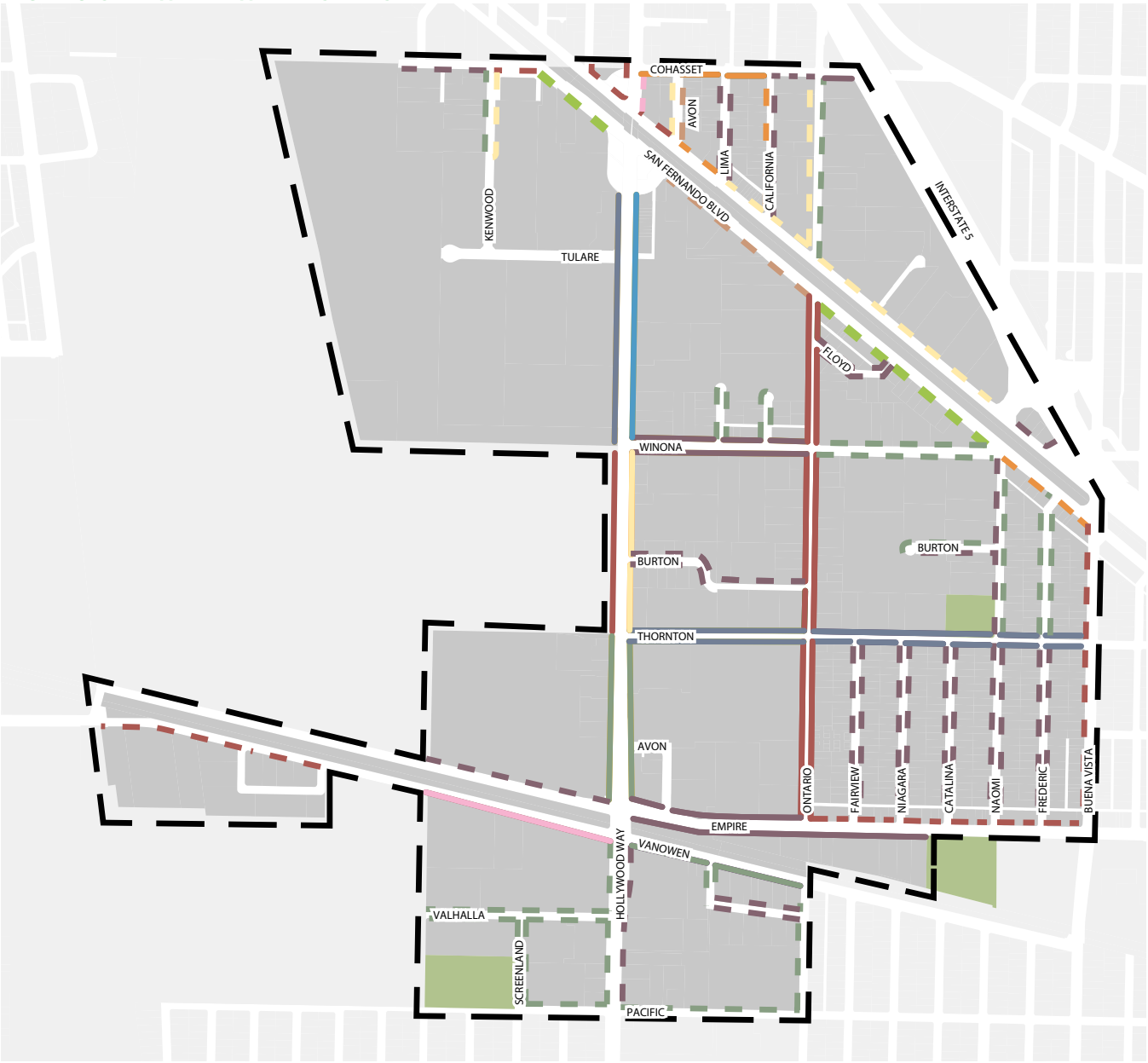
1. Applicability. New construction projects.

2. Measurement. Sidewalks are measured from the primary curb line, defined as the predominant back-of-curb of an individual block, regardless of minor deviations.

3. Hardscape. Sidewalks shall contain a continuous path of travel as a pedestrian through zone at a minimum width of 5 feet, separated from the curb and adjacent to the associated parcel.
   a. Sidewalks, including any remainder not used for parkways (4.3.B), shall be paved for use by the general public to the standards specified by the Director of Public Works.

4. Maintenance. Sidewalks shall be installed and maintained by the associated property.

FIG 4-3 SIDEWALK WIDTHS BY STREET



MINIMUM SIDEWALK WIDTHS

6′	11′
7′	12′
8′	14′
9′	15′
10′	16′

Dashed line denotes area without cross section

B. PARKWAYS

Projects shall provide parkways per the diagrams referenced in Figure 4-3. On all other streets, parkways shall be a minimum width of 4 feet, except as otherwise determined by the Director of Public Works; see Figure 4-4.

1. Applicability. New construction projects.

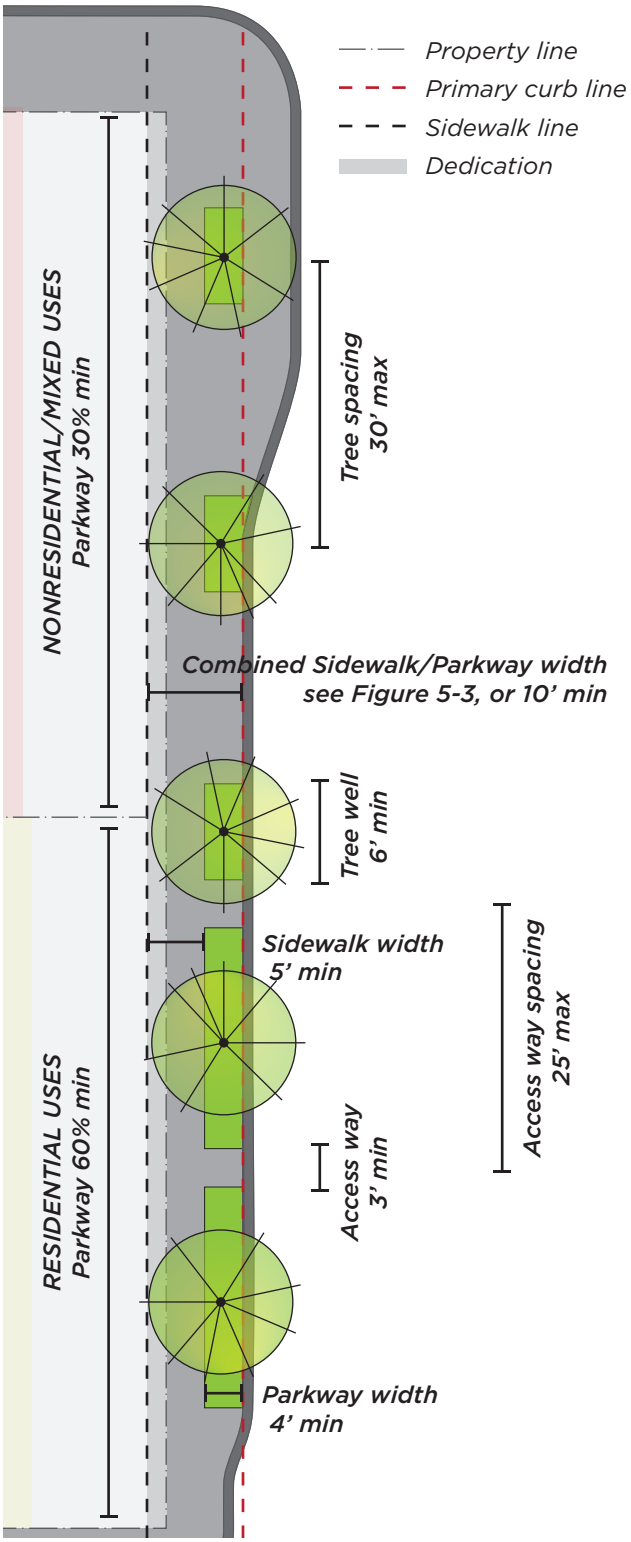
2. Measurement. For mixed-use and non-residential projects, a minimum of 30 percent of linear street frontage shall consist of parkway area. For residential-only projects, a minimum of 60 percent of linear street frontage shall consist of parkway area and all existing parkways shall be maintained.

3. Landscape. A minimum of 75 percent of parkway area shall be planted area.
   a. Plants shall be drought tolerant and not exceed a height of 24 inches at full maturity, nor have thorns or sharp edges, nor be poisonous, noxious, or toxic when ingested or touched by persons of ordinary sensitivity.
   b. Artificial turf in parkways shall not be permitted.

4. Hardscape. A maximum of 25 percent of parkway area shall be hardscape/paving materials such as permeable pavers, decomposed granite, rocks, or mulch.

5. Access ways. Parkways shall contain an access way consisting of hardscape/paving material at a minimum frequency of one per 25 feet, or, where there are metered curbside parking spaces, at the meter locations. Access paths shall be a minimum of 36 inches in width and at the same elevation as the adjacent curb and sidewalk.

FIG 4-4 SIDEWALK DESIGN



6. Utilities. Only walkable landscape or standard sidewalk shall be installed within 36 inches of a fire hydrant, water meter, utility pole, street light, or similar utility equipment.

7. Irrigation. Irrigation systems in parkways shall be designed and constructed in a manner that eliminates surface runoff onto any impermeable surface, public or private. Tree roots shall not be damaged during installation of irrigation systems.

8. Maintenance. Parkways shall be installed and maintained by the associated property.

C. STREET TREES

Projects shall provide trees within the parkway at a minimum average frequency of one tree every 30 feet along street frontages; see Figure 4-4.



1. Applicability. New construction projects.

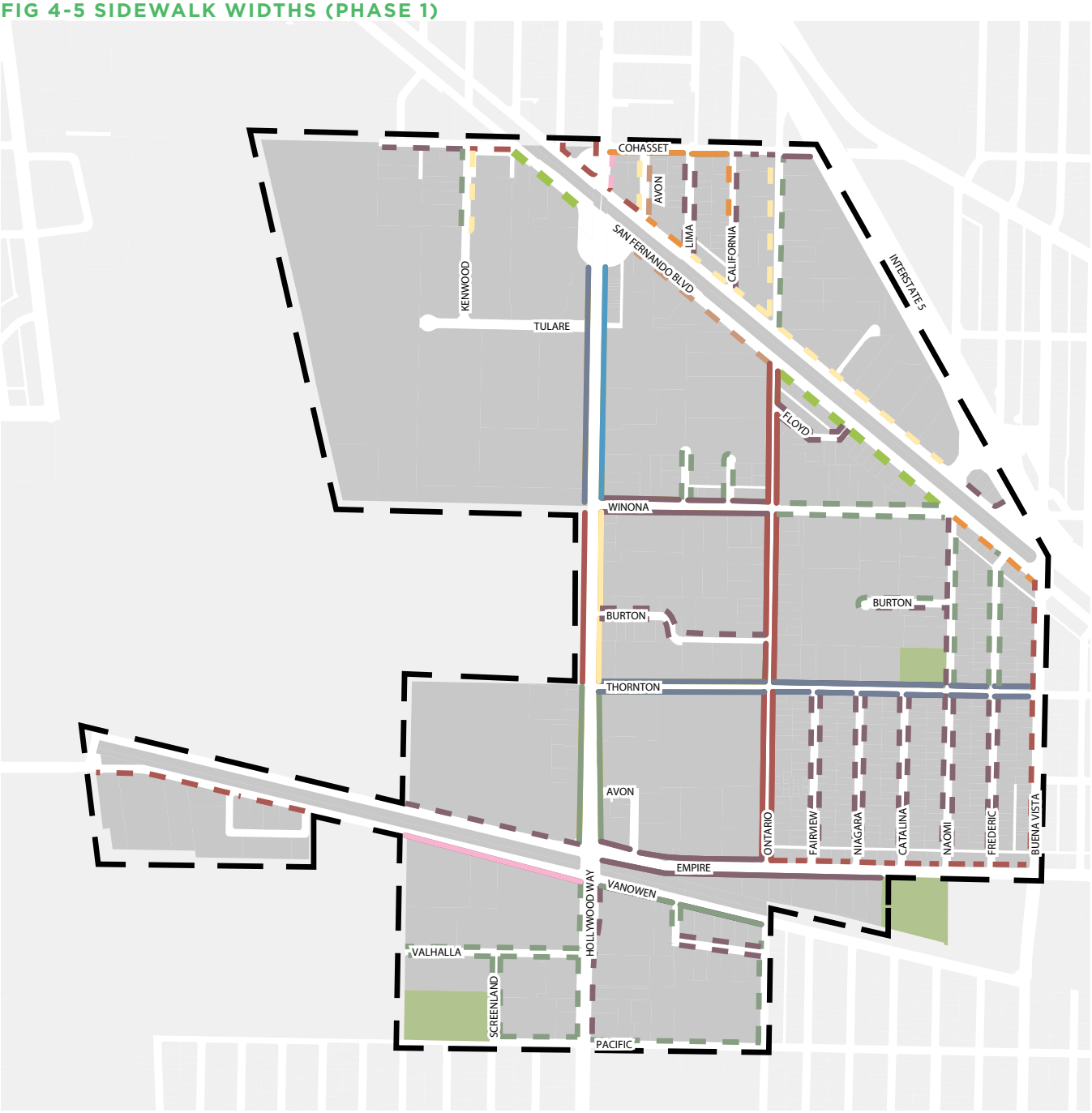
2. Species. Tree species shall be selected at the discretion of the Parks and Recreation Director or their designee.

3. Wells. Tree wells shall be a minimum of 6 feet in length. Frames or grates may be installed around street trees.

4. Soil volume. Each tree shall be provided with a minimum uncompacted root zone volume of 800 cubic feet with a depth of at least 2 feet minimum and 3 feet maximum.
   a. Where two or more trees share a contiguous root zone, the combined volume may be reduced by 10 percent.
   b. If this volume cannot be provided within the parkway area, a strategy such as structural soil or suspended pavement shall be utilized.

5. Maintenance. Street trees shall be installed and maintained by the associated property.

FIG 4-5 SIDEWALK WIDTHS (PHASE 1)

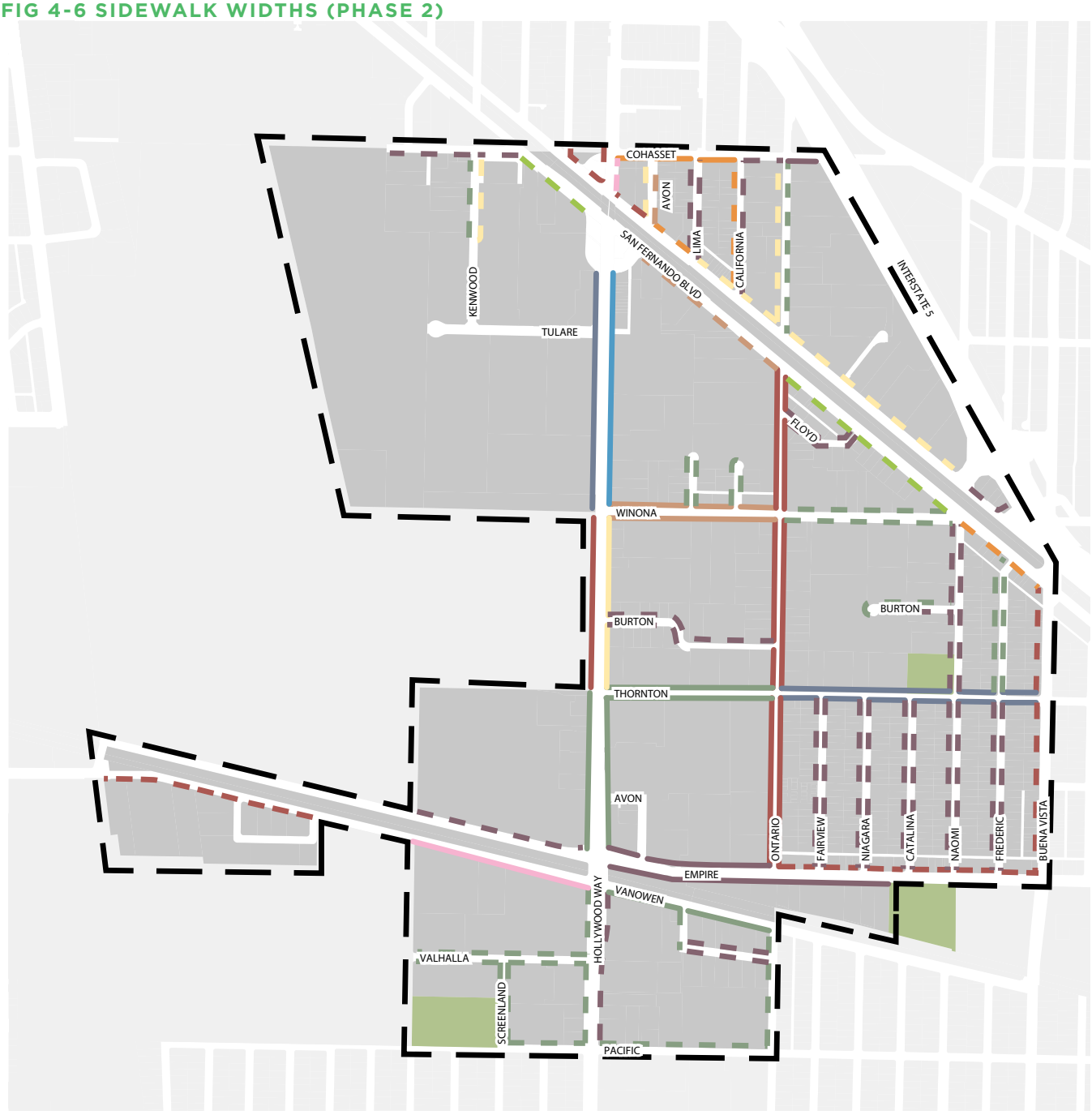


MINIMUM SIDEWALK WIDTHS

6′	11′
7′	12′
8′	14′
9′	15′
10′	16′

Dashed line denotes area without cross section

FIG 4-6 SIDEWALK WIDTHS (PHASE 2)



MINIMUM SIDEWALK WIDTHS

- 6′
- 7′
- 8′
- 9′
- 10′
- 11′
- 12′
- 14′
- 15′
- 16′

Dashed line denotes area without cross section



5. PRIVATE REALM STANDARDS

5.1 Zoning
5.2 Uses
5.3 Building Form
5.4 Building Frontage
5.5 Open Space
5.6 Parking

OVERVIEW





Chapter 5, Private Realm Standards, includes rules and regulations that future projects in the District must follow. This chapter has been carefully crafted around the City's goals, community concerns, existing conditions, and market trends, as well as state law. The included standards touch upon all aspects of private development and have been organized into the following sections:

- **Zoning.** Zoning districts are established and a summary of development standards is provided.
- **Uses.** Specific uses and activities permitted, and any limitations on use.
- **Building Form.** Scale and massing standards that shape a building's outer envelope.
- **Building Frontage.** Ground floor and facade standards that relate a building to the street.
- **Open Space.** Minimum area and design standards for different types of outdoor and amenity spaces.
- **Parking.** Standards related to bikes and cars, including driveways and parking structures.

Standards are summarized in Table 5-1; full and detailed standards shall be referenced throughout Chapter 5.

5.0 ZONING

FIG 5-0 GENERAL PLAN LAND USE DESIGNATIONS

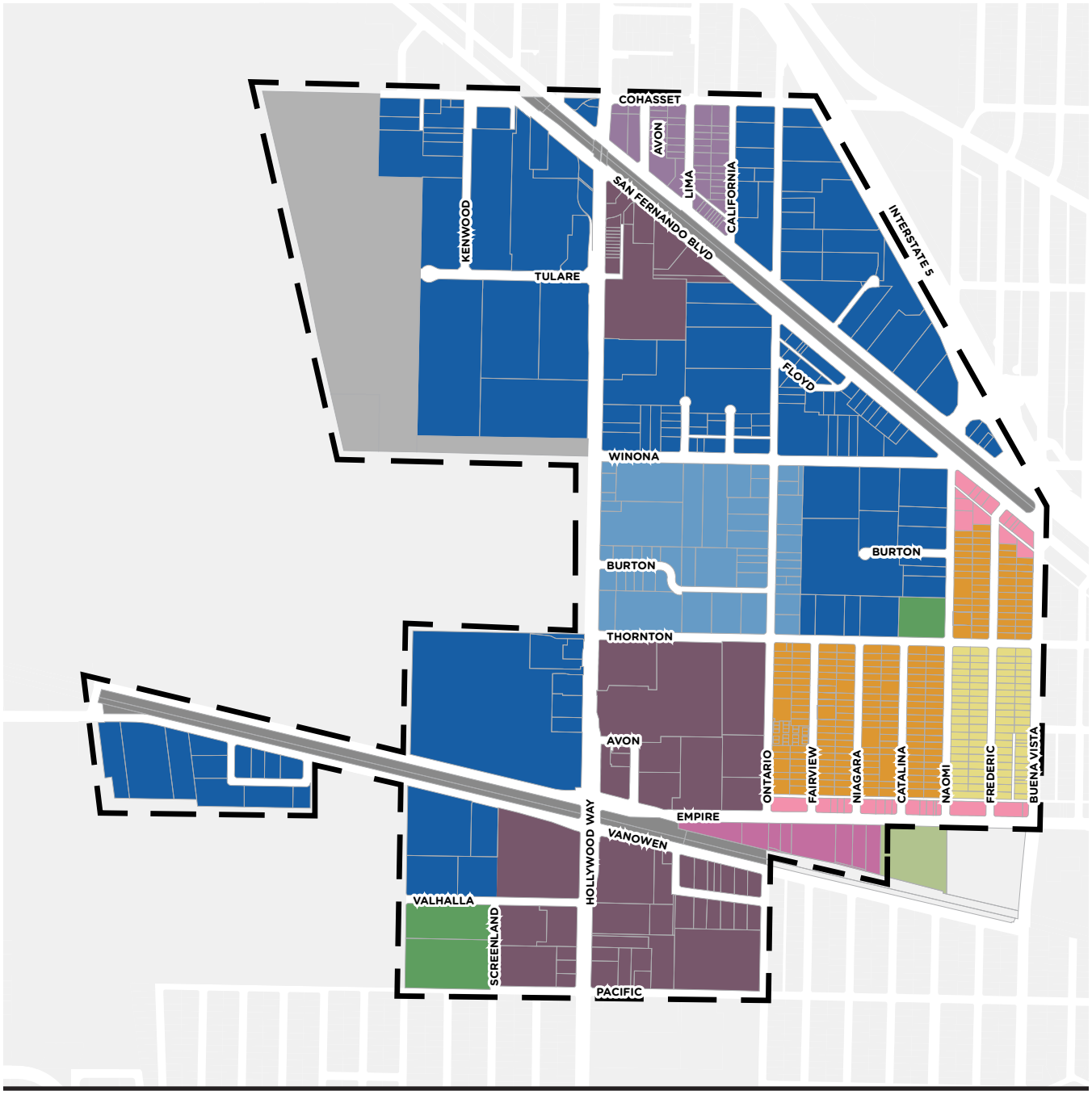


TABLE 5-0: GENERAL PLAN LAND USE DESIGNATIONS

Designation	Description	Commercial FAR	Residential du/ac
Golden State High Mixed-Use	Higher intensity commercial and multi-family residential node	Refer to Figure 5-2	Refer to Figure 5-3
Golden State Medium Mixed-Use	Medium intensity commercial and multi-family residential neighborhood		
Golden State Low Mixed-Use	Lower intensity commercial and multi-family residential corridor		
Golden State Industry	Employment center focused on media, production and technology fields		
Golden State Industry Limited	Lower-intensity employment center due to location adjacent to airport		
High-Density Residential	Neighborhoods for multi-family housing such as townhomes and apartments		
Low-Density Residential	Neighborhoods for single-family and duplex housing		
Open Space	Public parks and open space areas with minimal improvements	Specified by Development Agreement or Master Plan	
Airport	Uses directly related to the airport and aircraft operation	Specified by Development Agreement or Master Plan	
Institutional	Public and private institutions such as schools and railroads	Specified by Development Agreement or Master Plan	

5.1 ZONING

This section establishes zoning districts for individual properties in the GSSP and summarizes the applicable development standards for each. These standards are intended to:

- reflect the vision of the GSSP for each particular subdistrict;
- create a balanced, sustainable district that meets the needs of the community;
- define the character and future growth potential of the area;
- allow for various building types, forms and uses across the Specific Plan area; and
- promote the health, safety, and welfare of the general public.

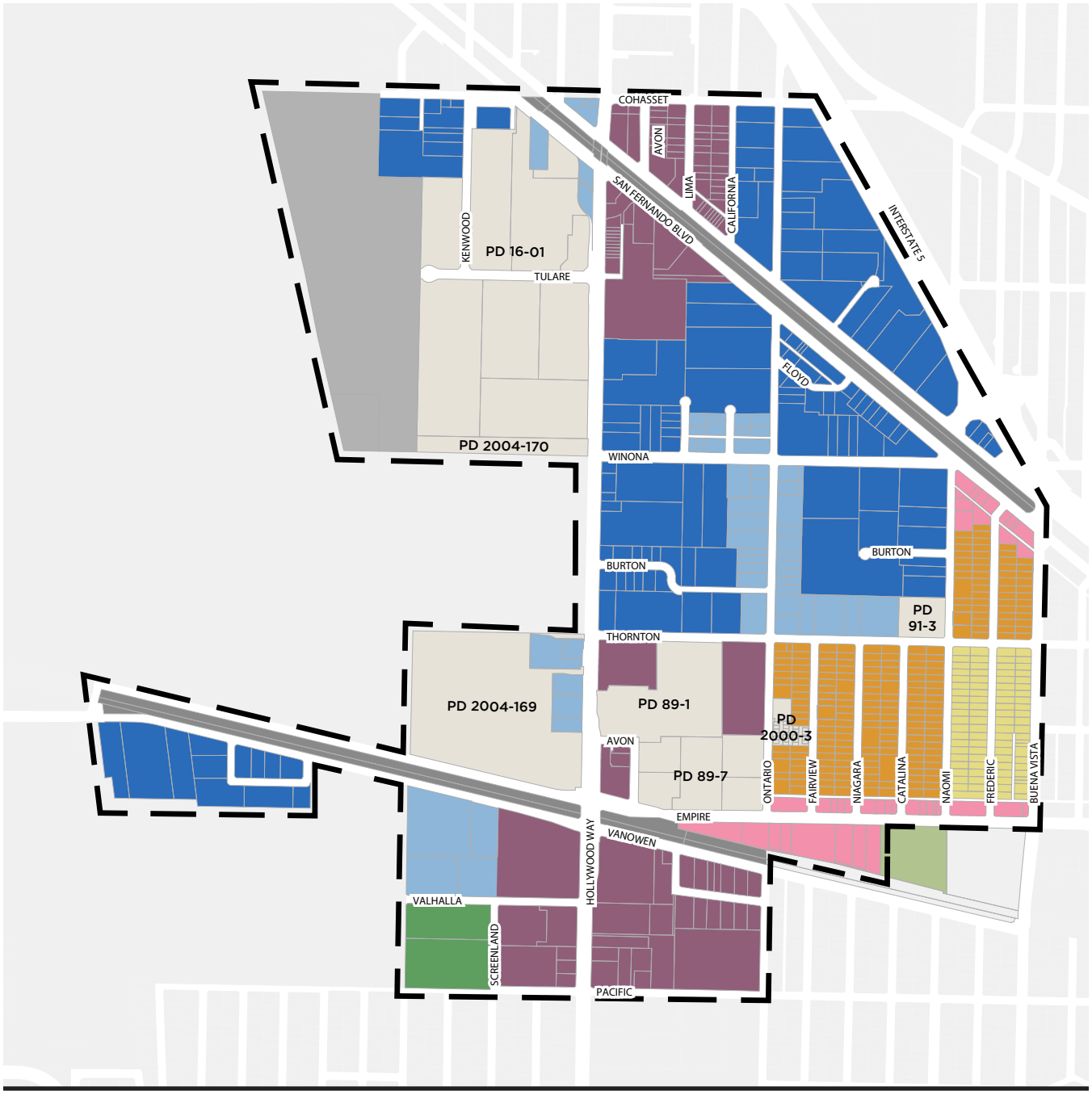
A. APPLICABILITY

All projects within the GSSP shall comply with the permitted uses and development standards in Chapter 6, with the exception of projects in the R-1, OS, PD, AP and RR zoning districts. For these citywide zoning districts, the corresponding section of the Burbank Municipal Code (BMC) shall apply.

Projects shall also comply with all relevant sections of BMC. Where the Specific Plan is silent, BMC shall control. Where there is conflict between the GSSP and the BMC, the GSSP shall control.



FIG 5-1 ZONING DISTRICTS



GSM
GSN
GSC
GSE
GSR

R-1*
OS*
PD*
AP*
RR*

*Citywide zoning district





B. DISTRICTS

Zoning districts are set in Figure 5-1. The following districts are established and defined by the GSSP.

Mixed (Commercial/Residential)

Golden State Mixed (GSM). The GSM zone provides for a variety of new mixed-use and multifamily residential buildings, while also accommodating existing commercial uses and allowing for commercial growth. These areas, intended for pedestrian-friendly, transit-oriented development surrounding Metrolink stations, allow the highest intensity of activity in the GSSP. Allowed land uses include commercial retail, restaurant, entertainment, media, office and services, as well as housing.

Golden State Neighborhood (GSN). The GSN zone is designed for mixed-use and multifamily development that acts as a transition between busy thoroughfares and lower density residential areas. Street-facing, ground floor commercial space with neighborhood serving shops and services is highly encouraged, and all buildings are oriented to the sidewalk through storefronts or residential common space.

Commercial & Industrial

Golden State Creative (GSC). The GSC zone allows commercial, light industrial, media, and similar uses in a core area focused on Ontario Street in the center of the plan area, as well as retail and restaurants to support new amenities. Small lots and existing commercial structures may be conducive to small-scale businesses including artisan production, custom manufacturing, creative office, and other similar uses.

Golden State Employment (GSE). The GSE zone builds on the existing commercial/industrial businesses that make up a large percentage of the GSSP's land area at present, and preserves jobs for nearby residents. Uses include a wide range of mostly light industrial, office, production, research & development, and logistics.

Residential

Golden State Residential (GSR). The GSR zone supports multi-family buildings that are set back from the sidewalk to allow front yards, in keeping with the existing neighborhood character. It aligns with the citywide R-4 density maximum but includes design standards unique to the GSSP.

The following districts are defined by the BMC; definitions and regulations are subject to change. They are provided here for informational purposes.



Residential

Single Family Residential (R-1). The R-1 zone allows for very low density single family development and, with limited exceptions, is generally not appropriate for non-residential development.

Special Purpose

Open Space (OS). The OS zone is intended to preserve land for public open space and to provide a variety of outdoor recreational opportunities throughout the City. It applies to parks and other open spaces, which may contain related structures such as community centers, gazebos, and restrooms.



Planned Development (PD). The PD zone is applied to individual projects approved through an alternate process. This zone is intended to accommodate developments with unique combinations of uses and modified development standards that create a desirable and functional environment under the controlled conditions of a development plan.

Airport (AP). The Airport zone is intended for the use of the Hollywood Burbank Airport to allow, and protect its principal function as an air terminal facility. It applies to select parcels adjacent to the airport, including the site of the replacement passenger terminal.

Railroad (RR). The Railroad zone is intended to provide areas to be devoted primarily to railroad uses. It applies to parcels currently used as Amtrak/ Metrolink routes and stations.

This section establishes the land use permissions for each zoning district

TABLE 5-1: SUMMARY OF STANDARDS *Standard Required by Zoning District*

Type	GSM	GSN	GSC	GSE	GSR
Minimum lot area	2,500 sf		5,000 sf		1,000 sf
USES (5.2)					
Allowable uses & permit requirements	Table 5-2				
SIDEWALKS (4.3)					
Sidewalk width	Figure 4-3, elsewhere 10 ft min				
Pavement width	Figure 4-3, elsewhere 5 ft min				
Parkway/tree well width	Figure 4-4, elsewhere 4 ft min				
Parkway/tree well length	6 ft min				
Street tree spacing	30 ft max				
BUILDING FORM (5.3)					
Floor area ratio (nonresidential)	Figure 5-2				N/A
Dwelling units per acre (residential)	Figure 5-3		N/A		43
Street setbacks	Figure 5-4				15 ft
Interior setbacks	15 ft adjacent to Residential				5 ft
Building height	Figure 5-6				35 ft
Building footprint	35,000 sf		N/A		
Facade length	150 ft	100 ft	150 ft	200 ft	50 ft
Facade modulation	25%		15%		N/A
Tower facade length	120 ft				
Tower floor plate	12,000 sf				
Tower spacing	80 ft				
BUILDING FRONTAGE (5.4)					
Ground floor frontages	Figure 5-3 and Table 5-3				
Ground floor height	16 ft for nonresidential/residential common spaces 12 ft for residential units, where allowed				
Ground floor transparency	60%		45%	30%	15%
Blank walls	20 ft		40 ft	60 ft	10 ft
OPEN SPACE (5.5)					
Nonresidential Open Space	5% of floor area over 50,000 sf				N/A
Residential Open Space	150 sf per studio, 175 sf per 1-bed, 200 sf per 2+bed				
Publicly Accessible Open Space	2% of floor area over 100,000 sf				N/A
Walls and fences	42 in		72 in		42 in
PARKING (5.6)					
Minimum parking	Table 5-3				

5.2 USES

and the ground floor use requirements that apply along corridors. These standards are intended to:

- encourage the mixing of compatible uses to promote walkability and lessen reliance on cars;
- mitigate potential impacts of various activities within a property and on surrounding property;
- prevent incompatible uses in the same area that may be detrimental to public welfare or business operations; and
- require appropriately active ground floor uses where they face the public realm.

A. ALLOWABLE USES

Uses in all GS zones are permitted as described in the Table 5-2, unless authorized pursuant to the provisions of BMC; for example, lawful nonconforming uses compliant with BMC Article 18.

1. Uses listed. Any one or more uses listed in Table 5-2 as being allowable within a specific zone may be established on any parcel within that zone, subject to the planning permit requirement listed and in compliance with all applicable requirements of the GSSP and BMC.

2. Uses not listed. When a use is not specifically listed in Table 5-2, the Planning Commission shall have the authority to determine as an administrative act whether the proposed use is permitted based on the finding that the use is similar to, and no more detrimental than, those permitted in the zone. Uses neither listed nor determined by the Planning Board to be permitted shall be prohibited.

B. PERMIT REQUIREMENTS

Table 5-2 provides land use allowances and permit requirements by zoning district.

Note: The **GSR zoning district** does not appear in Table 5-2. GSR permitted uses shall reflect those permitted in the R4 zoning district defined in BMC Section 10-1-627

Symbol	*Permit Type*
P	Permitted use
S	Permitted use when required by State law
CUP	Conditional Use Permit required
[CUP]	Conditional Use Permit required if residentially adjacent as defined in BMC 10-1-203
AUP	Administrative Use Permit required
[AUP]	Administrative Use Permit required if residentially adjacent as defined in BMC 10-1-203
—	Use not allowed
[PRH]	Prohibited use if residentially adjacent as defined in BMC 10-1-203

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
RESIDENTIAL AND LODGING				
Accessory dwelling unit and Junior accessory dwelling unit	S	S	S	S
Convalescent home	AUP	AUP	—	—
Emergency Shelter (10)	—	—	—	CUP
Hotel - including incidental commercial uses	CUP	CUP	CUP	CUP
Live-work	P	P	—	—
Motel	CUP	CUP	CUP	CUP
Multifamily Residential with nonresidential use	P	P	—	—
Multifamily Residential-only	P	P	—	—
Single Room Occupancy Hotel (SRO)	CUP	CUP	—	—
Sober Living Facility	TBD	TBD	TBD	TBD
Supportive Housing (13, 14)	P	P	—	—
Transitional Housing (14)	P	P	—	—
PUBLIC AND SEMI-PUBLIC FACILITIES				
Cemetery and related uses, structures, buildings, including on-site business signs	—	—	—	—
Fire station - municipal	P	P	P	P
Library – municipal	P	P	P	P
Park & recreational facility -municipal	P	P	P	P
Police Station - municipal, including dispatch/administration	P	P	P	P
Post office	P	P	P	P
Public facility	P	P	P	P
Public utility facility	P	P	P	P
Temporary Aid Center (11)	CUP	CUP	CUP	CUP
Wildlife preserve and sanctuaries	—	—	—	—
RECREATION, EDUCATION AND ASSEMBLY				
Amusement enterprise	AUP	AUP	AUP	AUP
Amusement enterprise - in c.e.b.	P [AUP]	P [AUP]	P [AUP]	AUP
Arcade, pursuant to Section 10-1-1115	AUP	AUP	AUP	AUP

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Archery range	AUP	AUP	AUP	AUP
Archery range - in c.e.b.	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Art gallery	P	P	P	P
Auditorium, labor union meeting hall, lodge hall	AUP	AUP	AUP	AUP
Automobile maneuvering event - auto & cycle racing	—	—	—	—
Banquet Hall - in c.e.b.	AUP	AUP	AUP	AUP
Batting cages	AUP	AUP	AUP	AUP
Billiard parlor	AUP	AUP	AUP	AUP
Bowling alley	AUP	AUP	AUP	AUP
Boxing arena - in c.e.b.	CUP	CUP	CUP	CUP
Carnival or circus	—	—	—	AUP
Church / Place of Worship	CUP	CUP	CUP	CUP
Carnival conducted by a place of worship, public or private school, service club, or nonprofit association or corporation	AUP	AUP	AUP	AUP
Club - nonprofit	P	P	P	P
Computer / Cyber Café	P	P	P	P
Dance hall - in c.e.b.	AUP	AUP	AUP	AUP
Equestrian show	—	—	—	—
Golf course/driving range	AUP [CUP]	AUP [CUP]	AUP [CUP]	AUP [CUP]
Golf course - miniature	—	—	AUP	AUP
Gymnasium - c.e.b.	P	P	P	P
Library	P	P	P	P
Museum	P	P	P	P
Nightclub, pursuant to Section 10-1-1116	CUP	CUP	CUP	CUP
Personal or Physical Arts Studios	P	P	P	P
Recreation related commercial	AUP	AUP	AUP	AUP
Riding academy	—	—	—	—
School - adult/vocational/ trade	AUP	AUP	AUP	AUP
Schools - public or private	AUP/S	AUP/S	AUP/S	AUP/S
School - public or private (existing before Jan. 1, 1991)	—	—	—	—

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Shooting gallery/range	—	—	—	—
Shooting gallery/range - c.e.b.	—	—	CUP	CUP
Skating rink - ice or roller	—	—	AUP [CUP]	AUP [CUP]
Skating rink - ice or roller - in c.e.b.	AUP	AUP	AUP	AUP
Skating rink - ice or roller - seasonal	AUP	AUP	AUP	AUP
Special Events Center	CUP	CUP	CUP	CUP
Sports Arena/athletic field	—	—	CUP	CUP
Sports courts	—	—	AUP [CUP]	AUP [CUP]
Sports courts - in c.e.b.	AUP	AUP	AUP	AUP
Swimming pool - commercial	AUP	AUP	AUP	AUP
Theater - drive-in	—	—	CUP	CUP
Theater - not drive-in	P [AUP]	P[AUP]	P	P
Theater, outdoor	CUP	CUP	CUP	CUP
RETAIL SALES AND DINING				
Adult business (8)	—	—	—	—
Alcoholic beverages (3)	AUP	AUP	AUP	AUP
Antique shop	P	P	P	P
Appliance store	P	P	P	P
Bakery	P	P	P	P
Bakery - wholesale	—	—	P	P
Boat dealer	P	P	P	P
Building material sales	—	—	P	P
Building material sales - in c.e.b.	P	P	P	P
Butcher shop - no slaughtering	P	P	P	P
Cocktail lounge/bar (4)	CUP	CUP	AUP	AUP
Commercial Kitchen/ Ghost Kitchen	AUP	AUP	AUP	AUP
Department store	P	P	P	P
Drugstore	P	P	P	P
Feed store	—	—	—	—
Firearm and Ammunition Retailer (7)	—	—	—	CUP
Fish market - wholesale	—	—	AUP	AUP
Food specialty store	P	P	P	P

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Hardware store	P	P	P	P
Home Center	P	P	P	P
Ice machine	P	P	P	P
Market, convenience	P	P	P	P
Market, farmers'	AUP	AUP	AUP	AUP
Market, neighborhood	P	P	P	P
Market, super	P	P	P	P
Newsstand	P	P	P	P
Newsstand in c.e.b.	P	P	P	P
Nursery - plant	P	P	P	P
Pet shop - including grooming	AUP	AUP	P [AUP]	P [AUP]
Pet shop - sales only	P	P	P	P
Pawn shop	CUP	CUP	CUP	CUP
Pharmacy	P	P	P	P
Picture frame store	P	P	P	P
Playlot, outdoor - in conjunction with eating establishment	AUP	AUP	AUP	AUP
Recycling center - drop off	AUP	AUP	AUP	AUP
Restaurant, Full Service	P	P	P	P
Restaurant, Fast Service	P	P	P	P
Restaurant, Take-Out (15)	P	P	P	P
Restaurant / Drinking Establishment (4)	P	P	P	P
Restaurant with incidental alcohol (4)	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Restaurant - market or food hall	AUP	AUP	AUP	AUP
Restaurant - microbrewery, microdistillery	AUP	AUP	P [AUP]	P [AUP]
Restaurant with drive-through (12)	CUP	—	CUP	CUP
Retail store/sales	P	P	P	P
Secondhand store	P	P	P	P
Shopping center	P	P	—	—
Smoking lounge - cigar, tobacco, hookah	—	—	CUP	CUP
Thrift Store	P	P	P	P

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Wholesale business - no warehousing	P	P	P	P
Wholesale business - incidental to retail sales	—	—	P	P
PROFESSIONAL OFFICES AND SERVICES				
Adult day care facility	AUP	AUP	—	—
Animal grooming	AUP	AUP	P [AUP]	P [AUP]
Animal hospital	—	—	P [AUP]	P [AUP]
Animal hospital - overnight care, no boarding	—	—	P [AUP]	P [AUP]
Animal Training Facility	—	—	P [AUP]	P [AUP]
Animal Shelter	—	—	—	—
Appliance repair - incidental sales	—	—	P	—
Auction - in c.e.b.	P	P	P	P
Automated teller machine (Freestanding)	P	P	P	P
Bail bond broker	—	—	P [PRH]	P [PRH]
Bank	P	P	P	P
Barber shop /Beauty Salon/ Aesthetic Services	P	P	P	P
Blacksmith shop	—	—	P	P
Blacksmith - horse shoeing only	—	—	P	P
Blueprinting	P	P	P	P
Bookbinding	P	P	P	P
Catering services	P	P	P	P
Catering services – Incidental to restaurant	P	P	P	P
Child day care facility	AUP	AUP	AUP	AUP
Computer service center	P	P	P	P
Dressmaking shop	P	P	P	P
Dry cleaning agency - no on-site dry cleaning	P	P	P	P
Dry cleaners	AUP	AUP	P [AUP]	P [AUP]
Dry cleaning plant	—	—	—	P [CUP]
Electric or electronic equipment or appliances repair - incidental sales	—	—	P	P
Employment agency	P	P	P	P

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Engraver	P	P	P	P
Equipment rental - light, no trucks - in c.e.b.	—	—	—	P
Fix-it shop	—	P	P	P
Fortune telling	P	P	—	—
Frozen food locker rental	—	—	—	P
Funeral home / Mortuary	—	—	AUP	AUP
Heating, ventilation and air conditioning equipment sales or service	P	P	P	P
Janitorial service	—	—	AUP	AUP
Kennel	—	AUP	P [AUP]	P [AUP]
Laboratory - experimental or research	—	—	P [CUP]	P [CUP]
Laboratory - film	—	—	P [AUP]	P [AUP]
Laboratory - testing, physical or chemical	—	—	P [CUP]	P [CUP]
Laundromat	P	P	P	P
Laundry	—	CUP	P [CUP]	P
Laundry agency -no washing	P	P	P	P
Massage parlor	P	P	P	P
Messenger service	P	P	P	P
Offices - business or professional, or medical	P	P	P	P
Parcel delivery service	P	P	P	P
Payroll check cashing service	—	—	—	—
Pest Control	—	—	—	P [CUP]
Pet Café	AUP	AUP	P [AUP]	P [AUP]
Photocopy service, with incidental printing	P	P	P	P
Photographer	P	P	P	P
Plumbing Service	—	P	P	P
Print shop	P	P	P	P
Print shop except newspaper printing	P [AUP]	AUP	P [AUP]	P [AUP]
Refrigeration installation & service - incidental sales	—	—	P [CUP]	P [CUP]
Sexual encounter establishment	—	—	—	—

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Shoe repair shop	P	P	P	P
Shoe shine shop	P	P	P	P
Sign painting shop - in c.e.b.	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Stable, commercial - including housing for caretakers on premises	—	—	—	—
Tattoo Parlor and Body Piercing	P	P	P	P
Taxidermist	—	—	P	P
Ticket agency - incidental use only	P	P	P	P
Upholstery shop	P	P	P	P
Wedding Chapel (Moved)	P	P	P	P
Welding service - c.e.b.	—	—	P [CUP]	P [CUP]
MEDIA SERVICES	—	—	—	—
Media Support Facility - Indoor	P	P	P	P
Motion picture studio	–	–	CUP	CUP
Motion picture studio - no outdoor sets	AUP	AUP	AUP	AUP
Sound stage	CUP	CUP	CUP	CUP
Studio - rehearsal - no recording equipment	AUP	AUP	P [AUP]	P [AUP]
MEDICAL AND CARE				
Ambulance service	—	—	P [CUP]	P [CUP]
Clinic - Community	P	P	P	P
Clinic - dental / medical	P	P	P	P
Clinic - In-support of Hospital	P	P	P	P
Health facilities for inpatients & outpatients- psychiatric care treatment	AUP	AUP	P	P
Hospital (in existence before Jan. 1, 1991)	—	—	—	—
Hospital - except animal; with incidental interior commercial uses	CUP	CUP	CUP	CUP
Laboratory - dental or medical	P	P	P	P
Laboratory - X-ray, treatment, or clinic	P	P	P	P
Laboratory - In-support of Hospital	P	P	P	P
Office - medical/dental	P	P	P	P
Urgent Care	AUP	AUP	P [AUP]	P [AUP]

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
INDUSTRIAL AND MANUFACTURING				
Aircraft fabrication, testing, servicing	—	—	—	P [CUP]
Aircraft factory - incl. missile or related manufacturing	—	—	—	P [CUP]
Animal Processing	—	—	P [PRH]	P [PRH]
Brewery / Distillery	—	—	P [AUP]	P [AUP]
Crematorium	—	—	CUP	CUP
Custom Manufacturing	AUP	AUP	P	P
Data Center	—	—	—	—
Distribution/Fulfillment Center	—	—	—	CUP
Electronic home detention program/ facility, pursuant to Section 10-1-810	—	—	—	CUP [PRH]
Hazardous waste facility - eligible off or on site	—	—	—	CUP
Heavy equipment rental	—	—	—	P [CUP]
Heavy Industrial Manufacturing	—	—	—	P [CUP]
Junkyard	—	—	—	—
Light Industrial Manufacturing	—	—	AUP	P [CUP]
Moving van & storage yard	—	—	—	P
Newspaper printing	—	—	P [CUP]	P
Paint spray booth - c.e.b.	—	—	P [CUP]	P
Recycling center - Facility	—	—	P [CUP]	P
Research & Development	AUP	AUP	P	P
Storage facility (public)	—	—	P [CUP]	P [CUP]
Warehousing & Storage	—	—	P [CUP]	P
Wholesale business (moved)	—	—	P	P
TRANSPORTATION AND COMMUNICATION				
Advertising signs & structures - Billboards	—	—	—	—
Aircraft landing fields, for aircraft, helicopters, runways, control towers, etc.	—	—	—	CUP
Air passenger facilities	—	—	—	—
Transit Facility	AUP	AUP	AUP	AUP
Bus terminal	CUP	CUP	CUP	CUP

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Freight terminal or yard	—	—	—	—
Helistop	CUP	—	CUP	CUP
Railroad uses including freight yards, depot, control towers	—	—	—	—
Trucking yard or terminal	–	–	–	P [CUP]
Wireless Telecommunications Facilities	5	5	5	5
VEHICLE RELATED	5	5	5	5
Automobile body or fender repair - in c.e.b.	—	—	P [CUP]	P [CUP]
Automobile dealer - new and used	—	—	P [CUP]	P [CUP]
Automobile dealer - new car sales only (used car sales, automobile repair, retail, & restaurants serving dealership only - incidental thereto)	—	—	P [CUP]	P [CUP]
Automobile dealer - support facility	—	—	P [CUP]	P [CUP]
Automobile, motorcycle, moped dealer – within storefront and no on-site vehicle storage	P	P	P	P
Automobile detailing	—	—	P [CUP]	P [CUP]
Automobile detailing - in c.e.b.	—	—	P [AUP]	P [AUP]
Automobile painting - in c.e.b.	—	—	P [AUP]	P [AUP]
Automobile parts and accessories - in c.e.b. (incl. audio/alarm systems installation)	—	—	P [CUP]	P [CUP]
Automobile rental	P [CUP]	CUP	P [CUP]	P [CUP]
Automobile repair garage - in c.e.b.	—	—	P [CUP]	P [CUP]
Automobile storage yard	—	—	P [CUP]	P [CUP]
Automobile top shop/ upholstery - in c.e.b.	—	—	P [CUP]	P [CUP]
Automobile towing	—	—	—	P [CUP]
Automobile wrecking yard	—	—	—	—
Automobile service station	—	—	P [CUP]	P [CUP]
Car wash	—	CUP	CUP	CUP
Drive-through establishments, in conjunction with a permitted land use (12)	—	—	—	—
Electric Vehicle Charging Station	AUP/S	AUP/S	AUP/S	AUP/S

TABLE 5-2: ALLOWABLE USES *Permit Required by Zoning District (19)*

Use Type	GSM	GSN	GSC	GSE
Hydrogen Fueling Station	AUP/S	AUP/S	AUP/S	AUP/S
Mobile home dealer - new and used	—	—	P [CUP]	P [CUP]
Moped or motor scooter dealer - including service, repair & testing in c.e.b.	—	—	P [CUP]	P [CUP]
Motorcycle dealer - including repair or testing	—	—	P [CUP]	P [CUP]
Off-street parking lot or structure	AUP	P	P	P
Recreational vehicle dealer - new and used	—	—	P [CUP]	P [CUP]
Trailer sales	—	—	P [CUP]	P [CUP]
Truck dealer – new and used	—	—	P [CUP]	P [CUP]
Truck dealer - used	—	—	P [CUP]	P [CUP]
Truck rental - except tractor and trailer	—	—	P [CUP]	P [CUP]
Truck rental - including tractor and trailer	—	—	P [CUP]	P [CUP]
CANNABIS USES				
Cannabis Delivery	—	—	—	—
Commercial Cannabis Activities	—	—	—	—
Cultivation	—	—	—	—
Retailer	—	—	—	—

TABLE 5-2 NOTATIONS:

1. AUP REQUIRED IF WITHIN 150 FEET OF RESIDENTIALLY ZONED PROPERTY AND LESS THAN 2 PARKING SPACES PER 1,000 SQUARE FEET OF ADJUSTED GROSS FLOOR AREA

2. CUP REQUIRED IF A "PLACE OF ASSEMBLY" AS DEFINED IN SECTION 8.2 IS INCLUDED

3. REFER TO BMC SECTION 10-1-1115

4. REFER TO BMC SECTION 10-1-1116

5. REFER TO BMC SECTION 10-1-1117

6. REFER TO BMC SECTION 10-1-1118

TABLE 5-2 NOTATIONS (CONTINUED)

7. REFER TO BMC SECTION 10-1-1119

8. REFER TO BMC SECTION 10-1-1120

9. REFER TO BMC SECTION 10-1-1121

10. REFER TO BMC SECTION 10-1-1122

11. REFER TO BMC SECTION 10-1-1123

12. REFER TO BMC SECTION 10-1-1608

13. SUPPORTIVE HOUSING THAT MEET SPECIFIC CRITERIA SPECIFIED IN ARTICLE 11 (COMMENCING WITH SECTION 65650), WITHIN CHAPTER 3 OF DIVISION 1 OF TITLE 7 OF THE GOVERNMENT CODE ARE ALLOWED BY RIGHT. ALL OTHER SUPPORTIVE HOUSING NOT MEETING THE CRITERIA SPECIFIED IN GOVERNMENT CODE ARTICLE 11 SECTION 65650 ARE SUBJECT TO A CUP.

14. SUPPORTIVE HOUSING AND TRANSITIONAL HOUSING SHALL BE SUBJECT TO THOSE RESTRICTIONS THAT APPLY TO OTHER RESIDENTIAL DWELLINGS OF THE SAME TYPE IN THE SAME ZONE. FOR EXAMPLE, SUCH HOUSING STRUCTURED AS UPPER FLOOR RESIDENTIAL WOULD REQUIRE A CUP IN THE ZONES WHERE RESIDENTIAL USE IS PERMITTED ABOVE COMMERCIAL USE WITH AN APPROVAL OF A CUP.

15. AUP REQUIRED FOR SITTING / STANDING ROOM FOR ONSITE CONSUMPTION (LIMITED TO 10% of ADJUSTED GROSS FLOOR AREA)

16. ALLOWED AS STANDALONE USE OR AS AN ADDITIONAL USE DURING ALTERNATE HOURS OF OPERATION OF PRINCIPAL BUSINESS TENANT.

17. RESIDENTIALLY ADJACENT BUSINESSES OPERATING DURING LATE NIGHT HOURS, AS DEFINED IN SECTION 10-1-203 OF THE BMC, SHALL BE SUBJECT TO THE REQUIREMENTS FOR LATE NIGHT BUSINESS PURSUANT TO SECTION 10-1-1151 OF THE BMC.

18. RESIDENTIALLY ADJACENT USES OPERATING DURING LATE NIGHT HOURS, AS DEFINED IN SECTION 10-1-203 OF THE BMC, SHALL BE SUBJECT TO THE REQUIREMENTS FOR LATE NIGHT OPERATIONS SECTION 10-1-1152 OF THE BMC.

19. GSR ZONING DISTRICT PERMITTED USES SHALL REFLECT THOSE PERMITTED IN THE R4 ZONING DISTRICT DEFINED IN BMC SECTION 10-1-627

5.3 BUILDING FORM

PURPOSE

This section establishes the building form requirements for projects within the GSSP area. These standards are intended to:

- implement the General Plan limits on development density and intensity;
- provide sufficient building envelope to make new construction feasible;
- scale buildings to their immediate context through reasonable and appropriate transitions;
- create massing variation in larger projects that break down the perceived size of buildings;
- allow flexibility and creativity in architecture and design.

A. COMMERCIAL INTENSITY

The allowable floor area ratio (FAR) is set in Figure 5-2.

1. Applicability. Projects with nonresidential uses.

2. Measurement. FAR is based on site area prior to any required dedication or easement.
   a. Parking (vehicle and bicycle) and loading areas are excluded from FAR.
   b. Residential dwelling units and common spaces are excluded from FAR.

B. RESIDENTIAL DENSITY

The allowable dwelling units per acre (du/ac) is set in Figure 5-3.

1. Applicability. Projects with residential uses, except when preempted by city ordinance or state law.

2. Measurement. Density is based on site area prior to any required dedication or easement.
   a. Fractions shall be rounded up to the nearest whole number for projects building affordable units on-site; projects utilizing in-lieu fees or other alternatives shall round fractions less than 0.5 down.

FIG 5-2 FLOOR AREA RATIO (FAR)

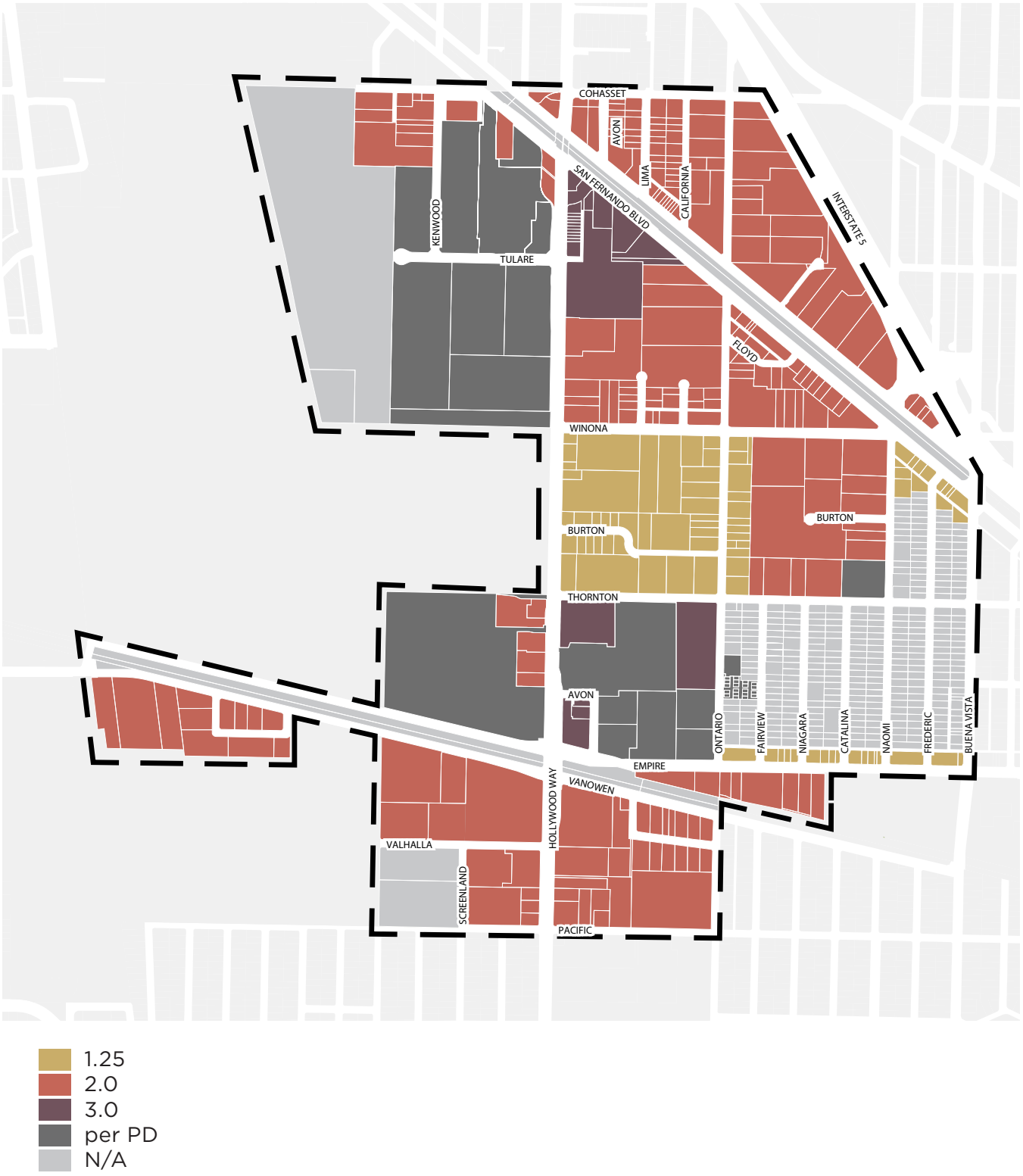


FIG 5-3 DWELLING UNITS PER ACRE (DU/AC)

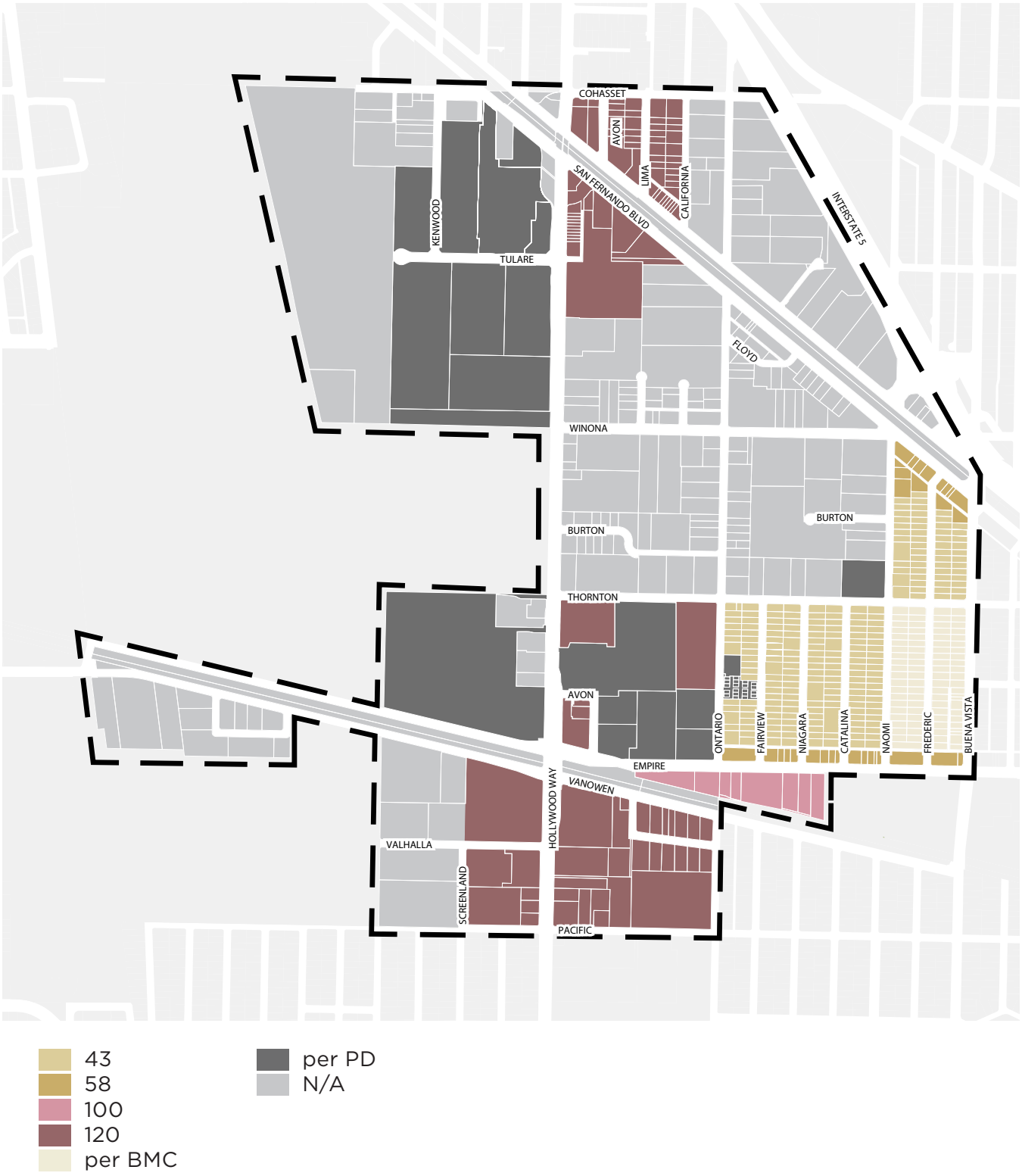
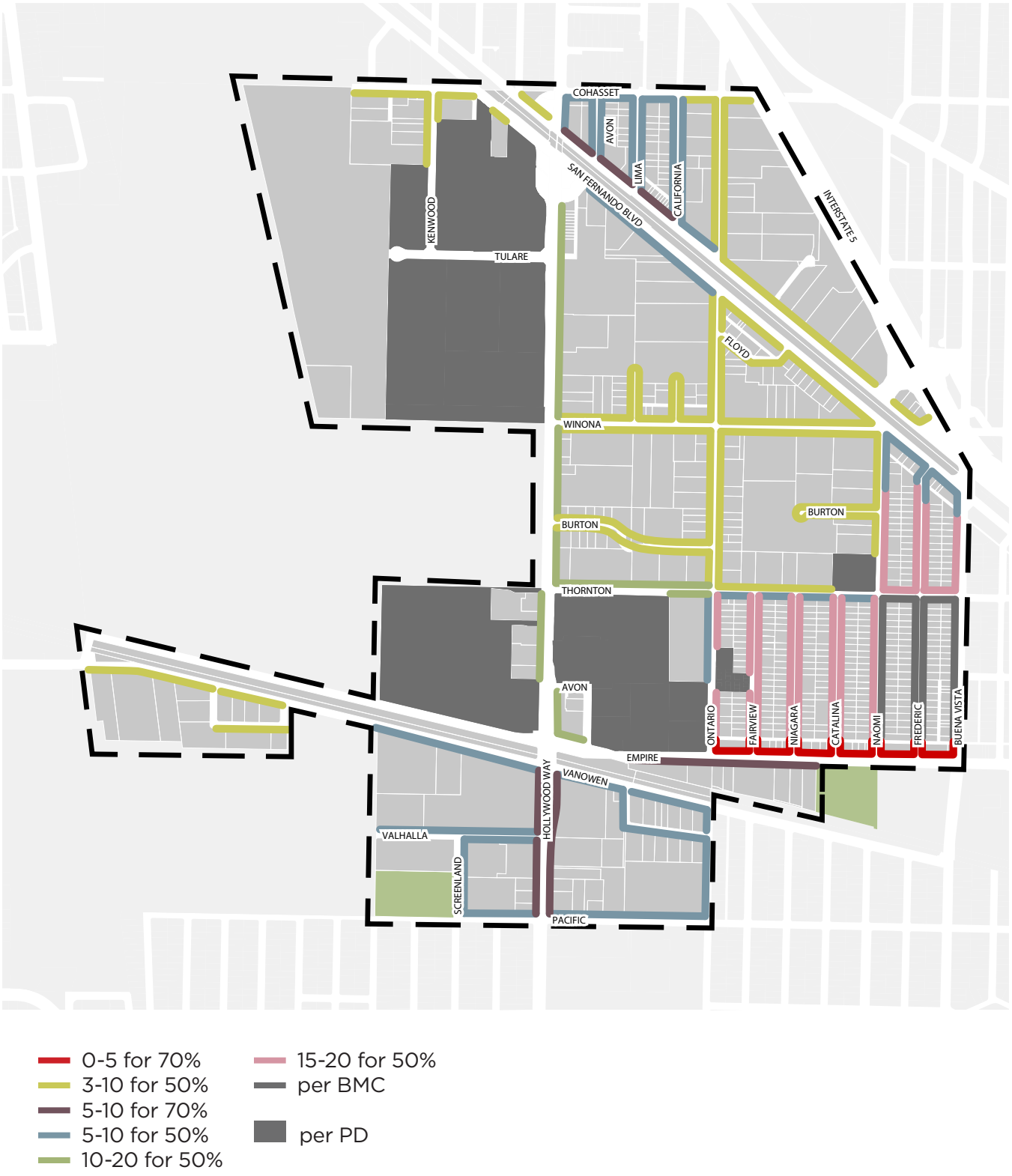


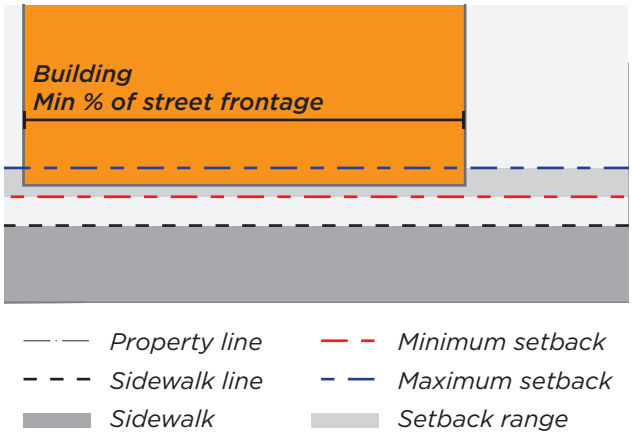
FIG 5-4 STREET SETBACKS (FT)



C. BUILDING SETBACKS

The required street setbacks are set in Figure 5-4. Projects shall meet the provided range for the minimum percentage of street frontage, see Figure 5-5. Interior setbacks (non-street side and rear) are set in Table 5-1.

FIG 5-5 SETBACK RANGE



1. Applicability. All structures, except when preempted by city ordinance or state law.

2. Measurement. Street setbacks are measured from the sidewalk line after any required dedication.

3. Minimums. Minimum setbacks shall apply to all portions of a building; setbacks less than the minimum are not permitted.

4. Maximums. Where indicated, maximums setbacks apply only to the ground floor.

5. Residential units. Ground floor residential units shall be set back a minimum of 5 feet. Where ground floor residential units are elevated between 4 and 6 feet above sidewalk elevation, a minimum setback of 8 feet shall be required.

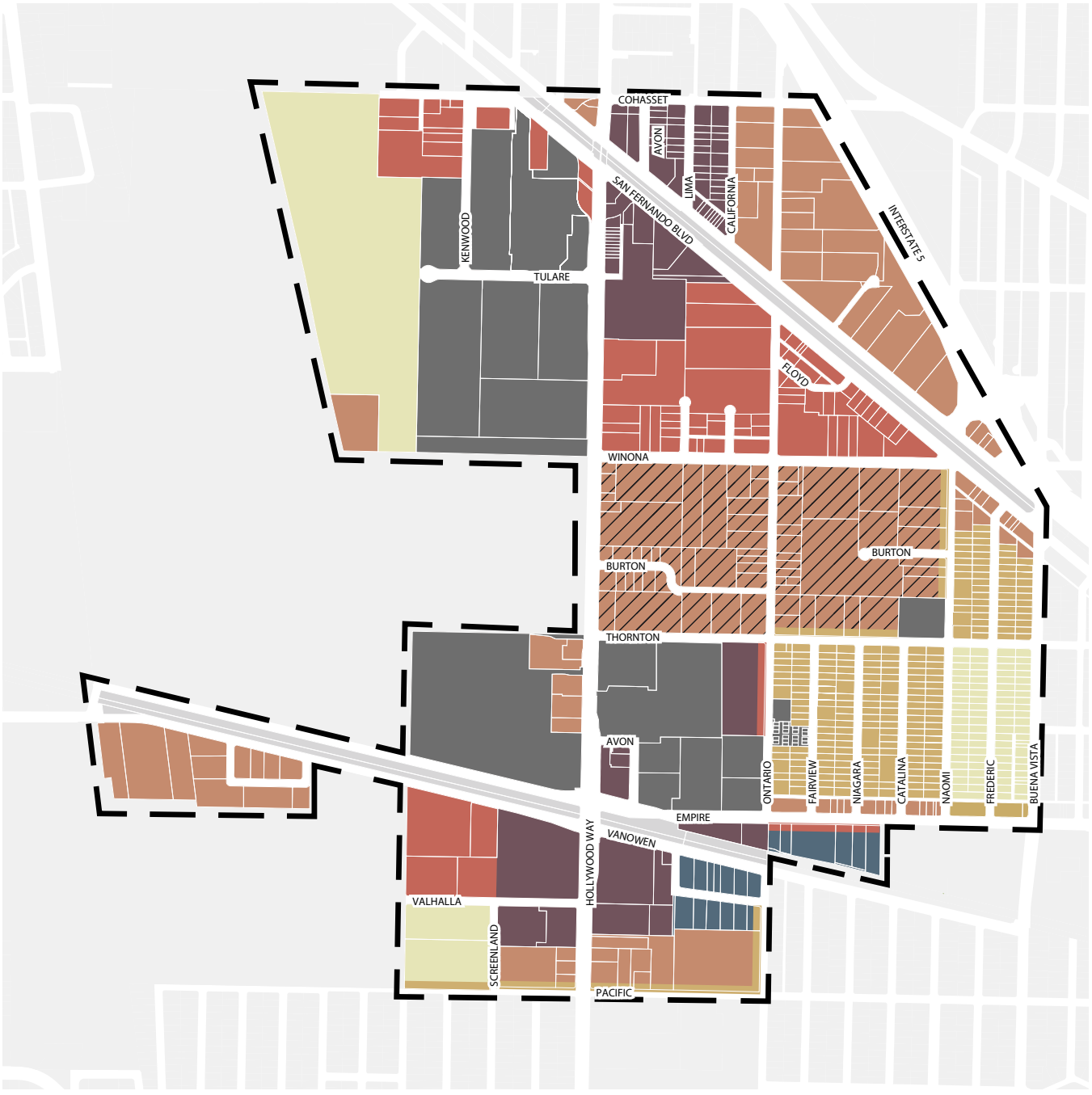
6. Recessed ground floors. Ground floors may be recessed up to 15 feet, provided that upper stories meet the setback range.

7. Landscape. A minimum of 50 percent of street-facing setback areas shall be landscaped.

8. Encroachments. Permitted uses in street setbacks include landscaping and planters, hardscape (stoops, patios), shade structures, arcades and galleries, walls and fences, seating and furniture, outdoor dining and other open space amenities per review authority approval.

9. Subdivisions. For projects subdividing existing lots into smaller parcels, the street setback shall only apply to parcels directly adjacent to the sidewalk. For all other parcel lines, the interior setback shall apply.

FIG 5-6 BUILDING HEIGHT (FT)



D. BUILDING HEIGHT

The base height maximum for buildings and required stepbacks are set in Figure 5-6.

1. Applicability. All structures, except when preempted by city ordinance or state law.

2. Measurement. Height is measured from the average grade of the lot, as defined by BMC 10-1-203, to the ceiling of the highest room permitted for occupancy; see Figure 5-7.

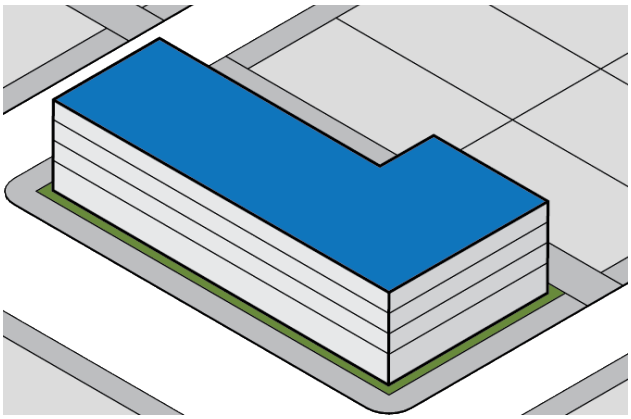
3. Averaging. A building may exceed the base height by a maximum of 15 feet for up to 30 percent of the building footprint, provided that the average height over the entire building footprint does not exceed the base height; see Figure 5-8.
   a. Averaging above the base height is not allowed within 50 feet of a Residential zone.

4. Street stepbacks. Where required, upper level stepbacks of 15 feet in depth shall be provided, measured from the sidewalk line; see Figure 5-9.
   a. Elements allowed in stepback areas include: awnings, pergolas, trellises, sunshades, plantings, and solid parapets/ railings up to 42 inches in height.

E. BUILDING FOOTPRINT

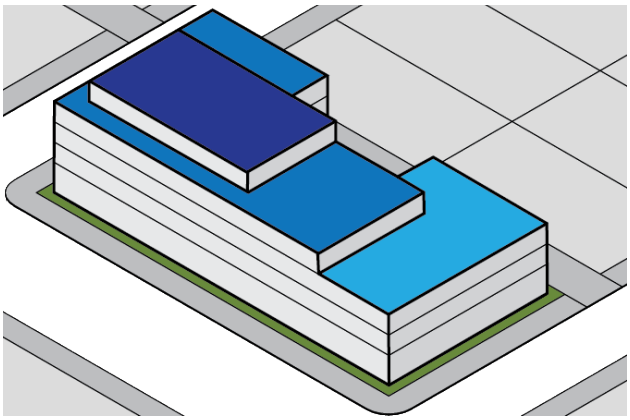
In GSM and GSN, the maximum building footprint is set in Table 5-1. Projects shall include a building break so that no single footprint exceeds the specified area.

FIG 5-7 BASE HEIGHT



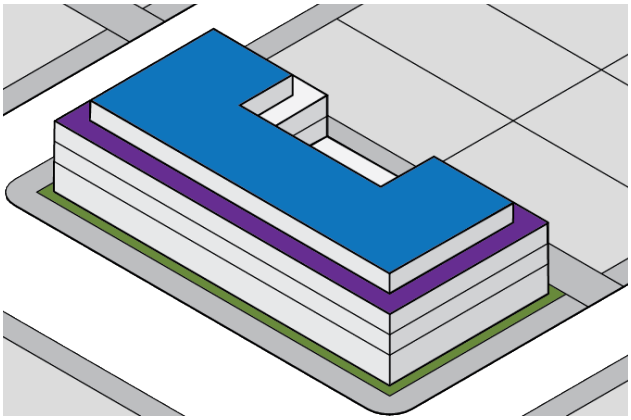
Base height maximum

FIG 5-8 HEIGHT AVERAGING



Above base height *Below base height*

FIG 5-9 STREET STEPBACKS



Height maximum at stepback

FIG 5-10 FACADE LENGTH

GRAPHIC TO BE UPDATED

FIG 5-11 FACADE MODULATION

GRAPHIC TO BE UPDATED

F. FACADE LENGTH

The maximum facade length is set in Table 5-1. Projects shall include a massing break so that no single facade exceeds the specified length; see Figure 5-10.

1. Applicability. Street-facing facades.

2. Measurement. Breaks of at least 20 feet in width and 10 feet in depth, open to the sky, qualify as a massing break.

G. FACADE MODULATION

The minimum facade modulation is set in Table 5-1. Projects shall modulate the specified percentage of facade above the first story from the primary facade plane; see Figure 5-11.

1. Applicability. Street-facing facades that exceed 50 feet in length.

2. Measurement. Facade areas between 2 and 12 feet in depth in front of or behind the primary facade plane qualify as modulated facade area.
   a. The primary facade plane is defined as the vertical plane with the greatest surface area.
   b. Required stepbacks (5.3.D) and massing breaks (5.3.F), shall not qualify as facade modulation.
   c. Facade planes separated by a massing break shall be considered separate facades.

H. TALL BUILDINGS

Tall buildings are subject to the following modified standards.

1. Applicability. Buildings with a maximum height over 85 feet above sidewalk elevation.

2. Facade length. The maximum facade length above the third story is 120 feet; see Figure 5-12.

3. Floor plate. The maximum floor plate above the third story is 12,000 square feet; see Figure 5-12.

4. Spacing. The minimum spacing between two buildings or portions of buildings located on the same lot or adjacent lots above the third story is 80 feet; see Figure 5-13.
   a. Measurement. Spacing is measured as a straight horizontal line between the two nearest points on each upper level of the buildings.

5. Podiums. The maximum podium height is 3 stories. Podiums shall comply with design standards for buildings less than 85 feet in height.

FIG 5-12 TOWER DIMENSIONS

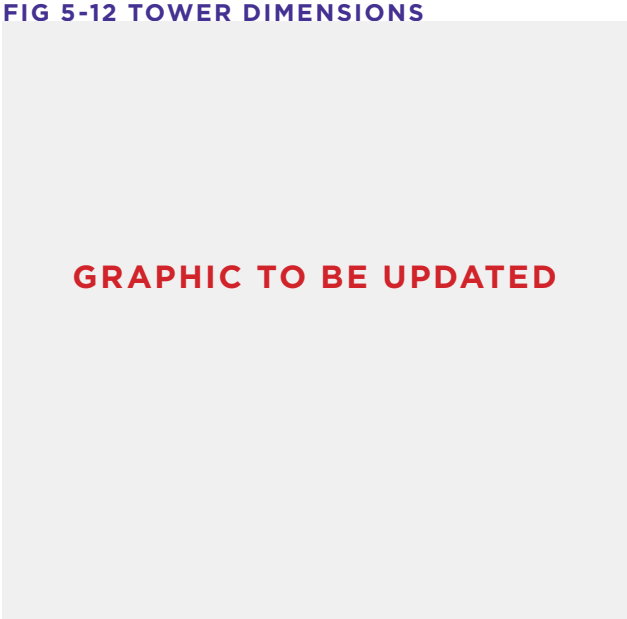


FIG 5-13 TOWER SPACING



5.4 BUILDING FRONTAGE

PURPOSE

This section establishes the building frontage requirements for projects within the GSSP area. These standards are intended to:

- create a pedestrian-friendly street environment that provides visual interest and stimulation;
- orient doors and windows towards the sidewalk, generating "eyes on the street" to promote community safety and social interaction; and
- enable flexibility and adaptability over time through quality design.

GRAPHIC TO BE UPDATED

GRAPHIC TO BE UPDATED

A. GROUND FLOOR FRONTAGES

In GSM and GSN zoning districts, ground floor uses along street frontages are regulated by frontage type per Figure 5-14.

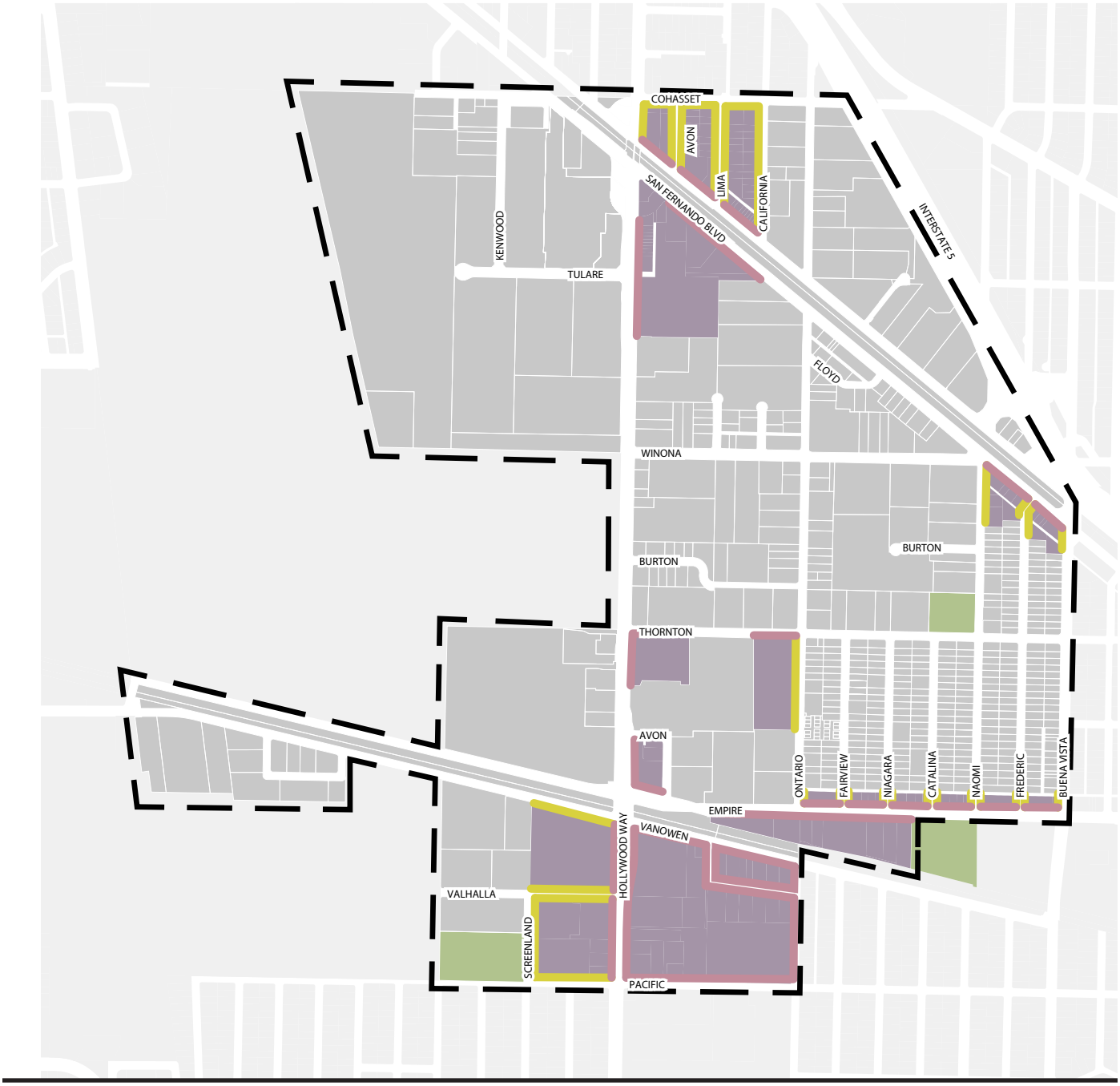
1. Applicability. The first 35 feet of ground floor space behind the sidewalk and/or property line.

2. Commercial uses. Commercial frontages shall be comprised of and designed for commercial uses with an average depth of 35 feet and a minimum depth of 20 feet.

3. Residential common spaces. Residential common space frontages shall be lobby or other active amenity space for residents with an average depth of 35 feet.

4. Residential units. Residential dwelling unit frontages shall contain entrances to individual units with direct access to the street.

FIG 5-14 GROUND FLOOR FRONTAGES IN MIXED ZONING DISTRICTS



Commercial and residential common space permitted, residential units not permitted
Commercial, residential common space, and residential units permitted

Mixed commercial/residential zoning districts

GRAPHIC TO BE UPDATED

GRAPHIC TO BE UPDATED

B. ENTRANCES

A minimum of one primary entrance shall be located on the primary frontage of each building and face a sidewalk or other public space.

1. Applicability. Facades facing streets and Open Spaces.

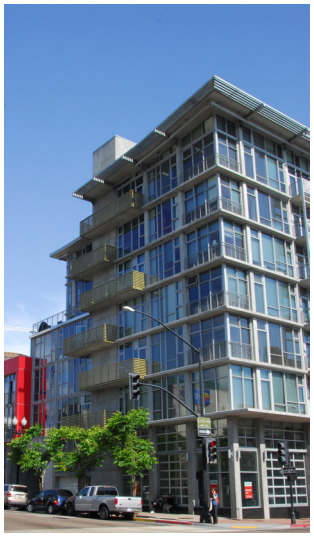
2. Architectural feature. Primary entrances shall be distinguished by an architectural feature or overhead projection, such as an awning or canopy.

3. Swing zone. All doorways shall be set back or recessed a minimum of 30 inches from the sidewalk line.

4. Commercial uses. Entrances to nonresidential and residential common spaces shall be located at sidewalk level.

5. Residential units. Entrances to residential units shall be located between 2 feet below and 6 feet above sidewalk level. Entrances shall have a minimum 3-foot by 3-foot covered landing area at the same grade as the interior floor and incorporate at least three of the following:
   a. Recession at least 2 feet from the building facade;
   b. Overhead projection at least 2 feet in depth;
   c. A sidelight window, adjacent window, or door with a window;
   d. At least one stair, up or down, from the pathway;
   e. Paving material, texture, or pattern differentiated from the pedestrian pathway.





C. GROUND FLOOR HEIGHT

The minimum ground floor height is 16 feet for nonresidential and residential common spaces and 12 feet for residential units, measured from sidewalk elevation at the primary entrance to the second story floor or roof of a one-story building.

1. Residential units. The first habitable floor shall be located between 2 feet below and 6 feet above sidewalk elevation.

D. GROUND FLOOR TRANSPARENCY

The minimum ground floor transparency is set in Table 5-1. Street-facing facades shall incorporate transparent openings with views into display, lobby, sales, work, or other active areas.

1. Applicability. Facades facing streets and Open Spaces.

2. Measurement. Ground floor transparency is measured as the percentage of facade area that consists of transparent openings between a height of 2 feet and 10 feet above sidewalk elevation.

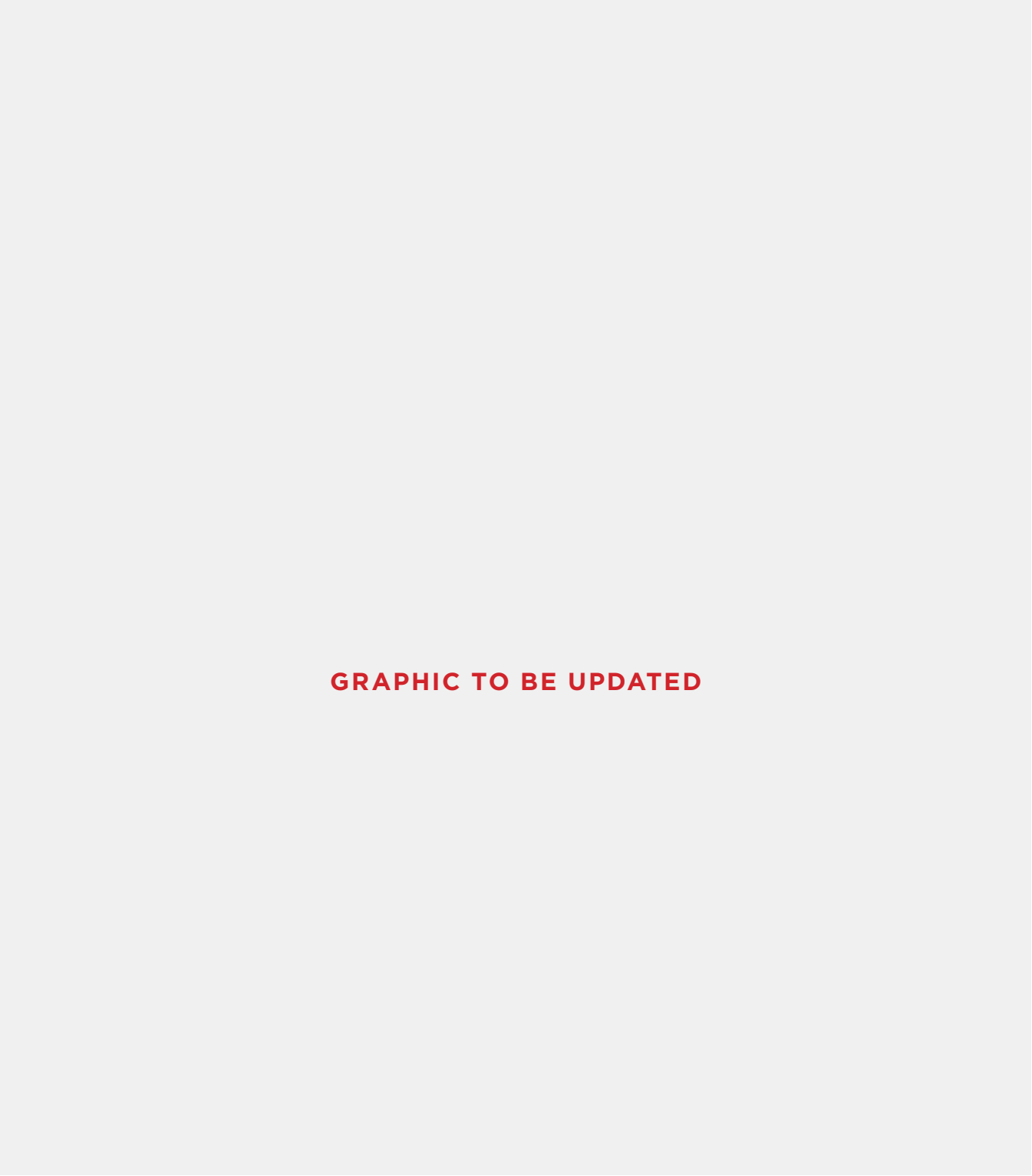
3. Windows shall be recessed by a minimum of 3 inches from the facade, measured from the outside wall to the frame of the window (mullion, muntin or similar element). Flush windows shall be permitted where exterior shading devices cover at least 20 percent of the window surface area or per review authority approval.

4. Color-tinted, mirrored, or highly reflective glass is prohibited.

5. Blinds, drapes, posters, and shelving for product displays visible to the public right-of-way shall not obscure more than 10 percent of transparent areas for each respective storefront or 50 percent for medical office uses.

6. Any exterior of interior security bars shall be designed to be fully hidden from view during business hours using devices such as concealed side pockets and ceiling cavities.

FIG 5-15 GROUND FLOOR DESIGN



E. BLANK WALLS

The maximum blank wall length is set in Table 5-1. Windowless expanses of walls shall not exceed the specified length, measured horizontally at each story along the facade.

F. SHADE STRUCTURES

Shade structures are allowed to project into the public right-of-way subject to the following requirements.

1. Awnings and canopies. Awnings and canopies shall project a minimum of 3 feet from the facade and allow a minimum of 8 feet of vertical clearance from sidewalk elevation.

2. Arcades and galleries. Arcades and galleries shall be located behind the minimum setback.
   a. Arcades shall be a minimum of 8 feet in width from back of column to building facade. The distance between columns shall be equal to or greater than the arcade depth dimension as measured from the column center.
   b. Uses allowed within arcades include: pedestrian travel, seating/ street furniture, outdoor dining, landscape planters, and bicycle parking.

3. Trees. Shade structures shall not conflict with existing street trees.

G. LIGHTING

Pedestrian-scale lighting shall be located on facades facing streets and public open spaces at a frequency of every 50 feet or less.

1. Full cutoff. Facade lighting shall be full cutoff, directing light downward and outward, not upward.

2. Fixtures. Fixtures shall be located between 8 and 15 feet above sidewalk elevation, and shall project no more than 18 inches from the facade.

3. Residential units. Fixtures outside residential units shall be designed to be operable by the unit.

H. BALCONIES & ROOF DECKS

1. Balconies. Balconies shall project a maximum of 4 feet from the building facade, but not into the public right-of-way or within 6 feet of any interior property line.
   a. Side-loaded townhomes shall incorporate at least one street-facing balcony.

2. Roof decks. Roof decks within 25 feet of a Residential zone shall be set back a minimum of 5 feet from the building facade and surrounded by an opaque parapet wall at least 6 feet tall.



5.5 OPEN SPACE

PURPOSE

This section establishes the open space requirements for projects within the GSSP area. These standards are intended to:

- provide outdoor space of various types for both passive and active recreation;
- ensure access to light, air, views, and functional amenities for residents/employees;
- improve building and site design through the integration of balconies, courtyards, and similar;
- correlate the amount of open space to the size of the project and number of tenants; and
- contribute to a high quality of life through the incorporation of greenery in an urban setting.

A. MINIMUM OPEN SPACE

All projects in GS zoning districts shall comply with the standards in this section based on project use and size. Projects with more than one use shall comply with the minimums set for each use. Areas used regularly for parking, loading, or storage shall not count towards the requirement.

1. Residential: Projects with 5 or more units shall provide a minimum amount based on unit type as combined Private and Common Open Space. A minimum of 40 percent of the required Residential Open Space shall be Common Open Space.
   a. 150 square feet per studio;
   b. 175 square feet per 1-bedroom;
   c. 200 square feet per 2-bedrooms or more.

2. Commercial/nonresidential: Projects with 50,000 square feet or more of nonresidential floor area shall provide a minimum of 5 percent of nonresidential floor area as Common Open Space.

3. Publicly Accessible: Projects with 100,000 square feet or more of total building floor area shall provide a minimum of 2 percent of the building floor area as Publicly Accessible Open Space.

B. PRIVATE OPEN SPACE

Private Open Space is intended for use by an individual dwelling unit, such as a balcony or patio, and shall be directly adjacent to and accessible from the associated unit.

1. Applicability. All required Private Open Space. Areas that do not meet these standards are allowed but shall not qualify as Private Open Space.

2. Measurement. Private Open Space shall have a minimum area of 40 square feet and a minimum dimension of 5 feet in any direction.

3. Location. Private Open Space shall be outdoors, and may be located within a required setback.

C. COMMON OPEN SPACE

Common Open Space is intended for shared use by all tenants, such as a courtyard, community roof deck, or indoor lounge area.





1. Applicability. All required Common Open Space. Areas that do not meet these standards are allowed but shall not qualify as Common Open Space.

2. Measurement. Common Open Space shall have a minimum area of 400 square feet and a minimum dimension of 15 feet in any direction. Areas that do not meet the dimensions are allowed but shall not be counted towards the requirement.

3. Location. A maximum of 20 percent of Common Open Space shall be provided indoors as amenity space such as a lounge, gym, or similar. Areas used primarily for circulation shall not be counted towards the requirement.

4. Hardscape. A maximum of 25 percent of Common Open Space shall be paved in standard concrete.

5. Landscape. A minimum of 25 percent of Common Open Space shall be planted area with a minimum dimension of 30 inches in any direction.

6. Trees. A minimum of one 36-inch box tree per projects or for every 750 square feet of Common Open Space, whichever is greater, shall be planted within Common Open Space.

7. Water features. A maximum of 5 percent of Common Open Space shall be decorative water features such as fountains or reflecting pools; swimming pools shall not be considered decorative.

8. Amenities. A minimum of one of the following amenities shall be provided for every 10 units, up to 4 amenities: gazebo, spa, cooking/eating area with a built-in barbecue, fountain, reflecting pool, water garden, or outdoor seating for at least 4 people.
   a. For projects with 50 units or more, a minimum of one of the following amenities shall also be provided: children's play area, dog park, lap pool, handball court, volleyball area, basketball court, activity room, sauna, or putting green.
   b. For projects with 100 units or more, a minimum of one of the following amenities shall also be provided: swimming pool, tennis court, gym or exercise room, dog grooming area, library, conference room, community room with a kitchenette, garden, or greenhouse.





D. PUBLICLY ACCESSIBLE OPEN SPACE

Publicly Accessible Open Space (PAOS) is intended for general use by the public, such as a pedestrian paseo, plaza or pocket park, and shall be directly adjacent to and accessible from the public right-of-way.

1. Applicability. All Publicly Accessible Open Space. Areas that do not meet these standards are allowed but shall not qualify as Publicly Accessible Open Space.

2. Measurement. PAOS shall have a minimum area of 400 square feet and a minimum dimension of 20 feet in any direction. Areas that do not meet the dimensions are allowed but shall not be counted towards the requirement.

3. Location. PAOS shall be outdoors and a minimum of 75 percent open to the sky.

4. Elevation. A minimum of 5,000 square feet shall be located at sidewalk elevation.

5. Hardscape. A maximum of 25 percent of PAOS shall be paved in standard concrete.

6. Seating. A minimum of 1 seat per 150 square feet of PAOS shall be provided. Fractions shall be rounded up to the nearest whole number. Benches shall be counted as 1 seat per 30 inches.

7. Landscape. A minimum of 25 percent of PAOS shall be planted area with a minimum dimension of 30 inches in any direction.

8. Trees. A minimum of one 36-inch box tree per project or for every 750 square feet of PAOS, whichever is greater, shall be planted within PAOS.

9. Water features. A maximum of 10 percent of PAOS shall be water features.

10. Access. PAOS shall be open from 8AM to 8PM with signage visible from the adjacent sidewalk identifying the space as open to the public and listing accessible hours.
    a. Gates shall be open with a 5 foot minimum clearance at each entrance during accessible hours.

E. SITE LANDSCAPING

Landscaping includes any combination of trees and shrubs, and may include grass or other natural features such as rock, stone, or mulch. Artificial ground covers are not allowed in required landscape areas.





1. Applicability. All site landscaping.

2. Measurement. Landscaping shall have a minimum dimension of 3 feet in any direction and minimum soil depths of 12 inches for turf or ground cover, 18 inches for shrubs and similar, and 36 inches for trees.

3. Coverage. A minimum of 75 percent of landscape area shall be planted; areas not occupied by plants shall be covered by mulch.

4. Turf. A maximum of 35 percent of the total landscape area of the lot shall be comprised of turf or lawn.

5. Corners. All landscaping shall comply with the corner cutoff provisions of BMC 10-1-1303.

6. Drainage. All planters shall be constructed of permanent masonry or concrete, and shall drain directly into a drainage system.

7. Irrigation. All landscape areas shall have a permanent fully automatic irrigation system with water conservation features.

8. Plans. Landscape plans shall be prepared by a registered landscape architect. Final species selection and placement of all trees and vegetation shall be approved by the Director.





F. WALLS & FENCES

Walls and fences includes hedges, raised planters, and similar features that may form a border around a site or part thereof.

1. Applicability. Walls, fences, and similar in street-facing setbacks and Open Spaces.

2. Height. Walls and fences in street-facing setbacks shall not exceed the height set in Table 5-1, as measured above sidewalk elevation.
   a. Guardrails may exceed the height to the extent required by the Building Code. Guardrails shall be a minimum of 50 percent transparent.

3. Setback. Walls and fences shall be set back a minimum of 24 inches from the sidewalk, separated by planted area.
   a. Exception: No setback is required for walls and fences surrounding outdoor dining.

4. Materials. Concrete block, vinyl, wire mesh, chain link, razor wire, barbed wire and electric wire are prohibited.

5. Ornamentation. Ornamentation may exceed the height of the wall or fence. Features shall be spaced a minimum of 4 feet apart, as measured on center.

6. Corners. All walls and fences shall comply with the corner cutoff provisions of BMC Section 10-1-1303.

5.6 PARKING

PURPOSE

This section establishes the parking requirements for projects within the GSSP area. These standards are intended to:

- reduce the physical and visual impacts of parking on the pedestrian environment;
- regulate appropriate parking supply that also prioritizes multimodal activity;
- encourage adaptive reuse of existing buildings through parking reductions and exemptions;
- promote a more efficient use of parking spaces through shared and unbundled parking; and
- encourage better design of parking areas and structures with landscaping and screening.

A. APPLICABILITY AND CALCULATION OF REQUIRED PARKING

1. The minimum required off-street automobile parking for uses within the Golden State Specific Plan shall be those set forth in Table 5-3 in Subsection D below, unless preempted by state or federal Law.

2. The off-street bicycle parking development standards and minimum required number of spaces for uses within the Golden State Specific Plan shall be those set forth in Table 5-4 in Subsection E below, unless preempted by state or federal Law or the City of Burbank Complete Streets Objective Development Standards, as amended.

3. Articles 14-16 of Chapter 1 of Title 10: Zoning Regulations in the Burbank Municipal Code (BMC) shall apply, unless superseded by the regulations and development standards in the Golden State Specific Plan.

4. The off-street parking requirement for unlisted uses shall be determined through the discretionary review application process pursuant to BMC Section 10-1-503.

5. Unless otherwise stated in this Specific Plan, the minimum off-street parking requirements for commercial and industrial uses shall be based on the principal use of the tenant space, as identified on the Business Tax/Business License registration form for the subject commercial/industrial establishment.

6. Rounding – Calculations are subject to normal rounding where a fraction of 0.5 or greater counts as an additional space.

7. Vesting - Proposed commercial and industrial uses that do not meet the minimum parking requirements listed herein may be established within tenant spaces along the City's Major and Secondary Arterial Streets (Identified in the Roadway Circulation Diagram of the General Plan) so long as the required parking rate for the new use meets one or more of the following conditions:
   a. Does not exceed 2 spaces/ 1,000 sq ft of adjusted gross floor (AGF) area; or
   b. Does not exceed the required parking rate, as established herein, for the most recently approved use within that tenant space; or
   c. Does not exceed the parking requirement established by an existing Planning Entitlement.

8. Multi-tenant and Mixed-Use developments – The parking requirement of each tenant space within an existing multi-tenant or a mixed-use development such as a mini-mall, shopping center, residential/commercial mixed-use development or other type of multitenant building shall be calculated individually.

9. Additions – When adding square footage to an existing building, Code compliant parking must be provided for the new square footage only.

10. When a change of use occurs for existing nonresidential uses, only the net amount of additional parking required must be provided, regardless of the existing parking supply. The amount of required additional parking is the difference between what would have been required for the previous use and what is required for the new use.

11. A restaurant's outdoor seating on private property shall not count toward the parking requirement provided that the square footage is no greater than 25% of the total restaurant adjusted gross floor area. Square footage beyond the 25% limit is counted toward parking the requirement. Outdoor seating in the public right of way shall not count toward the parking requirement regardless of size.

B. UNBUNDLED PARKING

1. Residential Parking
   a. For any new building with new residential units, automobile parking spaces shall be leased or sold separately from the rental or purchase fees, such that renters or buyers have the option of renting or buying the unit at a lower price than if the parking were included. This requirement shall not apply for units with individual garages, such as townhomes.
   b. For deed-restricted affordable units, one parking space shall be included in the base rent of each unit unless parking for such units is not provided pursuant to state law. The tenant may choose to receive the parking space or receive a rent discount equivalent to half the amount charged for monthly lease of a parking space. Tenants of affordable units shall not sublease their parking spaces. This provision shall be included in the affordable housing agreement for the project and subsequently recorded against the property.
   c. Renters or buyers shall have the right of first refusal to parking built for their unit. Any remaining spaces may be leased to other users on a month- to-month basis.

2. Non-Residential Parking
   a. On-site parking lots or structures for nonresidential uses may be used for public parking available to the general public during specific days and hours, subject to the permit requirements for "off-street parking lot or structure" in a given zone per Section XXX of the Golden State Specific Plan.
   b. Businesses are eligible to offer up their required parking during days when businesses are closed or during non-work hours. Eligible businesses include but are not limited to general office, professional office, churches/places of worship, banks, and retail stores.
   c. A parking plan and business application review must first be reviewed and approved by the City Planner or designee. The Building Division shall thereafter issue a business license to the proposed off-street parking facility prior to operating. An affidavit, in a form satisfactory to the City Planner or designee, shall be signed and submitted by the property owner.
   d. Any overnight parking facilities operating between the hours of midnight and 6:00 am shall be subject to the requirements of Section 10-1-1151 of the Burbank Municipal Code.

C. MODIFICATIONS

1. Reductions to the below parking rates shall be subject to the AUP process as specified in BMC Section 10-1-1954 et. seq. or the applicable discretionary review application required for the use. The applicant shall provide a parking study prepared by a qualified professional to justify the reduced parking rate. Upon consideration of such requests and in addition to the required findings for the applicable discretionary permit, the Community Development Director (CDD) shall also find that the reduced parking rate will not detrimentally impact the surrounding area.

2. Valet Parking – Requests for valet parking operation for nonresidential use shall be subject to the AUP process as specified in BMC Section 10-1-1954 et. seq. or the applicable discretionary review application required for the primary use. Upon consideration of such requests and in addition to the required findings for the applicable discretionary permit, the Community Development Director (CDD) shall also find that the valet parking operation will not detrimentally impact the surrounding area. Any tandem parking arrangement approved as part of a valet parking operation may utilize mechanical parking systems.

D. REQUIRED PARKING RATES

Table 5-3 provides land use allowances and permit requirements by zoning district.

TABLE 5-3: SUMMARY OF PARKING RATES

Uses	**Minimum Parking Spaces Required** [1, 2]
RESIDENTIAL AND LODGING	
Studio	1 space
1 Bedroom Units	1 space
2 or more Bedroom Units	1.5 spaces
Convalescent homes	5 spaces for every 12 beds or fraction thereof.
Hotels and motels	0.8 space for each room/suite.
PUBLIC AND SEMI-PUBLIC FACILITIES	
Any public and semi-public facilities listed in Section 5.2 and not listed below	2 spaces for each 1,000 sq. ft. of adjusted gross floor area.
Any City owned and operated non-public facing facility	Exempt from the minimum parking spaces required.
Park & recreational facility - municipal	2 spaces for each 1,000 sq. ft. of adjusted gross floor area; No spaces required for open space under 2 acres; 1 space per half-acre of open space between 2-15 acres; and 1 space per acre of open space in excess of 15 acres
Temporary Aid Center	1.5 spaces for each 1,000 sq. ft. of adjusted gross floor area.
RECREATION, EDUCATION, AND ASSEMBLY	
Any recreational and education use listed in Section 5.2 and not listed below. Assembly Uses are subject to Assembly Parking rate per Footnote 1 to this table	2 spaces for each 1,000 sq. ft. of adjusted gross floor area. For outdoor recreational areas: 1 space for each 500 sq. ft. of outdoor area(s) under 5,000 sq. ft.; 1 space for each 1,000 sq. ft. of outdoor area(s) of 5,000-20,000 sq. ft.; and 1 space for each 2,000 sq. ft. of outdoor area(s) of over 20,000 sq. ft.
Arcades/billiard parlors	5 spaces for each 1000 sq. ft. of adjusted gross floor area. (Additional parking spaces are required pursuant to BMC Section10-1-1405.5)
Bowling Alleys	4 spaces for each bowling lane.
Driving Range	1 space per tee box or 2 spaces for bay

TABLE 5-3: SUMMARY OF PARKING RATES

Uses	**Minimum Parking Spaces Required** [1, 2]
Gymnasiums	5 spaces for each 1,000 sq. ft. of adjusted gross floor area.
Museum	1 space for each 300 sq. ft. of exhibit area and 1 space for every 5 seats.
Personal Studio, Physical Arts Studio, Health Studios, and Rehearsal Studio	
(less than 1,500 sq. ft.)	2 spaces per each 1,000 sq. ft. of adjusted gross floor area for
(1,500 sq. ft. and above)	3 spaces per each 1,000 sq. ft. of adjusted gross floor area
Schools – Private (K-12)	The parking requirement for this use shall be determined under the applicable discretionary review.
Schools – Adult/Vocational/Trade School	The parking requirement for this use shall be determined under the applicable discretionary review.
RETAIL SALES AND DINING	
Any retail sales and dining uses listed in Section 5.2 and not listed below.	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Restaurant Uses (except take-out) and Cocktail lounge/bar over 1,500 square feet of adjusted gross floor area in size.	3 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Restaurant with Drive-through	The parking requirement for this use shall be determined under the applicable discretionary review.
Commercial Kitchen/Ghost Kitchen	The parking requirement for this use shall be determined under the applicable discretionary review.
PROFESSIONAL OFFICES AND SERVICES	
Any professional office or service use listed in Section 5.2 and not listed below.	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Day Care Facilities (Adult or Children's)	The parking requirement for this use shall be determined under the applicable discretionary review.
Kennels/Animal Hotel	1 space per each 1,000 sq. ft. of adjusted gross floor area.
MEDIA SERVICES	
Any media service use listed in Section 5.2	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
MEDICAL AND CARE	
Any medical or care use listed in Section 5.2 and not listed below.	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Hospitals	The parking requirement for this use shall be determined under the applicable discretionary review.

TABLE 5-3: SUMMARY OF PARKING RATES

Uses	**Minimum Parking Spaces Required** [1, 2]
INDUSTRIAL AND MANUFACTURING	
Any industrial use listed in Section 5.2 and not listed below.	1 space per each 1,000 sq. ft. of adjusted gross floor area.
Manufacturing uses, including: Fabrication, Custom Manufacturing, and Light Industrial	2 spaces for each 1,000 sq. ft. of adjusted gross floor area.
TRANSPORTATION AND MANUFACTURING	
Any transportation and communication use listed in Section 5.2 and not listed below.	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Transit facility	The parking requirement for this use shall be determined under the applicable discretionary review application for the use.
VEHICLE RELATED	
Any vehicle related use listed in Section 5.2 and not listed below.	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Automotive repair shops	2 spaces for 1,000 sq. ft. of adjusted gross floor area (including any office retail space, and service bays areas) with a minimum 1 parking space. Service bays shall not be counted as a parking space.
Auto Rental	2 spaces for each 1,000 sq. ft of adjusted gross floor area of office space with a minimum of 1 space for the use and 1 space for each 2,000 sq. ft. of outdoor display area with a minimum of one parking space
Carwash	The parking requirement for this use shall be determined under the applicable discretionary review.
Drive-Through Establishments	The parking requirement for this use shall be determined under the applicable discretionary review.
Automobile Service Station	2 spaces per each 1,000 sq. ft. of adjusted gross floor area. Parking shall not be required for service bays or fueling dispensing areas.

1. Public Assembly uses and portions of uses utilized as Places of Public Assembly, as defined in Section 5.2 of this Specific Plan, shall have the parking rate of 1 space for every 5 fixed seats and 1 space for each 28 sq. ft. of indoor or outdoor area available for assembly without fixed seats, and 1 space for every 5 employees. To be exempt from an assembly use for the purposes of parking requirements, the proposed business must receive a determination from the Building Official (or Designee) provide confirmation, accordance with building/fire codes that the area of assembly does not constitute an assembly building occupancy type.

2. New multi-Tenant and mixed-use developments, other than office buildings, shall provide a parking rate of 3 spaces for each 1,000 square feet of adjusted gross floor area. This requirement shall also apply to mini-malls and shopping centers as defined in Section 10-1-203 of the BMC.

E. BICYCLE PARKING

1. Bicycle parking requirements shall comply with the Citywide Objective Standards Chapter 1: Complete Street Objective Development Standards, as Amended.

2. Table 5-4 provides minimum required off-street bicycle parking:

TABLE 5-4: SUMMARY OF PARKING RATES

SINGLE-FAMILY RESIDENTIAL, INCLUDING CONDOMINIUMS WITH INDIVIDUAL GARAGES	
No bicycle parking required	
MULTIFAMILY RESIDENTIAL AND MIXED-USE DEVELOPMENTS	
Any Multifamily Residential Building with 8 or more units.	0.25 bicycle spaces per residential unit · 75% long-term bicycle parking[1] · 25% short-term bicycle parking[2]
NONRESIDENTIAL USES IN MIXED-USE DEVELOPMENTS OR AS STANDALONE USES	
Office/Media use	1 space per 1,000 square feet of adjusted gross square feet of floor area · 85% long-term bicycle parking[1] · 15% short-term bicycle parking[2]
Commercial uses	1 space per 1,000 square feet of adjusted gross square feet of floor area · 25% long-term bicycle parking[1] · 75% short-term bicycle parking[2]
Industrial Uses	1 space per 5,000 square feet of adjusted gross square feet of floor area · 100% long-term bicycle parking[1]
Hotel/Motel Uses	1 space per hotel room or suite · 85% long-term bicycle parking[1] · 15% short-term bicycle parking[2]
All Other	1 space per 1,000 square feet of adjusted gross square feet of floor area. · 85% long-term bicycle parking[1] · 15% short-term bicycle parking[2]

1. Bicycle parking for more than two hours.

2. Bicycle parking for two hours or less. Short-Term Bicycle Parking Bicycle racks for short-term bicycle parking must be secured to the ground and lcoated in areas visible form the associated Project site.

THIS CHAPTER TO BE COMPLETED AFTER COMPLETION OF THE ENVIRONMENTAL ANALYSIS

6. INFRASTRUCTURE

6.1 Water
6.2 Sewer
6.3 Stormwater
6.4 Energy
6.5 Traffic Signals
6.6 Telecommunications

PLACEHOLDER: GRAPHICS BEING UPDATED

7. IMPLEMENTATION

7.1 Plan Administration
7.2 Implementation Actions
7.3 Citywide Programs
7.4 Funding

OVERVIEW

The GSSP will be primarily implemented by aligning private sector investment with the plan's vision, goals, and policies by adopting new land use, public realm, and development regulations. In addition, public sector improvements and programs funded by the City and outside sources can further implement the plan, especially where redevelopment is less likely to occur.

This chapter is organized by and outlines several key aspects of plan implementation, including summaries of:

- **Plan Administration** to guide implementation of the GSSP through streamlined review procedures.
- **Implementation Actions** to help guide and prioritize plan implementation.
- **Citywide Programs** on existing funds, services and plans which can be leveraged to help implement the plan.
- **Funding** to guide the City in securing available funding sources to implement improvements and programs.

7.1 PLAN ADMINISTRATION

The overarching goals of the GSSP align with the Burbank2035 Housing Element's goal to remove constraints and facilitate the maintenance, improvement, and development of housing, including affordable and workforce housing. The GSSP aims to create greater certainty for development and streamline the development review and permitting approval process. Projects proposed on opportunity sites in the GSSP have been included in the City's analysis of potential net growth of new dwelling units and commercial area for inclusion in the associated EIR and can be reviewed through a streamlined condition compliance review prior to building permit review. All development projects shall be reviewed by the City for compliance with the standards of the GSSP. If a development project is in compliance with the GSSP and if it meets certain eligibility criteria, it shall be reviewed for approval through a ministerial review. The exact eligibility criteria will be established through a subsequent regulatory action but will generally consists of the following:

CRITERIA FOR MINISTERIAL REVIEW & APPROVAL

- Located on an opportunity site as identified in the Housing Element.
- A housing development project containing no more than 200 units.
- A housing development project located on a property within the area of the Golden State District designated for a maximum density of 43 dwelling units per acre.
- A commercial project of less than 10,000 square feet in floor area intended to facilitate a commercial use that is listed as a Permitted Use in the zone which it is located.

Following a conformance review by the Planning Division, by-right development projects shall proceed to the appropriate Building and Safety Division application process. All other development projects shall be considered as discretionary projects. A discretionary project must undergo the Development Review process as identified in the Zoning Regulations of the BMC.

7.2 IMPLEMENTATION ACTIONS

Certain City departments use specific plans to review projects, seek funding, and understand plan area vision, goals, and policies to guide improvements and programming. Implementing specific plans requires collaboration across City departments and coordination with other City plans, programs, and regulations. The following implementation actions are intended to guide the City in implementing the GSSP over time with generalized timeframes as follows:

- **Ongoing:** Periodic or on a continuing basis
- **Immediate:** Upon adoption of the Specific Plan
- **Short-Term:** 1-3 years
- **Medium-Term:** 4-6 years
- **Long-Term:** Six or more years

As changes in City priorities, economic conditions, and market trends occur over time, the City may need to revisit and reprioritize the plan actions. The following sections outline GSSP implementation actions, including description, timeframe, and responsible parties. The information included for each action will help guide the City to take the next steps, including added planning, coordination, community input, and public processes.

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
PLAN ADMINISTRATION			
P-1	**Development of Review and Monitoring Program:** Ensure GSSP regulations and guidelines are carried out pursuant to City procedures. Monitor and track the quantity of new development in the District to verify that target densities specified in the GSSP are maintained and deviations are evaluated and approved.	Ongoing	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
REGULATORY ACTIONS			
P-2	Update City Objective Design Standards via ordinance or resolution to include the GSSP.	Short Term	CDD
P-3	Update the Development Impact Fee program to reflect changes made by this GSSP.	Short Term	CDD
P-4	Develop a Community Benefits Program(CBP) as a voluntary program that provides additional residential development intensity in exchange for community benefits. This program will also define "Exceptional Project."	Short Term	CDD
P-5	Create a Lot Consolidation Program or ordinance that will encourage the assemblage of smaller existing lots into larger lots by providing a selection of incentives and a ministerial process for owner initiated lot mergers. These incentives should be developed following analysis and outreach to property owners and other stakeholders.	Medium Term	CDD
P-6	Complete updates to the Inclusionary Housing and Density Bonus Ordinances	Short Term	CDD
P-7	Update the Development Review regulations to reflect the intent for streamlined housing development as noted in this Specific Plan.	Short Term	CDD
INFRASTRUCTURE PROGRAMS			
P-8	Ensure that any new development in the District has adequate water, sewer, and drainage, in accordance with Burbank Water and Power and the City's Public Works Department by developing clear thresholds for major infrastructure improvements and updating applicable development impact fees and any other associated fees to ensure they are roughly proportional to the development being proposeddate City Objective Design Standards via ordinance or resolution to include the GSSP.	Ongoing	CDD PWD BWP
P-9	Incorporate sustainable stormwater management features in new development and public improvements, including bio- swales, permeable pavers, rainwater collection systems, and other features to manage stormwater runoff.	Ongoing	CDD PWD BWP

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-10	Ensure that new development utilizes recycled water for landscaping.	Ongoing	CDD PWD BWP
P-11	Require new development to coordinate with the appropriate agency to provide electric and gas service to the proposed site consistent with local regulations and plants.	Ongoing	CDD PWD BWP
SUSTAINABILITY PROGRAMS			
P-12	The Green Streets Policy shall apply to new streets and road construction of 10,000 square feet or more of impervious surface area, and street and road redevelopment that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site.	Ongoing	CDD PWD
AMENDMENTS			
P-13	**General Plan Map and Text Amendment.** Amend the General Plan Land Use Diagram based on the land use designations in the GSSP.	Immediate	CDD
P-14	**Specific Plan Adoption.** Adopt the GSSP, including new vision, goals and policies, and land use and development standards.	Immediate	CDD
P-15	**Zoning Code Map and Text Amendment.** Amend the Zoning Map to replace zoning district designations with updated GSSP zoning districts and add text to include GSSP land use and development standards as a new Article.	Immediate	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
ECONOMIC DEVELOPMENT & ARTS PROGRAMMING			
P-16	**Business Improvement District (BID)/ Property-Based BID (PBID).** Conduct a study to explore potential locations for BID implementation within the district including business and property owner surveys. Leveraging funding from local business and property owners, BIDs/PBIDs can implement capital improvements and programming in support of placekeeping, community identity, and other district improvements, as well as provide marketing and branding for the district.	Medium-Term	CDD
P-17	**Art In Public Places.** Identify potential sites suitable for installing permanent art in the public realm through the Art in Public Places program to establish a community identity that's unique to the District, issue a call for artists, and implement installations as funding permits through the Art in Public Place Fund.	Ongoing, Medium-Term	PRD PWD CDD
P-18	**Arts Beautification Program.** Identify potential utility boxes throughout the District for improvement as part of the Arts Beautification Program, issue a call for artists, and implement utility box artwork improvements.	Ongoing, Medium-Term	PRD PWD
P-19	**The Monument and Wayfinding Signage Program.** Design and install monument signage for dedicated entry points located on public and private property within the District. Create wayfinding signage that visually provides navigation for motorists and pedestrians, enhancing tourism, and promoting Burbank as a destination. Both tourists and locals will feel a pride of place as this effort highlights city landmarks and adds culture and beauty to its designated locations	Short-Term	CDD
ECONOMIC DEVELOPMENT & ARTS PROGRAMMING			
P-20	**Business Improvement District (BID)/ Property-Based BID (PBID).** Conduct a study to explore potential locations for BID implementation within the district including business and property owner surveys. Leveraging funding from local business and property owners, BIDs/PBIDs can implement capital improvements and programming in support of placekeeping, community identity, and other district improvements, as well as provide marketing and branding for the district.	Medium-Term	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-21	**Art In Public Places.** Identify potential sites suitable for installing permanent art in the public realm through the Art in Public Places program to establish a community identity that's unique to the District, issue a call for artists, and implement installations as funding permits through the Art in Public Place Fund.	Ongoing, Medium-Term	PRD PWD CDD
P-22	**Arts Beautification Program.** Identify potential utility boxes throughout the District for improvement as part of the Arts Beautification Program, issue a call for artists, and implement utility box artwork improvements.	Ongoing, Medium-Term	PRD PWD
P-23	**The Monument and Wayfinding Signage Program.** Design and install monument signage for dedicated entry points located on public and private property within the District. Create wayfinding signage that visually provides navigation for motorists and pedestrians, enhancing tourism, and promoting Burbank as a destination. Both tourists and locals will feel a pride of place as this effort highlights city landmarks and adds culture and beauty to its designated locations	Short-Term	CDD
PUBLIC REALM & SUSTAINABILITY			
P-24	**Park Improvements.** Monitor and periodically report on increases in new residential units, including demographic data, to anticipate future park needs such as new recreational facilities and complementary programming. Priority should be granted to areas with a high need for open space per the City's Parks Master Plan.	Ongoing	CDD
P-25	**HSR Station Area.** Coordinate with HSR and relevant property owners to incorporate open space, including roof-top open space, into the station redevelopment area to the west of Hollywood Way.	Long-Term	CDD PRD
P-26	**Require Common Open Space.** Require sufficient common open space in new residential developments to provide functional and inviting open space for residents with amenities such as BBQs, pools, tables and seating, workout rooms, landscaping and games for passive and active recreational and social enjoyment.	Ongoing	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-27	**Streetscape Plans.** In coordination with planning for future mobility improvements in the street ROW, create streetscape plans and implement improvements such as street trees, parkways, bus shelters, street lights, and street furniture. As a first step, create a district-wide lighting and furniture plan.	Medium- to Long-Term	CDD PWD
P-28	**Maxam Park Expansion.** Should the Army National Guard site located at the inter-section of Valhalla and North Screenland Drive become available, prepare a feasibility study to expand Larry L. Maxam Memorial Park. Should expansion prove feasible, prepare and implement an expansion plan.	Medium-Term	PRD
P-29	**Shade Tree Program.** Identify and prioritize disadvantaged and/or vulnerable communities with less-than-average tree canopy coverage and within BWP's Shade Tree Program.	Medium-Term	CDD PRD BWP
P-30	**Street Tree Master Plan.** Update the City's Street Tree Master Plan to incorporate new street tree options for streets in the GSSP that better support GSSP-adjacent development considerations, as well as tree canopy goals.	Short-Term	PWD
MOBILITY & ACTIVE TRANSPORTATION			
P-31	**Neighborhood Protection Plan.** Adopt a Neighborhood Protection Plan to reduce cut-through traffic in the GSSP residential area between North Ontario Street, Thornton Avenue, North Buena Vista Street, and Empire Avenue.	Short-Term	PWD CDD
P-32	**Active Transportation Underpass.** Conduct a feasibility study for the construction of a new pedestrian and cyclist underpass or bridge to connect the north and south side of the Ventura County Line railroad tracks along Vanowen Street to the east of Hollywood Way.	Short-Term	CDD
P-33	**Complete Streets Plan Improvements.** Implement Complete Streets Plan improvements called for in the District, focusing on priority streets, to better accommodate active transportation including pedestrians, bicyclists, and others, including widened sidewalks and drive/turn lanes, curb extensions, on-street parking removal, wayfinding infrastructure, and bike lane installments. (Specific projects outlined be-low)	Medium-Term	PWD CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-34	**Parking Management Program.** Establish a parking management program that reduces or eliminates parking requirements for individual properties and identifies other parking supply opportunities.	Medium-Term	PWD CDD
P-35	**HSR Master Plan.** Develop a Master Plan for the future Burbank High Speed Rail station area, in consultation with relevant agencies including the California High Speed Rail Authority. The master-plan should focus not just on circulation and connections with other transit service, but also on complementary land uses, such as hotel, retail, and open space, as well as efficient parking lay-outs to maximize space for other uses.	Short-Term	PWD CDD
P-36	**Airport Expansion.** Continue to coordinate with the Burbank-Pasadena-Glendale Airport Authority related to the construction of a new passenger terminal with a focus on connections to adjacent modes of transportation and other gateways to the District.	Ongoing	CDD
P-37	**Curb Management.** As the district grows and demand for curb space and parking increases, conduct a study to consider implementation of metered parking, including dynamic pricing, to manage parking demand in the district.	Medium-Term	CDD
P-38	**Burbank Transportation Management Organization (BTMO) expansion.** Conduct a study to consider expanding the BTMO boundaries to include the GSSP area.	Short-Term	CDD
P-39	**Transportation Demand Management (TDM).** Adopt an ordinance in the BMC to transition existing Transportation Demand Management programs, including all duties, programs, and funding currently overseen by Burbank Transportation Management Organization (BTMO) to a new City entity that can set fees and requirement. The BTMO shall continue to participate as an advisory body to TDM programs.	Medium-Term	CDD
P-40	**Transportation Management Organization (TMO).** The City should consider transforming the existing private sector, non-profit TMO into an in-house, Citywide TMO where the city could manage it, set its fees and requirements, and compel employers to participate.	Short-Term	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
COMPLETE STREETS IMPROVEMENTS			
P-41	**Hollywood Way (Tulare Avenue – Winona Avenue)** Widening of public ROW to allow for bike lanes and dedicated 10' space for northbound sidewalk.	Short-Term	PWD CDD
P-42	**Hollywood Way (Winona Avenue – Thornton Avenue)** Widening of existing bike lane and northbound sidewalk to allow for 10' space for northbound sidewalk.	Short-Term	PWD CDD
P-43	**Hollywood Way (Thornton Avenue – Avon Street)** Raised northbound bike lane to the sidewalk level, widened parkways, and transition at Hollywood Way/Vanowen Street underpass from six travel lanes to four travel lanes.	Short-Term	PWD CDD
P-44	**Vanowen Street (Ontario Street – Hollywood Way)** Removal of on-street parking on south side of cross section, and reduced width of lane along railroad right-of-way, with added bike lanes on both sides of street and parkway on south side.	Short-Term	PWD CDD
P-45	**Vanowen Street (Hollywood Way – Clybourn Avenue)** Removal of on-street parking on south side corridor, and introduction of buffer between bike lanes and driveways, with parkway added to south corridor.	Short-Term	PWD CDD
P-46	**Winona Avenue (Thornton Avenue – Avon Street)** Phase 1. Conversion of existing underutilized roadway to be converted to on-street bike lanes with center vehicle turn lanes.	Short-Term	PWD CDD
P-47	**Winona Avenue (Thornton Avenue – Avon Street) Phase 2.** Raised bike lanes to sidewalk level and separation between cyclists and cars.	Medium-Term	PWD CDD
P-48	**Thornton Avenue (Hollywood Way – Ontario Street) Phase 1.** Removal of on-street parking and width adjustment for drive lanes to allow for 5' bike lanes and 3' buffer to sidewalks on both sides of Thornton Avenue.	Short-Term	PWD CDD
P-49	**Thornton Avenue (Hollywood Way – Ontario Street) Phase 2.** Raised bike lanes to sidewalk level, and addition of parkways as buffer between bike lanes and drive lanes.	Medium-Term	PWD CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-50	**Thornton Avenue (Ontario Street – Buena Vista Street) Phase 1.** Reconfiguration of streetscape, with turn lanes remaining only at street intersections, and addition of parkways on either side of street between sidewalk and on-street parking.	Short-Term	PWD CDD
P-51	**Thornton Avenue (Ontario Street – Buena Vista Street) Phase 2.** Designation of shared lane for automobiles and bicycles on both directions of street.	Medium-Term	PWD CDD
P-52	**Ontario Street (San Fernando Blvd to Empire Avenue) Phase 1.** Reduction of drive lanes from 16' to 10' to make room for bike lanes on either side of street, with an enhanced tree canopy and curb extensions.	Short-Term	PWD CDD
P-53	**Ontario Street (San Fernando Blvd to Empire Avenue) Phase 2.** Reduction of drive lanes from 16' to 11' to make room for protected bike lanes on westbound corridor.	Medium-Term	PWD CDD
P-54	**Empire Avenue (Hollywood Way – Buena Vista Street) Phase 1.** Addition of protected bike lane on either side of street, be-tween sidewalk and on-street parking.	Short-Term	PWD CDD
P-55	**Empire Avenue (Hollywood Way – Buena Vista Street) Phase 2.** Addition of protected bike lane on either side of street, with on-street parking only on one side.	Medium-Term	PWD CDD
P-56	**Hollywood Way Underpass Improvements.** Enhance north-south connectivity within the District with pedestrian improvements along Hollywood Way underpasses that promote comfort and safety.	Medium-Term	PWD CDD
PARKING MANAGEMENT PROGRAMS			
P-57	**Unbundled Parking:** Update the Unbundled Parking ordinance (BMC 10-1-624) to include any residential rental property with 10 or more units.	Short Term	CDD
P-58	**Permit Parking:** Conduct analysis of supply and demand for on-street parking on local streets withing the District.	Short Term	CDD

TABLE 7-1: GOLDEN STATE DISTRICT IMPLEMENTATION ACTIONS

#	Description	Timeframe	Responsibility
P-59	**Parking Study:** Conduct parking study of the District to develop a parking management program that crafts and introduces further tailored policies and introduces further tailored policies and strategies for on- and off-street parking. This parking study should evaluate off-street parking inventory, availability, and demand to produce recommendations, policies, and strategies for the City to develop a shared-parking program.	Short Term	CDD
P-60	**Shared Parking:** The City should consider updating its shared parking ordinance to provide additional clarity and objectivity in requirements and review, and to bring it into compliance with new State laws.	Short Term	CDD
TRANSIT PROGRAMS			
P-61	**Transit Stop Amenities:** Careful consideration should be given to bus stop placement, type, spacing, accessibility, and public information as well as the loading area necessary for different types of buses that may serve the stop, so that bus stops effectivelymeet mobility needs. Design considerations of bus stop shelters, seating, and lighting help make them pleasant places for the public to use.	Onoging	CDD PWD

Municipal Departments

BWP Burbank Water and Power
CDD Community Development Department
ITD Information Technology Department
PRD Parks and Recreation Department
PWD Public Works Department

7.3 CITYWIDE PROGRAMS

The City of Burbank provides many services and programs directly and through partnerships with local non-profits, many of which can support GSSP implementation. Services and programs relevant to the GSSP implemented through broader City efforts are summarized below in Table 7-2.

TABLE 7-2: CITYWIDE IMPLEMENTATION PROGRAMS

Funding Description	*Timeframe*	*Responsibility*
General Fund. The primary City fund used to project general revenues not specifically levied or collected for other City funds and to create an expenditure plan to provide City services in the operating budget, following goals established by the City Council, including City services, economic development, housing/ homelessness, quality of life, sustainability/resilience, and transportation/traffic. The General Fund tends to comprise about 85% of the City's budget. https:// www.burbankca.gov/web/financial-services/budget	Every year	Mayor and City Council
Capital Improvement Program. Although the Capital Improvement Program (CIP) budget is developed in conjunction with the operating budget (General Fund), it is submitted separately to provide more detailed information for each capital project. Major capital improvements can often be complex projects requiring several years of strategic planning, design, funding, and ultimately, construction. The CIP is a five-year program designed to tie the planning of capital improvements to realistic, reliable funding sources to ensure planning and implementation of projects are balanced with available resources. The CIP tends to comprise about 15% of the City's budget. https:// www.burbankca.gov/web/financial-services/budget	Every year	PWD
Art in Public Places Fund. This program was established in 1992 and requires 1% of major construction project costs to be allocated towards on-site art or to a public art fund. This program has made it possible for recognized artists to enhance public spaces throughout the City with sculpture, murals, and environs. To date, there are over 130 Art in Public Places art pieces in Burbank. https://www. burbankca.gov/web/parks-recreation/art-in-public-places	Ongoing	City Council, Cultural Arts Commission, Art in Public Places Committee, PRD PWD

TABLE 7-2: CITYWIDE IMPLEMENTATION PROGRAMS

Funding Description	*Timeframe*	*Responsibility*
Arts Beautification Program. This program is an initiative of the City of Burbank's Cultural Arts Commission in partnership with the Parks and Recreation Department, and Public Works Department. The goal is to bring visual art out of museums and galleries so everyone can enjoy it, encourage community pride, and beautify the neighborhood through the painting of 68 utility boxes to date. https://burbankarts.com/projects/	Ongoing	Cultural Arts Commission PRD PWD
Complete Streets Plan. The Citywide Complete Our Streets Plan strives to fulfill the City's Burbank2035 General Plan by creating an actionable long-range transportation planning document for the community. The Plan identifies goals, policies, guidelines, and develop an implementation plan for future projects. The Plan identifies benchmarks for new ways in which the City can improve safety, mobility, sustainability, health, transportation equity, connectivity, and economic vitality to build better neighborhoods and develop responsibly in the future. The Plan provides guidance and supplement Specific Plans with regards to multi-modal mobility, improved connections, and right-of-way guidelines. Complete Streets guidelines and policies apply within the Specific Plan areas. https://www.burbankca.gov/web/community-development/complete-streets-plan	Periodically	PWD CDD
Urban Water Management Plan. Urban Water Management Plan (UWMPs) are required of all urban water suppliers that provide over 3,000 acre-feet of water annually or serve 3,000 or more connections to assess, every five years, the reliability of its water sources over a 20-year planning horizon. The UWMP helps the City ensure water supply and infrastructure keep up with development. https://www.burbankwaterandpower.com/water/water-supply/urban-water-management-plan	Every 5 years	BWP
Integrated Resource Plan. Burbank's IRP is a tool to assist the City as it makes plans for its energy future. It serves to help guide the City in its long-term power supply planning for generation resources, transmission resources, renewable energy procurement, and greenhouse gas emissions reductions. These long-term plans must also serve the mission of providing Burbank with reliable electrical service while minimizing the impact on ratepayer bills. The IRP includes policies and action items to meet electricity demand growth. https://www.burbankwaterandpower.com/2024-irp	Periodically	BWP

TABLE 7-2: CITYWIDE IMPLEMENTATION PROGRAMS

Funding Description	*Timeframe*	*Responsibility*
Greenhouse Gas Reduction Plan (Climate Action Plan). This plan implements the City's General Plan, enables development streamlining opportunities for discretionary projects under CEQA, quantifies the City's share of statewide GHG emissions, and establishes actions to achieve a local reduction target. https://www.burbankca.gov/web/community-development/climate-action-plan	Periodically	CDD
Development Impact Fees. Development impact fees (DIF) allow Burbank to collect fees from new development projects to fund improvements that address those projects' impacts to the City's infrastructure and facilities. DIFs have contributed to the community in a variety of ways through partially funding capital projects, such as park facilities, Verdugo Pool renovation, Central Library Children's and Teens' Areas, Buena Vista Library improvements and operating equipment, Police and Fire Headquarters building, Traffic signal synchronization, Interstate 5 / Empire Interchange, and Chandler Bikeway and Burbank Channel Bikeway. DIFs are updated periodically and currently include a tiered system to incentivize affordable housing production, an information technology fee, a transportation fee on residential uses, a lodging use fee, and sets fee levels at 80% cost recovery. https://www.burbankca.gov/web/community-development/development-impact-fees	Periodically	CDD
Bicycle Master Plan. This Plan guides the development and maintenance of a bicycle network, support facilities, and other programs for Burbank. Its policies address important issues related to the City's bikeways, such as planning, community involvement, utilization of existing resources, facility design, multi-modal integration, safety education, support facilities as well as specific programs, implementation, maintenance, and funding. The Plan's overarching goal is that five percent of all trips be made by bicycle travel by the year 2035. https://www.burbankca.gov/web/community-development/bike-burbank	Periodically	CDD
Parks Master Plan. The City is conducting a Parks Master Plan to guide the management and development of parks, recreation facilities, and programs. The plan is anticipated for adoption in August 2024. https://www.burbankca.gov/web/parks-recreation/burbank-city-parks-master-plan	Periodically	PRD

7.4 FUNDING

This section summarizes potential funding sources that may help to support the GSSP vision, goals, and policies and implement the actions in Table 7-1. Some actions can be implemented incrementally, some occur with development projects, and others require capital funding from a variety of sources. It is useful to have outside funding to expedite improvements as City revenues and fees are limited.

Typical outside sources of funding for pedestrian and bicycle enhancements, streetscape improvements, public art, and other improvements are summarized in Table 7-3 including land-secured financing, development and private sources, and regional and state programs.

The Golden State District includes a Census Tract east of the Hollywood Burbank Airport that qualifies as an SB 535 disadvantaged community. To qualify means the tract is within the top 25th percentile of USA EPA's CalEnviroScreen 4.0 (CES) Index identifying environmental burden based on pollution and socioeconomic factors. As such, funding sources that prioritize SB 535 disadvantaged communities are included in Table 7-3.

Housing-related funding resources relevant to the GSD can be found in the 2021-2029 Burbank Housing Element and include the City's Housing Asset Affordable Housing Trust Funds, Federal HOME and Community Development Block Grant (CDBG) funds, Metro Affordable Transit Connected Housing (MATCH), Low-income Housing Tax Credit (LIHTC), CalHFA Residential Development Loan Program, Workforce Housing Program, Golden State Acquisition Fund (GSAF), and several State HCD funding sources.

The programs listed are relevant as of the time of Plan adoption and are subject to change.

TABLE 7-3: POTENTIAL FUNDING SOURCES

Description	*Type*
LAND-SECURED FINANCING	
Business Improvement District (BID)/ Property-Based BID (PBID). A BID is formed through assessments of businesses and a PBID is formed through assessments of properties within a district. Both are public/ private partnerships created to support the revitalization of commercial neighborhoods. Establishing a BID/PBID is voluntary and subject to a majority vote of the area businesses or property owners. BIDs are limited in their ability to leverage funding and typically provide a narrow scope of services to fund improvements and services in the district.	Public Realm, Public Art, Public Services, Infrastructure

TABLE 7-3: POTENTIAL FUNDING SOURCES

Description	*Type*
Mello-Roos Community Facilities Districts (CFD). Mello-Roos financing is a discretionary financing mechanism that applies to real property owners within a community facilities district (CFD). A special tax, separate from property taxes, is imposed on real property that benefits from the improvements. The amount is determined by property owners and is usually less than one percent of the home value at the time the home value was assessed for CFD funding. The district then seeks public financing through the sale of tax-exempt bonds that are serviced using the special taxes paid by homeowners over the bond's term (typically 20 to 30 years). A project developer or property owner can access capital to build infrastructure and public improvements at below-market rates.	Public Realm, Infrastructure, Public Services
Enhanced Infrastructure Financing District (EIFDs). An EIFD allows local agencies to generate revenue through tax-increment financing (TIF). EIFDs fund community-wide improvements, including infrastructure, public facilities, affordable housing, and more. Governed by a Public Finance Authority (PFA), EIFDs require an Infrastructure Financing Plan to identify funded facilities. They can issue TIF-based bonds with 45-year time horizons and can be layered with CFDs so operating and capital costs can be covered.	Public Realm, Infrastructure, Affordable Housing, Active Transportation, Sustainability
PRIVATE DEVELOPMENT	
Development Agreement (DA) and Disposition and Development Agreement (DDA). A DA is a voluntary but binding contract between a property owner and the agency in which the property is located that lays out the rules and conditions for development. A DA can give the agency greater control over the development process to define the form and nature of the development and to specify the provision of community benefits. For the developer, a DA may provide a level of certainty about requirements and assurance the project will be exempt from future rule changes. Benefits to both parties include greater latitude in approval methods for new and creative local land use and flexibility in meeting regulatory requirements. A DDA is also a voluntary binding contract between a developer and jurisdiction. Like a DA, it provides flexibility to tailor a project to meet both developer and jurisdictional needs. It differs in that it also entails the sale or lease of City-owned land and is needed for the disposition of former redevelopment properties held by successor agencies.	All
Foundation/Corporate Sponsorships. Private funds may be raised for a specific use or improvement that implements GSD's vision. A variety of foundations provide funding for art installations, healthy community initiatives, and other innovative programs.	All

TABLE 7-3: POTENTIAL FUNDING SOURCES

Description	*Type*
REGIONAL & STATE FUNDING	
AB 2766 Subvention Fund Program. This program provides a funding source to cities and counties to develop clean transportation programs and reduce vehicle emissions. Projects that provide quantifiable emission reductions, maximize motor vehicle emission reductions, and advance new technologies are emphasized. https://www.aqmd.gov/home/programs/local-government/local-government-detail?title=ab2766-motor-vehicle-subvention-program	Active Transportation, Sustainability
Affordable Housing And Sustainable Communities (AHSC) Program. The AHSC funds land use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas emissions. Administered through the California Department of Housing and Community Development (HCD), funding for the AHSC Program is provided from the Greenhouse Gas Reduction Fund, an account established to receive Cap-and-Trade auction proceeds. 50 percent of the available funds are set aside for affordable housing developments, and 50 percent of the available funds are set aside for projects benefiting disadvantaged communities. https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities	Active Transportation, Housing, Sustainability
Active Transportation Program (ATP). The State ATP funds projects that encourage increased use of active modes of transportation to increase the proportion of trips accomplished by biking and walking, increase safety and mobility for non-motorized users, advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, enhance public health, ensure that disadvantaged communities fully share in the program's benefits, and provide a broad spectrum of projects to benefit many types of active transportation users. ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SRTS), into a single program. The ATP program is oversubscribed, and Caltrans developed a list of added programs for active transportation projects in the table notes.2 https://catc.ca.gov/programs/active-transportation-program	Active Transportation
Measure M. LA County's Measure M is a no sunset half-cent sales tax measure that funds projects to ease traffic, repair local streets and sidewalks, expand public transportation, earthquake retrofit bridges and subsidize transit fares for students, seniors and persons with disabilities. https://www.metro.net/about/measure-m/	Active Transportation
Transportation Development Act Local Transportation Fund (LTF). This fund is derived from a ¼ cent of the general sales tax collected statewide. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the county based on population. https://dot.ca.gov/programs/rail-and-mass-transportation/transportation-development-act	Active Transportation

TABLE 7-3: POTENTIAL FUNDING SOURCES

Description	*Type*
Cap-and-Trade - Urban Greening Program. This program funds urban heat island mitigation and energy conservation efforts, green streets and alleyways, non-motorized urban trails that provide safe routes for travel between residences, workplaces, commercial centers and schools, and others. The program is part of California Climate Investments, a statewide initiative that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in disadvantaged communities. The proposed 2024-2025 budget includes a new appropriation of $23.75M and may require a new solicitation later in 2024. https://resources.ca.gov/grants/urban-greening/	Active Transportation, Public Realm, Sustainability
Greenhouse Gas Reduction Fund (GGRF) Programs. The GGRF, as a result of AB 32, is designated to fund projects aiming to lower air pollution and greenhouse gas emissions. In particular, 10 percent of the grant must be invested into disadvantaged communities directly. https://www.epa.gov/greenhouse-gas-reduction-fund/about-greenhouse-gas-reduction-fund	Sustainability
Sustainable Communities Planning Grants and Incentives Program (SCPGIP). The SCPGIP provides funding for development and planning central to greenhouse gas reduction, on behalf of the Strategic Growth Council (SGC) as compliant to SB 732. Primary goal for program is to support public agencies in implementing strategies for long-term community investment. 25 percent of SCPGIP is reserved for environmental justice-oriented proposals in communities scoring within 90th percentile of USA EPA's CalEnviroScreen. https://www.conservation.ca.gov/dlrp/grant-programs/Pages/Sustainable-Communities-Planning-Grants-and-Incentives--Best-Practices-Pilot-Program.aspx	Sustainability
Transit and Intercity Rail Capital Program (TIRCP). Caltrans TIRCP funds capital improvements for California's transit infrastructure to reduce greenhouse gas emissions, including urban rail, bus, ferry, intercity, and commuter transit systems, especially within disadvantaged communities. https://dot.ca.gov/programs/rail-and-mass-transportation/transit-and-intercity-rail-capital-program	Active Transportation, Sustainability
Low Carbon Transit Operations Program (LCTOP). Prioritizing disadvantaged communities, the Caltrans LCTOP intends to fund expanding bus and rail systems to enhance transit ridership. At least 50 percent of the grant will be invested into disadvantaged community improvement projects. https://dot.ca.gov/programs/rail-and-mass-transportation/low-carbon-transit-operations-program-lctop	Active Transportation, Sustainability

TABLE 7-3: POTENTIAL FUNDING SOURCES

Description	*Type*
FUTURE RESOURCES	
As funding opportunities are realized and new funding becomes available, the City can continue to identify, monitor, and apply for other governmental funding sources that meet the City's and respective agencies' objectives over time. For example, future funding sources might include:	
Urban Community and Forestry Grants. This State program funds urban forestry projects to further local efforts to support dis-invested, disadvantaged, and low-income urban communities through equitable access to trees and their benefits. The funding opportunity is closed at the time of writing, however, staff could monitor this source should new incentives become available. https://www.fs.usda.gov/managing-land/urban-forests/ucf	Public Realm, Sustainability
Caltrans Clean California Local Grant Program. To beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers. Through the combination of adding beautification measures and art in public spaces along with the removal of litter and debris, this effort will enhance communities and improve spaces for walking and recreation. Future funding is not anticipated but Caltrans does note that should this change, they will inform stakeholders. https://cleancalifornia.dot.ca.gov/local-grant-program	Public Realm, Sustainability
Environmental Enhancement And Mitigation Program. The EEM Grant Program seeks projects to mitigate environmental impacts caused by new or modified public transportation facilities. The latest funding cycle closed in June 2024, however, staff could monitor this source should new incentives become available. https://resources.ca.gov/grants/environmental-enhancement-and-mitigation-eem	Sustainability

NOTES

1. **Improvement and Financing District Funding.** A comprehensive list of State-enabled improvement and financing districts can be found at https://economicdevelopment.business.ca.gov/place-based-strategies/

2. **Caltrans-Recommended Programs.** Caltrans developed a matrix of funding programs that fund active transportation projects in addition to the ATP listed above. Programs listed fund active transportation plans and projects, education campaigns, bikeshare programs, safety projects, and more. https://catc.ca.gov/-/media/ctc-media/documents/programs/atp/funding-programs-that-fund-active-transportation.pdf

SAMPLE ONLY - GRAPHIC UPDATE IN PROGRESS

8. DEFINITIONS

8.1 Definitions

OVERVIEW

The following terms are used throughout the GSSP. As used in the GSSP and consistent with the Burbank Municipal Code (BMC), the following definitions and those established in BMC 10-1-203 apply. Whenever this Chapter conflicts with the provisions of the BMC, this Chapter shall prevail, unless otherwise expressly stated in this Chapter or as preempted by state or federal law. When a condition occurs for which no definition is provided for a term used in the GSSP, the Community Development Director shall determine and apply the most appropriate definition from the BMC.

8.1 DEFINITIONS

ADULT DAY CARE FACILITY: An establishment that provides onsite medical and nonmedical care services for adults with disabilities and elderly individuals on a less than 24-hour basis.

ANIMAL SHELTER: A facility used to house or contain stray, homeless, abandoned, or unwanted animals and that is owned, operated, or maintained by a public body, an established humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of animals.

ANIMAL TRAINING FACILITY: A facility where domestic animals are provided with training on an appoint-based basis. This use does not include medical services or overnight stay.

AMUSEMENT ENTERPRISE: A commercial establishment that is maintained or operated for public amusement, entertainment, and recreation services. Examples of amusement enterprises may include, but are not limited to, air hockey, axe throwing, children's play area, darts, driving range, escape room, go-cart racing, karaoke, laser tag, miniature golf, rock climbing, and shuffleboard. The uses listed in BMC Section 10-1-502, such as arcade, archery range, bowling alley, billiard parlor, batting cages, driving range, golf course-miniature, and shooting gallery/ range may qualify as amusement enterprises when proposed as part of larger operation, but not when proposed as a standalone use.

AUTOMOBILE DEALER: Any business establishment that sells or leases new or used automobiles, vans, motorcycles or other similar motorized transportation vehicles. An automobile dealership may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location and may provide on-site facilities for the repair and service of the vehicles sold or leased by the dealership. This use does not include auto dealer-brokers with no onsite storage of vehicles, or other similar office uses.

AUTOMOBILE DEALER – SUPPORT FACILITY: A facility which serves as a support facility to an existing Automobile Dealer, where the following uses may occur:

- Auto service including routine maintenance, tires, diagnostic and milage services, etc. and minor non-mechanical reconditioning, including paint-less dent repair, scratch removal, windshield chip repair, wiper blade replacements, upholstery repair. All work will be conducted inside completely enclosed buildings. No major mechanical services, such as transmission replacement, engine replacement, frame, or major body work, and/or painting conducted onsite.

- Detailing, including extensive cleaning/vacuuming of the interior and light cosmetic exterior work including waxing/polishing.

- Vehicle Sales, limited to the pick-up of vehicles sold to at the associated Automobile Dealer, or online.

- Vehicle Purchasing, limited to the drop-off of vehicles purchased from customers at the associated Automobile Dealer, or online.

- Incidental Vehicle Storage, limited to the ancillary short-term storage of vehicles which are awaiting service, reconditioning, detailing, or awaiting pick-up/drop off after a transaction.

BANQUET HALL: An indoor gathering place which may also include incidental outdoor areas and on-site kitchen/catering facilities. The banquet hall's primary purpose is a location for indoor activities/gatherings such as weddings and other such events made by appointment. Banquet halls may include live entertainment as an incidental use only.

BARBER SHOP / BEAUTY SALON / AESTHETIC SERVICES: An establishment providing non-medical aesthetic services to individuals as a primary use. Examples of these uses include the following: barber shops; beauty shops; eyelash/brows services; microblading; day/health spa (not including massage); hair salons; nail salons; and tanning salons. This includes membership club providing facilities devoted especially to health, beauty, and relaxation that deals with the cosmetic, therapeutic, and/or holistic treatments, where people visit for professionally administered personal care treatments. A medical spa or a business providing aesthetic enhancing services that must be administered by a medical professional shall not be included in this definition and shall be classified as a Medical Office land use. A medical professional for the purposes of this definition means someone with a state-issued medical license and/or certification. This use does not include massage parlors.

BREWERY/DISTILLERY: An establishment which produces ales, beers, meads, hard ciders, wine, various hard liquor spirits, and/or similar beverages on-site. Breweries may also serve beverages on-site as part of instructional tastings and sell alcoholic beverages for off-site consumption in keeping with the regulations of the Alcohol Beverage Control (ABC) and Bureau of Alcohol, Tobacco, and Firearms (ATF). Breweries and distilleries may include food components as an incidental use.

CATERING SERVICES: A commercial cooking facility operated by a single business used primarily for the preparation and delivery of food and beverages for offsite consumption. Service includes pickup and delivery of the prepared food and beverages via commercial vehicles of the catering business.

CATERING SERVICES – INCIDENTAL TO RESTAURANT: Restaurants may offer catering services incidental to the main restaurant use. However, the catered food cannot be consumed on-site. This use primarily caters to events and parties where a large quantity of food is ordered. Patrons may pick up the catering order onsite for off-site consumption.

CHURCH / PLACE OF WORSHIP: A permanent, fully enclosed building designed and used for religious worship, and associated uses related to the mission or operation of the place of worship.

CLINIC – MEDICAL / DENTAL: A facility operated by one or more physicians, dentists, chiropractors or other licensed practitioners, solely on an outpatient basis, including minor surgical procedures that may include aesthetic enhancements.

COMMERCIAL KITCHEN / GHOST KITCHEN: A commercial cooking facility operated by two or more businesses used primarily for the preparation of food and delivery for offsite consumption. Food may be delivered by commercial vehicles such as food trucks, noncommercial private passenger vehicles or ordered for pickup. There is no seating or food consumption on-site. Ghost Kitchens provide services for individual orders, while Commercial Kitchen are tailored for larger groups and events. Any loading and unloading of commercial vehicles related to the Commercial Kitchen / Ghost Kitchen operations occurs entirely onsite.

CLINIC – COMMUNITY: A clinic licensed pursuant to Section 1204 of the California Health and Safety Code that provides reproductive health services as defined in subdivision (f) of Section 423.1 of the Penal Code.

COMPUTER / CYBER CAFÉ: A facility that charges for the use of a computer and/or other electronic devices/ personal use and/or entertainment purposes. The sale of food and/or beverages is not a required component but may be incidental to the use. Businesses where personal computer access incidental to the primary permitted use are not considered computer/ cyber cafés.

CREMATORIUM: A facility that provides cremation services for human or animal remains. Crematoriums may offer incidental services such as memorial ceremonies, urn sales, and the handling of ashes for final disposition.

DEPARTMENT STORE: A business which is conducted under a single store wherein a variety of unrelated merchandise and services are displayed and sold directly to the customer for whom the goods and services are furnished.

DISTRIBUTION / FULFILLMENT CENTER: A business that solely operates to distribute, mail, and ship goods and products to stores or directly to customers. The vehicles or trucks used to transport the products and goods may be stored on-site. Alternatively known as "warehouse distribution centers."

HARDWARE STORE: An establishment primarily specializing in the sale of various basic hardware lines, such as tools, builders' hardware, plumbing and electrical supplies, paint and glass, housewares and household appliances, furniture, garden supplies, and cutlery.

HOME CENTER: An establishment that engages in the sale of home and office furniture.

KENNEL: Means any lot, building, enclosure, or premises (except an animal hospital) wherein four (4) or more domestic animals with registered ownership, four (4) months of age or older, are kept for a limited term not to exceed 30 consecutive days. May include incidental uses such as grooming and training. No medical services shall be performed on the premises.

LABORATORY: An establishment that provides analytical or testing services in support of a non-medical primary use in an office setting This use includes any laboratory use called out in BMC Section 10-1-502 under "Professional Offices and Services" subheader. Testing and/or experiments with animals are prohibited.

LABORATORY (MEDICAL): an establishment that provides services in support of a medical / dental office or clinic. Services can include any analytical, photographic, or testing for the support of a primary medical use. Testing and/or experiments with animals are prohibited.

LIVE-WORK: An integrated dwelling unit and working space, in which the work component is the primary use and the residential component is secondary, within a unit of a structure that has been designed or structurally modified to accommodate joint residential occupancy and work activity, and which includes: (1) Complete kitchen space and sanitary facilities in compliance with the Building Code; and (2) Working space reserved for and regularly used by one or more occupants of the unit.

MARKET, FARMER'S: Temporary outdoor retail sales of farm produce from vehicles or temporary stands, located within a City facility, a publicly accessible gathering area, a private or public parking lot, or within the public right-of-way (where authorized by encroachment permit).

MEDIA SUPPORT FACILITY (INDOOR): A media service facility that provides both administrative and technical media-related production support, including administrative and production offices, small-scale broadcasting and recording suited to an office environment, post-production facilities (editing and sound recording studios, foley stages, or similar), special effects and optical effects units, media duplication and storage, media equipment/sets storage and other similar media-related services. No outdoor sets allowed. Media Support Facility can be ancillary with a primary media production use such as a motion picture studio.

Media Support Facilities shall include, but are not limited to the following:

- **Editing and Duplication – Film or Sound:** A media post-production service providing film and/or sound editing and/or duplication.
- **Film Storage / Vault – Audio or Video:** a media use that specializes in providing film storage and vault services.
- **Foley Stage / Sound Effects Studio:** A technical media-related production support service, where sounds are re-created for the purpose of adding it the media effect in films, videos, and other media content.
- **Sound Mixing (Film/TV):** A media post-production service providing sound mixing for film and TV related content. This service is provided indoors.
- **Studio – Art and Graphic Arts:** A media use that provides primarily the creation of art and graphic arts media content, including any post-editing of the created art. This service is provided in-door.
- **Studio – Broadcasting or Recording:** A media use that provides primarily the live recording of video and/or sound content. A broadcasting studio may have a live audience component as needed to produce media content. A recording studio includes music recording studios.

FUNERAL HOME / MORTUARY: An establishment that provides a comprehensive range of services related to the funeral and burial of the deceased, such as preparing the human dead for burial, arranging and managing funerals, offering support or grieving families, and providing burial products like caskets. Funeral homes may have facilities for onsite viewings and memorial services. This classification excludes cemeteries, crematoriums, and columbariums.

MOTION PICTURE STUDIO: A media production studio where video/film or similar types of media are primarily created onsite. This use includes digital media studios. The media use primarily occurs indoors and may occur outdoors, where permitted, with ancillary studio tours and employee/visitor rideshare services allowed.

OFFICE – MEDICAL/DENTAL: A facility primarily engaged in furnishing outpatient medical and other personal health services. Such facilities include medical, dental, and psychiatric offices (counseling services by other than medical doctors or psychiatrists are included under "Offices"); non-surgical, out-patient care facilities; consultation for medical procedures; aesthetic services that must be administered or supervised by a medical professional; chiropractic offices; alternative health care services (e.g., acupuncture, etc.); and allied health services. Associations or groups primarily engaged in providing medical or other health services to members are included.

PARCEL DELIVERY: Establishment primarily providing delivery services of packages consisting of physical item(s) or product(s) from an individual sender to a recipient transaction. This use does not include distribution/fulfillment centers. Such establishments are open to the general public, and may offer incidental services such as technical support, packaging services, communications technology, billing, and printing services.

PET CAFÉ: An indoor commercial establishment where patrons can interact with various animals, such as cats, dogs in a café setting. Such facility may, but is not required to, include the service of food and drinks. Animals may be kept on the premises overnight.

PET SHOP: A retail sales establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, and reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, and poultry; may include the sale of pet supplies. Pet shops shall not include the Humane Society, animal shelters, animal research facilities, zoos, veterinarians duly licensed under the law, breeders, and commercial breeding kennels.

PERSONAL OR PHYSICAL ARTS STUDIO: Means a studio providing instructional services or facilities in a personal or physical art such as art, crafts, music, dance, acting, martial arts or fencing. Personal or Physical Arts Studio does not include a Rehearsal Studio or a School, but may include a tutoring center, where supplemental educational instruction in specific subjects and skills is provided by appointment to school-age children in small groups or one-on-one.

PHARMACY: An establishment where prescription drugs are prepared and dispensed. Pharmacies can be a standalone retail use or an incidental use to a retail drug store.

PLACE OF PUBLIC ASSEMBLY: A building or a portion of a building open to the general public with a minimum capacity of fifty or more persons, used primarily for gathering purposes or regularly scheduled programs or events. Places of public assembly may include, but are not limited to, special events centers and associated support facilities, religious institutions, lecture halls, media uses involving live audiences, banquet halls, nightclubs, conference halls and rooms, exhibition halls, sports arenas, concert halls, theaters, and outdoor amphitheaters.

TRANSIT FACILITY: A facility that operates to provide public or private transit services to passengers and may include transit offices and on-site retail amenities for the passengers. This transit facility includes support services such as on-site minor bus repairs and storage.

RECYCLING CENTER – FACILITY: A staffed facility consisting of a building or enclosed area used for the collection, processing, and temporary storage of recyclable materials prior to delivery to a permanent disposal site or shipment others for reuse into new products. Processing means the preparation of material for shipment, or an end user's specifications, by such means as baling, briquetting, compacting, flattening, grinding, crushing, mechanical sorting, shredding, cleaning, and remanufacturing. Processing facilities include storage and loading areas located entirely on the processing center site.

RECYCLING CENTER – DROP OFF: A structure or enclosed area used for the collection and temporary storage of recyclable materials prior to delivery to a permanent processing or disposal site. No processing or sorting of recyclable materials occurs onsite. Drop-off recycling centers shall be incidental to principally permitted uses such as supermarkets or hardware stores.

RESEARCH AND DEVELOPMENT: Facilities that are used for research and development as standalone operations or in support of larger institutions. This use can include the design, development, assembling, prototyping and testing of, but not limited to, biological, chemical, electrical, magnetic, mechanical, and/or optical components or processes in advance of product manufacturing. This use may include fabrication and manufacturing for research and development purposes. This use does not involve the fabrication, manufacturing, or processing of products for mass distribution. This does not include medical laboratories, which are considered medical and dental laboratories. Any testing and/or experiments with animals are prohibited.

RESTAURANT – MARKET OR FOOD HALL: A location which houses two or more food and beverage vendors, cafes, restaurants, or automated food and beverage vending machines and provide shared seating and restroom facilities. Otherwise known as a food court.

RESTAURANT – MICROBREWERY OR MICRODISTILLERY: A food establishment where beer, malt, hard cider, and distilled spirits are produced and sold for on-site or off-site consumption.

RESTAURANT – TAKE OUT: An establishment where food is prepared for off-site consumption only. Orders are placed on the premise, by telephone or online and are picked up or delivered. No onsite seating or standing area is provided on the premise for consumption purposes.

RETAIL: The sales of merchandise not specifically listed under another use. These uses include, but are not limited to art galleries (for profit); antique shops, art shop, artists' supplies; awning shops; beauty supplies; bicycle shops; bookstores; burglar alarm sales; cameras and photographic supply stores; clothing and accessory stores; collectibles stores (cards, coins, comics, stamps, etc.); discount stores; dry goods; drapery shop; fabrics and sewing supplies; florists and houseplant stores (indoor sales only—outdoor sales are "plant nurseries"); home furnishings and equipment; gift and souvenir shops; hardware; hobby materials; jewelry; luggage and leather goods; musical instruments, accessories; orthopedic supplies; paint sales; religious goods; small wares; specialty shops; sporting goods and equipment; Stationery; thrift and secondhand store; toys and games; variety stores; video rental and sales. This use may include the sale of products through mail or internet orders as an ancillary use.

SCHOOL – PUBLIC OR PRIVATE: Means an establishment or facility used as an institution of learning for minors, whether public or private, which offers instruction in those courses of study required by the State Education Code or which is maintained pursuant to standards set by the State Board of Education. This definition includes a kindergarten, elementary school, junior high school, senior high school or any special institution of learning under the jurisdiction of the State Department of Education,. This definition also includes child day care facilities utilized at a school location which are licensed by the State Department of Social Services and the City of Burbank.

SCHOOL – ADULT / VOCATIONAL / TRADE: An establishment or facility used as an institution of learning for adults that provides specialized training and education in various trades and technical fields. These schools focus on practical, hands-on skills that prepare students for specific careers, such as plumbing, electrical work, automotive repair, culinary arts, healthcare, and more.

SECONDHAND STORE: A retail store and related donation facilities engaged primarily in the sale of secondhand clothing, shoes, apparel, toys, and standard household goods, including furniture, fixtures, and small household appliances, and the collection of those goods for resale.

SMOKING LOUNGE: A facility wherein the primary use is the sale and onsite consumption of tobacco products, including, but not limited to hookah and cigars.

SOUND STAGE: A media use that provides primarily the recording services of live sounds in films, television, and other media content. This service shall be provided in-door.

SPECIAL EVENTS CENTER: An enclosed building designed for indoor public assembly. Such facility may be used as a Conference Center, Exhibition Hall, or other similar uses.

SPORTS COURT: An outdoor and/or indoor recreational sport facility with one or more sports courts available for individual or group-based use. The sport activities including but not limited to pickleball, racquetball, tennis, handball, soccer, basketball, and similar sports. The facility may include occasional but limited tournament style play with reservation and ancillary food services and retail.

STUDIO – REHEARSAL: A media use that provides primarily a facility for the purpose of practicing and rehearsing live performances related to media content. This use includes dance rehearsal studio for musicals, plays and concerts. This service is provided in-door and does not include any recording of the rehearsal and no live audience.

SWIMMING POOL – COMMERCIAL: A recreation facility designed and intended for water contact activities that is operated as a business or as a club unless such club is associated with a neighborhood club or similar organization. A commercial swimming pool may include swimming instruction as part of the business operation.

TATTOO PARLOR OR BODY PIERICING: An establishment where professional tattooing and body piercing takes place. An establishment whose principal business activity, either in terms of operation or as held out to the public, is the practice of one or more of the following: (1) placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person, using ink or other substances that result in the permanent coloration of the skin by means of the use of needles or other instruments designed to contact or puncture the skin; (2) creation of an opening in the body of a person for the purpose of inserting jewelry or other decoration. This business does not include make up/beauty tattoos incidental to beauty salon or body piercing as incidental to jewelry sales.

THRIFT STORE: An organization, for profit or nonprofit, that engages in or specializes in the sale or resale of previously owned or used goods and merchandise, donated or principally donated, for the benefit of the organization. Does not include the sale of large household appliances such as refrigerators or stoves and does not include the sale of cars or anything automotive-related.

URGENT CARE: A walk-in clinic focused on providing medical care for minor illnesses and injuries in an ambulatory medical facility outside of a traditional hospital-based emergency room.

WHOLESALE BUSINESS: An establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers; to industrial, commercial, institutional, or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies. These businesses have an ancillary administrative office component where orders are primarily processed via online or telephone. Wholesale business is not open to the public.

Project Schedule

Phase 1: Discovery
Research and Analysis
Stakeholder Meetings
Discovery Workshop
Completed

Phase 2:Visioning
Vision
Guiding Principles
Visioning Workshop
Completed

Phase 3: Alternative Development + Plan Preparation
Land Use Alternative
Community Outreach
Development of Specific Plan
Initiate Draft EIR
Completed

WE ARE HERE

Phase 4: Public Review
Community Outreach
Draft Specific Plan & EIR
Community Input
In progress

Phase 5: Adoption + Implementation
Finalize Specific Plan & EIR
Public Hearings
Winter 2026

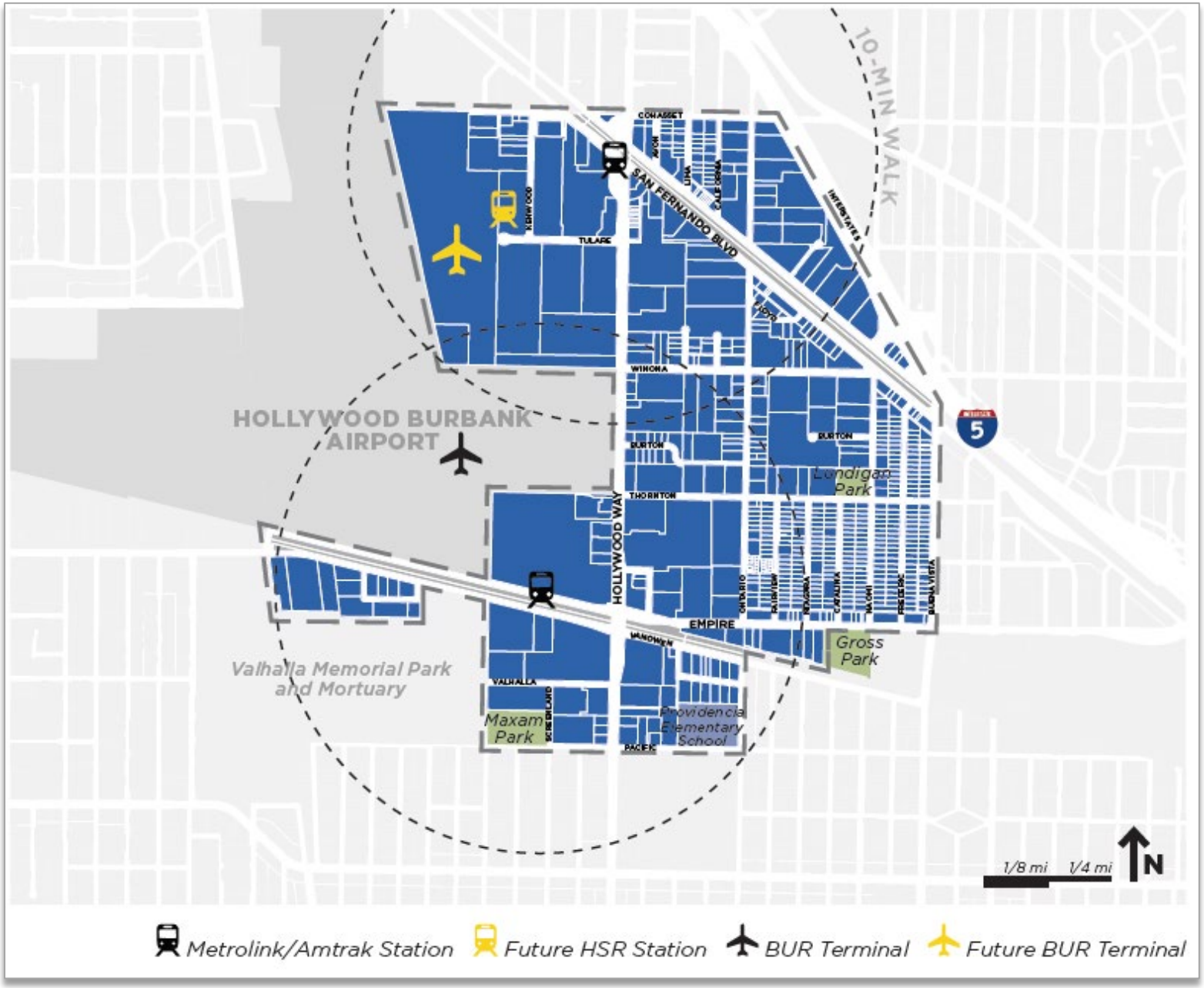
ATTACHMENT 2 - 1

GOLDEN STATE SPECIFIC PLAN (GSSP)

City Council
Study Session
July 21, 2026



GSSP - Project Area



Existing Resources:

- The City's Industrial, Hospitality, and Employment Hub
- Housing Opportunity Sites
- Regional Transportation Assets

Project Timeline – Current Phase

Phase 1: Discovery
Research & Analysis
Stakeholder Meetings
Discovery Workshop
Completed

Phase 2:Visioning
Vision
Guiding Principles
Visioning Workshop
Completed

Phase 3: Alt. Dev & Plan Prep.
Land Use Alt.
Community Outreach
Deve. of Specific Plan
Initiate Draft EIR
Completed

WE ARE HERE

Phase 4: Public Review
Community Outreach
Draft Specific Plan & EIR
Community Input
In progress

Phase 5: Adoption + Implementation
Finalize Specific Plan & EIR
Public Hearings
Winter 2026

Draft GSSP

CITY OF BURBANK
COMMUNITY DEVELOPMENT

Chapter 1: Introduction



- Specific Plan **Purpose**
- **Relationship** to other City Plans and Policies
- Summary of **Plan Preparation** Process

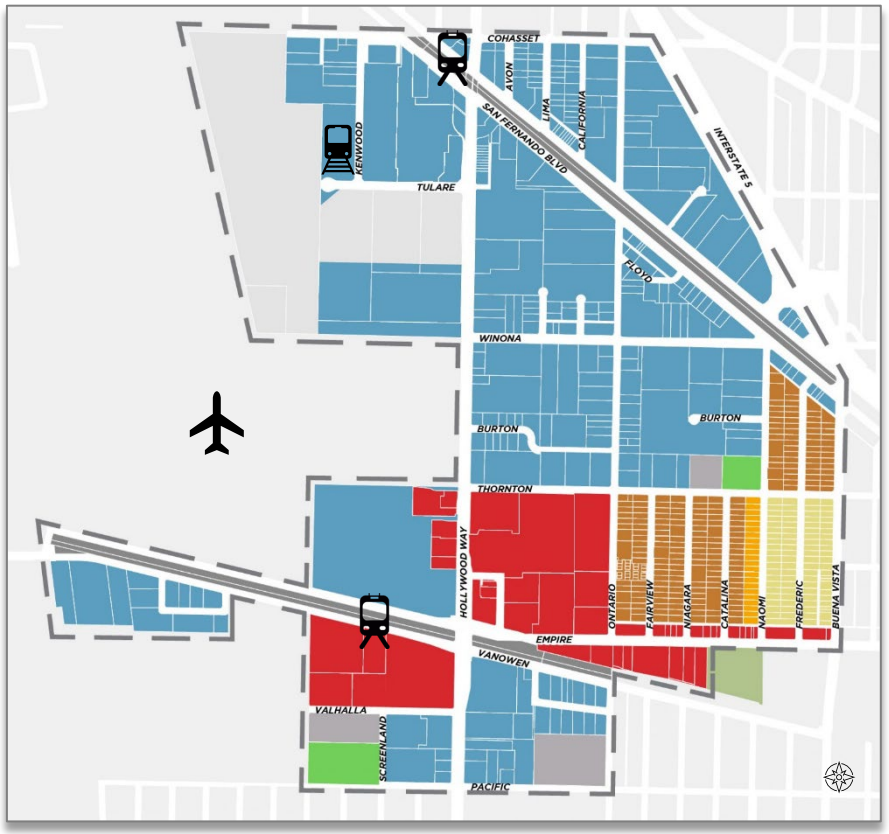






Chapter 2: Context

- History of the Golden State area
- Placemaking characteristics
- Existing Conditions, Constraints, and Opportunities









- Golden State Commercial/Industrial
- Regional Commercial
- High Density Residential
- Medium Density Residential
- Low Density Residential
- Institution
- Airport
- Open Space

Chapter 3: Vision Statement & Guiding Principles



3.1 VISION STATEMENT

The Golden State District will be a vibrant economic center, residential neighborhood and multimodal transportation hub that facilitates the preservation of key industries while creating new opportunities for housing and jobs – with an elevated sense of arrival from Hollywood Burbank Airport and the Amtrak, Metrolink, and future High-Speed Rail stations.









1. Build a Complete Community
2. Leverage Transportation Assets
3. Encourage a Unique District Identity
4. Support the District as an Economic Engine
5. Create a Mix of Housing Types
6. Protect Existing Character
7. Balance Jobs and Housing
8. Improve Multimodal Connections
9. Foster a Resilient, Sustainable District
10. Support Hollywood Burbank Airport









Chapter 3: Goals & Policies

- **Identity:** Distinct neighborhoods that collectively form a cohesive district
- **Housing:** Enable varied housing types and scales
- **Economic Development:** An economically resilient and diverse area
- **Urban Design:** Promote walkability, sustainability, and social interaction
- **Open Space:** Passive and active recreation
- **Urban Greening:** A greener, more sustainable district
- **Complete Streets:** A balanced, multimodal mobility system
- **Active Transportation:** Create efficient and safe connectivity networks



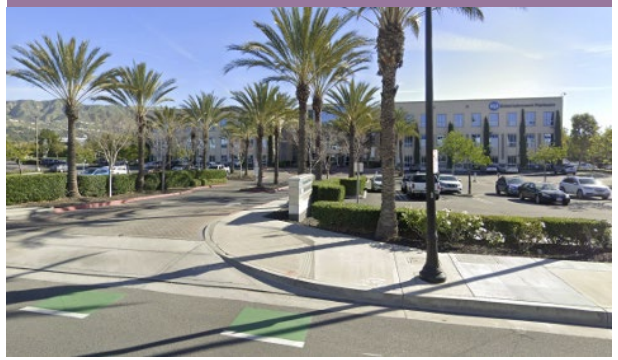






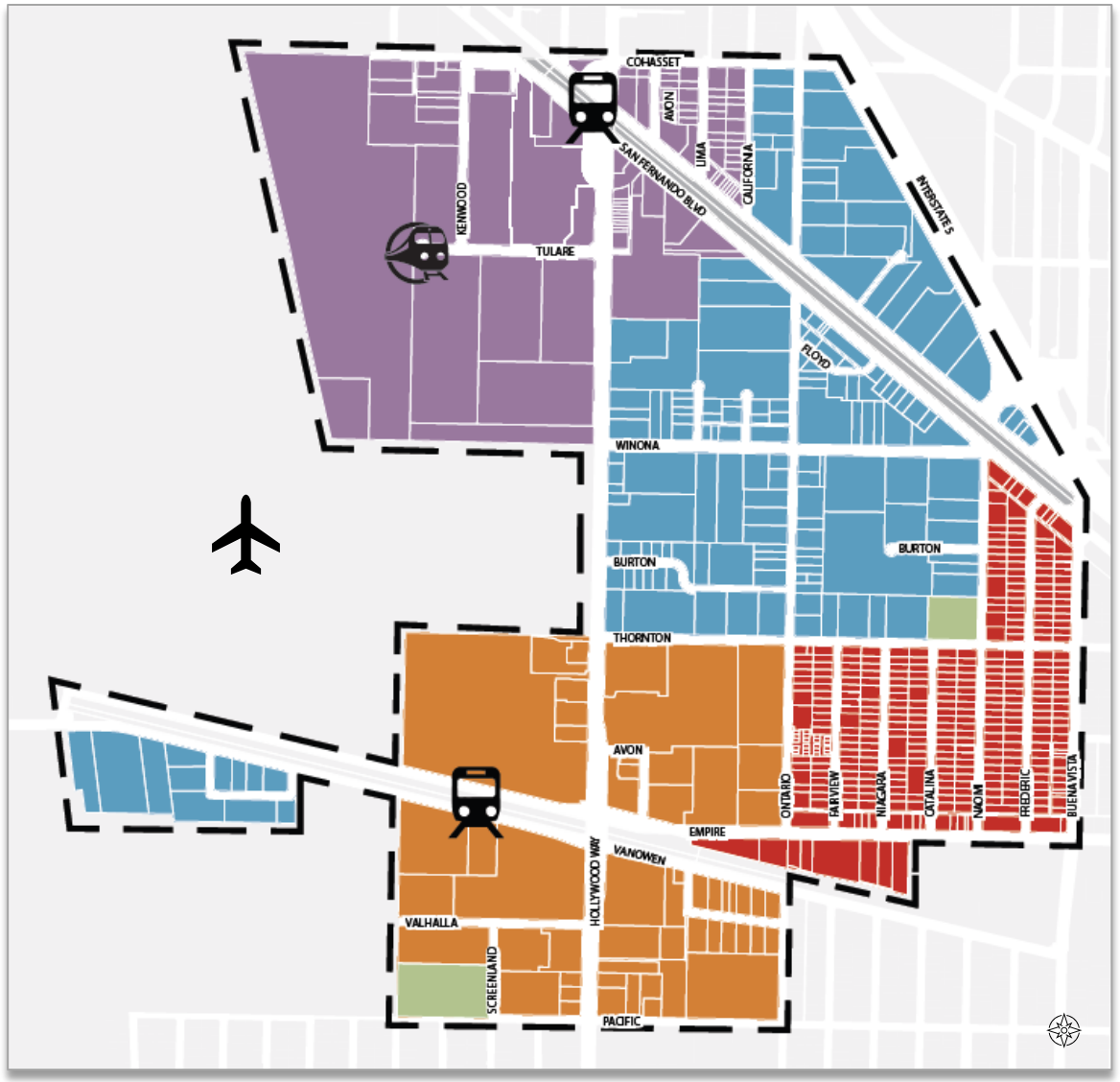
Chapter 3: GSSP Subdistricts

North Station

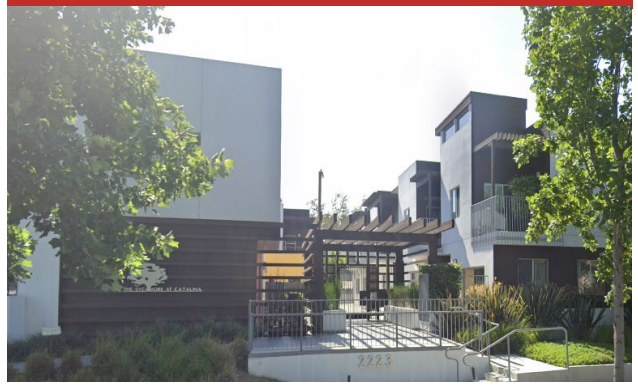


Golden State Industry

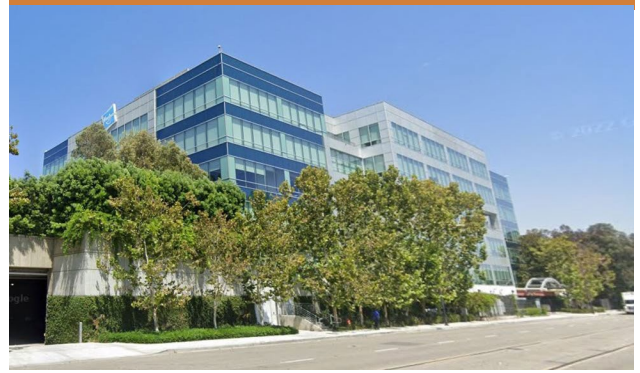




Empire Neighborhood



South Station



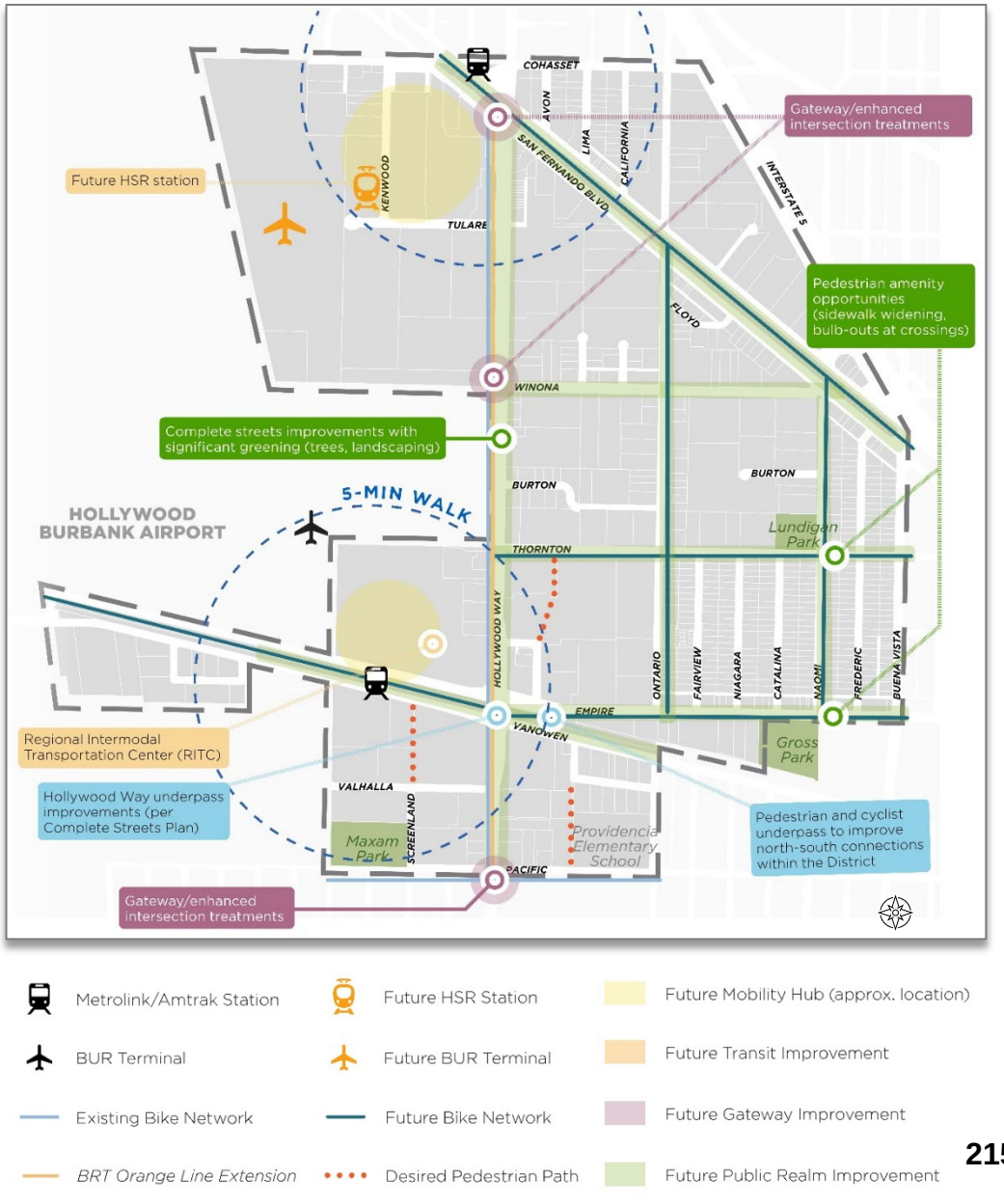
Chapter 4: Public Realm & Mobility Plan

- **Improve connectivity** to major transportation hubs
- **Complete streets** improvements with significant greening
- Gateway/enhanced **intersection treatments**
- Incorporate **pedestrian, bicycle, & transit amenities**
- Establish **objective development standards** for sidewalks, parkways and street trees







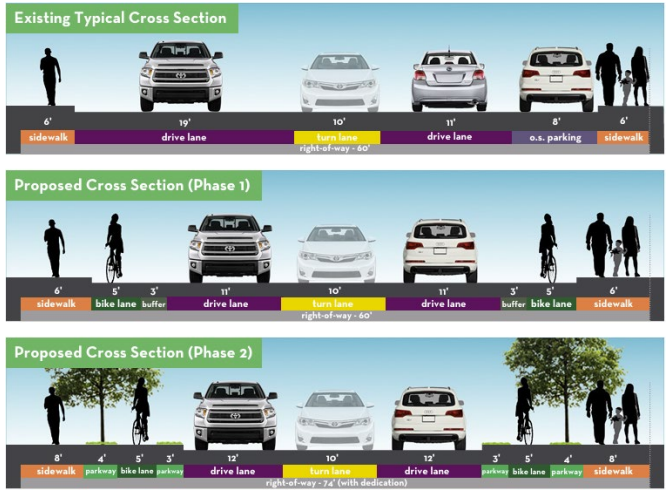


Chapter 4: Street Design Concepts



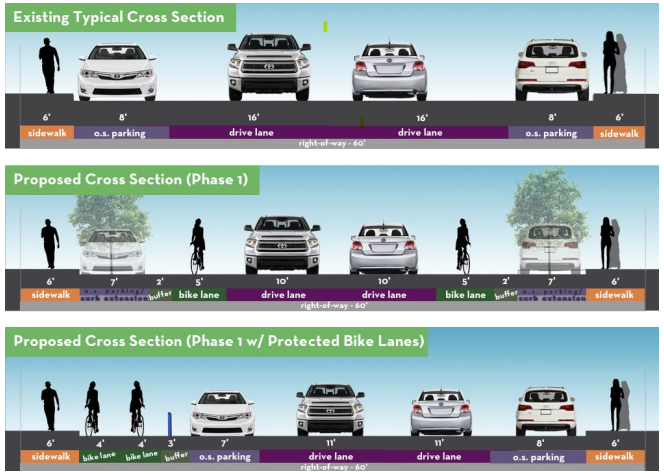
6 Thornton Avenue

Hollywood Way to Ontario St.

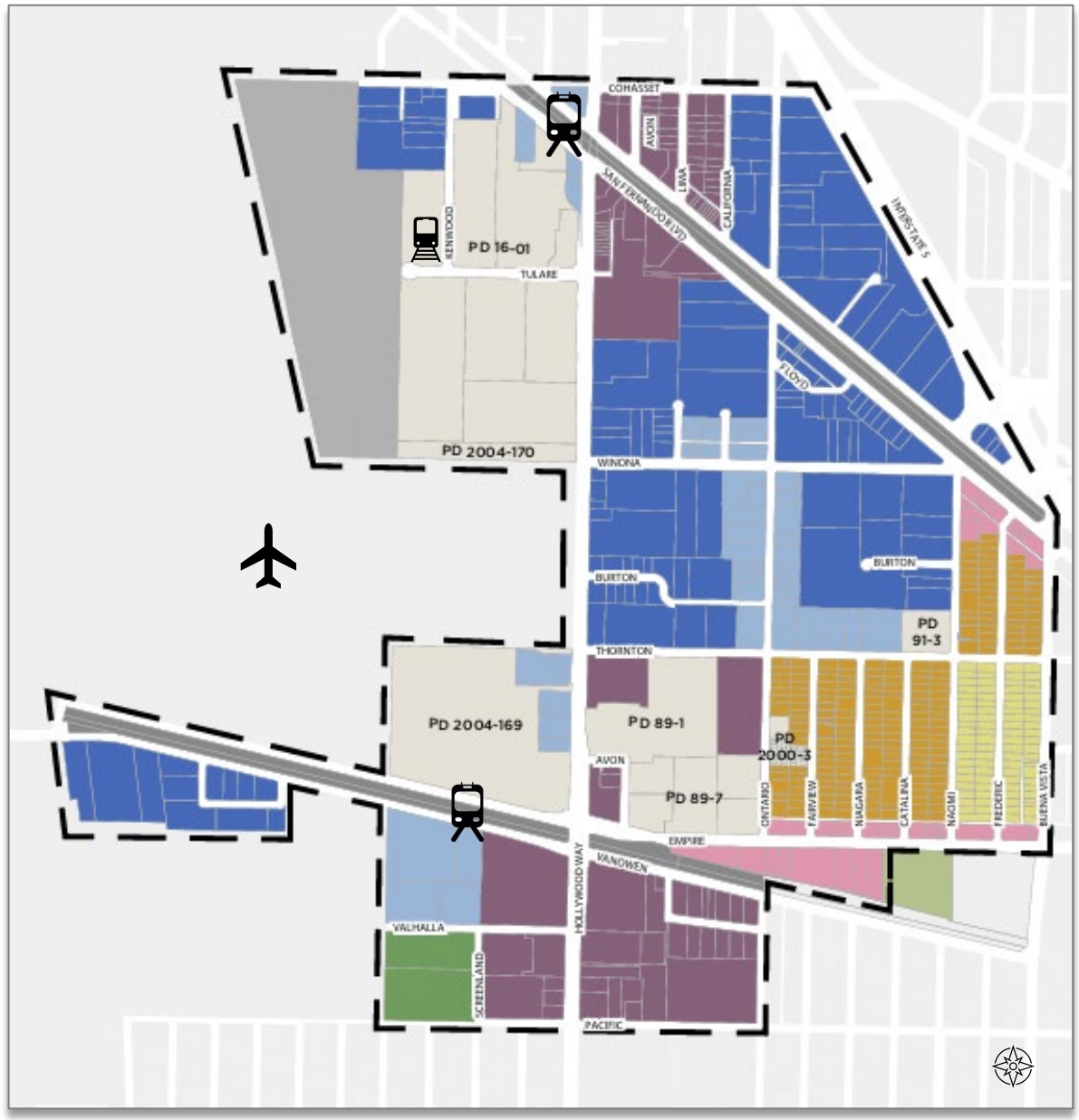


8 Ontario Street

Thornton Ave. to Empire Ave.



Chapter 5: Zoning & Land Use



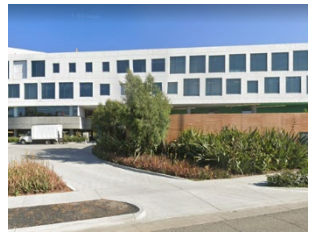
Golden State Mixed



Golden State Neighborhood



Golden State Employment



Golden State Creative



Golden State Residential



Low Density Residential



Open Space

Airport

Planned Development

Railroad

Chapter 5: Development Standards

Building Form

- Commercial FAR
- Residential density (du/ac)
- Setback ranges (min-max)
- Height limits
- Street stepbacks
- Façade modulation
- Tower standards



Building Frontage

- Entrance (location, frequency)
- Ground floor elevation
- Ground floor height
- Transparency (windows)
- Shading (canopies, awnings)
- Walls and fences
- Lighting (pedestrian-scale)



Chapter 5: Development Intensity

Dwelling Units Per Acre (DU/AC)



- 120 du/ac
- 100 du/ac
- 58 du/ac
- 43 du/ac
- Per BMC
- Per Planned Development
- N/A

Floor Area Ratio (FAR)

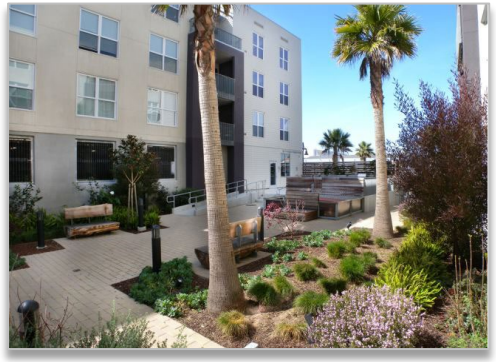


- 1.25
- 2.0
- 3.0
- Per Planned Development
- N/A

Chapter 5: Development Standards

Open Space

- Minimum area
- Private open space (balconies, patios)
- Common open space (courtyards, roof decks)
- Publicly accessible open space (plazas)
- General site landscaping



Parking

- Minimum parking requirements
- Driveways (width, frequency)
- Parking layout (setbacks, landscaping)
  - Surface parking
  - Structured parking



Chapter 6: Infrastructure

Discusses public facilities, water supply, energy, and sewer systems



Chapter 7: Implementation



Summarizes regulatory actions, programs, and improvement projects



Identifies potential funding through financing strategies and sources



Outlines the entitlement process for future projects

Environmental Review



Next Steps

1. **Community/Stakeholder/Boards & Commissions Outreach (Summer/Fall 2026)**
   - Gather additional feedback on the Draft Specific Plan
2. **Public Review of Draft Program EIR (Fall 2026)**
   - Continue work to complete Draft Program EIR
3. **Finalizing Specific Plan and Environmental Review (Fall 2026)**
   - Incorporate Draft Specific Plan revisions and Draft EIR updates based on public input
4. **Planning Commission Hearing and City Council Hearings (Late 2026 to early 2027)**
   - Public hearings for Plan consideration and adoption



Conclusion



1. Create **new mixed-use nodes** centered around existing and future transit stations
2. Retain and **strengthen key industrial areas** to **support** job creation, innovation, and **economic vitality**
3. Establish **new neighborhoods** and **"places"** in areas now allowing housing
4. Establish development standards to create **higher quality designs and public spaces**
5. Streamline review process through **objective design standards**

CONTACT:

Daniel Villa, Principal Planner
Vanessa Quiroz, Senior Planner

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CITY OF BURBANK
COMMUNITY DEVELOPMENT

CITY OF BURBANK
CITY COUNCIL MINUTES
JOINT MEETING WITH THE PARKING AUTHORITY
TUESDAY, JUNE 30, 2026

Call to Order:

A Closed Session Meeting of the City Council of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 4:03 p.m. by Mayor Takahashi.

Present: Council Member(s) Rizzotti, Vice Mayor Mullins, and Mayor Takahashi
Absent: Council Member(s) Anthony, and Perez
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Council Member Anthony arrived at 4:04 p.m.

Closed Session Public Comment:

There being no response to the Mayor's invitation for Public Comment on Closed Session and Study Session matters, the City Council recessed at this time to the City Hall First Floor Conference Room to hold a Closed Session on the following:

1. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Yomar Alejandra Sainz Villagomez v. City of Burbank, et al.
   c. Case No.: 25NNCV05028
   d. Brief description and nature of case: Motor vehicle accident

2. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Los Angeles County Metropolitan Transportation Authority v. City of Burbank
   c. Case No.: 26STCP01904
   d. Brief description and nature of case: CEQA and Breach of Contract

Council Member Perez arrived at 4:07 p.m.

The meeting reconvened in Study Session at 5:04 p.m. with all Council Members present.

Study Session:

1. Discussion of the Draft Downtown Transit Oriented Development Specific Plan Policy Document

   Leonard Bechet, Principal Planner, presented the PowerPoint Presentation and responded to City Council inquiries. Fred Ramirez, Assistant Community Development Director – Transportation and Planning; Mandip Samra, General Manager – Burbank Water and Power; and Justin Hess, City Manager, also

responded to Council inquiries.

Mayor Takahashi noted copies of the draft Downtown Transit Oriented Development (TOD) Specific Plan are available for viewing at the City's libraries.

The City Council Meeting recessed at 5:49 p.m. and reconvened at 6:06 p.m.

Call to Order:
A Joint Meeting of the City Council and the Parking Authority of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:06 p.m. by Mayor Takahashi.

Moment of Reflection:
Mayor Takahashi held a Moment of Reflection to begin the meeting with positive and collective support for our beloved community.

Flag Salute:
The Pledge of Allegiance was led by Mayor Takahashi.

Roll Call:
Present: Council Member(s) Anthony, Perez, Rizzotti, Vice Mayor Mullins, and Mayor Takahashi
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Mayor Takahashi indicated there would be five (5) periods of Public Comment at this evening's meeting and those who wish to participate in the General Public Comment and Public Hearing Public Comment periods may call in at (818) 238-3335. The Reports to Council Public Comment period will only be taken in person.

Announcements:
Mayor Takahashi displayed a PowerPoint presentation announcing the following: (1) 4th of July Drone Show; (2) Board of Building and Fire Code Appeals Vacancy; (3) BRT/SB 79 City Webpage; (4) Rancho Neighborhood Specific Plan Community Meetings; (5) Upcoming Sporting Events; and (6) Election Nomination Period.

City Manager Report:
City Manager Hess introduced Danny Alvarez, Burbank Fire Chief, who provided an update on the accreditation of the Fire Department Commission of Fire Accreditation International.

Reporting on Closed Session:
City Attorney McDougall reported that the City Council met in Closed Session regarding the agendized Closed Session items and City Council took no reportable action.

Joint General Public Comment:
Appearing to comment were: Jonathan Wilder, Nathan Adair, Hunter, Des Ruggels, Ron Bax, Brittany Rochford, Gustavo Bernal, Sarkis Simonian, Dean Karasinski, Hilda

Avanessian, Gary Bric, Mark Scroggs, Louise Gill, Diana Pulver, Bridget Underwood, Madeline Ocampo, Chinmayi Nayak, Samantha Lau, Maxine Hillman, Ben Hillman, Vinny Castellini, Walker Sayen, Eddy Polon, Gerard Deegan, Braeden Day, Oliver Andrade, Kit O., Kreigh Hampel, Mike Stage, Bradley, Nolan, Jo Pimienta, Elizabeth Bax, David Donahue, and Cameron Tennyson.

Calling in to comment were: Pedro Toscano, Charlie Carnow, and Kyle.

Bristol Dupré submitted a comment card but did not wish to speak.

Council, City Manager, and/or City Attorney Comment:
Council Members and Staff responded to Public Comment.

Consent Calendar:
It was moved by Vice Mayor Mullins, seconded by Council Member Anthony, to approve the Consent Calendar. For Item Nos. 1-4 and 6-7, the motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None. For Item No. 5, the motion carried 4-0-1 with the following roll call vote: AYES: Anthony, Rizzotti, Mullins, and Takahashi. NOES: None. ABSTAIN: Perez.

Vice Mayor Mullins had a question on Item No. 3. David Kriske, Assistant Community Development Director – Transportation and Planning, responded to Council inquiries.

1. Council Minutes

   Approve the City Council Minutes of the Joint Meeting of June 16, 2026, and the Dark Meeting of June 23, 2026.

2. Parking Authority Minutes

   Approve the Parking Authority Minutes of the Joint Meeting of June 2, 2026.

3. Adoption of a Resolution of the Parking Authority of the City of Burbank Approving Implementation Agreements for Temporary Paid Parking During the Fan Zone Event in Downtown Burbank, and Providing Other Parking-Related Services (with Parking Authority)

   RESOLUTION NO. P-26-130
   Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING IMPLEMENTATION AGREEMENTS FOR TEMPORARY PAID PARKING DURING THE FAN ZONE EVENT IN DOWNTOWN BURBANK, AND PROVIDING OTHER PARKING-RELATED SERVICES.

4. Adoption of a Resolution Authorizing an Agreement with Sterndahl Enterprises, Inc. to Provide As-Needed Roadway Signing and Striping Services for Motorist, Bicyclist, and Pedestrian Safety; Consideration of CEQA Exemption (14 CCR § 15301)

RESOLUTION NO. 26-29,719
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING AN AGREEMENT WITH STERNDAHL ENTERPRISES, INC. AND ENTER INTO A MULTI-YEAR AGREEMENT WITH STERNDAHL ENTERPRISES, INC. TO PROVIDE AS-NEEDED ROADWAY SIGNING AND STRIPING SERVICES FOR MOTORIST, BICYCLIST, AND PEDESTRIAN SAFETY.

5. Approval of a Multi-Year Reimbursement Agreement with Family Service Agency for the Youth-Focused Counseling Services Program

   Approve a multi-year reimbursement agreement with the Family Service Agency of Burbank for the Youth-Focused Counseling Services Program, to be funded annually from the Youth Services Holding Account. Expenditures would be up to $245,000 in Fiscal Year (FY) 2026–27, $272,500 in FY 2027–28, and $300,000 in FY 2028–29.

6. Approval to Authorize the General Manager of Burbank Water and Power to Award the Multi-Year Alliance Agreement with Okonite for Various Material Categories to Support the Burbank Water and Power Warehouse

   Approve the General Manager of Burbank Water and Power, as designee of the City Manager, to execute a multi-year Alliance Agreement with The Okonite Company for various large electrical distribution wire and cable supplies supporting the BWP Warehouse operations.

7. Approval of an Agreement with the American Public Power Association for the Demonstration of Energy and Efficiency Development Program Grant for the Development of Power-Efficient Design in Utility Customer Electrification Programs in the Amount of $77,750

   Approve the agreement with the American Public Power Association accepting grant funds for the Demonstration of Energy and Efficiency Development program grant in the amount of $77,750 for the development of Power Design in Utility Customer Electrification Programs (Agreement), and authorize the General Manager of Burbank Water and Power, as designee to the City Manager, to execute the Agreement and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office.

Public Hearing:

1. Introduction of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308)

   The Public Hearing was opened at 7:59 p.m. There were no Conflict of-Interest disclosures. City Clerk Clark affirmed receipt of Proof of Publication; confirmed

there was a complete file of exhibits and correspondence including emails and other documents, and that no written correspondence was received.

Drew Johnstone, Sustainability Officer, presented the PowerPoint Presentation and responded to City Council inquiries.

Joseph McDougall, City Attorney, noted an updated copy of the ordinance was distributed to the Council and posted on the City's website as an additional document in the agenda packet. Staff's recommendation is adoption of the updated ordinance.

Public Hearing Public Comment:
Appearing to comment was: None.

Calling in to comment was: None.

The Public Hearing was closed at 8:26 p.m.

Council Action:
It was moved by Vice Mayor Mullins, seconded by Council Member Rizzotti, to:

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE.

The motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None.

City Attorney McDougall clarified Council adopted the updated ordinance provided to Council and incorporated into the agenda packet.

2. Review of Potential Options for Sequencing of Elections in Map 130; Adoption of a Resolution Assigning Sequence of Elections in Districts Depicted in Map 130; and Direction to Staff

The Public Hearing was opened at 8:33 p.m. There were no Conflict of-Interest disclosures. City Clerk Clark affirmed receipt of Proof of Publication; confirmed there was a complete file of exhibits and correspondence including emails and other documents, and that no written correspondence was received.

Marguerite Leoni, consultant from Nielsen Merksamer, LLC, presented the PowerPoint Presentation and responded to City Council inquiries. Joseph McDougall, City Attorney, and Jill Vander Borght, Chief Assistant City Attorney, also responded to Council inquiries.

Public Hearing Public Comment:
Appearing to comment was: Arno Dionysian.

Calling in to comment was: None.

The Public Hearing was closed at 9:37 p.m.

Following discussion, Council elected to move forward with Attachment 2A, with Districts 3 (to be redesignated as 2) and 4 on the ballot in 2028 and every four years thereafter and Districts 1, 2 (to be redesignated as 3), and 5 on the ballot in 2030 and every four years thereafter.

Council Action:
It was moved by Council Member Anthony, seconded by Council Member Perez, to:

RESOLUTION NO. 26-29,720
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK SETTING THE SEQUENCE OF ELECTIONS FOR AN ORDINANCE ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS AND ESTABLISHING DISTRICT BOUNDARIES TO BE SUBMITTED TO THE VOTERS OF BURBANK AT THE NOVEMBER 3, 2026 CONSOLIDATED STATEWIDE ELECTION, AND MAKING CERTAIN FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

Reports to Council:

1. Consideration of the Burbank Cultural Arts Commission Recommendation to Excuse the Absences of Commissioner

   Kimberley Clark, City Clerk, presented the report and responded to City Council inquiries.

   Public Comment:
   Appearing to comment was: None.

   Council Action:
   It was moved by Council Member Rizzotti, seconded by Council Member Perez, to approve the recommendation of the Burbank Cultural Arts Commission to excuse the absences of Commissioner Jackie Brenneman. The motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None.

2. Adoption of a Resolution Approving a Memorandum of Understanding with the City of Burbank and the Burbank City Employees' Association from July 1, 2026 – June 30, 2027; and Adoption of a Resolution Approving a Citywide Salary Schedule

   Betsy McClinton, Management Services Director, presented the report and

responded to City Council inquiries.

Public Comment:
Appearing to comment was: None.

Council Action:
It was moved by Vice Mayor Mullins, seconded by Council Member Perez, to:

1. RESOLUTION NO. 26-29,721
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF BURBANK AND THE BURBANK CITY EMPLOYEES' ASSOCIATION (BCEA) FROM JULY 1, 2026 – JUNE 30, 2027.

2. RESOLUTION NO. 26-29,722
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A CITYWIDE SALARY SCHEDULE.

The motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None.

Council Comments:

Council Members reported out on Council committee assignments and attendance at conferences, regional meetings, and community events.

Consideration of Previously Introduced Additional Agenda Items:

1. Council Member Anthony's request for a letter of opposition to proposed statewide ballot initiative 25-0006A1, which would limit the ability of voters to raise revenues for local government services, and encouraging Governor Newsom to seek a negotiated legislative resolution to remedy the inconsistencies of transferred taxes across California. (June 16, 2026)
   Council Member Anthony noted ballot initiative 25-0006A1 was pulled from the ballot and replaced with Assembly Constitutional Amendment (ACA) No. 22.

   Council Action:
   It was unanimously approved by Council consensus to provide a letter of opposition to ACA 22 to be signed by the Mayor.

2. Council Member Rizzotti's request to invite California State Senator Menjivar and Assembly Member Schultz to attend a meeting to state their position or comment on SB 79 and SB 1361. (June 16, 2026)

   Council Action:
   It was unanimously approved by Council consensus to direct staff to draft a letter from the Mayor inviting the legislators to provide a brief presentation before their regular Council legislative update.

Introduction of Additional Agenda Items:
Council Member Anthony requested (1) a letter of support to bring back AB 736 (Wicks) regarding transfer taxes.

Requests for Other Information:
Council Member Anthony requested an informational memo regarding the June 25, 2026 email from the Sustainable Burbank Commission regarding the difference between endorsement and implementation of the Plant-Based Treaty and whether there are different levels of participation in the treaty. Mayor Takahashi added that she would like the informational memo to address what implementation would mean for City-sponsored events versus the community as a whole.

Mayor Takahashi requested memos on SB 346 (Durazo) regarding short-term rental annual reports and SB 524 (Arreguín) regarding disclosure of the use of artificial intelligence in the preparation of reports.

Adjournment:
There being no further business to come before the City Council, the meeting was adjourned at 10:26 p.m. to Tuesday, July 21, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

_____	_____
Kimberley Clark	Tamala Takahashi
City Clerk	Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, JULY 7, 2026

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark
City Clerk

Tamala Takahashi
Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, JULY 14, 2026

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark
City Clerk

Tamala Takahashi
Mayor

APPROVED DATE:

STAFF REPORT

WATER AND POWER

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Richard Wilson, Assistant General Manager, Water Systems
BY: Drew Johnstone, Sustainability Officer

SUBJECT: Adoption of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308)

RECOMMENDATION

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE (Attachment 1).

SUMMARY

The above-entitled Ordinance was introduced at a City Council meeting on June 30, 2026. Council Members Anthony, Perez, Rizzotti, Vice Mayor Mullins, and Mayor Takahashi were present.

Vote at Introduction:

AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi.
NOES: None.
ABSENT: None.

This ordinance is now presented for adoption.

ENVIRONMENTAL REVIEW

Adoption of the proposed Ordinance is exempt from the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, and following) because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment (CEQA Guidelines section 15061(b)(3)). Adoption of the proposed Ordinance is further exempt from CEQA as it includes regulations to protect water resources and the ability to provide water resources, and consists of regulations and restrictions on certain water use-related activities to ensure the maintenance, restoration, or enhancement of a natural resource. (CEQA Guidelines sections 15301 (Existing Facilities), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions for Protection of Natural Resources) and 15308 (Actions for Protection of Environment).) In addition, there are no unusual circumstances under CEQA Guidelines, section 15300.2(c) that would preclude the use of these exemptions.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENT

Attachment 1 – Ordinance

Eff.: ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE

City Attorney's Synopsis

This Ordinance amends the City's existing Sustainable Water Use Ordinance by converting the City's existing stage-based conservation measures to permanent conservation processes, incorporating recent state law requirements limiting irrigation of nonfunctional turf (AB 1572 (2023)), and providing for other procedural changes to the enforcement of the sustainable water use practices.

THE COUNCIL OF THE CITY OF BURBANK FINDS AS FOLLOWS:

A. Article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare.

B. California Water Code, sections 375 and following, empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program.

C. The City has made the appropriate findings of necessity, adopted a water conservation program and codified such program in Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code (BMC).

D. The City further finds that making the existing water conservation program measures permanent, and incorporating state law related to nonfunctional turf, is necessary to ensure a sufficient water supply and to prevent unreasonable use or waste of water.

E. In addition, the state legislature has found and has declared that the use of potable water to irrigate nonfunctional turf is wasteful and incompatible with state policy relating to climate change, water conservation, and reduced reliance on the Sacramento-San Joaquin Delta ecosystem.

F. By January 1, 2027, public water systems, including the City, must revise their ordinances, regulations and policies to prohibit the use of potable water for the irrigation of nonfunctional turf in accordance with California Water Code section 10608.14.

G. On [date City Council public hearing was held], the City Council at its regular meeting, held a duly noticed public hearing and made appropriate findings for the adoption of this Ordinance.

H. Said hearing was properly noticed in accordance with California Water Code section 376.

I. The City Council considered the report and recommendations of the General Manager, and the evidence and testimony presented at such hearing.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. Incorporation of Findings. The findings above are true and correct, and incorporated herein as if restated in their entirety.

2. Environment Review. Adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, and following) because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment (CEQA Guidelines section 15061(b)(3)). Adoption of this Ordinance is further exempt from CEQA as it includes regulations for water use on existing properties to protect water resources, and consists of regulations and restrictions on certain water use-related activities to ensure the maintenance, restoration, or enhancement of a natural resource. (CEQA Guidelines sections 15301 (Existing Facilities), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions for Protection of Natural Resources) and 15308 (Actions for Protection of Environment).) In addition, there are no unusual circumstances under CEQA Guidelines, section 15300.2(c) that would preclude the use of these exemptions.

3. Amendment and Restatement. BMC Title 8, Chapter 2, Article 3, is amended and restated in its entirety as set forth in Exhibit A.

4. Effective Date. In accordance with California Water Code section 376, this Ordinance is effective immediately upon adoption, and the City Clerk must certify to the passage of this Ordinance and publish a summary of this Ordinance in a newspaper of general circulation within 10 days after its adoption.

5. Severability. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

6. Implementation. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this Ordinance into the Burbank Municipal Code, including any modifications or nonsubstantive changes consistent with this approval, subject to the review and approval by the City Attorney.

PASSED AND ADOPTED this ____ day of July, 2026.

_____
Tamala Takahashi
Mayor

Attest:

_____
Kimberley Clark, City Clerk

Approved as to Form
Office of the City Attorney

By: _____
Lisa Kurihara
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of July, 2026, by the following vote:

AYES:

NOES:

ABSENT:

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 10 days following the Ordinance's adoption on _____.

_____
Kimberley Clark, City Clerk

EXHIBIT A
ARTICLE 3. SUSTAINABLE WATER USE ORDINANCE

8-2-301: SHORT TITLE:

This article shall be known and may be cited as the “Sustainable Water Use Ordinance.”

8-2-302: STATEMENT OF POLICY AND PURPOSE:

A. Policy. It is desirable and in the general welfare of the City that the water resources available to the City be put to maximum beneficial use to the extent possible, and that waste or unreasonable use be prevented, and that conservation of such water resources be exercised in a reasonable and beneficial manner for the residents and businesses of Burbank.

B. Purpose. Climate change, weather whiplash, and aridification have been more frequent and intense. California is facing increasingly variable weather patterns in both intensity and frequency, from record dry periods to intense storms. The City is adapting to climate change by strengthening our water resiliency and sustainability to prepare for increased uncertainty in both short and long-term weather patterns. This article provides guidance to use water wisely and sustainably to reduce wasteful water use. Water conservation is one of the tools that may be used to adapt to climate change and mitigate the impact of water supply shortages. This article provides water use best practices to reduce water consumption. Additionally, this article empowers the General Manager of Burbank Water and Power to establish incremental water use reduction targets and provide voluntary water conservation recommendations, as needed, based on prevailing conditions.

8-2-303: APPLICATION:

A. The provisions of this article shall apply to all users of potable water service in the City, with the exceptions set forth in subsections (B) and (C) of this section.

B. This article shall not apply to uses of water necessary to protect public health and safety or for essential public services such as police, fire, or sanitation.

C. This article shall not apply to use of recycled water.

8-2-304: PERMANENT WATER CONSERVATION REQUIREMENTS:

Except as provided in Section 8-2-303, all potable water users must comply with the following permanent water conservation (Making Water Conservation a California Way of Life or MCCWL) requirements:

A. Limitation to Duration of Irrigation: Users may not water outdoor landscaped areas more than fifteen (15) minutes per day, per station. Areas watered with low-flow drip irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement.

B. Limitation to Irrigation Times: Users may not water outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. or during daylight hours from November through March except by use of attended hand-watering, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

C. Hand-Watering Permitted: Users may use attended hand-watering any day of the week at any time of day without limitation on duration. Deep watering of trees by hand is permitted and encouraged to maintain their health.

D. Limitation Related to Rain: Users may not water outdoor landscaped areas on rainy days and at least two days after such rainy days.

E. Limitation on Hose Washing: Users may not hose or wash driveways, patios, sidewalks, or other hard or paved surfaces except when necessary to alleviate safety or sanitary hazards, and then only by a hand-held hose equipped with a water shut-off device or a hand-held bucket.

F. Limitation on Overspray or Runoff: Users must adjust sprinklers and irrigation systems to eliminate overspray and avoid run-off into streets, sidewalks, parking lots, alleys, or other paved surfaces.

G. Limitation on Leaks: Users must promptly repair all leaks, including leaks from plumbing fixtures, irrigation systems, and sprinkler systems. Repairing leaks on the customer's side of the meter, including the pipe between the meter and the building, is the responsibility of the customer.

H. Limitation on Washing Vehicles: Users must use a hand-held bucket or similar container or a hand-held hose equipped with a self-closing water shut-off device when washing vehicles. This subsection does not apply to any commercial car washing facility.

I. Dining Establishment Requirements: Dining establishments may not serve drinking water, unless specifically requested by the customer. This applies to all restaurants, hotels, cafes, cafeterias or other public places where food is sold, served, or offered for sale.

J. Food Preparation Establishment Requirements: Food preparation establishments, such as restaurants or cafes, must use water-conserving dishwash spray valves.

K. Hotels, Motels, and other Commercial Lodging Establishments-related Requirements: Hotels, motels, and other commercial lodging establishments must provide customers with the option of not having towels and linens laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.

L. Decorative Fountain Requirements: Water fountains or other decorative water features must use re-circulated water.

M. Limitation on Single-Pass Cooling System: Installation of single-pass cooling systems is prohibited in buildings requesting new water service.

N. Commercial Car Wash and Laundry Systems Requirements: Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems. All commercial conveyor car wash systems and commercial laundry systems must have operational re-circulating water systems installed.

O. Swimming Pools Requirements: Users must cover all swimming pools, wading pools, or spas when not in use with acceptable protection designed to decrease water evaporation.

8-2-305: NONFUNCTIONAL TURF REQUIREMENTS:

A. Purpose: The purpose of this section is to comply with the irrigation restrictions related to nonfunctional turf, as set forth in Assembly Bill 1572 (2023) and as may be amended from time to time.

B. Definitions: The following words, as used in this section, are defined as follows:

"Common area" means that portion of a common interest development or of a property owned or managed by a homeowners' association or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property.

"Common interest development" means any of the following: (a) A community apartment project; (b) A condominium project; (c) A planned development; (d) A stock cooperative.

"Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent community common area or facilities are available to the public.

"Community service organization or similar entity" does not include an entity that has been organized solely to raise money and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance.

"Community space" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings.

"Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.

"Functional turf" means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.

"Homeowners' association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

"Nonfunctional turf" means any turf that is not functional turf, and includes turf located within street rights-of-way, decorative lawn along sidewalks, building edges, or fences, lawn between buildings with no seating access, or activity, sloped or oddly shaped areas, and narrow lawn strips in or around parking lots.

"Potable water" means water that is suitable for human consumption.

"Recreational use area" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to, sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal.

C. Restriction: No user may use potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery, or

on properties of homeowners' associations, common interest developments, community service organizations, or similar entities, as of the effective dates listed in this section.

D. Effective Dates. These irrigation restrictions are effective immediately, except for the following as provided in California Water Code section 10608.14, as may be amended:

(1) For all properties owned by the Department of General Services, irrigation restrictions are effective beginning January 1, 2027.

(2) For all properties owned by local governments, local or regional public agencies, and public water systems, irrigation restrictions are effective beginning January 1, 2027.

(3) For all other institutional properties and all commercial and industrial properties, irrigation restrictions are effective beginning January 1, 2028.

(4) For all common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, irrigation restrictions are effective beginning January 1, 2029.

(5) Notwithstanding Subsection D(2), for all properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, irrigation restrictions are effective beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later.

E. Exceptions:

(1) The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial nonturf plantings, or to the extent necessary to address an immediate health and safety need.

(2) The use of potable water in situations where the compliance deadlines outlined in Subsection D are postponed in accordance with California Water Code section 10608.14(c).

8-2-306: SUSTAINABLE WATER USE RECOMMENDED TARGETS OR MEASURES: The General Manager of Burbank Water and Power may determine the timing and scope of water use reduction targets based on key indicators of water supply reliability such as the amount of water Burbank has stored in the ground, operational conditions on the State

Water Project and Colorado River that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term weather patterns. In addition to developing any recommended water use targets, the General Manager may communicate such recommended measures to Burbank Water and Power customers.

8-2-307: ENFORCEMENT:

Any violation of this article is subject to enforcement by issuance of an administrative citation pursuant to section 1-1-108.1 of this Code. The General Manager of Burbank Water and Power, or their designee, may enter into a written agreement with a customer to resolve any violation provided that such agreement is consistent with the purpose and intent of this article.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
BY: Simone McFarland, Assistant Community Development Director

SUBJECT: Adoption of a Resolution Authorizing the Execution of a Ten-Year Lease Agreement, with Two Ten-Year Options to Extend, with Family Service Agency of Burbank for the Property Located at 2721 W. Burbank Boulevard (APN 2438-001-900)

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A TEN-YEAR LEASE AGREEMENT, WITH TWO TEN-YEAR OPTIONS TO EXTEND, WITH FAMILY SERVICE AGENCY OF BURBANK (FSA) FOR THE PROPERTY LOCATED AT 2721 W. BURBANK BOULEVARD: APN 2438-001-900 (Attachment 1).

BACKGROUND

The City owns the real property located at 2721 W. Burbank Boulevard, Burbank 91505 (Property) in "Fee Simple" title[1], which includes an approximate 47,906 square-foot parcel improved with a two-story building of 6,892 gross square feet, and 16 on-site parking spaces.

The City entered into a lease agreement with Family Service Agency of Burbank (FSA), a 501(C)(3) non-profit organization, on November 20, 2006, to provide critical counseling and preventative services to the Burbank community on the Property. The lease has since expired, resulting in a month-to-month tenancy. Both parties desire to continue FSA's operations at the Property by entering into a new lease agreement (Attachment 2).

[1] A fee simple title is the highest form of property ownership, conveying full ownership of the land and improvements, subject to applicable legal restrictions.

DISCUSSION

Staff met with City Council in Closed Session on May 19, 2026, to discuss potential terms for a new lease agreement with FSA. Per Council's direction, staff engaged in negotiations with FSA on new lease terms and proposes the attached Resolution and Lease Agreement for Council's approval. The terms of the Lease Agreement include the following:

- **Term:** A ten-year lease with two, ten-year extension options, mutually agreed upon in writing, for a total term of 30 years.

- **Rent:** The amount of Rent payable to the City is as follows:

    - Effective Date - December 2026 - $1,000
    - January 2027 – December 2027 - $1,214
    - January 2028 – December 2028 - $1,428
    - January 2029 – December 2029 - $1,642
    - January 2030 – December 2030 - $1,856
    - January 2031 – December 2031 - $2,070
    - January 2032 – December 2032 - $2,500
    - Thereafter, beginning each January, the rent shall increase by 3% per year.

- **Maintenance Costs:** Each Party will be responsible for maintenance of the building per the Maintenance Matrix as attached to the Lease Agreement.

- **Use**: FSA must continuously use the Property to operate a facility that provides professional clinical and psycho-educational services to the Burbank community, including but not limited to: individual, couples, and family counseling; low-and no-cost professional counseling, daily school-based outreach services to a variety of local middle and high schools; teen substance abuse and anger management programs; family violence intervention programs; child abuser's treatment programs; parenting and senior peer support programs; and community outreach services; and for no other purposes without the prior written consent of the City.

- **Oversight:** FSA will submit goals and achievements to the City at the end of each calendar year. The City will be allowed to inspect the building monthly, with prior notice, if there are any concerns, and will conduct an overall inspection once a year.

Staff has determined the proposed rent is below fair market value and requests Council make the appropriate findings that this lease would be in the best public interest pursuant

to Burbank Municipal Code Section 2-1-201(B) as FSA provides critical life-changing and life-saving counseling and preventative services to the Burbank community, including crisis intervention, clinical counseling, transitional housing, violence prevention services, and education.

ENVIRONMENTAL REVIEW

Approving the proposed lease with FSA has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment since all infrastructure will remain the same as it exists today. As such, the action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

SURPLUS LAND ACT (SLA)

This Lease Agreement is not subject to the Surplus Land Act (SLA). According to the 2024 SLA guidelines (2B), "for surplus land on which no development or demolition will occur, regardless of the term of the lease"[2] is excluded from the SLA.

In the case of this lease, no demolition or development will occur. Therefore, the SLA does not apply.

FISCAL IMPACT

FSA will pay monthly rent payments to the City pursuant to the terms of the Lease Agreement. These rent payments will be deposited into the City's General Fund.

CONCLUSION

Approval of the proposed Resolution and Lease Agreement with FSA will formalize the City's long-standing relationship with a vital community partner that has continuously provided critical mental health, domestic violence prevention, homelessness prevention, and veteran support services to Burbank residents since 2006. The proposed Lease Agreement establishes clear terms regarding rent, maintenance responsibilities, oversight, and reporting requirements, while ensuring the continued use of the Property for important public-serving purposes. Approval of the Lease Agreement will provide operational stability for FSA, ensure continued public benefit from the City-owned property, and generate rental revenue paid to the City's General Fund.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Lease Agreement

[2] California Government Code § 54221(d)(2)(B).

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A TEN-YEAR LEASE AGREEMENT, WITH TWO TEN-YEAR OPTIONS TO EXTEND, WITH FAMILY SERVICES AGENCY OF BURBANK (FSA) FOR THE PROPERTY LOCATED AT 2721 W. BURBANK BOULEVARD; APN 2438-001-900

THE COUNCIL OF THE CITY OF BURBANK FINDS AS FOLLOWS:

A. The City owns the real property located at 2721 W. Burbank Boulevard, Burbank 91505 (Property) through “Fee Simple” title, which includes an approximate 47,906 square-foot parcel improved with a two-story building of 6,892 gross square feet. The Property includes 16 on-site parking spaces.

B. On November 20, 2006, the City entered into a lease with the Family Service Agency of Burbank (“Tenant”) for the use of the Premises to provide a wide range of community services including: individual, couples, and family counseling; daily school-based outreach services to a variety of local middle and high schools; teen substance abuse and anger management programs; family violence intervention programs; child abuser’s treatment programs; parenting and senior peer support programs; and community outreach services. The lease term has expired, and the Tenant currently occupies the Premises on a month-to-month basis.

C. City desires to enter into a new lease of the Premises with the Tenant in order for the Tenant to continue to provide community services and outreach.

D. Subject to Burbank Municipal Code Section 2-2-201, the use of the Property by FSA is in the best public interest as FSA provides critical life-changing and life-saving counseling and preventative services to the Burbank community, including crisis intervention, clinical counseling, transitional housing, violence prevention services, and education.

E. This Lease Agreement would not be subject to the Surplus Land Act (SLA) pursuant to the 2024 SLA guidelines, (2B) which states that the entering of a lease for surplus land on which no development or demolition will occur, regardless of the term of the lease” is excluded from the SLA. This proposed Lease Agreement does not include demolition or development. Therefore, the SLA does not apply.

F. The approval and execution of this Lease Agreement will not result in any expansion of the existing use of the Property and therefore is exempt from the California Environmental Quality Act (CEQA) under 14 CCR section 15301.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES AS FOLLOWS:

1. The forgoing recitals are true and correct and incorporated as if restated herein in their entirety.

2. City Council finds that the Lease Agreement (Attachment 1) for the City-owned real property located at 2721 W. Burbank Boulevard, Burbank, California, with Family Service Agency of Burbank ("FSA" and "Tenant"), a 501(C)(3) non-profit organization, is in the best public interest pursuant to Burbank Municipal Code Section 2-2-201(B) as FSA provides critical life-changing and life-saving counseling and preventative services to the Burbank community, including crisis intervention, clinical counseling, transitional housing, violence prevention services, and education.

3. City Council has reviewed the terms of the proposed Lease Agreement for 2721 W. Burbank Boulevard with FSA, and hereby approves the Lease Agreement, all terms contained therein, and makes all findings required pursuant to the Burbank Municipal Code for the lease of City-owned property.

4. The City Manager or their designee is authorized to execute this Lease Agreement, any amendments thereto, or any other necessary documents to effectuate the Lease, on behalf of the City, subject to City Attorney approval as to form.

5. Environmental Review. The City Council exercises its independent judgment and finds, based upon the record before it, that this approval involves a lease that would not result in any expansion of its existing use. As such, this activity is exempt from CEQA under 14 CCR section 15301.

6. Surplus Lands Act Declaration of Exemption. The City Council hereby finds and declares that the Lease is not subject to the Surplus Lands Act ("SLA") under SLA 2024 Guidelines, (2B) the entering of a lease for surplus land on which no development or demolition will occur, regardless of the term of the lease" is excluded from the SLA. In the case of this lease, no demolition or development will occur. Therefore, the SLA does not apply.

7. The City Clerk is authorized to attest to this Lease Agreement.

8. The Financial Services Director, or her designee, is hereby authorized to appropriate any future funds received under the Lease Agreement.

PASSED and ADOPTED this ___ day of _____, 2026.

_____
Tamala Takahashi
Mayor

Attest:

Approved as to Form:
Office of the City Attorney

_____
Kimberley Clark, City Clerk

By: _____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of _____ 2026 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

2026 LEASE AGREEMENT
Family Service Agency of Burbank– 2721 W. Burbank Boulevard, Burbank 91505
APN: 2438-001-900

This 2026 Lease Agreement (this "Lease") is made and entered into as of the ____ day of _____, 2026, between the CITY OF BURBANK, a municipal corporation and Charter City ("City") and Family Service Agency of Burbank, a California Non-profit ("Tenant") and individually referred to as “Party”, or collectively as “Parties”.

RECITALS

A. The City is the owner of certain real property (land and associated structures) located at 2721 W. Burbank Boulevard, Burbank, California which is comprised of a 7,906 square foot parcel improved with a two-story building of 6,892 gross square feet (the “Premises"). The Premises is more particularly described in Exhibit “B”, attached hereto and incorporated by this reference.

B. On November 20, 2006, the City entered into a lease with the Tenant for the use of the Premises to provide a wide range of community services including: individual, couples, and family counseling; daily school-based outreach services to a variety of local middle and high schools; teen substance abuse and anger management programs; family violence intervention programs; child abuser’s treatment programs; parenting and senior peer support programs; and community outreach services. The lease term has expired, and the Tenant currently occupies the Premises on a month-to-month basis.

C. The City desires to enter into a new lease of the Premises with the Tenant in order for the Tenant to continue to provide community services and outreach.

D. Per Resolution _____, adopted on July 21, 2026 by the City Council of the City of Burbank, finds that this lease is not subject to the Surplus Land Act (“SLA”) pursuant to 2024 SLA guideline 2(B).

NOW, THEREFORE, in consideration of the respective conditions, covenants, and undertakings of the Parties hereinafter set forth, the Parties agree as follows:

ARTICLE 1. EXHIBITS

1.1. Exhibits. The following exhibits are attached and incorporated into this Lease by reference:

Exhibit "A" Site Map of Premises
Exhibit "B" Legal Description of Premises
Exhibit "C” Maintenance Matrix

Exhibit “D” Resolution: Approval of Lease and Surplus Land Exemption

ARTICLE 2. DESCRIPTION AND USE OF PREMISES

2.1. Premises. For consideration and upon and subject to the terms and conditions set forth herein, City hereby leases to Tenant, and Tenant hereby leases from City, the property commonly known as 2721 West Burbank Boulevard, Burbank, California 91505 (the “Premises”) and as described in Exhibits A and B including all improvements, buildings, structures and fixtures now or later situated, placed, constructed or installed on the premises, and all equipment and appliances and any additions to, substitutions for, changes in or replacements of, the whole or any part thereof.

2.2. As-Is Lease. Tenant expressly acknowledges and agrees that the Premises is being leased and accepted “As Is”, without representation or warrant of any kind, and subject to all applicable laws, rules, ordinances, including, without limitation, zoning ordinances, covenants and regulations governing the use, occupancy or possession of the Premises. Tenant hereby represents and warrants to City that Tenant has conducted a reasonably diligent investigation, independent, or through any authorized third-party of the Tenant’s choosing, of the condition of the Premises and of the suitability of the Premises for Tenant’s Permitted Use, as defined in this Lease. Tenant agrees that neither authority nor any agents have made any representations or warranties, express or implied, with respect to the physical, structural, or environmental condition of the Premises or the present or future suitability of the premises or licensed areas for the conduct of Tenant’s Permitted Use, including any implied warranties of merchantability or fitness for a particular purpose.

2.3. Exclusive Use Areas. The Tenant shall have the exclusive right to use all areas of the Premises as detailed in Exhibit A and B, subject to site inspections by the City to ensure compliance with the agreed upon Permitted Use.

2.4. Annual Inspections. At the end of each calendar year, the Parties will conduct a joint physical inspection of the property for the purposes of assuring the facility is maintained in good condition. The City will provide Tenant 24-hours’ notice before such inspection. If there are items that need to be repaired or replaced, the parties will refer to the Maintenance Matrix to determine which party is responsible for the work.

2.5. Additional Limitations and Conditions on Use. Tenant's use of the Premises must comply with the following limitations and conditions:

2.5.1. Cancellation of Insurance. Tenant may not do, bring, or keep anything in or about the Premises that will cause a cancellation of any insurance covering the Premises.

2.5.2. Compliance with Laws. Tenant must comply with all laws,

ordinances and regulations which pertain to or apply to the use of the Property, now or subsequently imposed, concerning the Property or Tenant's use of the Property, including, without limitation, the obligation, at Tenant's cost, to alter, maintain, or restore the Premises in compliance and conformity with all laws relating to the condition, use, or occupancy of the Premises during the term of this lease or any subsequent amendments to the lease, or extensions of the term.

2.5.3. Waste; Nuisance. Tenant may not use the Premises in any manner that will constitute waste, nuisance, or unreasonable annoyance (including, without limitation, traffic control matters, parking operations, the use of loudspeakers or sound or light apparatus that can be heard or seen outside the premises) to owners or occupants of adjacent residential properties.

2.5.4. Overloading. Tenant, or any agents, representatives, employees or hired labor of Tenant, shall not take any action that may result in any damage to any portion of the Premises.

2.5.5. Permits. Should Tenant seek a new or different use for the Premises that is not currently permissible, Tenant must obtain a permits and written approval from the City authorizing such use, in addition to any other requirements pursuant to local, state, or federal law, or required pursuant to this Lease.

2.5.6. Fire Security Measures. Tenant shall be responsible to provide security measures for the Premises as outlined in this Lease and any exhibits attached hereto, to take any necessary measures to prevent violations of local, State or Federal law, or disruptions of the use of enjoyment or quality of life to any occupants of neighboring properties. City may request, at any time and for any reason, that Tenant address concerns raised to the City by any individual, related to the use of the Premises that may be a violation of local, State, or Federal Law, or effects the use or quality of life, of any individual. Any violation of this provision shall be grounds to terminate this Lease.

2.6. Covenant of Continuous Operation

2.6.1. Permitted Use. Tenant must continuously occupy and use the Premises for the operation of professional clinical and psycho-educational services to the Burbank community, such as: individual, couples, and family counseling; low-and no-cost professional counseling, daily school-based outreach services to a variety of local middle and high schools; teen substance abuse and anger management programs; family violence intervention programs; child abuser's treatment programs; parenting and senior peer support programs; and community outreach services, and for no other purposes without the prior written consent of the City.

2.6.2. Standard hours of operation will be Monday – Friday 8:00 am to 9:00 PM and Saturday and Sunday by appointment, excluding Federal holidays.

All operations must abide by any covenant or easement effecting the use of the Premises, including, but not limited to, an affordability covenant, if required for funding purposes. This is the sole Permitted Use. The Permitted Use may be modified pursuant to written agreement by the parties, or an amendment to this Lease, subject to approval by City Council. In the event Tenant fails to operate the Premises pursuant to the Permitted Use, in the City's sole discretion, the Tenant shall be deemed in default of this Lease.

2.6.3. Standard of Service and Programming. Tenant shall comply with all local, state and federal laws, ordinances and regulations, as each may be amended from time to time, and shall offer all of its services and programs to all segments of the Burbank Community regardless of the race, color, ethnicity, religion, gender, sexual orientation, marital status, national origin, ancestry, familial status, source of income, or disability of such persons. This requirement expressly prohibits discrimination in violation of the Unruh Civil Rights Act, California Civil Code Section 51, as it may be amended from time to time.

2.6.3.1. Services. Tenant shall provide the level of treatment (a.k.a., "service") necessary for each client regardless of the income of each client. All services shall be provided on a sliding-scale fee grant-funded and at no cost to some special populations on a case-by-case basis. This is determined based upon clients' household income thresholds as defined by State and/or Federal standards regarding moderate, low, very-low, and poverty/no-income levels. Such fees may range from no fee or nominal fee to industry standard fees for services.

2.6.3.2. Reporting. At the end of each calendar year, Tenant shall submit its goals and achievements for the upcoming year, which goals shall clearly define outreach and programs. These annual goals and standards shall be submitted to the City Manager or her/his designee on an annual basis.

2.6.3.3. Independent Contractor Status. Nothing in this Lease, or any amendment thereto, shall be construed as creating any partnership, joint venture, agency relationship, or other association between the City and Tenant. Tenant is, and for the length of this Lease, an Independent Contractor.

2.6.3.4. Confidentiality. Upholding the integrity of confidentiality requirements and clients' privacy rights is the shared goal of both the City and Tenant. Therefore, Tenant shall maintain all of its documents, books and records in accordance with its confidentiality requirements and the privacy rights of Tenant's clients. Further, City shall not be entitled to review, inspect or otherwise audit documents, books and

records to the extent that any such review, inspection or audit would violate the confidentiality of Tenant's work or the privacy rights of Tenant's clients.

2.6.3.5. Continued Operations. If the Premises are destroyed or partially condemned and this Lease remains in full force and effect, Tenant must continue operation of its business at the Premises to the extent reasonably practical from the standpoint of good business judgment , as determined in the City's sole discretion, during any period of reconstruction.

2.6.4. Administrative Exception. The City, through its designated official, may suspend this lease if the Tenant submits such a request and the City determines, in its sole discretion, that such actions are in the best interests of the City.

2.6.5. Parking. Tenant shall use designated parking spaces for: employee, visitor and residents. This includes between fifteen (15) and sixteen (16) spaces, all located on the Premises.

2.6.6. Deliveries. All large deliveries shall occur during business hours as listed above in Section 2.6.2.

ARTICLE 3. TERM

3.1. Term. The term of this Lease shall be for ten (10) years commencing on _____ (the "Effective Date") and ending ten (10) years thereafter (the "Term"). The Effective Date shall be added to the original by the City Clerk when such date is known.

3.2. Lease Option. Provided Tenant is in full compliance with the covenants, terms, conditions and obligations of this Lease Agreement, Tenant shall have the option to extend the Term for two (2) additional ten (10) year periods. The first additional period shall be referred to as the "First Extension", the second additional period as "Second Extension. The Initial Term and all Extensions shall be collectively referred to as the "Term". Tenant shall provide the City with written notice of Tenant's intention to exercise this option to extend the Term not less than sixty (60) days prior to the expiration date of the then current Term.

3.3. Expiration or Termination of Lease.

3.3.1. Termination. The City may terminate this lease for breach of contract with 30 days' notice.

3.3.2. Surrender. On the expiration or earlier termination of the Term,

Tenant will peacefully and quietly surrender the Premises in good repair, and in the same condition, subject to minor wear and tear, as the Premises were in on delivery of possession to Tenant by City (except to the extent that City has not required that Tenant remove alterations). Subject to the foregoing, Tenant will remove from the Premises all of Tenant's fixtures, furniture and equipment, and immediately repair any damage to the Premises caused by such removal so as to leave the Premises in a neat and clean condition. At City's election, any property left in the Premises by Tenant after the expiration or earlier termination of the Term will be deemed abandoned and shall become the property of City at no cost.

3.3.3. Holdover. If Tenant holds over the Premises beyond the expiration or earlier termination of this Lease, the holding over will not constitute a renewal or extension of this Lease or give Tenant any rights under this Lease. In such event, City may, in its sole discretion, treat Tenant as a tenant at will, subject to all of the terms and conditions in this Lease, except that Minimum Rent will be an amount equal to 1.5 times the Minimum Rent that was payable by Tenant during the 12-month period immediately preceding the expiration or earlier termination of this Lease (disregarding any temporary abatement of rent that may then have been in effect). The provisions of this article will survive the expiration or sooner termination of this Lease.

3.3.4. Indemnification. Tenant will indemnify, defend, and hold City harmless from and against all losses, claims, liabilities, damages, costs, and expenses incurred by or asserted against City and arising directly or indirectly from Tenant's failure to timely surrender the Premises, including (a) any rent payable by, or any loss, cost, or damages, including lost profits, claimed by any prospective tenant of the Premises or any portion thereof; and (b) City's damages as a result of such prospective tenant rescinding or refusing to enter into the prospective lease of the Premises or any portion thereof by reason of the failure to timely surrender the Premises.

ARTICLE 4. RENT AND SECURITY DEPOSIT

4.1. Payment. From and after the Effective Date, Tenant will pay "**Rent**" (as further defined in this article) to City at the address set forth in the notice section set forth below, or, on written notice from City to City's assignee or such other place as City may designate from time to time in writing to Tenant, without prior demand, abatement, deduction, or setoff, as more particularly set forth in this article.

Rent. The amount of Rent payable to the City shall be as follows:

- Effective Date – December 2026 - $1,000
- January 2027 – December 2027 - $1,214
- January 2028 – December 2028 - $1,428
- January 2029 – December 2029 - $1,642
- January 2030 – December 2030 - $1,856
- January 2031 – December 2031 - $2,070

- January 2032 – December 2032 - $2,500
- Thereafter, beginning each January, the rent shall increase by 3% per year.

Tenant acknowledges that this Lease is discounted below fair market lease rates and Tenant, therefore, agrees to provide a minimum level of service to the community as set forth in Section 2.6.3.

4.2. Rent Due Date.

4.2.1. Due Date. Rent is owed after each monthly period and must be paid within 15 days after the end of such monthly period (i.e., Rent for January must be paid by February 15) or in accordance with any alternative due date as established in an invoice from the City. ("Due Date".)

4.2.2. Invoicing. The City may, but is not required to, invoice the Tenant for any rent currently due or outstanding.

4.2.3. Obligation to Pay. Tenant's obligation to pay rent shall be for the entire Term of the Lease and shall not be excused for any reason including, but not limited to, natural disaster, pandemic, renovation, failure to secure tenancy, bankruptcy, or lack of funding.

4.3. Late Payments. Tenant acknowledges that late payment by Tenant to City of rent or other sums due under this Lease will cause City to incur costs that are extremely difficult to ascertain in an exact amount. These costs include, but are not limited to, processing and accounting charges, and late charges that may be imposed on City by the terms of any mortgage or deed of trust covering the Premises. Accordingly, if any installment of rent or any other sum due from Tenant is not received by City or City's designee within 10 days from when it is due, then Tenant will pay to City a late charge equal to 10 percent of the amount due plus daily interest of 3% per annum, provided that this amount will not exceed the maximum rate permitted by law, plus any actual attorney fees incurred by City because of Tenant's failure to pay rent or other charges when due under this Lease. The parties agree that the late charge represents a fair and reasonable estimate of the costs that City will incur by reason of Tenant's late payment. Acceptance of the late charge by City will not constitute a waiver of Tenant's default on the overdue amount or prevent City from exercising any of the other rights and remedies granted in this Lease. A $25 charge will apply for any returned or non-cashable checks. Such charges are in addition to any applicable interest penalties set forth in this Lease.

ARTICLE 5. TAXES AND UTILITIES

5.1. Taxes. Tenant must pay, before delinquency, all real estate taxes, possessory interest taxes, assessments, license fees, and other charges of every kind (including general and special assessments, foreseen and unforeseen) with respect to all

land, buildings, and improvements on Premises (collectively "**Taxes**") and that become payable during the Term. On demand by City, Tenant must furnish City with satisfactory evidence of these payments. Tenant recognizes and understands that this Lease may create a possessory interest subject to property taxation levied on such interest. Tenant agrees to pay promptly, prior to delinquency, all such Taxes, if any, directly to the tax collector during the period of Tenant's occupancy, without liability of the City.

5.2. Utilities. Tenant may obtain the utilities, (including but not limited to gas, electricity, water, telephone and any and all other utility services provided to the Premises; and all charges for rubbish collection and other service to the Premises), during the Term, at its sole cost and without liability of the City. Utilities may be supplied to the Premises by City, and in accordance with the rules of the utility company supplying the service. City will incur no liability if any utility becomes unavailable or is interrupted for any reason not within City's reasonable control, and Tenant may not be entitled to terminate this Lease. Tenant agrees and acknowledges that City will not be liable in damages or otherwise for any failure, delay, or interruption of any utility service delivered to or provided for the Premises, and that no such failure, delay, or interruption (a) constitutes an eviction or a disturbance of Tenant's use or possession of the Premises, (b) entitles Tenant to terminate this Lease or withhold any Rent or any other amounts due under the terms of this Lease, or (c) relieves Tenant from any of Tenant's obligations under this Lease. If City is required to construct new or additional utility installations, including, without limitation, wiring, plumbing, conduits, and mains, resulting from Tenant's changed or increased utility requirements, Tenant must, on demand, pay to City the total cost of these items, including all construction, demolition, repair, maintenance, and/or installation costs.

ARTICLE 6. MAINTENANCE, ALTERATIONS, AND IMPROVEMENTS

6.1. General Repairs and Maintenance.

6.1.1. Tenant Obligations. Tenant hereby acknowledges and represents that Tenant has inspected the Premises and agrees to rent the Premises in its present condition. In that condition, Tenant agrees, at Tenant's sole cost and expense and without right of reimbursement from the City to make such repairs and improvements to the interior, non-structural portions of the Premises as may be necessary for Tenant's use, and to maintain the Premises in good and sanitary order and repair.

Tenant agrees, at its own sole cost and expense, without right of reimbursement from the City, to make such repairs, alterations, and improvements to the Premises as may be necessary to keep the Premises in compliance with all applicable laws, ordinances and regulations, and to maintain the Premises in first class and good and sanitary order and repair, including, without limitation, all tenant's personal property. Tenant shall be liable for any damages related to the maintenance or failure to maintain Premises, including but not limited to damages caused to improvements resulting from the acts or omissions of Tenant or its authorized representatives. Upon the expiration or termination

of this Lease, Tenant agrees to surrender the premises in good and sanitary order, condition and repair; permitted or approved alterations, improvements, additions, and reasonable wear and tear excepted. All obligations are outlined in Exhibit "C" Maintenance Matrix.

Notwithstanding anything provided herein to the contrary, neither Tenant nor City shall be obligated to construct any capital improvements to the Premises.

6.1.2. City Obligations. City is responsible for maintaining any repairs or maintenance to the roof (including the roof membrane), building systems, or structural components of the Premises (including the foundation), or replace any portion of the Premises, unless the cause for such repairs is due to the negligence or willful misconduct of Tenant, its agents or employees or caused by alterations, addition or improvements made by Tenant or anyone claiming under Tenant, in which case Tenant is required under this Lease to make such repairs. Tenant waives the provisions of Civil Code sections 1941 and 1942 regarding City's obligations for tenant-ability of the Premises and Tenant's right to make repairs and deduct the expenses of such repairs from rent. All obligations are outlined in Exhibit "C" Maintenance Matrix.

6.2. Specific Maintenance Obligations.

6.2.1. Americans with Disabilities Act Upgrades. Tenant must make all modifications or upgrades to Premises to maintain compliance with all laws, especially laws relating to disabled persons accessibility to the Premises. Tenant is also responsible for any future upgrades in response to complaints made to City, and upon notification by City of such complaints.

6.3. Mechanics Liens. Tenant must pay or cause to be paid the total cost and expense of all works required to maintain Premises. No such payment may be construed as rent. Tenant will not suffer or permit to be enforced against the Premises or any part of it any mechanic's, materialman's, contractor's, or subcontractor's lien arising from any work of Tenant Improvement or any other part of Premises. Tenant must defend, indemnify and hold harmless City against all liability and loss of any type arising out of work performed on the premises by Tenant, together with reasonable attorney's fees and all costs and expenses incurred by City in negotiating, settling, defending, or otherwise protecting against such claims.

6.4. Alterations and Additions. Except as stated in this article, Tenant may not make any alterations or additions to the Premises without the prior written approval of the City's Community Development Director ("Director"). Any approved work in accordance with a scope of work approved will automatically be incorporated into this Lease by this reference, as required and approved alterations and additions, or other work. Should such work fail to be repaired or improved within agreed time limits, then Tenant will be in breach

of this Lease. All work and improvements must be legally permitted and performed in accordance with the law, including without limitation City zoning laws and covenants.

6.5. Ownership of Improvements. All improvements which are affixed to any structures at the Premises belong to the City upon expiration of the term or sooner termination of this Lease. Tenant may not, however, remove any other improvements from the Premises nor waste, destroy, or modify any improvements on the Premises, except as permitted by this Lease. The parties covenant for themselves and all persons claiming under them that the improvements are real property. All improvements on the Premises at the expiration of the Term or sooner termination of the lease will without compensation to Tenant, then become City property free and clear of all claims to or against them by Tenant or any third person, and Tenant must defend, indemnify and hold harmless City against all liability and loss arising from such claims or from all liability and loss arising from such claims or from City's exercise of the rights conferred by this paragraph.

6.6. Inspections. The City reserves the right to conduct monthly and annual inspections of the Premises. The City may also conduct inspections of the Premises whenever the City reasonably believes the condition of the Premises presents a hazard to the health or safety of Tenant or its invitees. The City shall provide Tenant with written notice of annual inspections not less than thirty (30) days prior to the proposed date of the inspection. With respect to all other inspections, the City shall provide Tenant with notice that is reasonable under the circumstances. In no event shall this clause prevent random inspections for safety purposes by any local, state or federal Fire Department, Police Department, or health officer mandated by law to inspect such facilities for compliance with local, state or federal law.

ARTICLE 7. ENVIRONMENTAL COMPLIANCE

7.1. Hazardous Materials; Compliance With Environmental Laws. Tenant, at its sole cost and expense, will comply with all Environmental Laws (as defined in this article), including all federal, state, and local laws and regulations relating to the generation, handling, presence, storage, transportation, use, and disposal of all Hazardous Materials (as defined in this article).

7.1.1. Definition of Hazardous Materials. For purposes of this Lease, “Hazardous Materials” means (a) substances that now or in the future are defined or regulated by Environmental Laws as “contamination,” “contaminants,” “hazardous,” “hazardous substances,” “hazardous materials,” “hazardous wastes,” “pollutants,” “pollution,” “toxic,” “toxic substances,” “toxins,” or “ultra-hazardous” or are otherwise listed or regulated under any Environmental Laws; (b) petroleum products, crude oil (or any fraction thereof), and their derivatives; (c) asbestos, explosives, lead-based paint, polychlorinated biphenyls, radioactive materials, and urea formaldehyde; and (d) noxious fumes, soot, or vapors.

7.1.2. Definition of Environmental Laws. For purposes of this Lease, "Environmental Laws" means (a) any and all federal, state, and local laws relating to protection of human health or the environment (including air, surface water, groundwater, land surface or subsurface), whether currently in force, previously enforced, or subsequently enacted, including the following laws: 15 United States Code §§2601–2697 (the Toxic Substances Control Act of 1976, as amended by the Frank R. Lautenberg Chemical Safety for the 21st Century Act (TSCA)); 33 United States Code §§1251–1388 (the Clean Water Act); 42 United States Code §§6901–6992k (the Resource Conservation and Recovery Act of 1976 (RCRA)); 42 United States Code §§7401–7671q (the Clean Air Act); 42 United States Code §§9601–9675 (the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)); 49 United States Code §§5101–5128 (the Hazardous Materials Transportation Act); 33 United States Code §§2701–2762 (the Oil Pollution Act of 1990); California Health and Safety Code §§25100–25259 (the Hazardous Waste Control Law); California Health and Safety Code §§25270–25270.13 (the Aboveground Petroleum Storage Act); California Health and Safety Code §§25300–25395.45 (the Carpenter-Presley-Tanner Hazardous Substance Account Act); California Health and Safety Code §§25404–25404.9 (Unified Hazardous Waste and Hazardous Materials Management Regulatory Program); California Health and Safety Code §§25500–25547.8 (Hazardous Materials Release Response Plans and Inventory); California Health and Safety Code §§25249.5–25249.14 (the California Safe Drinking Water and Toxic Enforcement Act of 1986, or Proposition 65); California Health and Safety Code §§25280–25299.8 (Underground Storage of Hazardous Substances); California Health and Safety Code §§18901–18949.31California Building Standards Law); California Water Code §§13000–16104 (which includes the Porter-Cologne Water Quality Control Act); and California Fish and Game Code §§5650–5656; (b) all regulations that have been adopted or promulgated under such statutes or that are adopted under such statutes after the Effective Date; and (c) all enforceable demands, directives, and orders of any court, administrative body, or government entity relating to Hazardous Materials, whether currently in force, previously enforced, or enacted after the Effective Date.

7.2. Use of Hazardous Materials. Tenant will not cause or permit any Hazardous Materials to be brought on, disposed of, generated, released, stored, transported, treated, used or otherwise handled at, on, under, or about the Premise, except for such types and in such quantities as are commonly and customarily associated with Tenant's Permitted Use as described in Article 2.6 Covenant of Continuous Operation of the Premises and after obtaining prior written approval from the City. Tenant will ensure that all such materials, including any related wastes, are at all times managed, disposed of, and otherwise handled in strict compliance with all applicable laws, including all Environmental Laws.

7.3. Notice. Tenant will immediately notify City of (and provide to City copies of all documents, including all permits, relating to) the use, presence, release, or suspected release of Hazardous Materials at, on, under, or about the Premises. In addition, Tenant

will immediately notify City of (and provide to City copies of all documents relating to) any action, claim, demand, inquiry, order, request, or suit by any entity, including any government agency, relating to the use, presence, release, or suspected release of Hazardous Materials at, under, or emanating from the Premises.

7.4. Investigation and Remediation. Tenant will be solely responsible for investigating and fully remediating any discharge, disposal, or release of Hazardous Materials at, on, under, or about the Premises caused in whole or in part by Tenant, or any of Tenant's agents, contractors, employees, guests, invitees, servants, or any other entity acting on Tenant's behalf, at Tenant's request, or with Tenant's permission, at Tenant's sole cost and expense, and regardless of whether the materials are present at levels that require remediation under applicable laws. Tenant will conduct all investigation and remediation work under the oversight of the appropriate environmental regulatory agency, in accordance with all applicable laws (including all Environmental Laws) and good commercial practice, and under a written site assessment and (if remediation is required) a remediation work plan, each of which, including the Tenant's choice of the environmental professionals and contractors that will perform the work, must be reviewed and approved in writing by City (such approval not to be unreasonably withheld) before commencement of any work. Tenant will take all actions necessary to restore the Premises to the condition existing before the introduction of the Hazardous Materials at, on, under, or about the Premises, despite any less stringent standard or remediation allowable under applicable law, regulation, or governmental policy.

7.5. Indemnification by Tenant. In addition to any other indemnification obligation, Tenant will defend, indemnify, and hold City harmless against and from all actions, causes of action, claims, costs, demands, fines, judgments, liabilities, orders, penalties, requests, and expenses of any kind or type, including attorney and expert fees and costs (collectively, "**Claims**") arising out of, directly or indirectly, or in connection with (a) any noncompliance by Tenant, or any of Tenant's agents, contractors, employees, guests, invitees, servants, or any other entity acting on Tenant's behalf (collectively, "**Tenant Parties**"), with any Environmental Laws, or with any of Tenant's other obligations under this article; (b) any disposal, disturbance, generation, production, release, storage, transportation, treatment, use, or other handling of Hazardous Materials at, on, under, about, or otherwise affecting the Premises, caused in whole or in part by Tenant Parties; and (c) the presence of any Hazardous Materials at, on, under, about, or otherwise affecting the Premises, regardless of the source or cause of origination and irrespective of whether such Hazardous Materials first become present at, on, under, about, or otherwise affecting the Premises before or during the Term of the Lease or any holdover period. As between City and Tenant, Tenant will be solely responsible for, will pay for, and will defend, indemnify, and hold City harmless against and from, all Claims arising out of Tenant's indemnity or relating thereto, including costs associated with all investigation, cleanup, and restoration work and all materials necessary to return the Premises to their condition as they existed before the introduction of the Hazardous Materials. The indemnification set forth in this article survives the expiration or earlier termination of this

Lease.

Under this article, Tenant agrees to defend, indemnify and hold harmless City against all Claims actually or potentially within the scope of Tenant's indemnity, even if such Claims may be groundless, fraudulent, or false. In the event any Claim is made against City that may be within the scope of the indemnity provision of this article, City will provide notice of the Claim to Tenant within a reasonable time after learning of the Claim, and thereafter will reasonably cooperate with Tenant in the defense of such Claims; provided that any failure to provide notice will not affect Tenant's indemnity obligations except to the extent Tenant is materially prejudiced by the failure.

Tenant will be entitled to select counsel and control the defense of all indemnified Claims, subject to City's approval, which will not be unreasonably withheld. City will be entitled to participate in its defense. If Tenant fails within a reasonable time following notice from City alleging such failure to take reasonable and appropriate action to defend any Claim, then City will have the right to promptly hire outside counsel or to carry out the defense, and reimbursement of the expense by Tenant will be due and payable within 30 business days after receipt of an invoice for it. The indemnification set forth in this article survives the expiration of the Term or earlier termination of this Lease.

7.6. Asbestos. If Tenant undertakes, or intends to undertake, any additions, alterations, or improvements to the Premises after the lease begins, then Tenant will, at no cost to City, (a) conduct all such activities in accordance with all applicable laws, including all Environmental Laws relating to the presence, management, handling, removal, and disposal of asbestos-containing materials; (b) prevent the disturbance or spread of asbestos-containing materials at, within, or from the Premises; and (c) provide all required notices, including any notices required by California Health and Safety Code §§25915–25919.7 (Asbestos Notification Act), applicable provisions of the California Labor Code, and the National Emission Standard for Asbestos (40 Code of Federal Regulations §§61.140–61.157). Tenant will additionally comply with all requirements imposed under any Environmental Laws regarding abatement of conditions arising from the presence of asbestos-containing materials on the Premises.

7.7. Termination for Hazardous Materials. Despite any other provisions of this Lease, if at any time the reasonably anticipated costs associated with any required investigation or remediation of Hazardous Materials at or affecting the Premises exceed 20 percent of the then full replacement cost of the Premises, then City has the right to terminate this Lease on 30 days' written notice without further obligation to Tenant. If this Lease is terminated as provided in this article, then City is entitled to retain any insurance proceeds payable by reason of the Hazardous Materials discharge.

ARTICLE 8. INSURANCE AND INDEMNITY

8.1. Insurance. At all times throughout the Term of this Lease and any

extensions thereof, Tenant must secure and maintain, at its sole cost, the following types of insurance acceptable to the City against claims for injuries to persons or damage to property at Premises which may arise from or in connection with the performance of this Lease by the Tenant, its agents, representatives, employees or subcontractors:

8.1.1. Commercial General Liability. Tenant will maintain commercial general liability insurance in an amount not less than $1,000,000 combined single limit each occurrence for bodily injury, personal injury or death, and property damage with a $3,000,000 aggregate. All liability insurance required under this article must include personal injury, blanket contractual, cross-liability, and severability of interest clauses; products-completed operations; broad form property damage; independent contractors; owned, non-owned, and hired vehicles; and, if alcoholic beverages are served, sold, consumed, or obtained in the Premises, liquor law liability. The City will be listed as an additional insured at indicated in Article 8.6 Endorsements.

8.1.2. Professional Liability or Errors and Omissions. Tenant will maintain professional liability/errors and omissions insurance with a limit no less than $3,000,000 per occurrence or claim, $5,000,000 aggregate.

8.1.3. Workers' Compensation Coverage. Tenant will maintain workers' compensation coverage as required by law, including employer's liability coverage, with a limit of not less than $1,000,000, and waiver by Tenant's insurer of any right of subrogation against City and City's property manager by reason of any payment under such coverage.

8.1.4. Tenant's Property Insurance. Tenant will maintain insurance covering all of Tenant's Work, Tenant's leasehold improvements, alterations permitted under Article 6, trade fixtures, merchandise, and personal property from time to time in, on, or about the Premises in an amount not less than their full replacement value from time to time, including replacement cost endorsement, providing protection against any peril included within the classification "Named Perils Coverage," sprinkler damage, vandalism, malicious mischief, and such other additional perils as covered in an "all-risk" standard insurance policy. Any policy proceeds will be used for the repair or replacement of the property damaged or destroyed unless this Lease ceases and terminates under the provisions of this Lease. The City shall be listed as a loss payee for this insurance.

8.1.5. Construction Insurance. Tenant will maintain any insurance policies designated necessary by City with regard to Tenant's, or Tenant's contractors', construction of Tenant's work as well as with regard to the construction of alterations including contingent liability and "all-risk" builders' insurance, in amounts acceptable to City. The City shall be listed as a loss payee for this insurance.

8.1.6. Automobile Liability Insurance. Tenant shall maintain Automobile Liability Insurance with limits of not less than One Million Dollars ($1,000,000) combined single limit per accident for bodily injury and property damage. Coverage shall apply to

owned, non-owned, and hired automobiles and shall be written on a Business Auto Coverage Form. If Tenant's operations involve the custody, storage, servicing, repair, or parking of vehicles, coverage shall also include Garagekeepers Legal Liability with limits of not less than One Million Dollars ($1,000,000) per occurrence. The City, its officers, officials, employees, agents, and volunteers shall be included as additional insureds as set forth in Article 8.6 Endorsements.

8.1.7. Sexual Assault and Misconduct (SAM) Insurance. If the Comprehensive General Liability policy (8.1.1) is not endorsed to include affirmative coverage for sexual abuse or molestation, Tenant must obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than $1,000,000 per occurrence and $2,000,000 aggregate for damages arising out of actual or alleged acts of sexual abuse or molestation. This coverage may be provided as part of the Commercial General Liability policy or through a standalone SAM policy. If included within the Commercial General Liability policy, coverage shall be provided on ISO Form GC 20 10 11 85 or equivalent form. The City will be listed as an additional insured as indicated in Article 8.6 Endorsements.

8.1.8. Social Services Professional Liability. Covers legal defense costs, settlements, and judgments arising from claims of negligence, misconduct, or mistakes in professional services. It protects social workers and organizations from allegations of emotional distress, improper treatment, or failure to act. This policy shall be written for a minimum limit of $1,000,000 per occurrence and $3,000,000 aggregate. The City shall be listed as a loss payee for this insurance.

8.1.9. Umbrella Insurance. Tenant shall maintain Umbrella or Excess Liability Insurance with limits of not less than Two Million Dollars ($2,000,000) per occurrence and aggregate for Commercial General Liability coverage, and not less than One Million Dollars ($1,000,000) per occurrence and aggregate for Automobile Liability, Improper Sexual Conduct and Physical Abuse Liability (SAM), Social Service Professional Liability, and Employers Liability coverage, where applicable. Such coverage shall apply excess of the required underlying policies and shall be written on a follow-form basis to the extent commercially available. The City, its officers, officials, employees, agents, and volunteers shall be included as additional insureds to the extent required by the underlying policies.

8.2. No Cancellation. Each insurance policy must be endorsed to state that coverage may not be cancelled by either party, reduced in coverage or in limits, except after 30 days prior written notice has been given to City and must be primary and not contributing to any other insurance or self-insurance maintained by City.

8.3. Minimum Insurance. City reserves the right to increase minimum insurance requirements identified herein and may provide Tenant 180 days' notice of any required increase in coverage. Tenant agrees to increase its insurance coverage

when the renewal of insurance coverage begins.

8.4. Insurance Ratings. Acceptable insurance coverage must be placed with carriers admitted to write insurance in California, or carriers with a rating of or equivalent to A:VIII by A.A. Best & Company and may be subject to such self-insurance or deductible as may be approved by the City's Risk Manager, and the City Attorney, which will not be unreasonably withheld.

8.5. Deductibles. All deductibles are subject to City's written approval, which will not be unreasonably withheld

8.6. Endorsements. Tenant will provide separate endorsements, in a form reasonably satisfactory to the City Attorney and the City Risk Manager, naming the City of Burbank, its officers and employees as additional insureds as respects liability arising out of activities performed by or on behalf of the City for Commercial Liability, Auto and SAM insurance. Tenant must secure a "Per Location endorsement" or equivalent reasonably acceptable to City so that the general aggregate and other limits apply separately and specifically to the Premises.

8.7. Provision of Certificates of Insurance. Upon execution of this Lease and every 12 months thereafter, Tenant must deliver to the Community Development Director appropriate certificates for each policy of insurance required by this Lease. Tenant further agrees to deliver to the Director sufficient evidence of each policy not later than 30 days before its expiration.

8.8. Tenant's Failure to Maintain Insurance. If Tenant refuses or neglects to secure and maintain insurance policies complying with the provisions of this article, City may, after three business days' notice, secure the appropriate insurance policies and Tenant will pay, on demand, the cost of the policies to City as additional rent.

8.9. Waiver of Subrogation. Tenant waives any rights each may have against the other on account of any loss or damage occasioned to City or Tenant, as the case may be, their respective property and the Premises, arising from any liability, loss, damage, or injury caused by fire or other casualty for which property insurance is carried or required to be carried under this Lease. The insurance policies obtained by Tenant under this Lease will contain endorsements waiving any right of subrogation that the insurer may otherwise have against the non-insuring party.

8.10. Indemnity Reflective in Insurance. The insurance policy obtained by Tenant pursuant to this article specifically insure performance by Tenant of the indemnity set forth in this article, provide that the coverage is primary and any coverage that the City may maintain will be in excess thereto, include a cross-liability or severability of interest endorsement and provide that it may not be canceled or modified without thirty (30) days prior written notice to the City. The liability limits of the above-described insurance policy

will in no manner limit the liability of Tenant under the terms of the indemnification set forth in this article.

8.11. Indemnity and Hold Harmless. In addition to any other indemnity or insurance obligation in this Lease, Tenant will pay for, defend (with an attorney approved by City), indemnify, and hold City harmless against and from any real or alleged damage or injury and from all claims, judgments, liabilities, costs, and expenses, including attorney fees and costs, arising out of or connected with Tenant's use of the Premises and its facilities, or any repairs, alterations, or improvements (including original improvements and fixtures specified as Tenant's work) that Tenant may make or cause to be made on the Premises, any breach of this Lease by Tenant, and any loss or interruption of business or loss of rental income resulting from any of the foregoing; provided (and though Tenant will in all cases accept any tender of defense of any action or proceeding in which City is named or made a party and will, despite any allegations of negligence or misconduct on the part of City, defend City as provided in this article that Tenant will not be liable for such damage or injury to the extent and in the proportion that it is ultimately determined to be attributable to the negligence or misconduct of City. This obligation to indemnify will include all of City's attorney fees, litigation costs, investigation and court costs, and all other costs, expenses, and liabilities incurred by City or its counsel from the first notice that any claim or demand is to be made or may be made.

Tenant specifically holds the City of Burbank harmless from any claims relating to death, injury, or damage of any kind to persons or property from any cause whatsoever by reason of the use and occupancy of the Premises by Tenant, its agents, servants, employees, or invitees, and Tenant hereby waives all claims and causes of actions against City for any such injury or damage as well as for consequential damages, loss of profits, business interruptions, and damages relating to mold. City will not be liable to Tenant, its agents, servants, employees, or invitees for any damage, loss, or injury caused by the condition or design of, or any defect in, the Premises, unless the loss, damage, or injury is the result of the negligence or willful misconduct of the City or its duly authorized employees, officers, or agents.

It is further understood and agreed that all rights under Section 1542 of the Civil Code of California and any similar law of any state or territory of the United States are hereby expressly waived. This means that Tenant may not invoke the benefits of Section 1542 or any similar law to prosecute or assert in any manner any claims released hereunder. Said section reads as follows:

> **"Section 1542. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."**

Tenant agrees that compliance with the Americans with Disabilities Act and all other local, State and Federal laws, will be Tenant's sole responsibility and Tenant will defend, indemnify, and hold harmless City from any such liability.

ARTICLE 9. DEFAULTS

9.1. **Events of Default – Tenant**. At the option of City, an "Event of Default" by Tenant will exist if any of the following events occur:

9.1.1. Tenant fails to pay Rent payable by Tenant under this Lease, when such is due, and such default continues uncured for a period of 30 days after written notice from City to Tenant;

9.1.2. Tenant abandons or vacates the Premises;

9.1.3. Tenant assigns this Lease or subleases any portion of the Premises without the express consent of the City;

9.1.4. Tenant fails, in the City's sole discretion, to operate the Premises in compliance with the expected and required Permitted Use as described in this Lease;

9.1.5. The filing by or against Tenant or any guarantor of any petition under an insolvency or bankruptcy law, including the Federal Bankruptcy Code, or a general assignment by Tenant or any guarantor of this Lease for the benefit of creditors, unless in the case of an involuntary petition filed against Tenant or any guarantor, the same is dismissed within 90 days, or the appointment of a trustee or receiver to take possession of all or substantially all of the assets of Tenant or any guarantor, unless possession is restored to Tenant or such guarantor within 30 days, or any execution or other judicially authorized seizure of all or substantially all of Tenant's assets located on the Premises or of Tenant's interest in this Lease, unless the seizure is discharged within 30 days;

9.1.6. Tenant fails to perform fully any of its other promises, covenants, or agreements under this Lease as and when due, and such default continues for more than 30 days after written notice from City to Tenant specifying the particulars of the default (provided that if the default cannot be rectified or cured within the 30 day period, then the default will be considered rectified or cured if Tenant, within the 30 day period, begins to rectify or cure the default and thereafter diligently and continuously pursues it to completion); or

9.1.7. Tenant violates any local, State or Federal law, whether in effect or which becomes effective during the term of this Lease, through the Tenant's operation of services pursuant to this Lease.

9.2. Notices of Default. Any notice required to be given by City under this article will supersede and be in lieu of, and not in addition to, any notice required under the laws of the state of California. Tenant waives any notice required by applicable laws.

9.3. Remedies. If an Event of Default occurs, City will have the following remedies, which will not be exclusive but will be cumulative and in addition to any or all rights or remedies of City provided under this Lease or by law or in equity:

9.3.1. Right of City to Perform. If Tenant fails to make any payment required under this Lease or fails to perform any of its other obligations under this Lease, including compliance with Permitted Use, City may, but will not be obligated to, and without waiving any default of Tenant or releasing Tenant from any obligations to City under this Lease, make any such payment or perform any other such obligation on Tenant's behalf. All sums so paid by City and all necessary incidental costs in connection with the performance by City of an obligation of Tenant (together with interest from the date of such payment by City until paid at the Interest Rate) will be payable by Tenant to City on demand, and Tenant's failure to make such payment on demand will entitle City to the same remedies provided City in the event of nonpayment of rent.

9.3.2. Termination. City will have the right, at City's option, without further notice or demand of any kind to Tenant or any other person, to declare the Lease terminated and to reenter and take possession of the Premises and remove all persons from it. No act by City other than giving written notice to Tenant of City's election to terminate Tenant's right to possession will terminate this Lease. Acts of maintenance, efforts to relet the Premises, or the appointment of a receiver on City's initiative to protect City's interest under this Lease will not constitute a termination of Tenant's right to possession.

9.3.3. Tenant waives, for itself and all persons claiming by and under Tenant, all rights and privileges that it may have under any present or future Applicable Laws, including, but not limited to, California Code of Civil Procedure §§1174(c) and 1179, to redeem the Premises or to continue this Lease after being dispossessed or ejected from the Premises.

9.3.4. Surrender of Premises. Upon termination of this Lease, Tenant, without further notice, must deliver all keys to the Premises to the Assistant City Manager at the Municipal Services Building, 275 East Olive Avenue, Burbank, California 91502 and remove all property belonging to the Tenant pursuant to this Lease. All such removal must be accomplished at a time reasonably specified by the City and in a good workmanlike manner so as not to damage any part of the Premises. Any holding over by the Tenant after expiration of the Lease may not be construed to be a renewal or extension and will not give Tenant any right in or to the Premises except as expressly provided in this

Lease.

9.3.5. Continue Lease in Effect. City will have the remedy described in California Civil Code §1951.4 (a City may continue the lease in effect after the tenant's breach and abandonment and recover rent as it becomes due, if the tenant has the right to sublet and assign subject only to reasonable limitations), and may continue this Lease in full force and effect, and may enforce all of its rights and remedies under this Lease, including the right to recover rent as it becomes due. After the occurrence of an Event of Default, City may enter the Premises without terminating this Lease and sublet all or any part of the Premises for Tenant's account to any person, for such term (which may be a period beyond the remaining term of this Lease), at such rents, and on such other terms and conditions as City deems advisable. In the event of any such subletting, rents received by City from the subletting will be applied (a) first, to the payment of the costs of maintaining, preserving, altering, and preparing the Premises for subletting, the other costs of subletting, including brokers' commissions, attorney fees, and expenses of removal of Tenant's personal property, trade fixtures, and Alterations; (b) second, to the payment of rent then due and payable under this Lease; (c) third, to the payment of future rent as it may become due and payable under this Lease; and (d) fourth, the balance, if any, will be paid to Tenant on (but not before) expiration of the term of this Lease. If the rents received by City from such subletting, after application as provided above, are insufficient in any month to pay the rent due and payable under this Lease for that month, then Tenant will pay the deficiency to City monthly on demand. Despite any such subletting for Tenant's account without termination, City may at any time thereafter, by written notice to Tenant, elect to terminate this Lease by virtue of a previous Event of Default.

9.4. City's Default. In no event will City be deemed to be in default under this Lease unless all of the following occur: (1) City fails to perform when due its obligations under this Lease; (2) Tenant delivers to City written notice specifying the nature of City's alleged default; and (3) City fails to cure the default within 90 days following receipt of such notice (or, if the default cannot reasonably be cured within that period, to begin taking curative action within the 90-day period and proceed diligently thereafter to cure the default. If City defaults, Tenant's sole remedy will be to pursue an action for money damages or equitable relief against City, and Tenant will not be entitled to terminate this Lease as a result of the default. In no event will City be liable for consequential damages.

9.5. Nonwaiver. The City's consent to, or approval of, any act will not be deemed to render unnecessary the obtaining of the City's consent to or approval of any subsequent act by any tenant.

ARTICLE 10. MISCELLANEOUS PROVISIONS

10.1. Assignment and Renting. Tenant may not voluntarily assign, sublet, transfer, mortgage, or otherwise transfer or encumber all or any part of Tenant's interest in this Lease or in the Premises, or rent said Premises or any part thereof, without the prior written consent of the City, which consent may be withheld in the sole and absolute discretion of the City. Any attempted assignment, transfer, sublease, encumbering or renting without such consent is void and constitutes a breach of this Lease In the event a receiver, trustee or conservator is appointed to take possession of the assets of Tenant, or the possession of the Premises, or a general assignment is made by Tenant for the benefit of creditors, or any action is taken by or against Tenant under any insolvency law or bankruptcy act, this Lease shall be terminated.

Any consent by the City to the assignment or other transfer of rights hereunder by the Tenant shall not release the Tenant from any obligation under this Lease, and the City's consent, unless expressly provided therein, shall not include consent to any subsequent assignment or transfer by Tenant or the Tenant's heirs, successors, or assigns.

10.2. Subordination and Attornment.

10.2.1. Subordination. This Lease, at City's option, shall be subordinate to any ground lease, mortgage, deed of trust, or any other hypothecation or security now or hereafter placed upon the real property of which the Premises are a part and to any and all advances made on the security thereof and to all renewals, modifications, consolidations, replacements and extensions thereof. As of the execution of this Lease, City warrants that there is no lender holding any mortgage or deed of trust encumbering the Premises. Notwithstanding such subordination, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant shall pay the Rent and observe and perform all of the provisions of this Lease, unless the Lease is otherwise terminated pursuant to its terms. If any mortgagee, trustee or ground lessor shall elect to subordinate the lien of its mortgage, deed of trust or ground lease to this Lease, and shall give written notice thereof to Tenant, then this Lease shall be deemed prior to such mortgage, deed of trust, or ground lease, whether this Lease is date prior or subsequent to the date of said mortgage, deed of trust, or ground lease or the date of recording thereof.

10.2.2. Attornment. If the Premises is sold or otherwise transferred by City or any successor, Tenant shall attorn to the purchaser or transferee and recognize it as the City under this Lease, and, provided the purchaser or transferee assumes all obligations hereunder, the transferor shall be released from this Lease and shall have no further liability hereunder accruing from and after the

date of transfer.

10.3. Notices. All notices, demands and communications which either party is required or desires to give to the other must be given in writing by certified mail, return receipt requested with appropriate postage paid; by personal delivery; or by private overnight courier service to the address set forth below for the respective party with copy emailed as set forth below, provided that if any party gives notice of a change of name or address or number, notices to that party may thereafter be given as demanded in that notice and demands so given may be effective upon receipt by the party to whom notice or demand is being given, except that any notice given by certified mail will be deemed delivered three (3) days after deposit in the United States mails.

If to City:	City of Burbank Attn: Simone McFarland Community Development Department/ Real Estate Division 150 N. Third Street Burbank, CA 91502 smcfarland@burbankca.gov
With a copy to:	Office of the City Attorney 275 East Olive Avenue Burbank, CA 91502 jmcdougall@burbankca.gov
If to Tenant:	Family Service Agency of Burbank 2721 W. Burbank Blvd. Burbank, CA 91505 Attn: Laurie Bleick and Christine Ramos burbankfsa1@gmail.com

10.4. Gender and Number. Words used in the masculine gender will include the feminine or neuter, and the singular will include the plural, when appropriate.

10.5. Anti-Terrorism Representations. Tenant represents and warrants to City to the best of Tenant's knowledge, and covenants with City that:

10.5.1. Tenant, its partners, members, officers, directors, investors, shareholders, or affiliates are not and will not during the Term become a person or entity with whom City is restricted from doing business under the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act) (Pub L 107–56, 115 Stat 272), Executive Order No. 13224 (Sept. 24, 2001), and regulations promulgated thereunder (collectively, Anti-Terrorism

Laws).

10.5.2. Tenant, its partners, members, officers, directors, investors, shareholders, or affiliates are not and will not during the Term be included as persons or entities named on the Department of the Treasury's Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons List (SDN List) (collectively, Prohibited Persons).

10.5.3. Tenant is not currently, nor during the Term will become, engaged in (1) any transactions or dealings, or otherwise associated with any Prohibited Persons in connection with the use or occupancy of the Premises; (2) making or receiving any contribution of funds, goods, or services to or for the benefit of any Prohibited Person; or (3) any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any anti-money laundering or Anti-Terrorism Laws.

10.5.4. Breach of the representations, warranties, and covenants contained in this article constitutes a material breach of this Lease and will entitle City to any and all remedies available under this Lease, or at law or in equity.

10.6. Waiver of Claims. Tenant hereby irrevocably waives on behalf of itself, its successors and assigns and all persons claiming through it, any claim which Tenant may assert against the City for inverse condemnation, relocation payment or assistance under California Government Code Section 7260 et seq., lost business goodwill, compensation for fixtures and equipment, and/or any other costs, expenses, or claims not specifically listed herein incurred by Tenant in connection with any termination, either by operation of law or otherwise, of this Lease. Tenant specifically acknowledges that this Lease may be pleaded as a defense and a bar to any such claim. Tenant further specifically acknowledges that in making this waiver, Tenant has consulted with its attorney and that this waiver is made freely and with knowledge of the character and extent of the rights thus waived.

10.7. Interest Rate. Except when another rate of interest is specifically provided for in this Lease, any amount due from either party to the other under this Lease that is not paid when due will bear interest at the rate per annum (Interest Rate) equal to 10 percent per annum. Despite anything contained in this Lease to the contrary, in no event will the total liability for interest payments on any amount due under this Lease exceed the limits, if any, imposed by the usury laws of the State of California. City and Tenant hereby agree and acknowledge that the Interest Rate is reasonable. Additionally, City and Tenant hereby agree and acknowledge that the actual damage caused by a late payment under this Lease would be impracticable or extremely difficult to fix; thus, any interest payment under this Lease that is payable by reason of a late payment represents an agreed-on amount between City and Tenant.

10.8. Authority to Execute. If Tenant is a non-profit, corporation, partnership, or limited liability company, then each individual executing this Lease on behalf of the non-profit, corporation, partnership, or limited liability company (in his/her representative capacity only) represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of the non-profit corporation, partnership, or limited liability company and that this Lease is binding upon the non-profit, corporation, partnership, or limited liability company.

10.9. Attorney's Fees and Costs. If either party engages legal counsel to secure compliance by the other party with any of the terms of this Lease or regarding any matter arising out of this Lease, whether or not such engagement requires institution of litigation, arbitration, or other legal services, then the defaulting party will be responsible for and will promptly pay to the non-defaulting party the reasonable value of the attorney fees and any other cost or expense incurred as a result of the default.

10.10. Severability. If any term, covenant, condition or provision of this Lease or the application thereof to any person or circumstance, is held by a count of competent jurisdiction or rendered by the adoption of a statute by the State of California or the United States invalid, void or unenforceable, the remainder of the terms, covenants, conditions or provisions of this Lease, or the application thereof to any person or circumstance, will remain in full force and effect and will in no way be affected, impaired or invalidated thereby.

10.11. Legal Advice. Each party has received independent legal advice from its attorneys with respect to the advisability of executing this Lease and the meaning of the provisions hereof. The provisions of this Lease will be construed as to the fair meaning and not for or against any party based upon any attribution of such party as the sole source of the language in question.

10.12. Relationship of Parties. The parties agree that their relationship is that of Landlord and Tenant, and that nothing in this Agreement may be deemed to create any form of business organization between the parties hereto, nor is either party granted the right or authority to assume or create any obligation or responsibility on behalf of the other party, nor may either party be in any way liable for any debt of the other.

10.13. Exhibits. All of the exhibits referenced in this Lease and attached hereto is incorporated into this Lease by this reference. In the event of any inconsistency between the provisions of the body of this Lease and anything contained in the exhibits referenced in this Lease, the provisions of the body of this Lease will control.

10.14. Headings. The headings of articles, articles, and the table of contents, if any, of this Lease are for convenience only and have no effect on the interpretation of the provisions of this Lease

10.15. Binding Effect. All rights and obligations of City and Tenant under this Lease will extend to and bind the respective heirs, executors, legal representatives, administrators, and the permitted successors, subtenants, and assignees of the parties.

10.16. Governing Law; Venue. This Lease will be governed by and construed in accordance with the laws of the State of California. Venue on any action arising out of this Lease will be proper only in the superior court of the county of Los Angeles.

10.17. Recordation. In accordance with Government Code Section 37393, City will record this Lease with the office of the recorder for Los Angeles County.

10.18. Entire Lease; Amendments. City and Tenant agree to the following: (a) that there are no oral or written agreements (or any representations or warranties of any kind) between the parties affecting this Lease and neither party has been induced to enter into this Lease by (and neither party is relying on) any agreements, representations, or warranties other than those expressly set forth in this Lease; (b) that this Lease and all of its exhibits constitute the final, complete, and exclusive statement of the terms of the agreement between City and Tenant pertaining to Tenant's lease of the Premises from City and supersede and cancel any previous and contemporaneous negotiations, arrangements, representations, warranties, brochures, agreements, and understandings, if any, between City and Tenant; and (c) that no provision of this Lease may be amended except by an agreement in writing signed by City and Tenant.

IN WITNESS WHEREOF, this Lease has been executed by the parties, in the State of California, as of the last chronological date set forth by the signatories below.

Date _____, 2026

"CITY"

THE CITY OF BURBANK, a municipal corporation

Attest:

_____
Kimberley Clark
City Clerk

By:_____
Justin Hess
City Manager

Date _____, 2026

"TENANT"

Family Service Agency of Burbank

By:_____
Name: _____
Title: _____

_____

By:_____
Name: _____
Title: _____

Approved as to Form
Joseph A. McDougal, City Attorney

_____
By: Ray Johal, Sr. Asst. City Attorney

Exhibit "A"
Site Map of Premises

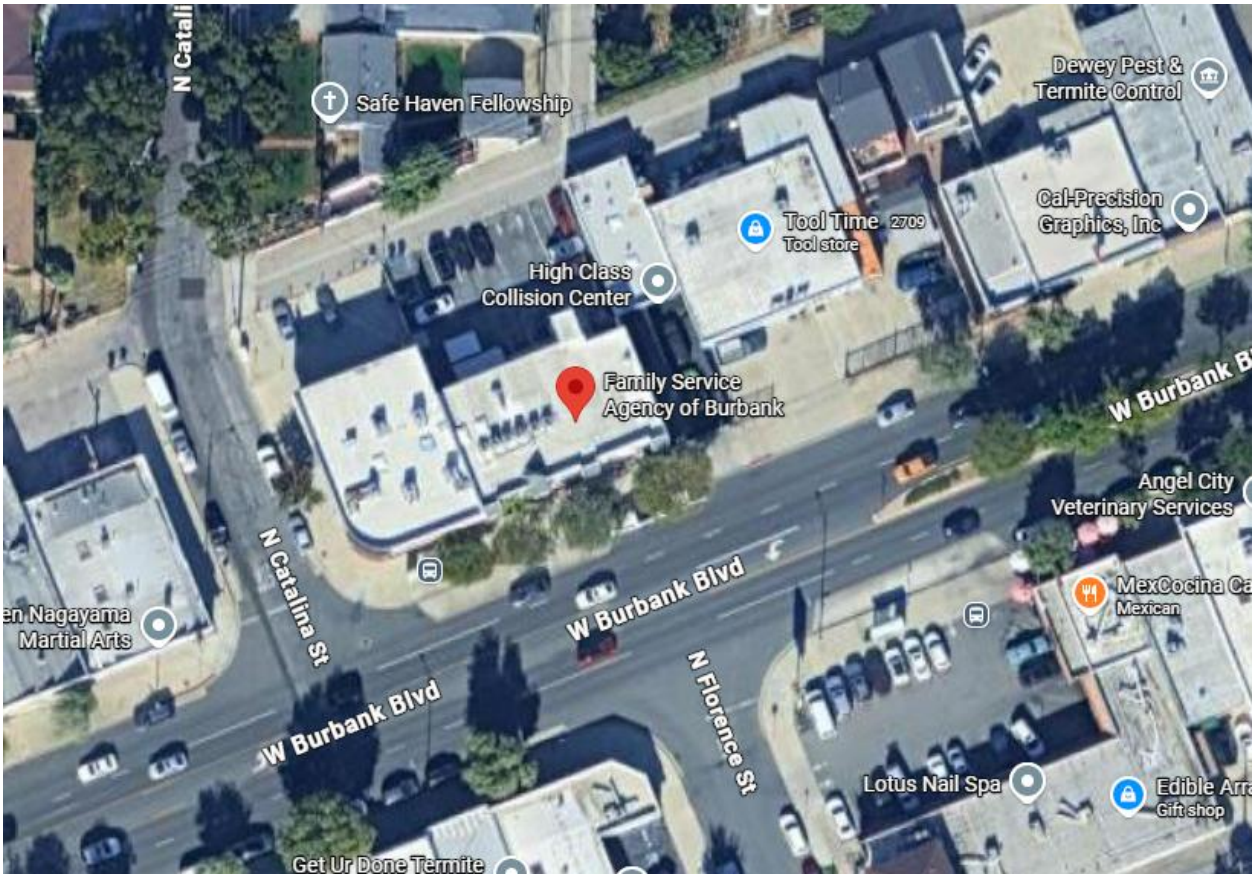


Exhibit "B"
Legal Description of Premises

Lots 100,101, and 102 of Tract Number 9785, in the City of Burbank, as per map recorded in Book 136, Pates 9 and 10 of Maps, in the office of the County Recorder of the Los Angeles County, State of California

Address: 2721 Burbank Boulevard, Burbank, CA 91505
APN: 2438-001-900

Exhibit "C"
Maintenance Matrix

MAINTENANCE & LIFE CYCLE COST RESPONSIBILITY MATRIX				
	Maintenance Divisions	**City Responsibilities**	**Tenant Responsibility (FSY)**	**Comments**
1	**Building Envelope**			
	Roof and waterproofing inspection	**X**		
	Roof, roof drain and downspout cleaning	**X**		
	Roof waterproofing investigation and repair	**X**		
	Exterior painting and lifecycle replacement	**X**		
2	**Openings**			
	Door and window repair	**X**		
	Door and window replacement	**X**		
	Electrified door and window maintenance and repair	**N/A**		
	Key duplication, lock service and small repairs		**X**	
3	**Interior Finishes**			
	Future tenant Improvements		**X**	
	Floor repair and replacement		**X**	
	Floor maintenance		**X**	

	Interior painting		**X**	
	Restroom finishes & fixtures (e.g. faucets, *partitions*, tile, mirrors and towel bars)	**X**	**X**	City responsible for toilets and sink replacement needed from normal wear and tear.
	Casework/Cabinets - repair		**X**	
	Window treatment		**X**	
4	**Plumbing**			
	Waste water systems			
	Sewer maintenance and stoppages - to Building	**X**		
	Sewer maintenance and stoppages - within Building		**X**	
	Sewer repair and replacement	**X**		
	Water Supply Systems			
	Backflow device test and inspection	**X**		
	Backflow device repair	**X**		
	Backflow device replacement	**X**		
	Fire sprinkler replacement	**X**		
	Fire sprinkler maintenance and repair	**X**		
	Water filters- appliance		**X**	
	Plumbing system large repair and lifecycle replacement (includes fire water)	**X**		

	Plumbing fixture and valve maintenance within the building		**X**	
	Plumbing fixture, valve repair and replacement within the building		**X**	
	Landscape Sprinklers		**X**	
5	**Electrical**			
	Uninterruptible Power Supply system maintenance - personal computer		**X**	
	Uninterruptible Power Supply system repair and replacement for building	**X**		
	Computers and internal network		**X**	
	Electrical system maintenance	**X**		
	Electrical system large repair and lifecycle replacement	**X**		
	Lighting control system modification	**X**		
6	**Mechanical/HVAC**			
	HVAC system maintenance	**X**		
	HVAC system repair and replacement	**X**		
	Exhaust Systems			
	Exhaust system and hood maintenance, repair and replacement	**X**		
	Exhaust system and hood cleaning	**X**		
7	**Communication**			

	Data, low voltage infrastructure maintenance and repair		**X**	
	Data, Low Voltage Infrastructure replacement and new installations		**X**	
	Internal virtual network service and repair		**X**	
8	**Elevators**	**X**		
9	**Pools, Fountains**	**N/A**		
10	**Low voltage Systems**			
	Access Control test inspection and replacement	**X**		
	Security - Intrusion systems (sec sys) Test, Inspection and replacement		**X**	
	Surveillance/Cameras/CCTV		**X**	
	Access to data	**X**		
11	**Special Equipment**			
	Emergency generator test, repair and replacement	**N/A**		
	Bolt-on specialty equipment specific to tenant use		**X**	
	Appliance maintenance and repair		**X**	
	Appliance replacement		**X**	
12	**Regulatory and Compliance**			
	Exit signs and evacuation lighting - test, inspection and replacement	**X**		
	Fire extinguisher test and inspection	**X**		

	Evacuation plans		**X**	
	Fire, life & safety monitoring equipment test and inspection	**X**		
	Hazardous materials inspections and compliance	**X**		
	Hazardous materials awareness training, notifications		**X**	
	ADA compliance - tenant improvements		**X**	
	ADA compliance - building	**X**		
13	**Site** (Facility to Prop Line)			
	Site drain large repair and replacement	**X**		
	Site drain inspection and repair	**X**		
	Parking area, ADA compliance		**X**	
	Parking area cleaning		**X**	
	Landscape maintenance		**X**	
	Landscape maintenance - all trimming		**X**	
	Landscape maintenance - repair and replacement		**X**	
	General site maintenance (e.g. benches, flagpole, walking paths)		**X**	
14	**Other Maintenance Activities**			
	Pest control		**X**	
	Janitorial		**X**	
	Window washing		**X**	
	Floor cleaning		**X**	

	Lamp replacement		**X**	
	Light surface mounted fixture replacement		**X**	
	Building cleaning		**X**	
	Grease trap - cleaning		**X**	
	Facility Cleaning due to unusual circumstances and weather		**X**	
	Solar Panels		**N/A**	
	**** Monthly inspections by City if so deems and Annual inspections, maintenance, and maintenance coordination managed by Tenant/City**			

Exhibit “E”
Resolution: Approval of Lease and Surplus Land Exemption
DRAFT – FINAL TO BE ADDED WHEN APPROVED BY COUNCIL

STAFF REPORT

PARKS AND RECREATION

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director
VIA: Erin Barrows, Recreation Services Manager
BY: Roxana Tabibi, Social Service Program Supervisor - Nutrition

SUBJECT: Adoption of a Resolution Authorizing the Execution of a Subaward Amendment with the Los Angeles County Aging and Disabilities Department, to Accept Subaward Funds in the Amount of $976,937 to Support the City of Burbank's Supplemental Nutrition Programs and Supportive Services, Authorize the City Manager to Execute the Subaward Amendment, and Amend the Adopted Fiscal Year 2026-2027 Budget by Appropriating Funds

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RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE EXECUTION OF A SUBAWARD AMENDMENT WITH THE LOS ANGELES COUNTY AGING AND DISABILITIES DEPARTMENT, TO ACCEPT SUBAWARD FUNDS TO SUPPORT THE CITY OF BURBANK'S SUPPLEMENTAL NUTRITION PROGRAMS AND SUPPORTIVE SERVICES, AUTHORIZE THE CITY MANAGER TO EXECUTE THE SUBAWARD AMENDMENT, AND AMEND THE ADOPTED FISCAL YEAR 2026-2027 BUDGET BY APPROPRIATING FUNDS (Attachment 1).

BACKGROUND

Since 1973, the City of Burbank (City) has provided congregate and home-delivered meals to seniors through its Supplemental Nutrition Program (Program). The Program is responsible for providing approximately 102,000 congregate and home-delivered meals each year. The goal of the Program is to provide nutritious, balanced meals in a safe, friendly, and supportive group setting, in conjunction with a variety of community-based services that maximize seniors' independence and quality of life. The City operates two dedicated Senior Centers (the Joslyn Adult Center and Tuttle Senior Center) and one

multi-purpose recreation facility (McCambridge Park Recreation Center). The Centers provide congregate meal services to persons who are 60 years of age or older.

In 2003, the County of Los Angeles Workforce Development, Aging and Community Services (WDACS) formerly known as the Los Angeles County (County) Department of Community and Senior Services released a Request for Proposal (RFP) soliciting applications from local government agencies and non-profit organizations to receive federal funds. Under the Federal Older Americans Act and the State Mello-Granlund Older Californians Act, the California Department of Aging (State) is authorized to administer elements of these programs as they relate to the provision of nutrition services. As a result, the County established its Elderly Nutrition Program (ENP) and entered into an agreement with the State to implement the ENP. WDACS received funding to administer the ENP and procured agencies to provide nutrition and supportive services to eligible older adults. Funds are allocated to subrecipients for a one-year ENP subaward term with three (3) annual renewal options for a maximum term of four (4) years.

Notably, the City successfully received awards from the County's ENP for the 2004–2008, 2008–2012, 2012–2016, 2016–2020, and 2020–2024 cycles. In accordance with Title 22 California Code of Regulations Section 7360 (Noncompetitive Awards), the County may procure Area Agency on Aging Program Services using Noncompetitive Subawards with other public/government entities. Accordingly, the County proceeded with the City as a subrecipient under the Noncompetitive Award guidelines. In February 2025, the County offered the City a Noncompetitive Subaward for the ENP, and the City elected to continue participating in the Program. The agreement for FY 2025–26 was approved and executed on June 24, 2025. Staff is now requesting authorization to execute the FY 2026–27 subaward amendment, which extends the previous program approved last year.

DISCUSSION

To support the City's Supplemental Nutrition and Supportive Services programs, the County Board of Supervisors authorized renewal of the City's agreement to receive funding through the ENP 2026-27 subaward cycle in an amount of up to $976,937 for FY 2026-27, from July 1, 2026 to June 30, 2027. The initial subaward may be renewed annually for up to three additional one-year terms (for a maximum term of four years), subject to funding availability, the Subrecipient's performance, and compliance with the subaward terms and conditions.

To accept the ENP funding, the underlying subaward agreement, Section 8.3.3, requires the Council to adopt a resolution and list certain elements (Attachment 2). This resolution implements that requirement.

ENVIRONMENTAL REVIEW

This activity involves administering services to senior and disabled populations and administrative changes to the FY 2026-27 Adopted Budget and has no potential for resulting in either direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

The total cost of the City's Supplemental Nutrition and Supportive Services Programs is approximately $2,000,000 and funding is included in the FY 2026-27 Adopted Budget. The award amount from the County ENP for FY 2026-27 is estimated at $976,937. Acceptance of the ENP funds will partially offset Program costs for the 2026-27 year. In addition to the ENP funding allocation, the City also receives approximately $90,000 in nutrition program donations contributed by senior participants annually. The City's required match contribution for OAA Title III-B, C1, and C2 funding is included in the City's Adopted Budget.

Specifically, the estimated annual $976,937 ENP Subaward will be allocated as follows:

Funding Category	Funding Source	Program	Amount
Nutrition State C-1	OAA Title III-C1	Congregate Meals	$302,925
	NCC	Congregate Meals	$78,000
	MOCA	Congregate Meals	$89,000
	NSIP C-1	Congregate Meals	$24,980
Nutrition State C-1 Total			**$494,905**
Nutrition State C-2	OAA Title III-C2	Home Delivered Meals	$390,000
	MOCA	Home Delivered Meals	$75,000
	NSIP C-2	Home Delivered Meals	$15,732
Nutrition State C-2 Total			**$480,732**
Nutrition State Info & Referral	OAA Title III-B	Telephone Reassurance	$1,300
Info & Referral Total			**$1,300**
GRAND TOTAL SUBAWARD			**$976,937**

Staff requests that Council authorize execution of the ENP Subaward Amendment, accept funding in the amount of $976,937, and appropriate the following for FY 2026-2027:

1. $469,925 from revenue account 001.PR000.48010.1007.000000.0000 (General Fund, Other Intergovernmental Revenue, Nutrition State C-1) and $24,980 from revenue account 001.PR000.48010.1009.000000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition State - USDA) to account number 001.PR42A.62300.000000.0000 (General Fund, Supplemental Nutrition Program, Special Departmental Supplies) upon receipt of the subaward in FY 2026-2027.

2. $465,000 from revenue account 001.PR000.48010.1008.000000.0000 (General Fund, Other Intergovernmental Revenue, Nutrition State C-2) and $15,732 from revenue account 001.PR000.48010.1009.000000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition State - USDA) to account number 001.PR42A.62300.000000.0000 (General Fund, Supplemental Nutrition Program, Special Departmental Supplies) upon receipt of the subaward in FY 2026-2027.
3. $1,300 from revenue account 001.PR000.48010.1010.0000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition State Info & Referral) to account number 001.PR42A.62300.0000.00000 (General Fund, Supplemental Nutrition Program, Special Department Supplies) upon receipt of the subaward in FY 2026-2027.

CONCLUSION

Staff recommends that the City Council adopt a resolution authorizing execution of the ENP subaward amendment to the Agreement with the County of Los Angeles Aging and Disabilities Department and accept funding through the one-year ENP subaward for the 2026–27 term, with three annual renewal options for a maximum term of four years, to support the City's Supplemental Nutrition and Supportive Services Program. The ENP is an essential community program operated by volunteers and City staff to serve nutritious, balanced meals to seniors at congregate sites and through home-delivered meals.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – LACADD Letter re Subaward (Amendment Four)
Attachment 3 – Amendment Four (Elderly Nutrition Program Subaward Period July 2025 – June 2027 Subaward Number ENP252601)

ATTACHMENT 1

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE EXECUTION OF A SUBAWARD AMENDMENT WITH THE LOS ANGELES COUNTY AGING AND DISABILITIES DEPARTMENT, TO ACCEPT SUBAWARD FUNDS TO SUPPORT THE CITY OF BURBANK'S SUPPLEMENTAL NUTRITION PROGRAMS AND SUPPORTIVE SERVICES, AUTHORIZE THE CITY MANAGER TO EXECUTE THE SUBAWARD AMENDMENT, AND AMEND THE ADOPTED FISCAL YEAR 2026-2027 BUDGET BY APPROPRIATING FUNDS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Title III of the Older Americans Act of 1965, as amended, provides for project grants through the Administration on Aging of the Department of Health and Human Services to certain designated State Agencies for the development and operation of projects to be conducted by such State Agencies (directly or through contract arrangements) to provide services for older persons.

B. The Los Angeles County, Aging and Disabilities Department (County) administers such grants and previously awarded a grant to the City, which was accepted on June 24, 2025.

C. The County is extending these grants through an Amendment Four to the "Elderly Nutritional Program (ENP) Subaward Period July 2025 – June 2027 Subaward Number ENP252601". The County's grant requires, as a condition of funding (Section 8.3.3.3 of the original agreement), that the City adopt a resolution with certain elements, including: (1) a reference to Subaward Number ENP252601; (2) the authorized representative who will execute the subaward or its amendments; (3) and the City's approval and acceptance of the subaward funds. This resolution is intended to implement these requirements.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The City Manager or his designees (e.g., Parks and Recreation Director or Assistant Parks and Recreation Director) are hereby authorized to accept and execute Amendment Four, effective July 1, 2026, in the amount of $976,937 to support the City of Burbank's Supplemental Nutrition and Supportive Services programs as follows, subject to the review and approval as to form by the City Attorney's Office:

a. Nutrition project subaward under Congregate Meal Program C1; $494,905 Supplemental Nutrition Congregate Meals Program, in the sum of (OAA Title III C-1 (Congregate Meals) for $302,925, NCC (Congregate Meals) for $78,000, MOCA (Congregate Meals) $89,000) and NSIP

C1(Congregate Meals) for $24,980.

b. Nutrition project subaward under Home Delivered Meal Program C2; $480,732 Supplemental Nutrition Home Delivered Meals Program, in the sum of (OAA Title III C-2 (Home-Delivered Meals) $390,000, MOCA (Home Delivered Meals) $75,000) and NSIP C2(Home-Delivered Meals) for $15,732.

c. Supportive Services/Telephone Reassurance under OAA Title III-B, in the sum of $1,300.

2. The City's Fiscal Year (FY) 2026-2027 Adopted Budget is amended by appropriating subaward funds from County to support the City of Burbank's supplemental nutrition and supportive services programs in the amount of $976,937 from the following accounts:

a. $494,905 from revenue account 001.PR000.48010.1007.0000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition State C-1) to account number 001.PR42A.62300.0000.00000 (General Fund, Supplemental Nutrition Program, Special Department Supplies) upon receipt of the subaward.

b. $480,732 from revenue account 001.PR000.48010.1008.0000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition State C-2) to account number 001.PR42A.62300.0000.00000 (General Fund, Supplemental Nutrition Program, Special Department Supplies) upon receipt of the subaward.

c. $1,300 from revenue account 001.PR000.48010.1010.0000.00000 (General Fund, Other Intergovernmental Revenue, Nutrition Info & Referral) to account number 001.PR42A.62300.0000.00000 (General Fund, Supplemental Nutrition Program, Special Department Supplies) upon receipt of the subaward.

3. The City Manager or his designee such as Parks and Recreation Director or Parks and Recreation Assistant Director are further authorized to give, execute and file assurances that the City of Burbank will comply with all applicable laws set forth in the subaward agreement, including but not limited to Title VI of the Civil Rights Act of 1964, as amended, and all requirements imposed by or pursuant to regulations of the applicable federal department and other applicable federal, state, and local statues, regulations, and ordinances, and to execute and deliver for and on behalf of the City such further agreements and documents, including but not limited to amendments, payment requests, and so on, as may be required in connection with said subaward agreement. All amendments, contracts, agreements are subject to the review and approval as to form by the City Attorney's Office.

PASSED AND ADOPTED this ___ day of July 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Kane Thuyen
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ___ day of July, 2026, by the following vote:

AYES

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

LOS ANGELES COUNTY
Aging & Disabilities Department

BOARD OF SUPERVISORS
Hilda L. Solis
Holly J. Mitchell
Lindsey P. Horvath
Janice Hahn
Kathryn Barger

EXECUTIVE LEADERSHIP
Maral V. Karaccusian
Director

Victoria Jump
Acting Chief Deputy Director

Susan Huff
Administrative Deputy II

Anna Avdalyan
Assistant Director

Ivan Pacheco
Chief Information Officer

GET IN TOUCH
510 S. Vermont Avenue, Suite 1100
Los Angeles, CA 90020
ad.lacounty.gov
info@ad.lacounty.gov

Aging & Adult Information & Assistance Line:
(800) 510-2020
Report Elder Abuse:
(877) 477-3646
Community & Senior Centers:
(800) 689-8514

May 27, 2026

City of Burbank
Attention: Justin Hess
1301 West Olive Avenue
Burbank, CA 91506

FISCAL YEAR 2026-27 FUNDING ALLOCATIONS FOR ELDERLY NUTRITION PROGRAM SERVICES

Dear Mr. Hess:

County of Los Angeles Aging & Disabilities Department (County) intends to amend City of Burbank's (Subrecipient's) Elderly Nutrition Program (ENP) Subaward. The Subaward Amendment information is outlined below:

- Purpose:
  - Subrecipient will utilize Older Americans Act (OAA) Title III C1, Title III C2 and Title III B baseline funding to provide defined and contracted ENP Congregate Meal, Home-Delivered Meal, and Telephone Reassurance Services during Fiscal Year (FY) 2026-27.
  - Subrecipient will utilize Net County Cost (NCC) funding to provide defined and contracted ENP Congregate Meal Services during FY 2026-27.
  - Subrecipient will utilize Modernizing Older Californians Act (MOCA) funding to provide defined and contracted ENP Congregate Meal and Home-Delivered Meal Services during FY 2026-27.
  - Subrecipient will utilize Nutrition Services Incentive Program (NSIP) funding to supplement food costs associated with ENP Congregate Meals and Home-Delivered Meals Services during FY 2026-27.
- Subaward Number: ENP252601
- Amendment Number: Four
- Subaward Term: July 1, 2026 through June 30, 2027

- Total Funding Allocation: $976,937
  - OAA funds: $694,225
  - NCC funds: $78,000
  - MOCA funds: $164,000
  - NSIP funds: $40,712
- Period Funds are available for use (Subject to execution of Amendment): July 1, 2026 – June 30, 2027
- Service Area: Supervisorial District 5
- Funding Source(s) and Service Category(ies) are as follows:

Funding Source	Service Category	Unit Rate (Effective 7/1/2026)	Allocation Amount
OAA Title III C1	Congregate Meals	$12.77	$302,925 [1]
OAA Title III C2	Home-Delivered Meals	$15.43	$390,000 [2]
OAA Title III B	Telephone Reassurance	$1.00	$1,300 [3]
NCC	Congregate Meals	$12.77	$78,000 [1]
MOCA	Congregate Meals	$12.77	$89,000 [4]
	Home-Delivered Meals	$15.43	$75,000 [5]
NSIP C1	Congregate Meals	$1.00	$24,980 [6]
NSIP C2	Home-Delivered Meals	$1.00	$15,732 [7]
Subaward Sum Year 2 (SSY2)			**$976,937**

[1] Complete one (1) budget and one (1) MPS for the total combined allocation amounts.
[2-7] Complete one (1) budget and one (1) MPS for each allocation amount.

If you have any questions, please contact Lynn Tran of my staff by phone at (323) 513-4214 or by e-mail at ltran@ad.lacounty.gov.

Thank you.

Irma Panosian

Irma Panosian, Administrative Services Manager III
Contracts Management Division

ELDERLY NUTRITION PROGRAM (ENP)
SUBAWARD PERIOD JULY 2025 - JUNE 2027
SUBAWARD NUMBER ENP252601

AMENDMENT FOUR

This Amendment is made and entered into by and between

COUNTY OF LOS ANGELES THROUGH ITS
AGING & DISABILITIES DEPARTMENT
("County" or "AD")

County's Business Address
510 South Vermont Avenue
Los Angeles, CA 90020

and

City of Burbank
("Contractor" or "Subrecipient")

Subrecipient's Business Address
1301 West Olive Avenue
Burbank, CA 91506

WHEREAS, reference is made to that certain document originally entitled "Elderly Nutrition Program (ENP) Subaward Number ENP252601 Subaward Period July 2025 - June 2026" dated July 1, 2025, which is renamed as "Elderly Nutrition Program (ENP) Subaward Number ENP252601 Subaward Period July 2025 – June 2027", and the Amendments thereto (hereafter collectively referred to as "Contract" or "Subaward"); and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward for the purpose of providing Elderly Nutrition Program (ENP) Services, which include serving congregate meals and home-delivered meals as well as conducting telephone reassurance to the older adult population in Los Angeles County (excluding the City of Los Angeles); and

WHEREAS, through the California Department of Aging (CDA), the Area Agencies on Aging (AAA) have received funds for local implementation in supporting expanding and modernizing supportive services for older adults, and pursuant to Program Memo No 23-13 issued on June 20, 2023, the State of California is providing funding to support the modernization of Community Based Service Programs under the Mello-Granlund Older Californians Act (OCA); and"

WHEREAS, County and Subrecipient recognize and agree that specific terms (including, but not limited to, Contract, Subaward, Contractor, Subrecipient, Subcontract, Lower Tier

Subaward, Subcontractor and Lower Tier Subrecipient) are used interchangeably throughout this Amendment in order to comply with Federal, State, and County regulations; and

WHEREAS, it is the intent of the parties to amend this Subaward to extend the term of the Subaward for one (1) year commencing on July 1, 2026 through June 30, 2027; and

WHEREAS, it is the intent of the parties to also amend this Subaward to increase the unit rates for contracted ENP Services, with a corresponding adjustment to the number of defined and contracted ENP Congregate and Home Delivered Meal Services to be provided by Subrecipient during Fiscal Year (FY) 2026-27, with no change to the maximum annual Subaward Sum or Maximum Subaward Sum, in response to increased operational costs; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate Older Americans Act (OAA) Title III B (Supportive Services and Senior Centers) baseline funding in the amount of **$1,300,** which will be reimbursed to Subrecipient in exchange for defined and contracted ENP Title III B Services as specified herein to be provided by Subrecipient during Fiscal Year (FY) 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate OAA Title III C1 (Nutrition Services) baseline funding in the amount of **$302,925,** which will be reimbursed to Subrecipient in exchange for defined and contracted ENP Congregate Meal Services as specified herein to be provided by Subrecipient during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate OAA Title III C2 (Nutrition Services) baseline funding in the amount of **$390,000**, which will be reimbursed to Subrecipient in exchange for defined and contracted ENP Home-Delivered Meal Services as specified herein to be provided by Subrecipient during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate baseline Net County Cost (NCC) funding in the amount of **$78,000**, which will be reimbursed to Subrecipient in exchange for defined and contracted ENP Congregate Meal Services as specified herein to be provided by Subrecipient during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate Modernizing Older Californians Act (MOCA) funding in the amount of **$89,000**, which will be reimbursed to Subrecipient in exchange for defined and contracted EN,P Congregate Meal Services as specified herein to be provided by Subrecipient during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate MOCA funding in the amount of **$75,000**, which will be reimbursed to Subrecipient in exchange for defined and contracted ENP Home-Delivered Meal Services as specified herein to be provided by Subrecipient during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate Nutrition Services Incentive Program (NSIP) C1 funding in the amount of **$24,980,** which will be reimbursed to Subrecipient to supplement the cost of food used for Congregate Meals during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to allocate NSIP C2 funding in the amount of **$15,732,** which will be reimbursed to Subrecipient to supplement the cost of food used for Home-Delivered Meal Services during FY 2026-27; and

WHEREAS, it is the intent of the parties to also amend this Subaward to provide for the other changes set forth herein; and

WHEREAS, the Subaward provides that changes to its terms may be made in the form of a written Amendment, which is formally approved and executed by the parties.

NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

I. This Amendment will commence **on July 1, 2026.**

II. The title of this Subaward will be deleted in its entirety and replaced as follows:

Elderly Nutrition Program (ENP) Subaward Number ENP252601 Subaward Period July 2025 – June 2027

III. Subparagraph 1.1 is deleted in its entirety and replaced as follows:

1.1 Exhibits A, B1.1, B1.2, B1.3 B2.1, B2.2, B2.3, B3, C1.1, C1.2, C1.3, C2.1, C2.2, C2.3, C3, D, E, F1, H, I, L, M, N, O, P, Q, R, S, T, and U are attached to and form a part of this Subaward. This Subaward constitutes the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this Subaward. No change to this Subaward will be valid unless prepared pursuant to Subparagraph 8.1 (Amendments) and signed by both parties.

IV. Subparagraph 1.6 is deleted in its entirety and replaced as follows:

1.6 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, Service, or other work, or otherwise between the base Subaward and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Subaward and then to the Exhibits according to the following priority:

1.6.1	Exhibit A	(Statement of Work and Attachments)
1.6.2	Exhibit B1.1	(Budget)
1.6.3	Exhibit B1.2	(Budget)
1.6.4	Exhibit B1.3	(Budget)
1.6.5	Exhibit B2.1	(Budget)
1.6.6	Exhibit B2.2	(Budget)
1.6.7	Exhibit B2.3	(Budget)
1.6.8	Exhibit B3	(Budget)
1.6.9	Exhibit C1.1	(Mandated Program Services)
1.6.10	Exhibit C1.2	(Mandated Program Services)
1.6.11	Exhibit C1.3	(Mandated Program Services)
1.6.12	Exhibit C2.1	(Mandated Program Services)
1.6.13	Exhibit C2.2	(Mandated Program Services)
1.6.14	Exhibit C2.3	(Mandated Program Services)
1.6.15	Exhibit C3	(Mandated Program Services)
1.6.16	Exhibit D	(County's Administration)
1.6.17	Exhibit E	(Subrecipient's Administration)
1.6.18	Exhibit F1	(Subrecipient Acknowledgement and Confidentiality Agreement)
1.6.19	Exhibit H	(Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA))
1.6.20	Exhibit I	(Information Security and Privacy Requirements)
1.6.21	Exhibit L	(California Civil Rights Laws Certification)
1.6.22	Exhibit M	(FEMA Provisions)

1.6.23 Exhibit N (Criteria and Standards for Letters of Credit and Certificates of Deposit)

1.6.24 Exhibit O (Subrecipient's Compliance with Encryption Requirements)

1.6.25 Exhibit P (Definitions)

1.6.26 Exhibit Q (Accounting, Administration and Reporting Requirements)

1.6.27 Exhibit R (Joint Funding Revenue Disclosure)

1.6.28 Exhibit S (Purchase, Inventory and Disposal Requirements for Fixed Assets, Non-Fixed Assets and Supplies)

1.6.29 Exhibit T (List of Lower Tier Subawards)

1.6.30 Exhibit U (Certification of Compliance with County's Defaulted Property Tax Reduction Program)

V. Subparagraph 4.2.1 is added as follows:

4.2.1 The term of this Subaward will be extended for one (1) year commencing on July 1, 2026, through June 30, 2027, unless sooner terminated or extended, in whole or in part, as provided in this Subaward.

VI. Subparagraph 5.1.4 is added as follows:

5.1.4 **Subaward Sum Year 2 Funding Source(s)**

5.1.4.1 The Subaward Sum Year 2 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statue(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.4.2 Older Americans Act (OAA) Title III B (Supportive Services and Senior Centers) baseline funds

5.1.4.2.1 Subaward Sum: **$1,300**

5.1.4.2.2 Service Area: Supervisorial District 5

5.1.4.2.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging MOU #AAA-2425-19, Funding Revision # 2627-02)

5.1.4.2.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.3 OAA Title III C1 (Nutrition Services) baseline funds

5.1.4.3.1 Subaward Sum: **$302,925**

5.1.4.3.2 Service Area: Supervisorial District 5

5.1.4.3.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging MOU #AAA-2425-19, Funding Revision # 2627-02)

5.1.4.3.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.4 OAA Title III C2 (Nutrition Services) baseline funds

5.1.4.4.1 Subaward Sum: **$390,000**

5.1.4.4.2 Service Area: Supervisorial District 5

5.1.4.4.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging MOU #AAA-2425-19, Funding Revision # 2627-02)

5.1.4.4.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.5 Baseline NCC funds for ENP Congregate Meal Services

5.1.4.5.1 Subaward Sum: **$78,000**

5.1.4.5.2 Service Area: Supervisorial District 5

5.1.4.5.3 Period of Performance: July 1, 2026 – June 30, 2027

5.1.4.5.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.6 Modernizing Older Californians Act (MOCA) funds for ENP Congregate Meal Services

5.1.4.6.1 Subaward Sum: **$89,000**

5.1.4.6.2 Service Area: Supervisorial District 5

5.1.4.6.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging contract # NM-2324-19)

5.1.4.6.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.7 MOCA funds for ENP Home-Delivered Meal Services

5.1.4.7.1 Subaward Sum: **$75,000**

5.1.4.7.2 Service Area: Supervisorial District 5

5.1.4.7.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging contract # NM-2324-19)

5.1.4.7.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.8 Nutrition Services Incentive Program (NSIP) C1 funds for ENP Congregate Meal Services

5.1.4.8.1 Subaward Sum: **$24,980**

5.1.4.8.2 Service Area: Supervisorial District 5

5.1.4.8.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging MOU #AAA-2425-19, Funding Revision # 2627-02)

5.1.4.8.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

5.1.4.9 NSIP C2 funds for ENP Home-Delivered Meal Services

5.1.4.9.1 Subaward Sum: **$15,732**

5.1.4.9.2 Service Area: Supervisorial District 5

5.1.4.9.3 Period of Performance: July 1, 2026 – June 30, 2027 (consistent with California Department of Aging MOU #AAA-2425-19, Funding Revision # 2627-02)

5.1.4.9.4 Allocation Letter: Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services

VII. Subparagraph 5.5.7 (Subaward-Related Documents) is deleted in its entirety and replaced as follows:

5.5.7 **Subaward-Related Documents**

5.5.7.1 Subrecipient must complete all Subaward-related documents in accordance with the requirements noted on each such document, as directed by County, and pursuant to Program guidelines. Subrecipient's failure to timely submit Subaward-related documents that are accurate and complete, as requested or required by County, may result in suspension of payments to Subrecipient or other remedies provided by law or under this Subaward. Such documents must include, but are not limited to, the documents outlined in Subparagraph 9.20 (Subaward Document Deliverables), Subparagraph 9.21 (Fiscal Reporting Requirements) and the following: Exhibit A (Statement of Work and Attachments), Attachment 7 (Site Summary) and Attachment 8 (Route Summary); Budget exhibit(s); Mandated Program Services exhibit(s); Exhibit E (Subrecipient's Administration); Exhibit F1 (Subrecipient Acknowledgement and Confidentiality Agreement); Exhibit L (California Civil Rights Laws Certification); Exhibit M (FEMA Provisions) (applicable only when Subaward Sums include FEMA funds); Exhibit O (Subrecipient's Compliance with Encryption Requirements); Exhibit R (Joint Funding Revenue Disclosure); Exhibit T (List of Lower Tier Subawards); and Exhibit U (Certification of Compliance with County's Defaulted Property Tax Reduction Program).

VIII. Subparagraph 5.6 (COST OF LIVING ADJUSTMENTS (COLA's)) is deleted in its entirety and replaced as follows:

5.6 UNRESOLVED DISALLOWED COSTS

5.6.1 Subrecipient (that is, "Contractor") must not invoice the County for disallowed costs under the Subaward (that is, "Contract"). Correspondingly, the Contractor must not have unresolved disallowed costs in excess of One Hundred Thousand Dollars ($100,000) that have been confirmed as disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date of an Auditor-Controller (A-C) Report. Unless such disallowed costs are the subject of current good faith negotiations, as determined in the sole discretion of the County, non-compliance by Contractor regarding this provision will constitute a material breach of Contract and may result in termination for default, in addition to

any other remedies available to the County. Further, if Contractor has been determined to have unresolved disallowed costs in excess of $100,000 for longer than six months since the date of the A-C Report, they will be disqualified from future County solicitations unless such disallowed costs are the subject of good faith negotiations to resolve the disallowed costs, in the sole opinion of the County, or have been resolved.

IX. Subparagraph 5.7 (LIMITATIONS ON USE OF SUBAWARD SUMS) is deleted in its entirety and replaced as follows:

5.7 COST OF LIVING ADJUSTMENTS (COLA's)

5.7.1 If requested by Subrecipient, prior to the renewal of a Subaward option year, the Subaward amount (hourly, daily, monthly or Unit Rate) for the additional option year periods identified in Subparagraph 4.2 (Term of Subaward) may, at the sole discretion of County, be increased annually based on the most recent published percentage change in the United States Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the 12-month period preceding the Subaward commencement anniversary date, which will be the effective date for any Cost of Living Adjustment (COLA). However, any increase must not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Before any COLA increase will take effect and become part of the Subaward, it will require a written amendment to the Subaward first, that has been formally approved and executed by the parties. To request a COLA, Subrecipient must submit a written request along with appropriate justification to the Contract Analyst 60 days prior to "the Subaward anniversary date" or "exercising the additional option year periods identified in Subparagraph 4.2". At no time will any increase in the Subaward hourly, daily, monthly or Unit Rate amount, or COLA adjustment, ever result in the Subaward Sum exceeding the Subaward Sum or Maximum Subaward Sum.

X. Subparagraph 5.8 (OTHER SUBAWARDS) is deleted in its entirety and replaced as follows:

5.8 DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER

5.8.1 County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/Subaward (that is, "Contract") with County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.8.2 Subrecipient (that is, "Contractor") must submit a direct deposit authorization request via the website https://directdeposit.lacounty.gov with banking and Contractor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.8.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

5.8.4 At any time during the duration of the Contract, Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with County, will decide whether to approve exemption requests.

XI. Subparagraph 5.9 (JOINT FUNDING REVENUES) is deleted in its entirety and replaced as follows:

5.9 LIMITATIONS ON USE OF SUBAWARD SUMS

5.9.1 Subaward Sums may only be used for the purposes set forth herein, and must be consistent with the statutory authority for the Program.

5.9.2 Expenditures made by Subrecipient in the operation of this Subaward must be in compliance and in conformity with Title 45 Code of Federal Regulations Part 75 et seq. and Title 2 Code of Federal Regulations Part 200 et seq. Subrecipient must comply with the Administrative Requirements and Cost

Principles which are outlined in Exhibit Q (Accounting, Administration and Reporting Requirements), and must adhere to the strict administrative and fiscal standards described therein. Subrecipient will be responsible for obtaining Title 45 Code of Federal Regulations Part 75 et seq. and Title 2 Code of Federal Regulations Part 200 et seq., which are available via the Internet at eCFR :: 45 CFR Part 75 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards and eCFR :: Title 2 of the CFR -- Federal Financial Assistance. Subrecipient must also comply with the applicable requirements and standards referred to in Title 45 Code of Federal Regulations Part 1321.5 (Grants to State and Community Programs on Aging).

5.9.3 **Limitations on Subaward Sums**

5.9.3.1 Subrecipient will not be paid for any Subaward expenditures that exceed the Subaward Sum allocated for any Fiscal Year under this Subaward. County has no obligation, whatsoever, to pay for any expenditures that exceed this Subaward Sum. Any expenditures that exceed such Subaward Sum will become the sole fiscal responsibility of Subrecipient.

5.9.3.2 Subrecipient must only expend the Subaward Sum during the Fiscal Year for which it is allocated. Should County exercise its option to extend this Subaward and Subrecipient does not expend funding up to the Subaward Sum appropriated for the Fiscal Year, that unspent amount will not carry forward (or roll-over) to the following Fiscal Year.

5.9.4 **Prohibitions on Subaward Sums**

5.9.4.1 Subrecipient must comply with Public Law (PL) 101-121 (Title 31 United States Code Section 1352), its amendments or revisions, and any implementing regulations, prohibiting the use of Federal money to influence or attempt to influence a member of Congress, Congressional staff, or a Federal employee to award, make or amend any Federal subaward, grant, loan, or cooperative agreement. Subrecipient must also comply with all certification and disclosure requirements of PL 101-121, its amendments, revisions, and implementing regulations, and must provide

assurance that all Lower Tier Subrecipients under this Subaward also fully comply with such certification and disclosure requirements.

5.9.4.2 No materials, property, or Services contributed to County or Subrecipient under this Subaward will be used in the performance of any of the following: any political activity; the election of any candidate or the defeat of any candidate for public office; and, the transportation of any voters or prospective voters to polls or other similar assistance in connection with an election or any voter registration activity.

5.9.4.3 Subaward Sums may not be used for matching funds for any Federal, State, County, or local grants/cooperative agreements, lobbying or intervention in Federal regulatory or adjudicatory proceedings.

5.9.4.4 Subaward Sums may not be used to sue the Federal government or any other government entity.

5.9.4.5 Pre-award costs are not an allowable use for Subaward Sums.

5.9.4.6 Subrecipient and any approved Lower Tier Subrecipient(s) must comply with Governor's Executive Order 2-18-2011, which bans expenditures on promotional and marketing items colloquially known as "S.W.A.G." or "Stuff We All Get".

XII. Subparagraph 5.10.4 is deleted in its entirety and replaced as follows:

5.10.4 Federal Award Identification Number (FAIN):

5.10.4.1 July 1, 2025 – June 30, 2026: 2501CAOASS-00; 2501CAOACM-00; 2501CAOAHD-00; and 2501CAOANS-00

5.10.4.2 July 1, 2026 – June 30, 2027: 2601CAOASS-00; 2601CAOACM-00; 2601CAOAHD-00; and 2601CAOANS-00

XIII. Subparagraph 5.10.5 is deleted in its entirety and replaced as follows:

5.10.5 Federal Award Dates

5.10.5.1 July 1, 2025

5.10.5.2 July 1, 2026

XIV. Subparagraph 5.10.6 is deleted in its entirety and replaced as follows:

5.10.6 Subaward Period of Performance Start and End Dates

5.10.6.1 July 1, 2025 – June 30, 2026

5.10.6.2 July 1, 2026 – June 30, 2027

XV. Subparagraph 5.10.7 is deleted in its entirety and replaced as follows:

5.10.7 Amount of Federal Funds Obligated by this Action:

5.10.7.1 Original Subaward: $690,000

5.10.7.1.1 Original baseline funds: $600,600

5.10.7.1.2 MOCA funds: $89,400 *(State funds)*

5.10.7.2 Amendment One: $382,630

5.10.7.2.1 Additional baseline NCC funds: $87,000

5.10.7.2.2 NSIP funds: $45,630

5.10.7.2.3 Additional MOCA funds: $250,000 *(State funds)*

5.10.7.3 Amendment Two: $200,000

5.10.7.4 Amendment Three: $87,500 *(State funds)*

5.10.7.5 Amendment Four: $976,937

5.10.7.5.1 OAA baseline funds: $694,225

5.10.7.5.2 NCC funds: $78,000

5.10.7.5.3 MOCA funds: $164,000 *(State funds)*

5.10.7.5.4 NSIP funds: $40,712

XVI. Subparagraph 5.10.8 is deleted in its entirety and replaced as follows:

5.10.8 Total Amount of Federal Funds Obligated to Subrecipient (Subaward Sum):

5.10.8.1 Subaward Sum Year 1: $933,230 *(funds identified in Subparagraphs 5.10.7.1.2, 5.10.7.2.3, and 5.10.7.4 are excluded)*

5.10.8.2 Subaward Sum Year 2*:* $812,937 *(funds identified in Subparagraph 5.10.7.5.3 are excluded)*

XVII. Subparagraph 5.10.9 is deleted in its entirety and replaced as follows:

5.10.9 Total Amount of Federal Award (Maximum Subaward Sum): $1,746,167 *(funds identified in Subparagraphs 5.10.7.1.2, 5.10.7.2.3, 5.10.7.4, and 5.10.7.5.3 are excluded)*

XVIII. Subparagraph 5.10.10 is deleted in its entirety and replaced as follows:

5.10.10 Federal Award Project Description

5.10.10.1 July 1, 2025 – June 30, 2026: Federal Title IIIB 3BSL; Federal Title IIIC1 3C1L; NSIP C1 NC1L; Federal Title IIIC2 3C2L and NSIP C2 NC2L

5.10.10.2 July 1, 2026 – June 30, 2027: Federal Title IIIB 3BSL; Federal Title IIIC1 3C1L; NSIP C1 NC1L; Federal Title IIIC2 3C2L and NSIP C2 NC2L

XIX. Subparagraph 5.13 (DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER) is deleted in its entirety and replaced as follows:

5.13 OTHER SUBAWARDS

5.13.1 Subrecipient must immediately notify County's Contract Manager in writing of any contracts between Subrecipient and other public or private organizations which directly impact activities funded under this Subaward. A copy of any such contracts must be kept on file at Subrecipient's offices and must be provided to County upon request. Subrecipient must also immediately notify County's Contract Manager in writing of any default, termination, or finding of withheld payments under such contracts between Subrecipient and other public or private organizations which directly impact activities funded under this Subaward.

5.13.2 Subrecipient warrants that no other funding source will be billed for Services that are provided to and paid for by County under this Subaward.

XX. Subparagraph 5.14 (JOINT FUNDING REVENUES) is added as follows:

5.14 JOINT FUNDING REVENUES

5.14.1 Funds made available under this Subaward will supplement and not supplant any other Federal, State, or local funds expended by Subrecipient to provide Program Services. Subrecipient certifies that it has applied, or expects to apply, to offset in whole or in part, any of the costs incurred by Subrecipient in conducting current or prospective projects or business activities, including, but not necessarily limited to, the project or business activity which is the subject of this Subaward. To this end, Subrecipient must complete Exhibit R (Joint Funding Revenue Disclosure) prior to the commencement of this Subaward (and annually thereafter). Subrecipient must submit the completed Exhibit R (Joint Funding Revenue Disclosure) to County's Contract Manager in the time and manner as designated by County.

XXI. Subparagraph 7.6.2 is deleted in its entirety and replaced as follows:

7.6.2 Subrecipient must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Subrecipient, its officers, employees, agents, or Lower Tier Subrecipients, to comply with this Subparagraph, Exhibit F1 (Subrecipient Acknowledgement and Confidentiality Agreement), and Exhibit H (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)), as determined by County in its sole judgment. Any legal defense pursuant to Subrecipient's indemnification obligations under this Subparagraph will be conducted by Subrecipient and performed by counsel selected by Subrecipient and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Subrecipient fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Subrecipient for all such costs and expenses incurred by County in doing so. Subrecipient will not have the

right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

XXII. The heading of Subparagraph 8.10 is amended to read as 'CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR WHO ARE ON A COUNTY RE-EMPLOYMENT LIST' in lieu of 'CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR ARE ON A COUNTY RE-EMPLOYMENT LIST'. Except as expressly amended herein, Subparagraph 8.10 remains unchanged and in full force and effect.

XXIII. Subparagraph 8.13 (CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW) is deleted in its entirety and replaced as follows:

8.13 CONTRACTOR'S ACKNOWLEDGEMENT AND NOTICE TO ITS EMPLOYEES OF THE SAFELY SURRENDERED BABY LAW

8.13.1 Subrecipient (that is, "Contractor") acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor must notify and provide to its employees and will require each Lower Tier Subrecipient (that is, "Subcontractor") to notify and provide to its employees, a Fact Sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and information on where and how to safely surrender a baby. Additionally, Contractor understands that it is County's policy to encourage all County contractors to voluntarily post County's "Safely Surrendered Baby Law Poster" (available in English/Spanish/Chinese/Korean) in a prominent position at Contractor's place of business. Contractor will also encourage any approved subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business.

8.13.2 Contractor and its subcontractor(s) can access posters and other program material at babysafela.org.

XXIV. Subparagraph 8.14 (CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM) is deleted in its entirety and replaced as follows:

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 Subrecipient (that is, "Contractor") acknowledges that County has established a goal of ensuring that all individuals who benefit

financially from County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.14.2 As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Subaward (that is, "Contract") to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and will during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

XXV. Subparagraph 8.24.8 (Waivers of Subrogation) is deleted in its entirety and replaced as follows:

8.24.8 Waivers of Subrogation

8.24.8.1 To the fullest extent permitted by law, Subrecipient hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Subaward. Subrecipient must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effectuate such waiver.

XXVI. Subparagraph 8.28.7 is deleted in its entirety and replaced as follows:

8.28.7 If County finds that any provisions of this Subparagraph 8.28 have been violated, such violation will constitute a material breach of this Contract upon which County may terminate or suspend this Contract. While County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Civil Rights Department or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal, or State anti-discrimination laws or regulations will constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Contract.

XXVII. Subparagraph 8.33 (NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW) is deleted in its entirety, and **all subsequent subparagraphs are renumbered accordingly.** All references thereto are revised to reflect such renumbering.

XXVIII. Subparagraph 8.36 (PUBLIC RECORDS ACT) is deleted in its entirety, replaced, and renumbered as follows:

8.35 PUBLIC RECORDS ACT

8.35.1 Any documents submitted by Subrecipient, all information obtained in connection with County's right to audit and inspect Subrecipient's documents, books, and accounting records pursuant to Subparagraph 8.37 (Record Retention, Inspection and Audit Settlement), as well as those documents which were required to be submitted in response to the solicitation used to procure this Subaward, become the exclusive property of County. All such documents become a matter of public record and will be regarded as public records except for those documents determined to be non-disclosable or exempt pursuant to California Government Code Section 7921 et seq. and which are marked "trade secret", "confidential" or "proprietary". County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.35.2 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential" or "proprietary", Subrecipient agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in an action or liability arising under the California Public Records Act.

XXIX. Subparagraph 8.41 (TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPORT COMPLIANCE PROGRAM) is deleted in its entirety, replaced, and renumbered as follows:

8.40 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.40.1 Failure of Subrecipient (that is, "Contractor") to maintain compliance with the requirements set forth in Subparagraph

8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program), will constitute default under this Subaward (that is, "Contract"). Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which County may terminate this Contract pursuant to Subparagraph 8.42 (Termination for Default) and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

XXX. Subparagraph 8.42 (TERMINATION FOR CONVENIENCE) is deleted in its entirety, replaced, and renumbered as follows:

8.41 TERMINATION FOR CONVENIENCE

8.41.1 County may terminate this Subaward, in whole or in part, from time to time or permanently, when such action is deemed by County, in its sole discretion, to be in its best interest. Termination of Work hereunder will be effectuated by notice of termination to Subrecipient specifying the extent to which performance of Work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than thirty (30) calendar days after the notice is sent.

8.41.2 After receipt of a notice of termination and except as otherwise directed by County, Subrecipient must:

8.41.2.1 Stop Work under this Subaward on the date and to the extent specified in such notice;

8.41.2.2 Transfer title and deliver to County all completed Work and Work in progress.

8.41.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of Subrecipient under this Subaward must be maintained by Subrecipient in accordance with Subparagraph 8.37 (Record Retention, Inspection and Audit Settlement).

XXXI. Subparagraph 8.43 (TERMINATION FOR DEFAULT) is deleted in its entirety, replaced, and renumbered as follows:

8.42 TERMINATION FOR DEFAULT

8.42.1 County may, by written notice to Subrecipient, terminate the whole or any part of this Subaward, if, in the judgment of County:

8.42.1.1 Subrecipient has materially breached this Subaward; or

8.42.1.2 Subrecipient fails to timely provide and/or satisfactorily perform any task, deliverable, Service, or other work required under this Subaward; or

8.42.1.3 Subrecipient fails to demonstrate a high probability of timely fulfillment of performance requirements under this Subaward, or of any obligations of this Subaward and in either case, fails to demonstrate convincing progress toward a cure within five (5) business days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.

8.42.2 In the event that County terminates this Subaward in whole or in part as provided in Subparagraph 8.42.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and Services similar to those so terminated. Subrecipient will be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and Services. Subrecipient will continue the performance of this Subaward to the extent not terminated under the provisions of this Subparagraph 8.42.

8.42.3 Except with respect to defaults of any Lower Tier Subrecipient, Subrecipient will not be liable for any such excess costs of the type identified in Subparagraph 8.42.2 if its failure to perform this Subaward arises out of causes beyond the control and without the fault or negligence of Subrecipient. Such causes may include, but are not limited to acts of nature or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Subrecipient. If the failure to perform is caused by the default of a Lower Tier Subrecipient, and if such default arises out of causes beyond the control of both Subrecipient and Lower Tier Subrecipient, and without the fault or negligence of either of them, Subrecipient will not be liable for any such excess costs

for failure to perform, unless the goods or Services to be furnished by the Lower Tier Subrecipient were obtainable from other sources in sufficient time to permit Subrecipient to meet the required performance schedule. As used in this Subparagraph 8.42, the term "Lower Tier Subrecipient(s)" means Lower Tier Subrecipient(s) at any tier.

8.42.4 If, after County has given notice of termination under the provisions of this Subparagraph 8.42, it is determined by County that Subrecipient was not in default under the provisions of this Subparagraph 8.42, or that the default was excusable under the provisions of Subparagraph 8.42.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Subparagraph 8.41 (Termination for Convenience).

8.42.5 The rights and remedies of County provided in this Subparagraph 8.42, will not be exclusive and are in addition to any other rights and remedies provided by law or under this Subaward.

XXXII. Subparagraph 8.49 (WAIVER) is deleted in its entirety, replaced, and renumbered as follows:

8.48 **WAIVER**

8.48.1 No waiver by the County of any breach of any provision of this Subaward will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Subaward will not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 8.48 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Subaward.

XXXIII. Subparagraph 8.56 (COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES) is deleted in its entirety, replaced, and renumbered as follows:

8.55 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES

8.55.1 Subrecipient (that is, "Contractor"), and its Lower Tier Subrecipient(s) must comply with fair chance employment hiring practices set forth in California Government Code Section 12952, the California Code of Regulations Section 11017.1, and County Code Chapter 8.300 (Fair Chance Ordinance for

Employers). Contractor, and its subcontractor(s), can access fair chance employment resources, including a Fair Chance Fact Sheet and Workplace Posters (English/Spanish), and other program material at https://dcba.lacounty.gov/fairchance/. Additional compliance resources, including an Employer Toolkit (Fair Chance Hiring: An Employer's Guide to Hiring System-Impacted Individuals), can be accessed at https://opportunity.lacounty.gov/fair-chance-hiring-campaign/.

8.55.2 Subrecipient's violation of this paragraph of the Subaward may constitute a material breach of the Subaward. In the event of such material breach, County may, in its sole discretion, issue administrative penalties and/or seek additional remedies as provided within Section 8.300.100 of the Fair Chance Ordinance for Employers, and/or terminate the Subaward.

XXXIV. Subparagraph 8.59 (INJURY AND ILLNESS PREVENTION PROGRAM) is deleted in its entirety, replaced, and renumbered as follows:

8.58 INJURY AND ILLNESS PREVENTION PROGRAM

8.58.1 Subrecipient will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

XXXV. Subparagraph 8.60 (COMPAIGN CONTRIBUTION PROHIBITION FOLLOWING FINAL DECISION IN SUBAWARD PROCEEDING) is deleted in its entirety, replaced, and renumbered as follows:

8.59 CAMPAIGN CONTRIBUTION PROHIBITION FOLLOWING FINAL DECISION IN SUBAWARD PROCEEDING

8.59.1 Pursuant to Government Code Section 84308, Subrecipient and its Lower Tier Subrecipients, are prohibited from making a contribution of more than $500 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Subaward. Failure to comply with the provisions of Government Code Section 84308 and of this Subparagraph, may be a material breach of this Subaward as determined in the sole discretion of the County.

XXXVI. Subparagraph 9.3 (Contractor's Charitable Activities Compliance) is deleted in its entirety and replaced as follows:

9.3 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE

9.3.1 County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law, including the "Nonprofit Integrity Act of 2004", as approved and codified in California Government Code, Sections 12580-12599.10, in order to protect the County and its taxpayers. The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. Subrecipient (that is, "Contractor") which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Subaward (that is, "Contract") termination or debarment proceedings or both. (County Code Chapter 2.202)

XXXVII. Subparagraph 9.4 (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) is deleted in its entirety and replaced as follows:

9.4 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

9.4.1. The County is subject to the Administrative Simplification requirements and prohibitions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), and regulations promulgated thereunder, including the Privacy, Security, Breach Notification, and Enforcement Rules at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (collectively, the "HIPAA Rules"). Under this Contract, the Contractor provides services to the County and the Contractor creates, has access to, receives, maintains, or transmits Protected Health Information as defined in Exhibit H (Business Associate Under Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) in order to provide those services. The County and the Contractor therefore agree to the terms of Exhibit H (Business Associate Under Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

XXXVIII. Subparagraph 9.17.1 is deleted in its entirety and replaced as follows:

9.17.1 In the course of completing the Work and providing Services under this Subaward, Subrecipient must use any Information Technology Systems (ITS) developed for or by Subrecipient, as required by County in order to provide any and all services under this Subaward. This Subparagraph 9.17 and Exhibit I (Information Security and Privacy Requirements) set forth the requirements for the ITS which Subrecipient must use. This Subparagraph 9.17 and Exhibit I (Information Security and Privacy Requirements) also set forth the security procedures for these systems which Subrecipient must have in place by the effective date of this Subaward and which Subrecipient must maintain throughout the Subaward term. They present a minimum standard only. Subrecipient must implement appropriate administrative, physical, and technical measures to secure its systems and data to protect and ensure the privacy, confidentiality, integrity, and availability of County Information Assets (PSCI) as defined in Subparagraph 9.17.5 (County Information Assets) against internal and external threats, vulnerabilities, and risks. Subrecipient must also continuously review and revise those measures to address ongoing threats, vulnerabilities, and risks.

XXXIX. Subparagraph 9.17.2 is deleted in its entirety and replaced as follows:

9.17.2 Subrecipient must comply with the requirements set forth in Exhibit I (Information Security and Privacy Requirements). Subrecipient's failure to comply with the minimum standards set forth herein will constitute a material, non-curable breach of this Subaward, entitling County, in addition to and cumulative of all other remedies available to it at law, in equity, or under this Subaward, to immediately terminate this Subaward.

XL. Subparagraph 9.17.10 is deleted in its entirety and replaced as follows:

9.17.10 Subrecipient must ensure that any approved Lower Tier Subrecipient(s) adheres to all of the provisions included in this Subparagraph 9.17 and Exhibit I (Information Security and Privacy Requirements).

XLI. Subparagraph 9.26 is added as follows:

9.26 **Space Use Agreements (For Third-Party Events)**

9.26.1 Subrecipient will comply with the zero waste events requirements in Board Policy 3.185, Reduce Single – Use Plastics.

XLII. Paragraph 10.0 (SURVIVAL) is deleted in its entirety and replaced as follows:

10.0 SURVIVAL

10.1 In addition to any terms and conditions of this Subaward that expressly survive expiration or termination of this Subaward by their terms, the following provisions will survive the expiration or termination of this Subaward for any reason:

Paragraph 1.0	(Applicable Documents)
Paragraph 2.0	(Definitions and Headings)
Paragraph 3.0	(Work)
Subparagraph 5.4	(No Payment for Services Provided Following Expiration or Termination of Subaward)
Subparagraph 7.6	(Confidentiality)
Subparagraph 8.1	(Amendments)
Subparagraph 8.2	(Assignment and Delegation/Mergers or Acquisitions)
Subparagraph 8.6	(Compliance with Applicable Laws)
Subparagraph 8.19	(Fair Labor Standards)
Subparagraph 8.20	(Force Majeure)
Subparagraph 8.21	(Governing Law, Jurisdiction, and Venue)
Subparagraph 8.23	(Indemnification)
Subparagraph 8.24	(General Provisions for all Insurance Coverage)
Subparagraph 8.25	(Insurance Coverage)
Subparagraph 8.26	(Liquidated Damages)
Subparagraph 8.37	(Record Retention and Inspection and Audit Settlement)
Subparagraph 8.41	(Termination for Convenience)
Subparagraph 8.42	(Termination for Default)

Subparagraph 8.47 (Validity)

Subparagraph 8.48 (Wavier)

Subparagraph 8.57 (Prohibition from Participation in Future Solicitation(s))

Subparagraph 8.59 (Campaign Contribution Prohibition Following Final Decision in Subaward Proceeding)

Subparagraph 9.2 (Ownership of Materials, Software and Copyright)

Subparagraph 9.3 (Patent, Copyright and Trade Secret Indemnification)

Subparagraph 9.17 (Information Technology, Security and Privacy Requirements)

Subparagraph 9.17.5 (Data Destruction)

Paragraph 10.0 (Survival)

XLIII. Exhibit A (Statement of Work and Attachments), Subparagraph 10.6.6 is deleted in its entirety and replaced as follows:

10.6.6 Quality Assurance meetings can also be included to discuss Congregate Meal site audits, Home-Delivered Meal route audits, Caterer audits, central kitchen audits, menu changes, suggested voluntary contributions, and problems occurring at Congregate Meal sites.

XLIV. Exhibit A (Statement of Work and Attachments), Subparagraph 10.17.1.11 is deleted in its entirety and replaced as follows:

10.17.1.11 Subrecipient must not use any of the following practices as it relates to voluntary contributions and/or share of costs.

10.17.1.11.1 Requesting Clients to assist in the share of cost to the Program.

10.17.1.11.2 Tracking voluntary contributions by accounts receivable.

10.17.1.11.3 Tracking voluntary contributions by individual Clients.

10.17.1.11.4 Using pamphlets and websites stating that payment is required for Services or stating a monetary amount for Services.

10.17.1.11.5 Employing tactics, in any way, that could be viewed as embarrassing and/or obligatory requests for voluntary contributions.

10.17.1.11.6 Employing tactics such as allowing Volunteers to guard the collection boxes or having Clients sign in and pay before receiving Services.

10.17.1.11.7 At the time of the Initial Assessment, compelling Client to pledge a particular amount as an agreed upon voluntary contribution.

10.17.1.11.8 Using coercion to solicit voluntary contributions.

10.17.1.11.9 Using a voluntary contribution request resembling a billing statement or invoice.

10.17.1.11.10 Imposing a suggested contribution rate based on an individual's income.

XLV. Exhibit A (Statement of Work and Attachments), Subparagraph 10.17.2.5 is deleted in its entirety and replaced as follows:

10.17.2.5 Subrecipient must separate collected contributions (voluntary contributions/fees) from Subaward funding. All contributions must be identified as Program Income and used to: increase the number of meals served, facilitate access to such meals, and to provide nutrition-related supportive services.

XLVI. "Exhibit A (Statement of Work and Attachments), Amendment 2 (Performance Requirements Summary) Revised 06/2026" is added as an addendum to "Exhibit A (Statement of Work and Attachments), Amendment 2 (Performance Requirements Summary)" and is incorporated herein by reference.

XLVII. "Exhibit B1.1 (Budget) Amendment 4 {FY 2026-27 Baseline Funding}" is added as an addendum to "Exhibit B1.1 (Budget)" and is incorporated herein by reference.

XLVIII. "Exhibit B1.2 (Budget) Amendment 4 {FY 2026-27 MOCA Funding}" is added as an addendum to "Exhibit B1.2 (Budget)" and is incorporated herein by reference.

XLIX. "Exhibit B1.3 (Budget) Amendment 4 {FY 2026-27 NSIP Funding}" is added as an addendum to "Exhibit B1.3 (Budget)" and is incorporated herein by reference.

L. “Exhibit B2.1 (Budget) Amendment 4 {FY 2026-27 Baseline Funding}” is added as an addendum to "Exhibit B2.1 (Budget)” and is incorporated herein by reference.

LI. “Exhibit B2.2 (Budget) Amendment 4 {FY 2026-27 MOCA Funding}” is added as an addendum to "Exhibit B2.2 (Budget)” and is incorporated herein by reference.

LII. “Exhibit B2.3 (Budget) Amendment 4 {FY 2026-27 NSIP Funding}” is added as an addendum to "Exhibit B2.3 (Budget)” and is incorporated herein by reference.

LIII. “Exhibit B3 (Budget) Amendment 4 {FY 2026-27 Baseline Funding}” is added as an addendum to ‘Exhibit B3 (Budget)” and is incorporated herein by reference.

LIV. “Exhibit C1.1 (Mandated Program Services) Amendment 4 {FY 2026-27 Baseline Funding}” is added as an addendum to "Exhibit C1.1 (Mandated Program Service)” and is incorporated herein by reference.

LV. “Exhibit C1.2 (Mandated Program Services) Amendment 4 {FY 2026-27 MOCA Funding}” is added as an addendum to "Exhibit C1.2 (Mandated Program Service)” and is incorporated herein by reference.

LVI. “Exhibit C1.3 (Mandated Program Services) Amendment 4 {FY 2026-27 NSIP Funding}” is added as an addendum to "Exhibit C1.3 (Mandated Program Service)” and is incorporated herein by reference.

LVII. “Exhibit C2.1 (Mandated Program Services) Amendment 4 {FY 2026-27 Baseline Funding}” is added as an addendum to "Exhibit C2.1 (Mandated Program Service)” and is incorporated herein by reference.

LVIII. “Exhibit C2.2 (Mandated Program Services) Amendment 4 {FY 2026-27 MOCA Funding}” is added as an addendum to "Exhibit C2.2 (Mandated Program Service)” and is incorporated herein by reference.

LIX. “Exhibit C2.3 (Mandated Program Services) Amendment 4 {FY 2026-27 NSIP Funding}” is added as an addendum to "Exhibit C2.3 (Mandated Program Service)” and is incorporated herein by reference.

LX. “Exhibit C3 (Mandated Program Services) Amendment 4 {FY 2026-27 Baseline Funding}” is added as an addendum to "Exhibit C3 (Mandated Program Service)” and is incorporated herein by reference.

LXI. “Exhibit D (County’s Administration)” is deleted in its entirety and replaced with the attached “Exhibit D (County’s Administration) (Revised 01/2026)”, which is incorporated herein by reference.

LXII. “Exhibit E (Subrecipient’s Administration)” for FY 2026-27 is added as an addendum to “Exhibit E (Subrecipient’s Administration)” and is incorporated herein by reference.

LXIII. “Exhibit G (Safety Surrendered Baby Law)” is deleted in its entirety and replaced with the attached “Exhibit G (Intentionally Omitted)”, which is incorporated herein by reference.

LXIV. “Exhibit H (Intentionally Omitted)” is deleted in its entirety and replaced with the attached “Exhibit H (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA))”, which is incorporated herein by reference.

LXV. “Exhibit I (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA))” is deleted in its entirety and replaced with the attached “Exhibit I (Information Security and Privacy Requirements)”, which is incorporated herein by reference.

LXVI. “Exhibit J (Charitable Contributions Certificate)” is deleted in its entirety and replaced with the attached “Exhibit J (Intentionally Omitted)”, which is incorporated herein by reference.

LXVII. “Exhibit K (Information Security and Privacy Requirements)” is deleted in its entirety and replaced with the attached “Exhibit K (Intentionally Omitted)”, which is incorporated herein by reference.

LXVIII. “Exhibit R (Joint Funding Revenue Disclosure)” for FY 2026-27 is added as an addendum to “Exhibit R (Joint Funding Revenue Disclosure)” and is incorporated herein by reference.

LXIX. “Exhibit T (List of Lower Tier Subawards)” for FY 2026-27 is added as an addendum to “Exhibit T (List of Lower Tier Subawards)” and is incorporated herein by reference.

LXX. The “Fiscal Year 2026-27 Funding Allocations for Elderly Nutrition Program Services” funding allocation letter is incorporated herein by reference.

All other terms and conditions of the Subaward will remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this **Amendment Four** to be subscribed on its behalf by the Director of Aging & Disabilities Department, and the Subrecipient has subscribed the same through its Authorized Representative. The Authorized Representative(s) signing on behalf of Subrecipient warrants under penalty of perjury that he or she is authorized to bind Subrecipient.

COUNTY OF LOS ANGELES

By Maral V. Karaccusian — Jun 29, 2026
Maral V. Karaccusian (Jun 29, 2026 08:36:17 PDT)
Maral V. Karaccusian, Director — Date
County of Los Angeles
Aging & Disabilities Department

SUBRECIPIENT

City of Burbank
Subrecipient's Legal Name

ENP252601
Subaward Number

By Justin Hess — May 28, 2026
Name of Authorized Representative — Date

City Manager
Title

Justin Hess
Justin Hess (May 28, 2026 11:09:24 PDT)
Signature

Approved as to Form:

OFFICE OF COUNTY COUNSEL
Dawyn R. Harrison, County Counsel

By _____
Airionna S. Whitaker
Deputy County Counsel

By _____ _____
Name of Authorized Representative — Date

_____
Title

_____
Signature

FY 2026-27 ENP Amendment Four (Burbank)

Final Audit Report 2026-05-28

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STAFF REPORT

WATER AND POWER

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
BY: Kyle Wilson, Assistant General Manager, Operational Technology

SUBJECT: Approval and Adoption of the Burbank Water and Power Physical Security Plan for the California Public Utilities Commission's Decision 19-01-018

RECOMMENDATION

Approve and adopt the Burbank Water and Power (BWP) Physical Security Plan, in collaboration with the California Municipal Utilities Association (CMUA), as it applies to the definitions, plans, and standards set forth by the California Public Utilities Commission's (CPUC) Decision 19-01-018, and approve implementation of the mitigating measures and expenditures.

BACKGROUND

BWP is committed to securing its distribution substations to provide safe and reliable electricity. Recognizing the importance of securing the safety and reliability of its electric system, BWP participated in the CPUC Physical Security proceeding. The effort by BWP is driven by the CMUA working group, comprising municipal utilities, to address physical security compliance and mitigation under CPUC Decision 19-01-018, "marking California as the first state in the nation to adopt rules to safeguard its electric distribution grid against terrorist attack".

BWP engaged a leading third-party provider of security consulting and systems integration services to review BWP's substations and produce a report assessing BWP's readiness to withstand and respond to physical attacks on its distribution substations. BWP evaluated this third-party report and subsequently prepared the BWP Physical Security Plan, which includes the six-step process BWP follows to identify, assess, document, review, validate, and repeat the security findings and recommendations to

comply with CPUC Decision 19-01-018.

DISCUSSION

On April 16, 2013, the Pacific Gas and Electric Company's (PG&E) Metcalf Transmission Substation in Coyote, California (just south of San Jose) was the target of a deliberate attack resulting in damage to 17 transformers and nearby fiber-optic telecommunication cables owned by AT&T. In response to the attack, the Federal Energy Regulatory Commission (FERC) directed the North American Electric Reliability Corporation (NERC) to develop new physical security requirements, resulting in the creation of CIP-014.

At the state level, Senator Jerry Hill authored SB 699 (2014), directing the CPUC to "consider adopting rules to address the physical security risks to the distribution systems of electrical corporations." In response to SB 699, the CPUC's Safety and Enforcement Division, Risk Assessment and Safety Advisory Section (RASA) prepared a white paper proposing a new requirement for investor-owned utilities (IOUs) and publicly owned utilities (POUs) to develop security plans that would identify security risks to their distribution and transmission systems, and propose methods to mitigate those risks. The CPUC hosted a series of workshops to better understand the state of utility physical security protections and to seek input on refining their proposal.

In order to support statewide improvement in how utilities address distribution-level physical security risks, the California Municipal Utilities Association (CMUA), which is the statewide trade association for POUs, coordinated with the state's IOUs to develop a comprehensive Straw Proposal (Joint IOU/POU Straw Proposal) for a process to identify at-risk facilities and, if necessary, develop physical security mitigation plans. As a member of CMUA, BWP staff participated in developing the Joint IOU/POU Straw Proposal through a CMUA working group and through direct meetings with the IOUs. The Joint POU/IOU Straw Proposal set out a process for the following:

(1) identifying if the utility has any high priority distribution facilities;
(2) evaluating the potential risks to those high priority distribution facilities;
(3) developing a mitigation plan for the distribution facilities where the identified risks are not effectively mitigated through existing resilience/security measures;
(4) obtaining third party reviews of the mitigation plans;
(5) adopting a document retention policy;
(6) ensuring a review process established by the POU governing board; and
(7) implementing information sharing protocols. In early 2019, the CPUC approved Decision (D.) 19-01-018, which adopted the Joint IOU/POU Straw Proposal as modified by RASA. This decision asserted that POUs should utilize the Physical Security Plan process described therein.

BWP is following the Physical Security Plan process to reflect its existing commitment to safety and to protecting its ratepayers' investment by taking reasonable and cost-effective measures to safeguard key assets of its distribution system.

BWP continues to improve the security posture of its facilities and critical systems. Efforts to update and upgrade substation security began prior to the CPUC decision. While BWP has physical protection at the perimeters of its substations with fences and walls, this report identifies specific substations that supply power to critical sites. It also provides mitigation measures required to protect against physical attacks as defined by the CPUC. There are four substations identified in the report, each with a unique set of recommended mitigation measures that can be completed. The BWP Physical Security Plan details the required actions and measures needed to comply with all such rules, regulations, and standards.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378. Further, even if this activity is deemed a "project" under CEQA, there is no possibility that this activity will have a significant effect on the environment and therefore, it is exempt from CEQA pursuant to 14 Cal. Code Regs. §15061.

FISCAL IMPACT

There is no fiscal impact associated with this report. Funds to support the mitigation measures proposed in the BWP Physical Security Plan ($100,000) are included in BWP's approved Fiscal Year (FY) Capital Improvements Project Budget.

CONCLUSION

Staff recommends approval and adoption of the BWP Physical Security Plan, which identifies safety and mitigation measures and expenditures required to protect identified BWP substations against physical attacks. This will allow BWP to comply with the CPUC statutory requirement and deter possible attacks while continuing to provide reliable electrical service to the critical sites identified in the plan.

ATTACHMENT

Attachment 1 – Burbank Water and Power Physical Security Plan for the California Public Utilities Commission's Decision 19-01-018

CITY OF BURBANK
WATER AND POWER

BURBANK WATER AND POWER PHYSICAL SECURITY PLAN FOR THE CALIFORNIA PUBLIC UTILITIES COMMISSION'S DECISION 19-01-018

REPORT ON BWP'S PHYSICAL SECURITY PROGRAM FOR DISTRIBUTION-LEVEL FACILITIES

July 21, 2026

Contents of this document have been redacted for review in public forum

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I. OVERVIEW

A. GOAL OF BURBANK WATER AND POWER (BWP) PHYSICAL SECURITY PLAN

BWP recognizes the importance of securing the safety and reliability of its electric system and therefore participated in the California Public Utilities Commission's (CPUC) Physical Security proceeding and has undertaken this assessment. In the spirit of continued cooperation, BWP offers the following in response to CPUC Decision 19-01-018, "marking California as the first state in the nation to adopt rules to safeguard its electric distribution grid against terrorist attack".

Ensuring the safety of its facilities is a top priority for BWP, and BWP prioritizes safety in all aspects of its design, operation, and maintenance practices. The overarching goal of this BWP Physical Security Plan is to describe BWP's risk management approach toward distribution system physical security, with appropriate consideration of resiliency, impact, and cost.

B. DESCRIPTION OF BWP

BWP is a community-owned utility in Burbank, California. BWP serves approximately 53,000 customers within a geographic area of nearly 17.5 miles. BWP operates nineteen (19) distribution facilities and maintains approximately 335 miles of distribution infrastructure to serve the city.

C. RESULTS OF BWP PHYSICAL SECURITY PLAN ASSESSMENT

BWP staff assessed nineteen (19) distribution facilities according to CPUC guidelines and determined four (4) substations to be Covered Distribution Facilities as defined in Section IV, Paragraph A. After evaluation, all four of these facilities were found to require a mitigation plan.

REDACTED performed an independent review of BWP's Physical Security Plan and an on-premises evaluation of several BWP distribution facilities. Utilizing their substantial industry experience, REDACTED staff were able to identify many physical security risks to BWP's Covered Distribution Facilities. These risks included REDACTED. Recommendations to mitigate these issues were then delivered to BWP in the form of a site assessment summary.

BWP has evaluated the findings in the site assessment summary and found the recommendations to be accurate and helpful. The findings from the site assessment have been incorporated into this plan and BWP will use the recommendations where feasible to improve the security at each Covered Distribution Facility.

II. BACKGROUND

On April 16, 2013, one or more individuals attacked equipment located within Pacific Gas and Electric Company's (PG&E) Metcalf Transmission Substation, ultimately damaging seventeen (17) transformers. These individuals also cut nearby fiber-optic telecommunication cables owned by AT&T. In response to the attack, the Federal Energy Regulatory Commission (FERC) directed the North American Electric Reliability Corporation (NERC) to develop new physical security requirements, resulting in the creation of CIP-014.

At the state level, Senator Jerry Hill authored SB 699 (2014), directing the CPUC to "consider adopting rules to address the physical security risks to the distribution systems of electrical corporations." In response to SB 699, the CPUC's Safety and Enforcement Division, Risk Assessment and Safety Advisory Section (RASA) prepared a white paper proposing a new requirement for investor owned utilities (IOUs) and publicly owned utilities (POUs) to develop security plans that would identify security risks to their distribution and transmission systems, and propose methods to mitigate those risks. The CPUC hosted a series of workshops to better understand the state of utility physical security protections and to seek input on refining their proposal.

In order to support statewide improvement in how utilities address distribution level physical security risks, the California Municipal Utilities Association (CMUA), which is the statewide trade association for POUs, coordinated with the state's IOUs to develop a comprehensive Straw Proposal[1] (Joint IOU/POU Straw Proposal) for a process to identify at-risk facilities and, if necessary, develop physical security mitigation plans. As a member of CMUA, BWP staff participated in the development of the Joint IOU/POU Straw Proposal through a CMUA working group as well as through direct meetings with the IOUs. The Joint POU/IOU Straw Proposal set out a process for the following: (1) identifying if the utility has any high priority distribution facilities; (2) evaluating the potential risks to those high priority distribution facilities; (3) developing a mitigation plan for the distribution facilities where the identified risks are not effectively mitigated through existing resilience/security measures; (4) obtaining third party reviews of the mitigation plans; (5) adopting a document retention policy; (6) ensuring a review process established by the POU governing board; and (7) implementing information sharing protocols.

RASA filed a response[2] to the Joint IOU/POU Straw Proposal that recommended various modifications and clarifications, including a six-step process. Additionally, RASA recommended that utility mitigation plans include: (1) an assessment of supply chain vulnerabilities; (2) training programs for law enforcement and utility staff to improve communication during physical security events; and (3) an assessment of any nearby communication utility infrastructure that supports priority distribution substations.

[1] Straw Proposal available at: https://www.cpuc.ca.gov/uploadedFiles/CPUCWebsite/Content/Safety/Risk_Assessment/physicalsecurity/R1506009-Updated%20Joint%20Straw%20Proposal%20and%20Cover%20083117%20Filing.pdf.
[2] RASA Response available at: https://www.cpuc.ca.gov/uploadedFiles/CPUCWebsite/Content/Safety/Risk_Assessment/physicalsecurity/Final%20Staff%20Recommendation%20for%20Commission%20Consideration%20010318.pdf.

In early 2019, the CPUC approved Decision (D.) 19-01-018, which adopted the Joint IOU/POU Straw Proposal as modified by the RASA proposal, with additional clarifications and guidance. D.19-01-018 clarified that where there is a conflict between the Straw Proposal and the RASA proposal, then it is the rule in the RASA proposal that controls.[3]

D.19-01-018 asserted that POUs should utilize the CMUA Security Plan process described therein. BWP is following the process and issuing this report at this time to reflect its existing commitment to safety and to protecting its ratepayers' investment by taking reasonable and cost-effective measures in an effort to safeguard key assets of its distribution system.

[3] D.19-01-018 at 43, footnote 58 ("Should there be any question of which shall predominate should there be any incongruity or conflict between a utility or SED RASA recommended rule, the SED RASA rule shall apply.").

III. PLAN DEVELOPMENT PROCESS

A. PHYSICAL SECURITY PRINCIPLES

The Joint IOU/POU Straw Proposal seeks to support the creation of a risk management approach toward distribution system physical security, with appropriate considerations of resiliency, impact, and cost. In order to accomplish this risk-based approach, the Joint IOU/POU Straw Proposal identifies several principles to guide the development of each individual utility's program. These principles are the following:

1. Distribution systems are not subject to the same physical security risks and associated consequences, including threats of physical attack by terrorists, as the transmission system.

2. Distribution utilities will not be able to eliminate the risk of a physical attack occurring, but certain actions can be taken to reduce the risk or consequences, or both, of a significant attack.

3. A one-size-fits-all standard or rule will not work. Distribution utilities should have the flexibility to address physical security risks in a manner that works best for their systems and unique situations, consistent with a risk management approach.

4. Protecting the distribution system should consider both physical security protection and operational resiliency or redundancy.

5. The focus should not be on all distribution facilities, but only those that risk dictates would require additional measures.

6. Planning and coordination with the appropriate federal and state regulatory and law enforcement authorities will help prepare for attacks on the electrical distribution system and thereby help reduce or mitigate the potential consequences of such attacks.

B. BWP Physical Security Plan Development Process

BWP utilized a multi-step process to develop this BWP Physical Security Plan that is consistent with the Joint IOU/POU Straw Proposal and D.19-01-018. The relevant six (6) steps of that process are as follows:

STEP 1: ASSESSMENT/PLAN DEVELOPMENT

BWP staff and/or consultants prepare a Draft BWP Physical Security Plan through the process set forth in Steps 1A, 1B, and 1C.

STEP 1A: IDENTIFY COVERED DISTRIBUTION FACILITIES

BWP will evaluate all distribution-level facilities in its service territory that are subject to its control to determine if any facility meets D.19-01-018's definition of a Covered Distribution Facility using the seven (7) factors identified in the Joint IOU/POU Straw Proposal.

STEP 1B: PERFORM RISK ASSESSMENT

For every individual Covered Distribution Facility identified pursuant to Step 1A, BWP will perform an evaluation of the potential risks associated with a successful physical attack on that Covered Distribution Facility, and whether existing grid resiliency, back-up generation, and/or physical security measures appropriately mitigate identified risks.

STEP 1C: DEVELOP MITIGATION PLAN

If there are any individual Covered Distribution Facilities where the Risk Assessment performed pursuant to Step 1B finds that the existing mitigation and/or resiliency measures do not effectively mitigate the identified risks, then BWP will develop a Mitigation Plan for that Covered Distribution Facility. The Mitigation Plan will use a risk-based approach to select reasonable and cost-effective measures that can either be security focused (*e.g.*, walls or alarms) or resiliency focused (*e.g.*, adequate spare parts).

STEP 2: INDEPENDENT REVIEW

For every BWP Physical Security Plan cycle, BWP will document the results of the identification process, risk assessment, and mitigation plan development performed pursuant to Steps 1A, 1B, and 1C. This documentation in combination with narrative description in Section IX below, constitutes BWP's Draft Physical Security Plan. Each BWP Physical Security Plan is submitted to a Qualified Third Party for independent review. The Qualified Third Party Reviewer will then issue an evaluation that identifies any potential deficiencies in the Draft BWP Physical Security Plan as well as recommendations for improvements. BWP will then modify its plan to address any identified deficiencies or recommendations, or will document the reasons why any recommendations were not adopted. The combination of the Draft BWP Physical Security Plan, the non-confidential conclusions of the Qualified Third Party Reviewer, and BWP's responses to the Qualified Third Party Review will constitute BWP's Physical Security Plan.

STEP 3: VALIDATION

BWP will submit its BWP Physical Security Plan to a qualified authority for review. Such entity will provide additional feedback and evaluation of BWP's Physical Security Plan and, to the extent that this entity is authorized, such entity deems the BWP Physical Security Plan as adequate.

STEP 4: ADOPTION

BWP's Physical Security Plan will be presented to and adopted by the Burbank City Council at a public meeting.

STEP 5: MAINTENANCE

BWP will refine and update the BWP Physical Security Plan as appropriate and as necessary to preserve plan integrity.

STEP 6: REPEAT PROCESS

BWP will repeat this six-step process at least once every five (5) years.

IV. IDENTIFICATION OF COVERED DISTRIBUTION FACILITIES (STEP 1A)

As described in Section III, Step 1A of the CMUA Physical Security Plan process involves assessing all distribution-level facilities that are subject to the control of BWP to determine which facilities are Covered Distribution Facilities subject to the need for a risk assessment. This Section describes the factors that BWP used to evaluate its distribution facilities and the results of its evaluation.

A. IDENTIFICATION FACTORS

The Joint IOU/POU Straw Proposal defines seven (7) screening factors to determine if a facility is a Covered Distribution Facility. Some factors require additional definitions and/or clarifications in order to be applied to BWP's facilities. The following Table provides the Joint IOU/POU Straw Proposal's Factors as modified/clarified by BWP.

Contents of the chart have been redacted for review in public forum

	Joint IOU/POU Straw Proposal Description	Additional Clarification
1		
2		
3		
4		
5		
6		
7		

B. IDENTIFICATION ANALYSIS

In performing this identification analysis, BWP is assessing all distribution level facilities that are subject to its exclusive control, or if the facility is jointly owned, the joint ownership agreement identifies BWP as the entity responsible for operation and maintenance. The specific types of facilities are substations.

Based on this scope, BWP has identified twenty (20) facilities that are subject to this identification analysis. Of these 20 facilities, four (4) fall within one of the categories listed above. These 4 facilities listed below constitute BWP's Covered Distribution Facilities.

Contents of the chart have been redacted for review in public forum



V. RISK ASSESSMENT (STEP 1B)

A. METHODOLOGY

Pursuant to the process identified in the Joint IOU/POU Straw Proposal and D.19-01-018, BWP will assess the potential risks associated with a successful physical attack on each of the Covered Distribution Facilities identified in Section IV above. For purpose of this analysis, a physical attack is limited to the following: (1) theft; (2) vandalism; and (3) discharge of a firearm. A "successful physical attack" is limited to circumstances where a theft, vandalism, and/or the discharge of a firearm has directly led to the failure of any elements of the Covered Distribution Facility that are necessary to provide uninterrupted service to the specific load identified in Section IV.

In order to perform this risk analysis, BWP evaluates the relative risk that (1) a physical attack on a Covered Distribution Facility will be successful considering the protective measures in place; or (2) that the impacts of a successful attack will be mitigated due to resiliency and other measures in place.

B. MITIGATION MEASURES

D.19-01-018 identifies the specific mitigation measures that a utility should consider when performing this risk analysis. The following table lists these mitigation measures and provides BWP's additional clarifications that are necessary to apply these measures to the BWP's territory.

Contents of the chart have been redacted for review in public forum

Measure	D.19-01-018 Description	Additional Clarification
1		
2		
3		
4		
5		
6		
7		
8		
9		

C. RISK ASSESSMENT

Based on the process described in the Joint IOU/POU Straw Proposal and the direction provided in D.19-01-018, BWP has determined that of the four (4) Covered Distribution Facilities identified in Section IV, the existing programs and measures effectively mitigate the risks of a physical attack for none of those Covered Distribution Facilities.

BWP's approach to security is to maintain a strong physical perimeter to each substation and to ensure that each substation has ample resiliency. Due to the age of many of BWP's substations, some of the measures taken to secure the substations are antiquated and in need of upgrade or replacement with more modern and secure methods. The risk assessment for each substation is presented below.

The following table provides a summary of BWP's assessment of each mitigation measure for each Covered Distribution Facility. The "X" denotes a mitigation measure that has been satisfied.

Contents of the chart have been redacted for review in public forum



As identified above, four (4) of the Covered Distribution Facilities do not have existing mitigating measures sufficient to effectively mitigate the identified risks of a physical attack. These facilities are discussed in Section V.

1. REDACTED SUBSTATION
2. REDACTED SUBSTATION
3. REDACTED SUBSTATION
4. REDACTED SUBSTATION

VI. COVERED DISTRIBUTION FACILITY MITIGATION PLANS (STEP 1C)

Pursuant to the process identified in the Joint IOU/POU Straw Proposal and D.19-01-018, BWP has determined that for four (4) of the Covered Distribution Facilities that are subject to BWP's control, the existing mitigation measures do not effectively reduce the risk of a physical security attack. This section describes the Mitigation Plan that BWP has developed for each of these Covered Distribution Facilities.

A. REDACTED MITIGATION PLAN

BWP anticipates the security enhancements to be completed within five years and expects such work to cost approximately $25,000. The final cost may change depending on increased costs of materials, labor, equipment, etc.

B. REDACTED MITIGATION PLAN

BWP anticipates the security enhancements to be completed within five years and expects such work to cost approximately $25,000. The final cost may change depending on increased costs of materials, labor, equipment, etc.

C. REDACTED MITIGATION PLAN

BWP anticipates the security enhancements to be completed within five years and expects such work to cost approximately $25,000. The final cost may change depending on increased costs of materials, labor, equipment, etc.

D. REDACTED MITIGATION PLAN

BWP anticipates the security enhancements to be completed within five years and expects such work to cost approximately $25,000. The final cost may change depending on increased costs of materials, labor, equipment, etc.

VII. INDEPENDENT EVALUATION AND RESPONSE (STEP 2)

A. REQUIREMENTS FOR QUALIFIED THIRD PARTY REVIEW

D.19-01-018 specifies the following criteria for a Qualified Third Party Reviewer:

> Independence: A Qualified Third Party Reviewer cannot be a division of the POU. A governmental entity can select as the third-party reviewer another governmental entity within the same political subdivision, so long as the entity has the appropriate expertise, and is not a division of the POU that operates as a functional unit, i.e., a municipality could use its police department as its third-party reviewer if it has the appropriate expertise.
>
> Adequate Qualifications: A Qualified Third Party Reviewer must be an entity or organization with electric industry physical security experience and whose review staff has appropriate physical security expertise, which means that it meets at least one of the following: (1) an entity or organization with at least one member who holds either an ASIS International Certified Protection Professional (CPP) or Physical Security Professional (PSP) certification; (2) an entity or organization with demonstrated law enforcement, government, or military physical security expertise; or (3) an entity or organization approved to do physical security assessments by the CPUC, Electric Reliability Organization, or similar electrical industry regulatory body.

B. IDENTIFICATION OF THIRD PARTY REVIEWER

BWP has selected REDACTED as its Third Party Reviewer.

REDACTED is a $1.4 billion global, industry-leading systems integrator that designs, installs, and services electronic security, cybersecurity, fire alarm, and life safety systems. REDACTED meets the following criteria:

1. REDACTED is an entity or organization with electric industry physical security experience and whose review staff has appropriate physical security expertise.
2. REDACTED is an entity or organization with at least one member who holds either an ASIS International Certified Protection Professional (CPP) or Physical Security Professional (PSP) certification.
3. REDACTED is an entity or organization with demonstrated law enforcement, government, or military physical security expertise.

C. PUBLIC RESULTS OF THIRD PARTY EVALUATION

As part of their site assessment engagement with Burbank Water & Power (BWP), REDACTED has reviewed BWP's security plan and performed a site visit and high-level security overview of several BWP facilities. The REDACTED team has prepared a list of recommendations to enhance security at these locations.

D. BWP RESPONSE

BWP acknowledges REDACTED experience and expertise in the area of physical security. REDACTED has provided many recommendations for security enhancement which align with or supplement the physical security measures proposed by BWP staff. BWP accepts the findings presented by REDACTED and agrees to consider each recommended item on a case-by-case basis and where feasible BWP may implement such recommendations.

VIII. VALIDATION (STEP 3)

A. SELECTION OF QUALIFIED AUTHORITY

BWP has selected the Burbank Police Department (BPD) to perform validation of the BWP Physical Security Plan. BWP considered several other industry organizations and entities. However, BPD has a vast amount of physical security expertise and a close working relationship with Burbank Water and Power, which made BPD the ideal qualified authority.

B. RESULTS OF QUALIFIED AUTHORITY REVIEW

BPD staff has conducted its review of the Burbank Water and Power Physical Security Plan, including recommendations for security risk mitigation from both BWP as well as REDACTED. The plan and mitigation recommendations present an honest and critical assessment of site vulnerabilities subject to exploitation by attackers as well as viable countermeasures to address such vulnerabilities. BPD staff has determined this plan to be adequate. In addition to those recommendations contained in the report, BPD suggests the following additional considerations:

- REDACTED

The implementation of the measures recommended in the plan and the above-listed recommendations from BPD will make BWP facilities less vulnerable to attack, while preparing police personnel to better respond in the event that one does occur. In addition, these BPD recommendations will provide investigators with the necessary information to assist in identifying those responsible for such an event.

C. BWP RESPONSE TO QUALIFIED AUTHORITY REVIEW

BWP appreciates the time and effort spent by the BPD to validate this report and to provide suggestions to help BWP further improve the security of our distribution facilities. BWP agrees to consider each recommended item on a case-by-case basis and where feasible BWP may implement such recommendations.

IX. NARRATIVE DESCRIPTIONS FOR BWP PHYSICAL SECURITY PLAN

A. ASSET MANAGEMENT PROGRAM

BWP has taken steps to implement an asset management program to promote optimization and quality assurance for tracking and locating spare parts stock, ensuring availability, and the rapid dispatch of available spare parts.

B. WORKFORCE TRAINING AND RETENTION PROGRAM

BWP is taking steps to implement a workforce training and retention program to employ a full roster of highly-qualified service technicians able to respond to make repairs in short order throughout a utility's service territory using spare parts stockpiles and inventory.

C. PREVENTATIVE MAINTENANCE PLAN

BWP is taking steps to implement a preventative maintenance plan for security equipment to ensure that mitigation measures are functional and performing adequately.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director, Transportation
Marcos Fuentes, Senior Transportation Planner
BY: Kyle Kramer, Associate Transportation Planner

SUBJECT: Approval of a Memorandum of Understanding Between the Southern California Association of Governments and the City of Burbank for a Sustainable Communities Program Active Transportation and Safety Project Grant in the Amount of $900,000 for the Safer Downtown Burbank Mobility Network Improvement Project

RECOMMENDATION

1. Find the Safer Downtown Burbank Mobility Network Improvement Project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c) (Class 1 - Existing Facilities);
2. Approve a Memorandum of Understanding (MOU) Between the Southern California Association of Governments and the City of Burbank for a Sustainable Communities Program Active Transportation and Safety Project Grant; and
3. Authorize the City Manager or his Designee to Execute the MOU and any other Ancillary Documents, Including Amendments, in Form and Substance Satisfactory to the City Attorney's Office and Accept the Grant Funds.

BACKGROUND

The City of Burbank has committed to expanding transportation options and improving street safety for all users regardless of their chosen mode of travel. The *Burbank2035* General Plan Policy M-5.1 directs the City to "…maximize pedestrian and bicycle safety, accessibility, connectivity, and education throughout Burbank to create neighborhoods where people choose to walk or ride between nearby destinations." The 2020 Complete Our Streets Plan includes five policies to improve facilities for bicycles and identified a

network of Bicycle Priority Streets where bicycle improvements should be focused. Improvements on these streets should make bicycle travel throughout the City attractive for users of all ages and abilities, close gaps in the bicycle network, and provide greater separation between bicyclists and motor vehicles. Strategy T-1.1 in the 2022 Greenhouse Gas Reduction Plan (GGRP) Update aims to implement complete streets projects as a method to reduce vehicle miles traveled, with Strategy T-1.1c specifically directing the City to "…continually work to identify grant funding opportunities to implement Complete Our Streets projects."

Several streets in Downtown Burbank have been improved with basic bicycle facilities identified in previous planning documents and implemented through various roadway striping projects. These facilities encourage bicycle travel and support the varied land uses, higher densities, and high quality local and regional transit in Downtown Burbank. While several streets have been improved with bicycle lanes, the improvements do not fully achieve the City's Complete Our Streets policies, which intend to serve users of all ages and abilities.

In 2024, the Southern California Association of Governments (SCAG) released a call for applications for its Connect SoCal 2024 Sustainable Communities Program Active Transportation and Safety (SCP-ATS) initiative, which funds projects designed to implement complete streets and safety policies. The grant program was specifically intended to fund "quick-build" infrastructure such as paint and signage components that could be added to existing streets to improve safety and mobility. The City of Burbank applied to the SCP-ATS program for a project titled "Safer Downtown Burbank Mobility Network Improvement Project" to apply these quick-build improvements to several existing bicycle facilities in Downtown Burbank. At its board meeting in December 2024, SCAG voted to award the project $900,000.

DISCUSSION

The Safer Downtown Burbank Mobility Network Improvement Project will connect and improve the bicycle network and pedestrian crossings in Downtown Burbank, adding new bike facilities and upgrading safety elements on existing bicycle facilities. Improvements will include the following elements/street segments:

- Angeleno Avenue between First Street and Glenoaks Boulevard - convert striped bicycle lanes to parking-protected bicycle lanes and install bicycle protections at intersections
- Third Street between Providencia Avenue and McCambridge Park - convert striped bicycle lanes to separated/protected bicycle lanes, install one new block of striped buffered bicycle lane, and install traffic calming treatments

- Orange Grove Avenue between Third Street and Kenneth Road - install striped buffered bicycle lanes
- Providencia Avenue between Bonnywood Place and Glenoaks Boulevard - install wayfinding, traffic calming, and striped uphill bicycle lanes

Traffic calming and wayfinding improvements throughout the project area would be considered based on the City's 2025 Safer Streets Burbank Action Plan and may include quick-build elements such as pedestrian rapid rectangular flashing beacons (RRFB), signs for wayfinding, red curb at stop signs, quick-build curb extensions with bollards, and centerline hardening. The project will include data collection and community engagement before and after implementation to understand the effects of the infrastructure, allowing it to be modified if needed. The design process will incorporate a technical advisory committee including members from Fire, Police, Public Works, and other affected departments.

The MOU (Attachment 1) will allow the City to accept the SCP-ATS funds and proceed with design and implementation of the project. The MOU is structured such that SCAG will procure a consultant for the project's design phase and project evaluation, and SCAG will fully manage the design contract, equivalent to $205,000 of the $900,000 award. The City is responsible for implementing the construction phase, including procurement of a contractor, and will be reimbursed for the construction, equivalent to $695,000 of the $900,000 award. Design and construction activities covered by the MOU are expected to be completed by December 31, 2028.

The funds for this grant include $434,000 from the state's Regional Early Action Planning Grants (REAP) 2.0 program and $466,000 from the federal 2023 Safe Streets for All (SS4A) program. These funding sources require the City to comply with certain terms, including requirements to spend the funds by prescribed dates and to adhere to federal and state procurement guidelines. Although the REAP funds have an expenditure deadline of December 31, 2026, SCAG staff have reassured City staff that SCAG will take steps necessary to amend its own funding agreements to ensure the full SCP-ATS award remains available to the City through project completion. SCAG has already procured a consultant for the design phase of the project who has designed projects in Burbank previously, and project design work can begin immediately.

This project will implement identified gap closure projects and multimodal safety goals in the Complete Our Streets Plan at no cost to the City's general fund. The project will also complement several other larger bicycle improvement projects serving Downtown Burbank including the recently completed Front Street Cycle Track project and the First Street Protected Bike Lane project, which will begin construction this year. The Safer Downtown Burbank Mobility Network Improvement Project will advance Transportation

Item C from the Council Priorities 2025-2026 Priority Action Plan: Complete design of Third Street and Angeleno Avenue Class IV Protected Bike Lanes.

COMMUNITY OUTREACH

Burbank residents have repeatedly identified their desire for safer, calmer streets and better bicycle connectivity, particularly in Downtown Burbank, during the engagement processes for many previous City plans and projects. Bicycle facilities on Orange Grove Avenue, Third Street, and Providencia Avenue have been identified in City planning documents as old as the 2003 Burbank Bicycle Plan as well as the current 2009 Burbank Bicycle Plan. This project implements many of the concepts in the Complete Our Streets Plan and Safer Streets Burbank Action Plan. During the engagement process for the Safer Streets Burbank Action Plan, more than a dozen comments (around 5% of all citywide comments) focused on this project's corridors, including requests for improvements and greater protection for existing bike lanes. In addition to the long-documented support for these improvements, the project scope also includes line items for a before-and-after survey, a community advisory committee, and at least two community engagement events.

ENVIRONMENTAL REVIEW

The project is categorically exempt from CEQA in accordance with CEQA Guidelines, Article 19 (Categorical Exemptions), Section 15301(c) – Existing Facilities, Class 1, which consists of minor alteration of existing public facilities involving negligible or no expansion of existing or former use, and includes "alterations such as the addition of bicycle facilities…pedestrian crossings… and other similar alterations that do not create additional automobile lanes". This exemption is applicable given that the scope of work for this project is limited to installing signs, striping, and semi-permanent quick-build materials for bicycle and pedestrian facilities within the existing roadway. The project does not create additional automobile lanes. These streets will continue to be used for public right-of-way purposes, with any changes intended to enhance roadway user safety. There are no exceptions or unique circumstances that apply that would affect the application of this exemption.

FISCAL IMPACT

There is no fiscal impact to approve the MOU and accept the SCAG SCP-ATS grant. Sufficient funds are available to front the project's design and construction costs, and the $900,000 project cost will be fully reimbursable by the SCAG grant.

CONCLUSION

By approving the MOU and accepting the SCAG SCP-ATS grant award for the Safer Downtown Burbank Mobility Network Improvement Project, the City will be able to design and construct new quick-build bicycle and street safety infrastructure throughout Downtown at no cost to its general fund. This project implements the General Plan,

Greenhouse Gas Reduction Plan, and Complete Our Streets Plan and furthers the Council's goal of prioritizing multimodal transportation systems including bike lanes and safe walking paths while enhancing the City's safety and sustainability.

ATTACHMENTS

Attachment 1 – Memorandum of Understanding
Attachment 2 – Project Concept Map

MEMORANDUM OF UNDERSTANDING
No. M-024-26

SCAG Overall Work Program (OWP) No: 225-4955.01 & 305.4926.01

Federal/State Awarding Agency: (1) California Department of Housing and Community Development; (2) United States Department of Transportation;
Funding Source(s): (1) REAP 2.0; (2) 2023 SS4A

Sub-Recipient Name: City of Burbank
Sub-Recipient's UEI No: M6MJVWJ4RF89
Federal Award Identification Number (FAIN): 693JJ32640422
Federal Award Date: December 13, 2023
Name of the Federal Agency: Federal Highway Administration (FHWA)
Assistance Listings Title and Number: Safe Streets and Roads for All, 20.939
Federal Award Project Description: Representing a collaboration of the jurisdictions across the six-county region, SCAG's Regional Safety Action Plan will identify safety improvements for the region's transportation network leading up to the 2028 Olympic and Paralympic Games. SCAG will inform the development of this plan with quick-build demonstrations that provide roadway improvements during the 2028 Games and supplemental planning that reaches local jurisdictions. Together, these three initiatives will support long-term investments that improve transportation safety for the region's 19 million residents, serving as a foundation for legacy improvements following the 2028 Games.

Federal Funds Supporting the Project: $466,000
Non-Federal Funds Supporting the Project: $434,000

Total Funds Supporting the Project: $900,000
Amount of Sub Award (funds passed through to Sub Recipient): $695,000
($372,500 – 2023 SS4A & $322,500 – REAP 2.0)
Amount of SCAG Administered Technical Assistance (not passed through): $205,000
($93,500 – 2023 SS4A & $111,500 – REAP 2.0)

Subaward Period of Performance Start Date: Effective date of the MOU
Subaward Period of Performance End Date: December 31, 2028

Type of Contract: Project Specific
Method of Payment: See Section 6 of this MOU

Project R&D: N/A
Indirect Cost Rate for the Award: NA
Fringe Benefits Cost Rate for the Award: NA

Subaward Project Title: City of Burbank SCP-ATS Project

Subaward Project Description: City of Burbank will utilize REAP 2.0 and 2023 SS4A funding for a SCP-ATS quick-build project that will support program objectives of REAP 2.0 and 2023 SS4A.

MEMORANDUM OF UNDERSTANDING
No. M-024-26

BETWEEN THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND CITY OF BURBANK
FOR A SCP-ATS PROJECT GRANT

(SCAG Project/OWP No. **225-4955.01 & 305.4926.01**)

This Memorandum of Understanding ("MOU") is entered into by and between the **Southern California Association of Governments** ("SCAG") and **City of Burbank** ("Sub-Recipient"), for a SCP-ATS Project Grant. SCAG and Sub-Recipient may be individually referred to as "Party" and collectively as "Parties."

RECITALS

WHEREAS, SCAG is the federally designated MPO for Southern California, primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy ("RTP/SCS" also known as "Connect SoCal") for the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura;

WHEREAS, SCAG's 2024 Sustainable Communities Program – Active Transportation & Safety ("SCP-ATS") is a grant program that provides technical assistance to support implementation of Connect SoCal by strengthening partnerships with local agencies and strategic partners who are responsible for land use and transportation decisions to help the region achieve its unified goals;

WHEREAS, SCP-ATS, which is partially funded by the Regional Early Action Planning Grants Program of 2021 ("REAP 2.0"), was established with a principal goal to make funding available to Metropolitan Planning Organizations ("MPO") and other regional entities for transformative planning and implementation activities that meet housing and equity goals, reduce Vehicle Miles Traveled per capita, and advance implementation of the region's Sustainable Communities Strategy or Alternative Planning Strategy, as applicable;

WHEREAS, the California Department of Housing and Community Development ("HCD"), which administers REAP 2.0 in accordance with Health and Safety Code sections 50515.06 through 50515.10 ("Statutes") and REAP 2.0 guidelines for MPO applicants released by HCD pursuant to the Statutes ("REAP 2.0 Guidelines"), awarded REAP 2.0 funds to SCAG;

WHEREAS, SCP-ATS is partially funded by a grant received from the California Transportation Commission ("CTC") Active Transportation Program - Cycle 7 ("ATP Cycle 7") and awarded by the California Department of Transportation ("Caltrans"), under Grant Agreement Numbers ATPL-6049(042) and ATPL-6049(043) and its Master Agreement Number 07-6049S21, to fund specific types of planning, non-infrastructure and quick build projects that implement regional priorities and expand the reach of regional programs;

WHEREAS, as applicable, ATP Cycle 7 grant funds are subject to applicable Caltrans requirements for architectural and engineering (A&E) projects;

WHEREAS, SCP-ATS is partially funded by the Federal Highway Administration ("FHWA"), an agency of the U.S. Department of Transportation's ("USDOT"), through the Fiscal Year 2023 Safe Streets and Roads for All ("SS4A") Grant Program, which awarded SS4A funds to SCAG to implement its Regional Safety Action Plan, to be informed by community-driven quick-build demonstrations and other safety initiatives, including awareness campaigns, community grants, and pop-up demonstrations;

WHEREAS, this MOU may be funded through various funding sources, and may be subject to requirements imposed by USDOT/FHWA, CTC/Caltrans and/or HCD (collectively, "Awarding Agencies") as provided in Exhibit B ("Funding Requirements");

WHEREAS, SCAG's Regional Council adopted the SCP-ATS Program Guidelines ("Program Guidelines") on June 6, 2024, and a competitive Call for Projects was released on July 8, 2024;

WHEREAS, SCAG's Regional Council adopted the first revised guidelines on September 5, 2024;

WHEREAS, SCAG's Regional Council adopted the second revised guidelines on September 5, 2025;

WHEREAS, Sub-Recipient, eligible for funds under the SCP-ATS and Program Guidelines, developed and submitted a proposed quick-build project ("Project") for the SCP-ATS;

WHEREAS, SCAG reviewed the Project and approved the Project to receive funding after determining the Project to be consistent with the: 1) SCP-ATS Program Guidelines; 2) REAP 2.0 Statutes and Guidelines; 3) SS4A Grant Program Terms and Conditions; and/or 4) Caltrans Local Assistance Procedures Manual ("LAPM");

WHEREAS, Sub-Recipient will commit to the Project and provide SCAG as-needed support, cooperation, and guidance; and

WHEREAS, the purpose of this MOU is to set forth the respective roles, responsibilities and obligations of the Parties with respect to the Project.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. Recitals and Exhibits

The Recitals and all exhibits referred to in this MOU are incorporated herein by this reference and made a part of the provisions of this MOU.

2. Term

The Term of this MOU shall be effective as of the last date on which the document is executed by all Parties ("Effective Date") and continue until December 31, 2028, ("Completion Date"). Time is of the essence in the performance of services under this MOU. For this MOU, the expenditure deadline for

REAP 2.0 funds is December 31, 2026, and the expenditure deadline for 2023 SS4A funds is December 31, 2028.

3. Scope of Work and Sub-Recipient's Responsibilities

a. Sub-Recipient shall be responsible for the complete and timely performance of the Project set forth in the "Scope of Work," attached as Exhibit A. The Project shall commence when SCAG issues a written notice to proceed.

b. Sub-Recipient shall fully comply with all Funding Requirements set forth in Exhibit B.

c. Sub-Recipient shall be responsible for carrying out each of the following for the Project:
   1. Fully cooperate with SCAG to procure and manage a Consultant to design and evaluate the Project.
   2. Fully cooperate with SCAG and SCAG's Consultant to support design of the Project.
   3. Construction of the Project.
   4. Project remains installed for a minimum of six (6) months before evaluation.
   5. Fully cooperate with SCAG and SCAG's Consultant to support evaluation of the Project.

   Additional guidance on quick-build materials, designs, and project requirements can be found in the ATP Cycle 7 Guidelines and the ATP Quick-Build Supplemental Guidance.

d. Interim deliverables and tasks, including budgets and schedules, required to implement the Scope of Work shall be documented using the "Scope of Work Approval Form," attached as Exhibit F ("SAF"). The SAF must be signed by SCAG Project Manager, SCAG Department Manager, SCAG Deputy Director or their designee, and Sub-Recipient prior to the performance of the work outlined in the SAF. The SAF may be signed by way of a manual or authorized digital signature, or a signature stamp. The SAF may be used to document interim deliverables and interim deliverable budgets and schedules but may not be used to modify the deliverables and budget noted in this MOU. The SAF may be amended subject to approval by SCAG. No amendment to the SAF shall be valid unless made in writing and signed by the Parties. If there is a conflict between the SAF and this MOU, this MOU shall prevail.

e. To design and evaluate the Project, SCAG will use $205,000 of the grant funds to procure and manage a Consultant through an on-call bench in accordance with applicable procurement requirements. For purposes of this MOU, the term "Consultant(s)" shall hereinafter refer to all entities that SCAG procures, manages, or otherwise enters into contracts or agreements with, in furtherance of designing and evaluating the Project regardless of the timing, nature of service/work provided or type of organization.

f. To construct the Project, Sub-Recipient will use up to $695,000 of the grant funds to procure and manage a Contractor in accordance with applicable procurement requirements. For purposes of this MOU, the term "Contractor(s)" shall hereinafter refer to all entities that Sub-Recipient procures, manages, or otherwise enters into contracts or agreements with, in furtherance of constructing the Project regardless of the timing, nature of service/work provided or type of organization. Contractor(s) does not include SCAG's separately retained Consultants.

g. Before issuing any Invitation for Bid or other procurement(s) for construction of the Project ("IFB"), Sub-Recipient shall provide SCAG with a copy of the IFB for review and approval. In addition, Sub-Recipient shall provide SCAG with a copy of the Contractor contract(s) and Notice(s) to Proceed within 30 days of execution or issuance of each document.

4. Project Management

a. All work under this MOU, as outlined in the most current fully executed SAF, shall be coordinated with SCAG and Sub-Recipient through the Project Managers.

SCAG	Sub-Recipient
Anna Van SCAG Project Manager (213) 236-1814 van@scag.ca.gov	Kyle Kramer Associate Transportation Planner (818) 238-5216 kkramer@burbankca.gov

b. SCAG reserves the right to change this designation. Sub-Recipient reserves the right to change this designation upon written notice to SCAG.

5. Funding

a. Sub-Recipient's total SCP-ATS award amount is $900,000 ("Grant Funds") comprised of the following Awarding Agencies and amounts:
   i. REAP 2.0, in an amount not to exceed $434,000. Of these Grant Funds, $111,500 will be retained by SCAG to provide project technical assistance and up to $322,500 will be pass-through funding to the Sub-Recipient.

   ii. 2023 SS4A, in an amount not to exceed $466,000. Of these Grant Funds, $93,500 will be retained by SCAG to provide project technical assistance and up to $372,500 will be pass-through funding to the Sub-Recipient.

b. Total costs incurred for Consultant's services, if any, and Sub-Recipient's construction of the Project shall not exceed the Grant Funds. SCAG shall not be obligated to make payments for any costs that exceed the Grant Funds. SCAG shall not be obligated to pay for any increase in costs which exceeds the budget included in this MOU.

c. SCAG shall make payments to Sub-Recipient only for work performed as part of the Scope of Work, as outlined in the most current fully executed SAF, consistent with the Program Guidelines and Awarding Agencies funding requirements.

d. SCAG reserves the right, in its sole discretion, to discontinue funding the Project and/or terminate this MOU as described in Section 17.

e. Any costs for which Sub-Recipient receives reimbursement or credit that is determined by a subsequent audit or other review by SCAG, the Awarding Agencies, State or Federal authorities

or cognizant agencies, their designees, or any other duly authorized agencies, to be ineligible or otherwise unallowable, shall be repaid by Sub-Recipient within thirty (30) calendar days of Sub-Recipient receiving notice or a written demand for reimbursement from SCAG. Such repayment may include interest, penalties, or related fees, as determined by SCAG, the Awarding Agencies, State or Federal authorities or cognizant agencies, their designees, or any other duly authorized agencies. Should Sub-Recipient fail to reimburse unallowable costs due to SCAG within thirty (30) calendar days of demand, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold and/or off-set future payments to Sub-Recipient.

6. Invoices

a. SCAG's contribution to the Project shall be made on a reimbursement basis to Sub-Recipient, after the Contractor has performed and been reimbursed by Sub-Recipient. Amounts claimed must reflect the actual incurred and paid cost of completed work. The actual incurred and paid costs may not exceed the Project's budget set forth in this MOU and the most current fully executed SAF. All invoices submitted to SCAG for payment shall be e-mailed to accountspayable@scag.ca.gov (file cannot exceed 10MB) and copy the SCAG Program Manager. On all invoices submitted to SCAG for the Project, the Project Number (OWP No. 225-4955.01 & 305.4926.01) shall be referenced.

b. Invoices shall be submitted promptly, no later than sixty (60) days after the date services are completed and accepted. If there is only one invoice it should be named "Final-Invoice" and shall certify there will be no further expenditures. Sub-Recipient shall submit an invoice to SCAG using the electronic "Invoice Template" in accordance with the invoice submittal instructions and requirements noted in Exhibit C. Invoices must be submitted in both PDF format and Excel file format. Invoices shall contain sufficient information to confirm that the services have been performed and can be paid. As noted in the Invoice Template, all invoiced costs must be substantiated by providing documented support for the expense incurred, such as copies of payroll reports, paid invoices, associated deliverables, and proof of payment. The invoice shall include, in narrative form, a description of services performed by the Sub-Recipient's staff and Contractor as well as progress toward completion of tasks related to the Project for the invoiced period. The invoice shall be signed by the Sub-Recipient. SCAG shall review invoices for compliance with this MOU. If SCAG determines that an invoice is compliant with this MOU, SCAG shall approve the invoice and issue payment to the Sub-Recipient. If SCAG determines that an invoice is not compliant with this MOU, SCAG may withhold and/or off-set future payments(s) to the Sub-Recipient.

c. SCAG shall reimburse the Sub-Recipient as promptly as SCAG's fiscal procedures permit, using Electronic Fund Transfer, available at: ACH Vendor Payment Authorization Form, upon receipt of itemized invoices submitted in accordance with this MOU. The Sub-Recipient shall complete the ACH Vendor Payment Authorization Form and email it to achpayment@scag.ca.gov, prior to executing this MOU.

d. Only construction and construction material costs are reimbursable. Costs incurred outside of the approved procurement for construction must be approved in advance by SCAG through the Scope of Work Approval Form to be eligible for reimbursement. Subrecipient labor and overhead costs

are not reimbursable under this MOU.

e. The Parties acknowledge that SCAG's fiscal year is from July 1 to June 30. Sub-Recipient agrees to submit all invoices to SCAG for services rendered through June 30th, no later than July 21st during the Term of this MOU. SCAG shall not be obligated to pay Sub-Recipient for any invoice received after such date.

7. Reporting

a. At any time during the term of this MOU, SCAG may request additional information, as needed, to demonstrate satisfaction of all requirements identified in the MOU and the most current fully executed SAF.

b. Sub-Recipient shall submit quarterly progress reports that include, in narrative form, a description of services performed by Sub-Recipient's staff and Contractor(s)' staff along with progress toward the completion of Project-related tasks.

c. If Sub-Recipient elects to design and evaluate the Project, Sub-Recipient may be required to provide additional progress reports during the design and evaluation of the Project.

d. Within 30 days following the completion of the Project, Sub-Recipient shall submit a Project Completion Report in a format reasonable acceptable to SCAG's Project Manager. The Project Completion Report shall include photographs of project layouts and a narrative on project outcomes and lessons learned.

e. All reports submitted to SCAG shall reference the OWP Project Number (OWP No. 225-4955.01 & 305.4926.01).

8. Accounting

a. Sub-Recipient shall establish and maintain an accounting system and reports that properly accumulate incurred Project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles ("GAAP"), enable the determination of incurred costs as interim points of completion, and provide support for payment vouchers and invoices.

b. Sub-Recipient shall establish a separate ledger account for receipts and expenditures of Grant Funds and maintain expenditure details in accordance with the Scope of Work as outlined in the most current fully executed SAF.

c. Sub-Recipient shall maintain documentation of its normal procurement policy and competitive procurement bid process and completed procurements, and financial records of expenditures incurred during the course of the Project in accordance with GAAP.

d. Sub-Recipient agrees that (1) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR), Federal Acquisition Regulations System, Chapter 1, Subchapter E, Part 31, et seq. (Office of Management and Budget Circular A-87 Revised, "Cost Principles for State, Local, and Indian Tribal Governments), 2 CFR Part 200, Uniform Administrative Requirements, Cost

Principles and Audit Requirements for Federal Awards, and applicable ATP program cost guidance shall be used to determine the acceptability of individual project cost items; and (2) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Sub-Recipient and every Contractor receiving Project funds under this MOU shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

9. RESERVED

10. Work Products

a. For purposes of this MOU, "Work Products" shall mean all deliverables created or produced under this MOU including, but not limited to, all deliverables conceived or made either solely or jointly with others during the term of this MOU and during a period of six months after the termination thereof, which relates to the Project. Work Products includes all deliverables, inventions, innovations, improvements, or other works of authorship, the Sub-Recipient or its Contractor(s) may conceive of or develop in the course of this MOU, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection. Work Products shall not include real property or capital improvements, both interim and permanent.

b. If Sub-Recipient elects to design the Project, Work Products shall not include plans, specifications, and estimates (PS&E) package that are developed by the Sub-Recipient. However, Work Product shall include all technical reports, studies, research, analysis, investigations, and data that are authored by Sub-Recipient.

c. SCAG shall own all Work Products and may, at its sole discretion, grant to Sub-Recipient a perpetual royalty-free, non-assignable, non-exclusive and irrevocable license to reproduce, publish or otherwise use Work Products related to the Project and developed as part of this MOU; provided, however, that any reproduction, publishing, or reuse of the Work Products will be at Sub-Recipient's sole risk and without liability or legal exposure to SCAG. If the Work Products include design documents prepared by SCAG's Consultant, SCAG shall ensure that SCAG's Consultant(s) include Sub-Recipient as a covered party with regard to any defense or indemnity obligations arising from the preparation of those design documents, and any professional liability insurance required to be furnished in connection with the design documents. To the extent SCAG grants Sub-Recipient a license to use Work Products as described herein, SCAG represents that it has all rights to grant such license to Sub-Recipient or will obtain such rights prior to granting such license to Sub-Recipient.

11. Amendments

No amendment or variation of the terms of this MOU shall be valid unless made in writing and signed by the Parties. If an amendment is to become effective before the date of full execution by the Parties, the effective date of such amendment shall be no earlier than the date that SCAG received the request.

12. Notices

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other Party by the Party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

SCAG	Sub-Recipient
Cindy Giraldo Chief Financial Officer Southern California Association of Governments 900 Wilshire Blvd., Suite 1700 Los Angeles, CA 90017 (213) 630-1413 giraldo@scag.ca.gov	Patrick Prescott Community Development Director City of Burbank 150 N. Third St. Burbank, CA 91502 (818) 238-5176 pprescott@burbankca.gov

The Parties reserve the right to change this designation.

13. Insurance

a. Sub-Recipient, at their own expense, shall procure and maintain policies of insurance, or provide evidence of self-insurance, of the types and amounts below, for the duration of the MOU, excluding the design and evaluation of the Project. The policies shall state they afford primary coverage.

Insurance Type	Requirements	Limits
General Liability	Commercial General Liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01.	Not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.
Automobile Liability	Automobile insurance at least as broad as Insurance Services Office form CA 00 01.	Covering bodily injury and property damage for all activities of the Sub-Recipient arising out of or in connection with work to be performed under this MOU, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.
Workers' Compensation/ Employer's Liability	Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Not required for sole proprietors or Sub-	Including Occupational Diseases in accordance with California Law and Employers' Liability Insurance with a limit of not less than $1,000,000 each accident.

	Recipient with no employees.	
Professional Liability Insurance	Professional Liability (Errors and Omissions) insurance appropriate to the Sub-Recipient's profession.	With limits of not less than $1,000,000 per occurrence. In addition, it shall be required that the professional liability insurance policy remain in effect for three (3) years after the Completion Date of this MOU.
Builders Risk	Upon commencement of construction and with approval of SCAG, Sub-Recipient shall obtain and maintain builder's risk (course of construction) for the entire duration of the Project. Not required for Projects without construction.	Sub-Recipient shall purchase and maintain property insurance written on a builder's risk "Special Form Cause of Loss" or equivalent policy form in an amount not to exceed amount of the Contract, plus the cost of materials supplied or installed by others on a full replacement cost basis. The Builder's Risk policy shall include a soft cost endorsement that covers soft costs equal to twenty percent (20%) of the Contract's full value. Soft costs are defined as certain expenses, in addition to labor and materials, required to complete the Project that has been delayed due to unexpected physical damage and include, but are not limited to, the following: legal/accounting fees, design or other professional fees, financing costs, taxes, general administration, lease expenses, permit fees and insurance premiums. This insurance shall include the interests of the Additional Insureds as named below, Sub-Recipient and the Contractors of every tier on the Project as insureds. The insurance shall cover without limitation, loss or damage to the Work arising from the perils covered under "Special Form Cause of Loss" form coverage including, without duplication of coverage for theft, fire, lightning, explosion, or hail, smoke, aircraft or vehicles, riot or civil commotion, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, false-work, testing and delay of startup, temporary buildings, property in transit and while stored at a temporary location, debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Sub-Recipient's services and expenses required as a result of such loss. During the Project construction period, Sub-Recipient and its Contractors shall mutually waive all rights of recovery against each other and against the

		Additional Insureds identified below for damages caused by fire or other perils covered by the Builders Risk "Special Form Cause of Loss" insurance. All applicable policies of insurance covering the Work or the property of the Sub-Recipient or Contractor shall be endorsed to provide a waiver of subrogation in favor of the Additional Insureds identified below, Sub-Recipient and all Contractors of every tier. Further, Sub-Recipient hereby releases, and shall cause its Contractors to release, the Indemnitees identified in section 14 from any and all claims, losses and damages caused by fire or other perils covered by the Builders Risk "Special Form Cause of Loss" insurance. There shall be no deductible or self-insured retention exceeding $10,000.00 per loss, other than earthquake or flood which may have deductible or self-insured retentions not exceeding $50,000.00. The policy may have sublimits not less than the following: Earthquake $5,000,000.00 Flood $1,000,000.00
Pollution Liability	Coverage shall provide for liability arising out of sudden, accidental, and gradual pollution, and remediation. Not required for Projects without construction.	The policy limit shall be no less than $1,000,000 per claim and in the aggregate. All activities contemplated in this MOU shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for remediation of the site in the event of an environmental contamination event arising out of the materials, supplies, products, work, operations, or workmanship.
Products/Completed Operations Coverage	Coverage shall extend a minimum of three (3) years after project completion. Not required for Projects without construction.	Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent Contractors. If the insured is using Contractors, the Policy must include work performed "by or on behalf" of the insured. Policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer. SCAG, its officials, officers, agents, and employees, shall be included as additional insureds under the Products and Completed Operations coverage.

b. Higher Limits: no representation is made that the minimum insurance requirements of this MOU are sufficient to cover the indemnity or other obligations of Sub-Recipient under this MOU.

c. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

   i. SCAG, its officials, employees, and volunteers are to be covered as additional insureds, as respects to liability arising out of the activities performed by or on behalf of Sub-Recipient; products and completed operations of Sub-Recipient; premises owned, occupied or used by Sub-Recipient; or automobiles owned leased, hired or borrowed by Sub-Recipient. The coverage shall contain no special limitations on the scope of protection afforded to SCAG, its officials, and employees.

   ii. For any claims related to this Project, Sub-Recipient's insurance coverage shall be primary insurance as respects SCAG, its officials, and employees. Any insurance or self-insurance maintained by SCAG shall be excess of Sub-Recipient's insurance and shall not contribute with it.

   iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to SCAG, its officials, and employees.

   iv. Sub-Recipient's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. The Workers' Compensation and Employer's Liability policies shall include a waiver of subrogation endorsement in favor of SCAG, its, officials, employees, and volunteers.

e. Any deductibles or self-insured retentions in amounts over $10,000 must be declared to and approved by SCAG.

f. Insurance is to be placed with California admitted insurers with a current A.M. Best's rating of no less than A and be admitted, unless otherwise approved by SCAG.

g. Sub-Recipient shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be signed by a person authorized by that insurer to bind coverage on its behalf. All documents are to be received and approved by SCAG before work commences. Upon request of SCAG at any time, Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

h. Sub-Recipient agrees to ensure that its Contractor(s) provide the same minimum insurance coverage and endorsements required of Sub-Recipient. Sub-Recipient agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section. However, in the event Sub-Recipient's Contractor(s) cannot comply with this requirement, which proof must be submitted to SCAG, Sub-Recipient shall be required to ensure that its Contractor(s) provide and maintain insurance

coverage and endorsements sufficient to the specific risk of exposure involved with Contractor(s) scope of work and services, with limits less than required of the Sub-Recipient, but in all other terms consistent with the Sub-Recipient's requirements under this MOU. This provision does not relieve Sub-Recipient of its contractual obligations under the MOU and/or limit its liability to the amount of insurance coverage provided by its Contractor(s). This provision is intended solely to provide Sub-Recipient with the ability to utilize Contractor(s) who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of Sub-Recipient under this MOU given the limited scope of work or services provided by the Contractor(s). Sub-Recipient agrees that upon request, all agreements with Contractor(s) will be submitted to SCAG for review.

14. Indemnification

a. Sub-Recipient assumes all risk of injury to its employees, agents, and contractors, including any loss or damage to property, in connection with this MOU.

b. When the law establishes a professional standard of care, Sub-Recipient shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless SCAG, its members, officers, employees, and agents from all allegations, claims, liabilities, damages, and expenses, including attorney's fees arising out of or related to the Project or this MOU. If Sub-Recipient elects to design and evaluate the Project, Sub-Recipient shall be solely responsible and liable for all design and evaluation activities along with the accuracy and completeness of any design and evaluation deliverables.

c. For all other services, Sub-Recipient shall indemnify, defend, and hold harmless SCAG, its members, officers, employees, and agents from all allegations, claims, liabilities, damages, and expenses, including attorneys' fees, arising out of or related to the Project or this MOU, except to the extent caused by the intentional or willful misconduct of SCAG or SCAG's Consultant.

d. Sub-Recipient shall indemnify, defend, and hold harmless SCAG, its members, officers, employees, and agents from any allegations, claims, liabilities, damages, and expenses, including attorneys' fees, arising out of or related to any Intellectual Property or Work Products provided under this MOU that infringes or misappropriates the rights of any third party, including without limitation any patent, copyright, trade secret, or trademark right, except to the extent caused by the intentional or willful misconduct of SCAG or SCAG's Consultant.

e. These indemnification obligations in this Section are independent of any insurance coverage and are not limited by any insurance policy limits.

15. Disputes

Any dispute concerning a question of fact arising under this MOU that is not disposed of by agreement shall be decided by SCAG's Project Manager who may consider any written or verbal evidence submitted by Sub-Recipient. The decision of the Project Manager, issued in writing, shall be conclusive and binding on the Parties on all questions of fact considered and determined by the Project

Manager. Neither the pending of a dispute nor its consideration by the Project Manager will excuse Sub-Recipient from full and timely performance in accordance with the terms of this MOU.

16. Noncompliance

a. In the event of nonperformance or noncompliance with any requirement of this MOU, including but not limited to Project eligibility, schedule, deliverables, or milestone timelines, as outlined in the most current fully executed SAF, SCAG may terminate this MOU and require repayment of Grant Funds, including all applicable Consultant fees related to the Project.

b. Notwithstanding the provisions set forth above, or any other provision contained in this MOU, no remedy conferred by any of the specific provisions of this MOU or in the most current fully executed SAF, is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy existing at law or in equity or by statute or otherwise.

17. Termination of MOU

a. Termination for Cancellation or Reduction in Funding. In the event an Awarding Agency terminates or cancels funding to SCAG that supports this MOU, whether in whole or in part, SCAG reserves the unilateral right to terminate this MOU immediately upon written notice to Sub-Recipient. In such event, this MOU shall be deemed terminated and the Parties shall be relieved of any and all obligations under this MOU as of the effective date of the Awarding Agency's termination or cancelation of funding. In the event an Awarding Agency reduces funding to SCAG, SCAG shall have the unilateral right to stop work, proportionally reduce funding to Sub-Recipient, or terminate this MOU, in whole or in part, upon written notice to Sub-Recipient.

b. Termination for Convenience. Either Party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. Should SCAG terminate the MOU for convenience, upon receipt of the notice of termination, Sub-Recipient shall immediately take action to avoid incurring any additional obligation costs or expenses except as may be necessary to terminate its activities or the activities of its Contractor(s). SCAG shall pay Sub-Recipient its reasonable and allowable costs through the effective date of termination and is not liable for any expenses after termination, including any costs associated with Contractor(s). In such event, all finished or unfinished Work Products shall be provided to SCAG.

c. Termination for Cause. If through any cause, either Party shall fail to timely and adequately fulfill its obligations under this MOU, or if either Party violates any of the covenants, terms, or stipulations of this MOU, the non-breaching Party shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to the breaching Party of the intent to terminate and specifying the effective date thereof. The non-breaching Party shall provide a reasonable opportunity for the breaching Party to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that SCAG invokes this termination for cause provision, Sub-Recipient shall reimburse SCAG for all funds provided for the Project and all finished or unfinished Work Products shall be provided to SCAG at its option.

18. Records Retention

a. Subject to longer retention periods in the Funding Requirements, Sub-Recipient and its Contractor(s) shall maintain and make available, in accordance with Section 19 of this MOU, all source documents, books and records connected with the Project, documentation of its normal procurement policy and competitive procurement bid process and completed procurements related to the Project, all work performed under this MOU, all evidence of environmental clearance, and evidence demonstrating the funding was used for the appropriate purposes for a minimum of five (5) years after termination of this MOU. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

b. Subject to longer retention periods in the Funding Requirements, if any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records shall be retained and made available by Sub-Recipient and its Contractor(s) for five (5) years after: (a) the conclusion or resolution of the matter; (b) the date an audit resolution is achieved for each annual SCAG OWP; or (c) termination of this MOU, whichever is later.

19. Monitoring and Audits

a. SCAG may monitor expenditures and activities of Sub-Recipient and its Contractor(s) as SCAG deems necessary to ensure compliance with the MOU and the Funding Requirements of the Awarding Agencies including but not limited to the LAPM, 2 CFR Part 200, and 48 CFR Part 31, as applicable.

b. At any time during the term of this MOU, SCAG, the Awarding Agencies, State or Federal authorities or cognizant agencies, their designees, or any other duly authorized agencies may perform or cause to be performed a financial audit of any and all phases of the Project. At their request, Sub-Recipient shall provide, at its own expense, a financial audit prepared by an independent certified public accountant.

c. Sub-Recipient agrees that SCAG, the Awarding Agencies, State or Federal authorities or cognizant agencies, their designees, or any other duly authorized agencies shall have the right to review, obtain, and copy all records and supporting documentation related to the performance of this MOU. Sub-Recipient agrees to provide any relevant information requested. Copies shall be made and furnished upon request at no cost.

d. If Sub-Recipient elects to design and evaluate the Project, Sub-Recipient may be subjected to additional monitoring during the design and evaluation of the Project.

e. Sub-Recipient agrees to permit SCAG, the Awarding Agencies, State or Federal authorities or cognizant agencies, their designees, or any other duly authorized agencies access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this MOU, the Program Guidelines, the Funding

Requirements of the Awarding Agencies, or applicable state and federal laws, rules, and regulations.

f. If there are audit findings from any audit, Sub-Recipient must submit a detailed response acceptable to SCAG for each audit finding within ninety (90) days of the audit finding report.

20. RESERVED

21. Compliance with Laws, Rules, and Regulations

Sub-Recipient agrees to comply with all applicable federal and state laws (as set forth in the Funding Requirements) local laws, ordinances, codes and regulations and orders of public authorities as well as all applicable legal authority regarding construction standards.

22. Public Works and Construction

Without limiting the generality of Section 21, Sub-Recipient agrees to ensure compliance with all applicable legal authority regarding construction standards and requirements, including but not limited to the following:

a. Labor Code Requirements

i. Sub-Recipient is hereby put on notice that the Project under the MOU may qualify as a public works project and Sub-Recipient will therefore be required to determine whether the Project falls under a classification that would require payment of prevailing wages. Services constituting public works are described in California Labor Code Sections 1720-1861, as may be amended or recodified by legislative action from time-to-time.

ii. If a Project qualifies as a public works project, Sub-Recipient shall be the Awarding Body for the public works project and required to comply with all requirements applicable to the Awarding Body.

iii. If Sub-Recipient or its Contractor(s) will perform services that require payment of prevailing wages, they are required to register with the California Department of Industrial Relations ("DIR") in order to be compliant with the law. Neither Sub-Recipient nor its Contractor(s) may work on a public works project without a current and active DIR registration.

iv. In the event that Sub-Recipient or its Contractor(s) engages in the performance of a public work under this MOU as defined by Labor Code Section 1770 et *seq*., Sub-Recipient and its Contractor(s) shall be required to cause such employees who are entitled to prevailing wages, to be paid the required wage amounts pursuant to applicable state law. Sub-Recipient and its Contractor(s) shall ensure compliance with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.

v. Sub-Recipient further acknowledges that any work that qualifies as a public work within the meaning of California Labor Code Section 1720 shall require Sub-Recipient and its Contractor(s) to comply with the provisions of California Labor Code Sections 1775 *et seq*. Sub-Recipient agrees to ensure compliance with Labor Code Section 1776 regarding retention and inspection of payroll records and noncompliance penalties, Labor Code Section 1777.5 regarding employment of registered apprentices, and Labor Code Section 1813 regarding forfeiture for violations of the maximum hours per day and per week provisions contained in the same chapter.

b. Sub-Recipient shall comply with all applicable federal, state, and local procurement requirements for public works and construction projects and shall advertise, open bids, award, and approve all construction contracts in accordance with applicable law (for example, the California Public Contract Code and the California Labor Code, if applicable).

c. All construction contracts for the Project shall be administered and managed by Sub-Recipient. Sub-Recipient shall prepare or have prepared a detailed schedule of performance for the Project, ensuring that all construction is completed within the timeline allowed by the MOU. Sub-Recipient shall be responsible for requiring the construction contractor to furnish any applicable labor and material bonds and payments and performance bonds naming the Sub-Recipient as obligee, and SCAG as additional obligee, or an insurance policy in lieu of such bonds.

d. Sub-Recipient agrees to procure any and all permits, licenses and approvals necessary to complete the Project, including those necessary to perform design, construction, operation and maintenance, and to comply with all California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements applicable to the Project. Sub-Recipient shall pay all charges and fees and give all notices necessary or incidental to the Project.

e. Sub-Recipient shall prepare, or have prepared, all plans, specifications and estimates for the Project and ensure that the Project complies with all applicable federal and state accessibility requirements, including but not limited to the Americans with Disabilities Act, including its implementing regulations at 24 CFR Part 8 and any amendments, and California Government Code Section 4450, and applicable requirements and guidance provided in Title 24 of the California Code of Regulations, for the construction of buildings, structures, sidewalks, curbs and related facilities for accessibility and usability.

f. Sub-Recipient shall conduct all necessary due diligence for the Project, including but not limited to performing necessary environmental assessments/review of environmental hazard reports, conducting engineer/geotechnical review, commissioning title reports to identify and evaluate the condition of title and encumbrances on the subject property, including but not limited to any covenants conditions and restrictions, determining the entity(ies) with site control, including whether any third parties have ownership or site control rights, and determining the suitability for the Project.

g. Sub-Recipient shall ensure any Contractors or subcontractors are paid in accordance with applicable laws and regulations.

h. Sub-Recipient shall comply with the procedure set forth in Public Contracts Code Section 9204 for processing contractor claims, paying undisputed amounts, and requiring mediation of disputed amounts.

i. Sub-Recipient shall be responsible for ensuring ongoing maintenance of the Project after completion. SCAG shall not be responsible for ongoing maintenance of the Project after completion.

23. Conflict of Interest

The Parties shall comply with all applicable Federal and State conflict of interest laws, regulations, and policies.

24. Independent Contractor

Sub-Recipient and its Contractor(s) shall be independent contractors in the performance of this MOU, and not officers, employees, or agents of SCAG.

25. Assignment

Neither Party shall assign any rights or interests in this MOU, or any part thereof, without the written consent of each Party to this MOU, which consent may be granted, withheld, or conditioned in the consenting Party's sole and absolute discretion. Any assignment without such written consent shall be void and unenforceable. The covenants and agreement of this MOU shall inure to the benefit of and shall be binding upon each of the Parties and their respective successors and assignees.

26. Release of Information

a. Subject to any provisions of law, including but not limited to the California Public Records Act, any Work Product or materials deemed confidential by either Party shall be held confidential by the receiving Party who shall safeguard such confidential materials from unauthorized disclosure, using the same standard of care to avoid disclosure as the receiving Party treats its confidential information, but in no case less than reasonable care. Nothing furnished to either Party which is otherwise known or is generally known, or has become known, to the related industry shall be deemed confidential.

b. Sub-Recipient shall not release any information or Work Products to a third party or otherwise publish or utilize any information or Work Products obtained or produced by it as a result of or in connection with the performance of services under this MOU without the prior written authorization of SCAG, except as provided under this MOU or as required by law (including, without limitation, pursuant to the California Public Records Act).

c. All public-facing communications materials relating to this MOU, or its subject matter, shall acknowledge SCAG. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases, and all other related materials.

d. To ensure consistency of public information about SCAG programs and funded work products, Sub-Recipient is required to notify and coordinate with SCAG Project Manager who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee on any media inquiries or plans for proactively providing information to media outlets.

e. All communication materials must be provided to SCAG Project Manager prior to completion so that inclusion of this element can be confirmed.

27. Non-Exclusivity

Nothing herein is intended nor shall be construed as creating an exclusive arrangement between SCAG and Sub-Recipient. This MOU shall not restrict SCAG from acquiring similar, equal or like services from other entities or sources.

28. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

29. Survival

The following sections survive expiration or termination of this MOU:

Section 5 (Funding)
Section 10 (Work Products)
Section 12 (Notices)
Section 13 (Insurance)
Section 14 (Indemnification)
Section 15 (Disputes)
Section 18 (Records Retention)
Section 19 (Monitoring and Audits)
Section 21 (Compliance with Laws, Rules, and Regulations)
Section 22 (Public Works and Construction)
Section 23 (Conflict of Interest)
Section 26 (Release of Information)
Section 31 (Jurisdiction and Venue)
Section 32 (Waiver)

30. Flow-Down Provisions

Sub-Recipient shall include the following provisions in all agreements entered into containing funds provided under this MOU, require the provisions below that survive expiration or termination of this MOU to survive, and shall include a requirement in all agreements that each of them in turn include the requirements in all contracts and subcontracts they enter into to perform work under the Project.

SCAG does not have a contractual relationship with Sub-Recipient's Contractor(s), and Sub-Recipient shall be fully responsible for monitoring and ensuring compliance with these provisions.

Exhibit B (Funding Requirements)
Section 5.e. (Funding – repayment of ineligible costs)
Section 6 (Invoices)
Section 7 (Reporting)
Section 8 (Accounting)
Section 10 (Work Products)
Section 13 (Insurance)
Section 14 (Indemnification)
Section 18 (Records Retention)
Section 19 (Monitoring and Audits)
Section 21 (Compliance with Laws, Rules, and Regulations)
Section 22 (Public Works and Construction)
Section 23 (Conflict of Interest)
Section 24 (Independent Contractor)
Section 25 (Assignment)
Section 26 (Release of Information)
Section 33 (Standard of Care)

Upon SCAG's request, Sub-Recipient shall provide SCAG a copy of any such agreement.

31. Jurisdiction and Venue

This MOU shall be deemed an agreement under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Subject to the provisions in Section 15, the Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought thereunder shall be Los Angeles County, California.

32. Waiver

No delay or failure by either Party to exercise or enforce at any time any right or provision of this MOU shall be considered a waiver thereof of such Party's right thereafter to exercise or enforce each and every right and provision of this MOU. A waiver to be valid shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

33. Standard of Care

Sub-Recipient and its Contractor(s) shall perform the work required for the Project under this MOU in accordance with generally accepted industry standards, practices, and principles applicable to such work. If Sub-Recipient elects to design and evaluate the Project, such services shall be performed in accordance with professional standards of care applicable to licensed design professionals in California.

34. Force Majeure

Neither Party shall be liable or deemed to be in default for any delay or failure in performance under this MOU or interruption of services resulting, directly or indirectly, from acts of nature, civil or military authority, acts of public enemy, war, strikes, labor disputes, pandemics, or any other similar cause beyond the reasonable control of the Parties, provided that the Party seeking to delay or excuse its performance as a result of such event shall notify the other Party in writing of such circumstances within not more than ten (10) days following the first occurrence of the event forming the basis of the delay or excuse of performance. In the event that the Party seeking to delay or excuse its performance fails to timely deliver the notice described in the previous sentence, then such event shall not relieve the Party from its timely performance.

35. Entire MOU

This MOU, comprised of these terms and conditions, the attached exhibits, and any properly executed amendments, represents and contains the entire agreement of the Parties with respect to the matters set forth herein. This MOU supersedes any and all prior negotiations, discussions and, if any, previous agreements between the Parties with respect to the matters set forth herein.

36. Execution

This MOU, or any amendments related thereto, may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any amendments may be executed by way of a manual or authorized electronic (wet ink, scanned) signature. Delivery of an executed counterpart of a signature page to this MOU or an amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or electronically executed counterpart to this MOU or any amendment.

37. Authority

Sub-Recipient warrants and certifies that it possesses the legal authority to execute this MOU and to undertake the Project, and, if applicable, that a resolution, motion, or similar action has been fully adopted or passed, as an official act of Sub-Recipient's governing body, authorizing receipt of the Grant Funds, and directing and designating the authorized representative(s) of Sub-Recipient to act in connection with the Project and to provide such additional information as may be required by SCAG.

SIGNATURE PAGE TO
MEMORANDUM OF UNDERSTANDING
No. M-024-26

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS ("SCAG")

By: _____ _____
Cindy Giraldo Date
Chief Financial Officer

APPROVED AS TO FORM:

By: _____ _____
Richard Lam Date
Senior Deputy Legal Counsel

City of Burbank("Sub-Recipient")

By: _____ _____
Patrick Prescott Date
Community Development Director

APPROVED AS TO FORM:

By: _____ _____
Lisa Kurihara Date
Senior Assistant City Attorney

EXHIBIT A

SCOPE OF WORK & BUDGET

Sub-Recipient:	City of Burbank
Project Title:	Safer Downtown Burbank Mobility Network Improvement Project
Project Description:	This project will connect and improve the bicycle network and pedestrian crossings in Downtown Burbank, adding new bike facilities and upgrading safety elements on existing bicycle facilities. Quick-build materials will be used to support elements such as striped buffered Class II bike lanes, a pedestrian rapid rectangular flashing beacon (RRFB), upgrades to existing bike lanes, signs for wayfinding, red curb at stop signs, curb extensions, and centerline hardening. Improvements will increase access to key destinations, enhance bicyclist and pedestrian comfort, improve street safety, and calm traffic throughout Downtown Burbank. Project involves installation of street markings and plastic posts with no changes to concrete/asphalt.
Total Grant Funds:	$900,000
Total Amount of Sub-Award:	$695,000

EXHIBIT B

FUNDING REQUIREMENTS

Sub-Recipient shall comply with all relevant federal, state, and local requirements, including cost principles, procurement standards, and environmental regulations. If a conflict arises between federal and state regulations, laws, or policies, federal law takes precedence and supersedes state law. Similarly, if a state regulation or policy conflicts with applicable federal laws, statutes, or regulations, the federal requirement must be followed. In some cases, the state may impose more stringent standards than federal (i.e. environmental regulations), which is generally allowable, provided they do not directly contradict or frustrate the objectives of the federal legislation.

I. GENERAL FEDERAL REGULATIONS

Sub-Recipient must comply with all applicable federal requirements governing federal assistance, including:

a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under 2 CFR Part 200 and 48 CFR Part 31, including reporting obligations under 2 CFR Part 200, access related to books, records, and facilities for audits under 2 CFR 200.337, and Cash Management Requirements under 2 CFR 200.305
b. Labor and fair employment standards, including requirements related to Disadvantaged Business Enterprises (DBE) under 49 C.F.R. Part 26;
c. Prevailing Wage requirements under 29 CFR Part 3;
d. Environmental Compliance including, as applicable, the National Environmental Policy Act (42 U.S.C. 4321, et seq.), the Clean Air Act (42 U.S.C. 7401, et seq.), and the Clean Water Act (33 U.S.C. 1344);
e. Compliance with drug-free workplaces under 49 CFR Part 32; and
f. All certifications related to:
    1. Non-Discrimination (Title VI of the Civil Rights Act of 1964 and 49 CFR Part 21)
    2. Debarment and Suspension (2 CFR Part 180, Part 1532);
    3. Lobbying Restrictions (2 CFR Part 34; 31 U.S.C. § 1352);
    4. Trafficking Victims Protection Act of 2000 (as amended) compliance;
    5. Prohibition on Covered Telecommunications Equipment (2 CFR §200.216);
    6. Domestic Preferences (2 CFR §200.322); and
    7. Procurement of Recovered Materials (2 CFR §200.323)
g. Sub-Recipient shall require its sub-contractors to abide by the Federal Requirements set forth here and throughout this MOU.

II. GENERAL PROJECT REQUIREMENTS

a. Procurement. As a recipient of federal and state funds, SCAG has the responsibility for ensuring that its procurement process complies with all applicable federal, state and funding requirements. For all agreements entered into containing funds provided under this MOU or to perform work under this MOU, as outlined in the most current fully executed SAF, Sub-Recipient shall procure in compliance with all applicable federal, state, and local laws and regulations. These include the following:
    1. Upon request, Sub-Recipient shall provide information to the SCAG Project Manager regarding any existing solicitation including, but not limited to, Requests for Proposals,

Invitation for Bids, Request for Qualifications, and Requests for Quotation (collectively "RFP"). For new RFPs developed or finalized after the Effective Date of this MOU, Sub-Recipient shall provide information to the SCAG Project Manager and obtain SCAG Project Manager's written approval on any final RFP prior to its issuance. SCAG may require documentation of RFPs and Notices to Proceed before approval of invoice reimbursement.

2. Sub-Recipient shall be accountable to SCAG and the Awarding Agencies to ensure Contractor's performance. Sub-Recipient's Project Manager shall be responsible for final approval of Contractor's deliverables consistent with the Scope of Work as outlined in the most current fully executed SAF; provided, however, that prior to approving a deliverable from the Contractor, Sub-Recipient's Project Manager shall consult with SCAG's Project Manager.
3. When requested, Sub-Recipient shall provide other related documentation of compliance, as determined by SCAG, with applicable procurement requirements and terms and conditions of this MOU within ten (10) days of the request.
4. Sub-Recipient shall not be authorized to direct any additional work by the Contractor or cause any increase in the Contractor costs without SCAG's prior written approval. In the event that Sub-Recipient or its Contractor proposes an amendment to the Contractor's contract which changes the terms of Contractor's contract with Sub-Recipient, including but not limited to, increases the value of the contract amount and/or modifies the Scope of Work, as outlined in the most current fully executed SAF, Sub-Recipient shall notify SCAG's Project Manager in writing prior to execution of such amendment, provide SCAG with copy of the amendment and obtain SCAG's written approval. SCAG may propose an amendment to this MOU, if necessary, consistent with any executed amendments to the Contractor contract.
5. Sub-Recipient shall be accountable to SCAG and the Awarding Agencies to ensure Contractor(s)' performance. Sub-Recipient's Project Manager shall be responsible for final approval of Contractor(s)' deliverables consistent with the Scope of Work, as outlined in the most current fully executed SAF; provided, however, that prior to approving a deliverable from the Contractor(s), Sub-Recipient's Project Manager shall consult with SCAG's Project Manager.

b. Licenses. Sub-Recipient agrees to obtain and maintain the required licenses, permits, and all other appropriate legal authorizations from all applicable federal, state and local jurisdictions, and pay all applicable fees. Sub-Recipient further agrees to immediately notify SCAG in writing of any change in its licensing status which has a material impact on the Sub-Recipient's performance under this MOU.

c. Reporting. Sub-Recipient shall submit reports to SCAG as outlined in Exhibit A Scope of Work, as outlined in the most current fully executed SAF. Unless otherwise stated herein, all reports shall be submitted electronically to the SCAG Project Manager ("SCAG PM") at intervals determined by SCAG PM. If the reports are too large to be attached via email, the reports shall be submitted via a file-sharing site that allows SCAG to access and download the files. SCAG reserves the right to review, comment, and request changes to any report produced as a result of this MOU.

d. No Conflict of Interest. Sub-Recipient, in performing all tasks set forth in Exhibit A Scope of Work, as outlined in the most current fully executed SAF, warrants that it has no business, professional, personal or other interest that would conflict in any manner or degree with the

performance of its obligations under this MOU. Sub-Recipient must immediately inform SCAG in writing of any actual or potential conflict of interest arises during the term of this MOU. SCAG may, in its sole judgment, terminate this MOU immediately upon written notice to Sub-Recipient.

e. Standards of Performance. Sub-Recipient shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures subject to SCAG's final approval which SCAG will not unreasonably withhold. Any costs incurred due to the failure to meet the foregoing standards, or otherwise defective services which require re-performance, as directed by SCAG, shall be the responsibility of Sub-Recipient. If Sub-Recipient is deemed by SCAG to have failed the foregoing standards of performance, SCAG may request re-performance.

f. Pass-Through. Sub-Recipient shall require its subrecipients, if any, to abide by the Project Requirements set forth in this MOU.

III. FEDERAL REQUIREMENTS AND CERTIFICATIONS

This MOU is funded, in whole or in part, by an USDOT award to the SCAG. Information on the award may be found at *SS4A FY23 Terms and Conditions*, and made a part herein by this reference. As such, Sub-Recipient shall fully comply with all applicable federal rules, regulations, and requirements, including, but not limited to, the following:

a. Procurement Requirements. As a federal funded project, Sub-Recipient shall conduct all procurements in strict compliance with:
   1. The LAPM, including but not limited to applicable chapters governing consultant selection and construction contracting;
   2. Title 2 Code of Federal Regulations Part 200 (2 CFR Part 200), including Subpart D (Post Federal Award Requirements) and Subpart E (Cost Principles); and
   3. Sub-Recipient shall administer construction contracts in accordance with applicable provisions of LAPM Chapter 16, including conducting a detailed complete review of Contractor(s)' invoices prior to payment, and applicable provisions of LAPM Chapter 15 and/or Local Assistance Program Guidelines Chapter 25 requirements governing the advertising and award of construction contracts. The invoice review shall include, but not be limited to, ensuring: (1) the work included in the invoice is correctly invoiced and supported; (2) hours worked equal hours invoiced; (3) charged rates are equal to the contracted rates; (4) materials and services were received; and (5) that the work performed is consistent with the Scope of Work, as outlined in the most current fully executed SAF. Upon review, Sub-Recipient shall pay Contractor(s)' invoices prior to submitting invoices to SCAG for reimbursement.

b. SS4A Requirements. Sub-Recipient, and its subrecipients and subcontractor(s), must fully adhere to the SS4A program requirements set forth by USDOT pursuant to the Infrastructure Investment and Jobs Act (IIJA) Section 24112 and align its performance with the specific requirements listed in the "FY 2023 Notice of Funding Opportunity (NOFO) for Safe Streets and Roads for All."

c. Delinquent Tax Liability and Felony Convictions. Sub-Recipient warrants that federal funds will not be used for contracts with corporations having unpaid Federal tax liability or recent felony convictions under the Consolidated Appropriations Act, 2023.

d. Anti-Kickback and Fraud. Sub-Recipient warrants compliance with the Copeland Anti-Kickback Act under 18 U.S.C. 874 and 40 U.S.C. 3145 and Whistleblower Protection under

41 U.S.C. 4712, which prohibits retaliation for disclosing gross mismanagement or violations of law.

e. Banning Text Messaging While Driving**.** Pursuant to Executive Order 13513, Sub-Recipient must adopt policies to prohibit texting while driving on official business.

f. Quarterly Reporting. Sub-Recipient shall comply with the Quarterly Progress Reports requirement submitted in the specific format and with the content described in Exhibit D, which was designed specifically for the SS4A grant program.

g. Debarment and Suspension. Sub-Recipient shall fully comply with 2 CFR Part 180, as supplemented by 2 CFR Part 1532 and Executive Order 12549. Sub-Recipient certifies that neither it, nor any of its Contractors is or has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as they are defined in 2 CFR Parts 180 and 1200, by any Federal agency or department and is: not presently excluded or disqualified, as those terms are defined in 2 CFR § 180.110; not convicted within the preceding three years of any of the offenses listed in 2 CFR § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period; not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR § 180.800(a); or not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default. Sub-Recipient acknowledges that failing to disclose the information required under 2 CFR § 180.355 may result in the delay or negation of this MOU or pursuance of legal remedies, including suspension and debarment.

h. New Restrictions on Lobbying. Sub-Recipient certifies its compliance with Title 2 CFR Part 34, New Restrictions on Lobbying. No appropriated funds may be expended by the Sub-Recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

i. Trafficking Victims Protection Act of 2000. Sub-Recipient, and any of its subrecipients and Contractor(s) paid with SS4A funds, shall comply with the provisions of the Trafficking Victims Protection Act of 2000 (See 22 USC 7104 et seq.; and specifically 7104(g)), as amended.

j. Prohibition On Covered Telecommunications Equipment. Sub-Recipient is prohibited from obligating or expending loan or grant funds to: Procure or obtain covered telecommunications equipment or services; Extend or renew a contract to procure or obtain covered telecommunications equipment or services; or Enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services, as those terms are defined in 2 CFR §200.216.

k. Domestic Preferences ("Buy America"). Sub-Recipient must, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), as those terms are defined in 2 CFR §200.322.

l. Audit Requirements. During the term of the MOU, and for a period of three (3) years from the date of MOU expiration, and if requested in writing by SCAG, Sub-Recipient shall allow SCAG or the Comptroller General of the United States, their designated representatives and/or the cognizant Federal Audit Agency access during normal business hours to all records and reports related to the work performed under this MOU. Sub-Recipient assumes sole responsibility for reimbursement to USDOT, a sum of money equivalent to the amount of any expenditures disallowed should the Auditing Agencies rule through audit exception or some other appropriate means that expenditures from funds allocated to the Sub-Recipient were not made in compliance with the applicable cost principles as contained in 2 CFR Part 200 Subpart E, or the provisions of this MOU. Through the term of this MOU, and if applicable and if Sub-Recipient expended One Million Dollars ($1,000,000) or more in a fiscal year in Federal Awards, Sub-Recipient shall have a single or program-specific audit conducted in accordance with the requirements of 2 CFR Part 200 Subpart F.

m. Federal Property Disposition Conditions. The disposition of equipment funded in whole or in part with Federal funds, when it is no longer needed for the original project, program, or for other activities currently or previously supported by a Federal agency, must comply with local, state and federal regulations, including 2 CFR § 200.313 as amended. Pursuant to the federal property disposition conditions, Sub-Recipient agrees to report to SCAG, every 2 years after the conclusion of the MOU term, information relating to the equipment, until the equipment's fair market value drops below $10,000 or until the equipment is no longer used in accordance with the purpose of this MOU. Information to be reported shall include: the serial number or another identification number, the fair market value at the time of the report, location, use and condition of the equipment. Sub-Recipient shall also notify SCAG within thirty (30) days of the equipment's sale or transfer. The requirements of this provision shall survive the expiration of this MOU.

n. Intellectual Property Rights. The Parties' rights to all intangible property made under this MOU, including copyrights, trademarks, patents, and inventions, shall be in accordance with 2 CFR §200.315 and 37 CFR Part 401, and any applicable federal regulations. In addition, Sub-Recipient agrees to the following:
    1. Rights of Technical Data – The United States Government and SCAG shall have the unlimited right to use technical data, including material designated as a trade secret, resulting from the performance of services by Sub-Recipient under this MOU. Sub-Recipient shall have the right to use technical data for its own benefit.
    2. Copyright – Sub-Recipient agrees to grant the United States Government and SCAG a royalty-free, nonexclusive, irrevocable right to reproduce, translate, publish, use, and dispose of all copyrightable material first produced or composed in the performance of this MOU.

o. NEPA Requirements. Sub-Recipient is responsible for ensuring compliance with applicable National Environmental Policy Act (NEPA) requirements, including, as applicable, serving as the implementing agency for environmental approval(s).

p. Nondiscrimination. In the performance of this MOU, Sub-Recipient must not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, sex, sexual orientation, age, mental status, medical condition, physical or mental disability, or allow unlawful denial of family and medical care leave, denial of pregnancy disability leave, or reasonable accommodations. Sub-Recipient must comply with the provisions of the Fair Employment &

Housing Act (Government Code § 12900 *et seq*.), Title VI of the Federal Civil Rights Act of 1964 (P.L. 88-352), Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act (42 USC 12101, et seq.), and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts. Sub-Recipient must also comply with all applicable Executive Orders, including:

1. Executive Order 14173 (Ending Illegal Discrimination and Restoring Merit-Based Opportunity).
2. Executive Order 14224 (English as the Official Language).

Failure by Sub-Recipient to carry out these nondiscrimination requirements is a material breach of this MOU, which may result in the termination of this MOU or other legally available remedies.

q. Citizenship and Alien Status. Sub-Recipient warrants that it fully complies with all laws regarding the employment of aliens and others, and that its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). The Sub-Recipient shall obtain from all covered employees performing services hereunder all verification and other documentation of employees' eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. Sub-Recipient shall have a continuing obligation to verify and document the continuing employment authorization and authorized alien status of employees performing services under this MOU to ensure continued compliance with all federal statutes and regulations. Notwithstanding the above, Sub-Recipient, in the performance of this MOU, shall not discriminate against any person in violation of 8 USC Section 1324b.

r. Federal Freedom of Information Act. Certain records related to this MOU may be subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Accordingly, nothing in this MOU will be construed to limit the rights of any member of the public under FOIA or to obligate SCAG to withhold records that are otherwise required to be disclosed under applicable law. Sub-Recipient must clearly mark information that it considers proprietary, confidential, or otherwise exempt from disclosure under FOIA at the time of submission. Such markings do not guarantee protection from disclosure.

s. Scope of Applicability. Failure to expressly identify a Federal law applicable to the Sub-Recipient or to activities under this MOU does not negate its applicability.

IV. CALIFORNIA REQUIREMENTS AND CERTIFICATIONS

a. Competitive Bidding. Sub-Recipient, in its subcontracts, must comply with requirements that construction contracts over $25,000 may not be awarded on the basis of noncompetitive negotiation without prior written approval from the State.

b. Anti-Trust Claims. Sub-Recipient certifies that if these services or goods are obtained by means of a competitive bid, the Sub-Recipient and its subcontractors and subconsultants must comply with Title 1, Division 5, Chapter 11 of the California Government Code (Cal. Gov. Code §§ 4550-4554).

c. Loss Leader. If this MOU involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the California Business and Professions Code (Cal. Pub. Cont. Code § 10344(e).

d. Professional Service Contracts. Professional service contracts must follow procedures described in California Government Code sections 4527(a) and 4528(a).
e. A&E Services. Procurement for Architectural and Engineering (A&E) services must comply with Chapter 10 of the LAPM and California Government Code sections 4525–4529.5.
f. CEQA Requirements. Sub-Recipient is responsible for ensuring compliance with applicable California Environmental Quality Act (CEQA) requirements, including serving as the implementing agency for environmental approval(s).
g. Prevailing Wages. Sub-Recipient must require all workers employed on public works aspects of the project be paid not less than the general prevailing wage rates predetermined by the Department of Industrial Relations.
h. Priority Hiring Considerations. If this MOU includes services in excess of $200,000, the Sub-Recipient shall give priority consideration in filling vacancies in positions funded by the MOU to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
i. Factual Representations in Communications. Any and all notices, reports, or other communications required by this MOU, including but not limited to invoices, accounting reports, supporting documentation, and monitoring reports, shall be submitted under the penalty of perjury.
j. Work Products. All Work Product shall be shared with HCD and its partners for various purposes, including education, outreach, transparency and future learning..
k. Allowable Uses of REAP 2.0 Grant Funds.
    1. Grant Funds shall be expended in compliance with the REAP 2.0 Goals and Objectives.
        i. REAP 2.0 Goals ("Goals") are to invest in housing, planning, and infill housing-supportive infrastructure across the entire state in a manner that reduces Vehicle Miles Traveled ("VMT"), increases housing affordability, and advances equity. More detailed information on the Goals can be found in Section 201 of the REAP 2.0 Notice of Funding Availability ("NOFA") and Final Guidelines for MPO Applicants and are made a part of the provisions of this MOU as if set forth in full.
        ii. REAP 2.0 Objectives ("Objectives") include: (1) accelerating infill development that facilitates housing supply, choice, and affordability; (2) affirmatively furthering fair housing; (3) reducing vehicle miles traveled. More detailed information on the Objectives can be found in Section 202 of the REAP 2.0 NOFA and Final Guidelines for MPO Applicants and are made a part of the provisions of this MOU as if set forth in full.
    2. Grant Funds shall only be used by Sub-Recipient for activities approved by SCAG and included in the Scope of Work, as outlined in the most current fully executed SAF.
    3. Grant Funds may not be used for administrative costs of persons employed by Sub-Recipient for activities not directly related to eligible activities.
    4. Sub-Recipient shall use no more than zero percent (0%) of the Grant Funds for administrative costs related to the Project. For purposes of this MOU, administrative costs are the costs incurred in direct support of grant administration that are not included in the organization's indirect cost pool. Additional funds may be used from other sources solely contributed by Sub-Recipient to support Sub-Recipient's administration of the Project.

        i. If Sub-Recipient is seeking reimbursement for indirect costs and/or fringe benefits costs, they must annually submit an Indirect Cost Allocation Plan ("ICAP") or an Indirect Cost Rate Proposal ("ICRP") to its cognizant agency for indirect costs

and/or fringe benefits costs in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards. The cognizant agency for indirect costs and/or fringe benefits costs means the federal agency responsible for reviewing, negotiating, and approving ICAPs or ICRPs. Sub-Recipient must provide their approved indirect cost rate and/or fringe benefit rate and provide a copy to SCAG Project Manager of the approved negotiated indirect cost rate agreement ("NICRA") for the current fiscal year and subsequent years throughout the performance period.

ii. If Sub-Recipient is seeking reimbursement for fringe benefits costs with absence of the approved NICRA and proposes to use a rate to allocate the fringe benefits costs on the basis of entity-wide salaries and wages of the employees receiving the benefits, they must annually prepare the fringe benefits cost allocation plan in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards and provide to SCAG Project Manager a letter from the Sub-Recipient's independent auditor confirming the compliance for the current fiscal year and subsequent years throughout the performance period.

iii. If Sub-Recipient elects a de minimis indirect cost rate as defined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards, they must annually complete a certification form provided by SCAG Project Manager to confirm the eligibility and compliance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards and submit the signed form to SCAG Project Manager for the current fiscal year and subsequent years throughout the performance period. The de minimis rate is to be applied to modified total direct costs (MTDC) as defined by 2 CFR Part 200.1.

5. There must be a strong implementation component for the funded activity through REAP 2.0, including, where appropriate, agreement by Sub-Recipient to submit the completed planning document or effort to the applicable board, council, or other entity for adoption or approval. If Sub-Recipient does not formally request adoption or approval of the funded activity, it may be subject to repayment of the Grant Funds.

l. REAP 2.0 Contractor Procurements. All REAP 2.0 funded procurements must be conducted using a fair and competitive procurement process and sole source procurements are expressly prohibited. As a federal funded project, Sub-Recipient shall conduct all procurements in strict compliance with:

1. The Caltrans Local Assistance Procedures Manual ("LAPM"), including but not limited to applicable chapters governing consultant selection and construction contracting;
2. Title 2 Code of Federal Regulations Part 200 (2 CFR Part 200), including Subpart D (Post Federal Award Requirements) and Subpart E (Cost Principles); and
3. To the extent applicable to the procurement method utilized, the Federal Acquisition Regulation (48 CFR Part 31) cost principles and related federal guidance.
4. Sub-Recipient shall administer construction contracts in accordance with applicable provisions of LAPM Chapter 16, including conducting a detailed complete review of Contractor(s)' invoices prior to payment, and applicable provisions of LAPM Chapter 15 and/or Local Assistance Program Guidelines Chapter 25 requirements governing the

advertising and award of construction contracts. The invoice review shall include, but not be limited to, ensuring: (1) the work included in the invoice is correctly invoiced and supported; (2) hours worked equal hours invoiced; (3) charged rates are equal to the contracted rates; (4) materials and services were received; and (5) that the work performed is consistent with the Scope of Work, as outlined in the most current fully executed SAF. Upon review, Sub-Recipient shall pay Contractor(s)' invoices prior to submitting invoices to SCAG for reimbursement.

[THIS SECTION INTENTIONALLY LEFT BLANK]

EXHIBIT C

INVOICE SUBMITTAL REQUIREMENTS

SCAG will provide the Sub-Recipient an Invoice Template in Excel file format. The Invoice Template must be used to request reimbursement from SCAG. Detailed submittal instructions for filling out and submitting are provided in the Invoice Template. The Invoice Template may be amended from time to time and does not guarantee that any invoices will be approved or that the Sub-Recipient will receive payment.

A Final Invoice shall be submitted within sixty (60) days of Project completion and must include all remaining eligible costs, proof of payment, and a certification that no additional reimbursement requests will be submitted for this Project. For REAP funding Invoices must be submitted by January 21st 2027.

The Invoice Template will require information and supporting documentation such as, but not limited to:

a. SCAG's "Bill To" information
b. Invoice number specified by the Sub-Recipient. The invoice number must be unique for each invoice submitted;
c. Invoice date;
d. Billing period specified with beginning and ending dates. The beginning date must not be sooner than the MOU Effective Date of the Agreement, or within any previous billing dates;
e. Total amount due for the billing period;
f. MOU Number, SCAG Project/OWP Number, and the MOU Term Date;
g. Project Title;
h. Agency Name, Agency Project Manager Name, and Project Manager Email Address; and
i. SCAG Project Manager Name.
j. Progress report
k. Cost by task and/or cost category
l. Detailed description of Other Direct Charges
m. Proof of payment
n. Timesheets
o. Payroll report/Payroll registers

EXHIBIT D

REPORT TEMPLATE

Pending Template.

EXHIBIT E

Annual Title VI Compliance Report

1. Instructions for Agency

As a recipient of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds, the Southern California Association of Governments (SCAG) is required to ensure that all federally funded programs, services, and activities are conducted in compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws. These laws prohibit discrimination on the basis of race, color, national origin, sex, age, and disability in federally assisted programs.

SCAG is responsible to monitoring Subrecipients and beneficiaries of FHWA/FTA funds to ensure their compliance with Title VI requirements. As a beneficiary of FHWA funds, your agency is required to implement Title VI policies and procedures to prevent discrimination and ensure equitable service delivery.

The purpose of this Annual Title VI Compliance Report is to document your agency's ongoing compliance with Title VI requirements. This report must be completed and submitted to SCAG within two months of the MOU effective date to demonstrate adherence to federal nondiscrimination obligations.

Failure to comply with Title VI requirements may result in corrective actions, increased monitoring, or suspension of the FHWA funding. If any compliance deficiencies exist, please attach a corrective action plan outlining the steps you will take to achieve compliance.

Section 1.01

2. General Information

Name of Agency:

Project Name/ Number: _____

Date of Review: _____

Reviewer Name & Title: _____

Section 1.02

3. Annual Certifications

a. Title VI Policy and Training

Do you have an adopted Title VI Policy?

[ ] Yes. [ ] No*. If no, explain why not. _____
_____
_____

Do you have a Title VI Coordinator?

[ ] Yes. [ ] No*. If no, explain why not. _____
_____
_____

Have you required your employees to receive Title VI training in the last two years?

[ ] Yes. [ ] No*. If no, explain why not. _____
_____
_____

Is your Title VI Policy publicly available and posted in appropriate locations?

[ ] Yes. [ ] No*. If no, explain why not. _____

Are Title VI complaints logged, investigated, and resolved appropriately?

[ ] Yes. [ ] No*. If no, explain why not. _____

b. Public Engagement and Limited English Proficiency (LEP)

Are your public meetings held in accessible locations?

[ ] Yes. [ ] No*. If no, explain why not. _____

Do you have a LEP plan in place and follow the plan?

[ ] Yes. [ ] No*. If no, explain why not. _____

Are LEP individuals provided interpretation and translated materials, as needed?

[ ] Yes. [ ] No*. If no, explain why not. _____

Do your engagement efforts include minority, low-income, and underserved communities?

[ ] Yes. [ ] No*. If no, explain why not. _____

c. Data Collection and Reporting

Do you collect demographic data on program beneficiaries, as applicable?

[ ] Yes. [ ] No*. If no, explain why not. _____

Do you work to identify and address disparities in services or benefits?

[ ] Yes. [ ] No*. If no, explain why not. _____

d. Complaint Monitoring and Resolution

Is your Title VI complaint process clearly communicated to the public?

[ ] Yes. [ ] No*. If no, explain why not. _____

Do you track complaints and resolve them within required timeframes?

[ ] Yes. [ ] No*. If no, explain why not. _____

Have you ensured that no patterns of discrimination were identified in complaint reviews?

[ ] Yes. [ ] No*. If no, explain why not. _____

4. Certification and Signature

By signing below, I certify that the information provided in this report is true and accurate to the best of my knowledge. I acknowledge that failure to comply with Title VI requirements may result in corrective actions, increased monitoring, or suspension of the FHWA funding.

* If any compliance deficiencies exist, I have attached a corrective action plan outlining the steps my agency will take to achieve compliance.

Name: _____

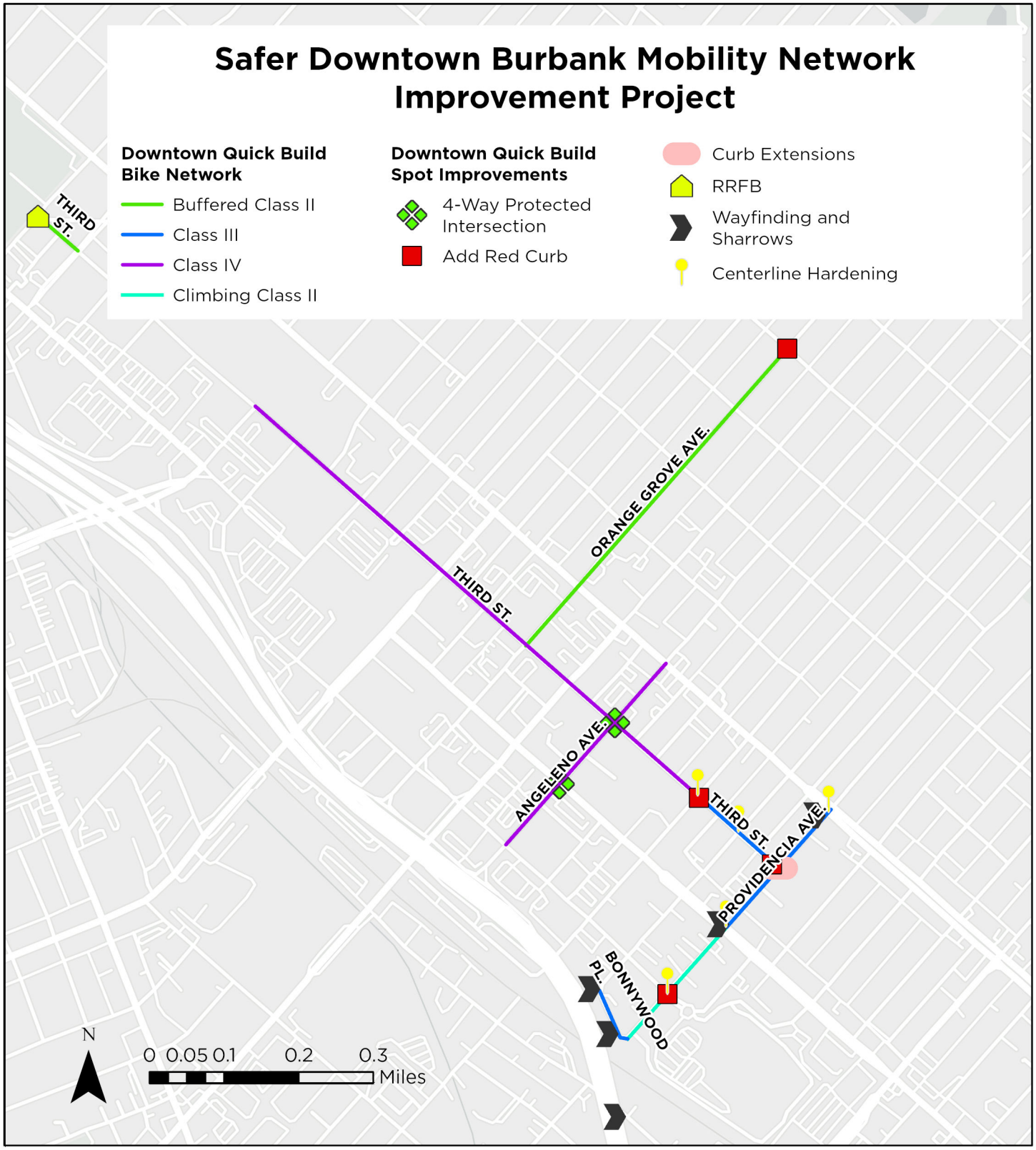
Title: _____

Signature: _____

EXHIBIT F

SCOPE OF WORK APPROVAL FORM

Scope of Work Approval Form Forthcoming.


Safer Downtown Burbank Mobility Network Improvement Project
Downtown Quick Build Bike Network
Buffered Class II
Class III
Class IV
Climbing Class II
Downtown Quick Build Spot Improvements
4-Way Protected Intersection
Add Red Curb
Curb Extensions
RRFB
Wayfinding and Sharrows
Centerline Hardening
THIRD ST.
ORANGE GROVE AVE.
THIRD ST.
ANGELENO AVE.
THIRD ST.
PROVIDENCIA AVE.
BONNYWOOD PL.
N
0 0.05 0.1 0.2 0.3
Miles

STAFF REPORT

PARKS AND RECREATION

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director
BY: Megan Wilke, Administrative Analyst II

SUBJECT: Approval of the City of Burbank Tournament of Roses 2027 Float Rendering

RECOMMENDATION

Approve the Burbank Tournament of Roses 2027 float rendering.

BACKGROUND

Since 1914, the City of Burbank (City) has been represented in the Pasadena Tournament of Roses Parade (Parade) on New Year's Day. Originally, the Burbank Chamber of Commerce and Burbank schools entered floats on behalf of the City. In 1947, the Burbank Tournament of Roses Association (BTORA) took responsibility for the City's annual float entries. The 2027 entry will mark BTORA's 79th float entry and the City's 94th float entry in the Parade. There have been only a handful of years when the City did not submit a float entry due to unforeseen circumstances, including the cancellation of the Parade from 1942 through 1945 due to World War II, and in 2021 due to the COVID-19 pandemic.

BTORA is a non-profit organization comprised of community volunteers who construct and decorate a float to represent the City in the annual Parade. The City partners with BTORA by providing financial, administrative, facility, and staffing support for the City's annual Rose Parade float. BTORA supplements this partnership through its own fundraising efforts. The City is one of six remaining self-built float presenters, along with California Polytechnic Universities (Pomona and San Luis Obispo), and the cities of Downey, La Cañada-Flintridge, Sierra Madre, and South Pasadena.

Preparation for each year's float begins immediately after New Year's Day. Once the Parade theme is announced, concepts and drawings are solicited from the general public

in a design contest. BTORA's Board of Directors reviews the submitted designs, selects finalists, and presents them to BTORA's general membership for a final recommendation. The selected design is then presented to the Pasadena Tournament of Roses for approval.

Upon approval by the Pasadena Tournament of Roses, the construction and decoration committees review the final drawings and plans, and a final rendering is submitted to City Council (Council) for approval. Actual construction of the float begins shortly thereafter, and decoration materials are ordered. While advance orders for live flowers are placed with various growers for the float, most of the actual floral decoration begins on December 26 and continues until December 31. The float is moved to the Metrolink parking lot to be judged by Parade officials on December 30 and 31. Animation and music are displayed for the public before the convoy leaves the City. On the evening prior to the Parade, Burbank Police Department (BPD) escorts the float with motorcycles and police cars via surface streets to Pasadena.

DISCUSSION

The 138th Pasadena Tournament of Roses Parade theme is "Welcome!" The theme celebrates the warmth of family, friendship, and community, honoring the simple joy of belonging and being valued for exactly who you are. In February 2026, Parade officials approved the conceptual design for the 2026 City float entry named “Welcome Home,” designed by Richard Burrow (Attachment 1). This marks the fifth time Mr. Burrow has won the City's float design contest. His previous winning designs include the 2013 Fantasy Trophy-winning float "Deep Sea Adventure," the 2017 float "Home Tweet Home," the 2023 Queen Award-winning float "Adventure Awaits," and the 2024 Mayor Award-winning float "Caterpillar Melody." As the City provides funding for the annual Tournament of Roses float, Council approval of the final float design is required before the design can move into production.

ENVIRONMENTAL REVIEW

This activity involves approval of the BTORA float rendering for 2027 and has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a “project” subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact associated with this report. The City’s contribution of $54,720 is included in the Fiscal Year 2026-27 Adopted Budget.

CONCLUSION

City Council acceptance and approval of the 2027 Tournament of Roses float rendering will allow BTORA to begin construction of the float. The 2027 Parade will take place on Friday, January 1, 2027, at 8:00 a.m., and the Burbank parade float will join marching bands from across the nation, equestrian units, and majestic floral floats as they parade down Colorado Boulevard.

ATTACHMENT

Attachment 1 - Proposed 2027 City of Burbank Tournament of Roses Float Entry


THE CITY OF
BURBANK
Presents
WELCOME HOME
2027
BURBANK
TOURNAMENT OF ROSES
ASSOCIATION

STAFF REPORT

CITY CLERK'S OFFICE

DATE: July 21, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Maria Sanchez, Administrative Analyst I
Yasleen Robinson, Intermediate Clerk

SUBJECT: Appointment to Fill Vacancies on Various City of Burbank Boards, Commissions, and Committees

RECOMMENDATION

Make appointments to the following City of Burbank Boards and Commissions (in random draw order):

- Board of Building and Fire Code Appeals (3 Vacancies, 4-Year Terms)
- Burbank Water and Power Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
- Community Development Block Grant Committee (2 Vacancies, 4-Year Terms)
- Board of Library Trustees (4 Vacancies, 4-Year Terms)
- Senior Citizen Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
- Heritage Commission (3 Vacancies, 4-Year Terms)
- Infrastructure Oversight Board (1 Vacancy, One Unexpired Term)
- Art in Public Places Committee (3 Vacancies, 4-Year Terms)
- Civil Service Board (3 Vacancies, 4-Year Terms)
- Landlord Tenant Commission (3 Vacancies, 4-Year Terms)

BACKGROUND

All Board, Commission, and Committee (BCC) Members shall be appointed by a three-fifths (3/5) vote of all Council Members and serve without compensation from the City. No person shall serve on more than one BCC at the same time. Vacancies on a BCC occurring during the term of office shall be filled within 90 days from the date the vacancy occurs. Any person appointed to fill a vacancy shall hold office for the remainder of the

unexpired term and must complete the term before applying to serve on another board, commission, or committee. In addition, all applicants must reside within the jurisdictional boundaries of the City of Burbank (per Burbank Municipal Code (BMC) §§ 2-1-404, 2-1-405, 2-1-406, and 2-1-407).

Once a vacancy is established, the City Clerk advertises the vacancy for 30 days, accepts applications, and provides the applications received to Council for consideration. Applicants have the option of applying for up to two BCCs, indicating their first and second choice.

The voting process established allows for each Council Member to vote as many times as there are vacancies on the BCC being considered; the applicants receiving a majority of the votes in the first round are either appointed or move into the second round, if necessary. The process continues for as many rounds as are necessary to attain the correct number of applicants to fill the vacancy(ies).

DISCUSSION

On May 1, 2026, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2026, for the following BCCs: Board of Building and Fire Code Appeals, Burbank Water and Power Board, Community Development Block Grant Committee, Board of Library Trustees, Senior Citizen Board, Heritage Commission, Infrastructure Oversight Board, Art in Public Places Committee, Civil Service Board, and Landlord-Tenant Commission.

To obtain qualified candidates, a Notice of Vacancy was advertised through the following:

- City website
- City Council meeting announcements
- All social media platforms managed by the City Clerk’s Office
- Press release sent to the *Burbank Leader,* and *MyBurbank.com*
- Notices posted on the City Hall bulletin board, Administrative Services Building, Community Services Building, recreation centers, and libraries
- Community groups and organizations
- Constant Contact Email Notification

The deadline to submit applications to the City Clerk’s Office was Monday, June 1, 2026, at 5:00 p.m. The City Clerk’s Office received a total of 72 qualified applications, 16 of which indicated a first and second choice, to fill the 28 vacancies. The applications are listed in the order received.

On June 1, 2026, the City Clerk’s Office conducted the random drawing (Attachment 1) to select the order in which these BCC vacancies will be considered. Individuals who applied for more than one BCC have the priority selection listed next to their name.

Additional information regarding incumbents has also been included as a reference.

Appointments to Fill Unexpired Terms

In addition to the annual recruitment for full four-year terms ending June 31, 2030, Council will consider appointments for the following unexpired terms:

Infrastructure Oversight Board

On May 1, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Infrastructure Board for an unexpired term ending July 31, 2029, created by the removal of Board Member Maria Coronado due to excessive absenteeism.

The deadline for submitting applications to the City Clerk's Office was Monday, June 1, 2026, at 5:00 p.m. The City Clerk's Office received a total of five applications: Alexander Keledjian, James Correa, Kenneth San Miguel, Lindsey Francois, and Arno Dionysian. The applications are listed in the order received.

Burbank Water and Power Board

On May 7, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Burbank Water and Power Board for an unexpired term ending July 31, 2028, created by the resignation of Board Member Layla Kashani.

The deadline for submitting applications to the City Clerk's Office was Monday, June 8, 2026, at 5:00 p.m. The City Clerk's Office received a total of five applications from: Thomas Euper, Robert Nielsen, Victor Taracena, Christopher Malotte, and Lindsey Francois.

Please note all five applicants applied to be considered for the full four-year term and the unexpired term. If appointed to serve for a full term, the applicant's name will be removed from consideration for the unexpired term.

Senior Citizen Board

On May 21, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Senior Citizen Board for an unexpired term ending July 31, 2028, created by the resignation of Board Member Ara Boyadjian.

The deadline for submitting applications to the City Clerk's Office was Monday, June 22, 2026, at 5:00 p.m. The City Clerk's Office received a total of six applications: James Sartoris, John Medici, Jason Napolitano, Michael Caggiano, Dianna Encarnacion, and Gloria Salas.

Please note John Medici, Jason Napolitano, and Michael Caggiano have applied to be considered for the full four-year term and the unexpired term. If appointed to serve for a full term, the applicant's name will be removed from consideration for the unexpired term.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and, as such, is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact associated with this item.

CONCLUSION

The City and the community both realize substantial benefits from civic involvement. Appointments to the BCCs help to encourage public participation in the governmental process and ensure Burbank residents have a voice.

ATTACHMENTS

Attachment 1 – 2026 BCC Vacancies Applicants/Boards Random Draw Order
Attachment 2 – Applications and Resumes
Attachment 3 – Summary of BCCs
Attachment 4 – Burbank Municipal Code Sections

2026 BOARDS, COMMISSIONS, AND COMMITTEES VACANCIES
APPLICANTS/BOARDS RANDOM DRAW ORDER

Board of Building and Fire Code Appeals
(4-Year Term, 3 Vacancies)

Total of 4 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
William Ballas	No			Steve Baghoomian	July 17, 2018
Victor Taracena	Yes	X		Ernest Dellinger	May 21, 2013
Christopher Castro	No		X	Victor Taracena	July 12, 2022
Kenneth San Miguel	No	X			

Burbank Water and Power Board
(4-Year Term, 3 Vacancies)

Total of 8 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Thomas Euper	No			Timothy Cherry	September 13, 2022
William Luddy	Yes			Earle LeMasters	July 12, 2022
Robert Nielsen	No			William Luddy	April 5, 2022
Christina Kopelman	No				
Victor Taracena	No		X		
Christopher Malotte	No				
Lindsey Francois	No		X		
Timothy Cherry	Yes				

Burbank Water and Power Board
(Unexpired Term Ending July 31, 2028; 1 Vacancy)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Thomas Euper	No			N/A	
Robert Nielsen	No				
Victor Taracena	No				
Christopher Malotte	No				
Lindsey Francois	No				

Community Development Block Grant Committee
(4-Year Term, 2 Vacancies)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Hasmik Vrtanesyan	Yes			Robin Savoian	May 20, 2014
Robin Savoian	Yes		X	Hasmik Vrtanesyan	October 12, 2021
Eric McBride	No		X		
James Correa	No		X		
Michelle Murphy	No	X			

Board of Library Trustees
(4-Year Term, 4 Vacancies)

Total of 14 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Melanie Renfroe	Yes			Carmenita Helligar	March 16, 2021
Lisa Dyson	No			Melanie Renfroe	July 17, 2018
Robin Savoian	No	X		Bryan Snodgrass	September 20, 2016
Celia Carey Needum	No			Emily Weisberg	July 17, 2018
John Medici	No	X			
Douglas Chadwick	No				
Elizabeth Keener	No				
Bryan Snodgrass	Yes				
Jason Napolitano	No		X		
Emily Weisberg	Yes				
Carmenita Helligar	Yes				
Jordan Divecha	No		X		
Derek Heeren	No				
Arno Dionysian	No		X		

Senior Citizen Board
(4-Year Term, 3 Vacancies)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Shelby Grimm	No			Dianna Encarnacion	July 16, 2024
John Medici	Yes		X	John Medici	December 6, 2022
Jodi Alexander	No			Richard Rupp	July 12, 2022
Jason Napolitano	No	X			
Michael Caggiano	No				

Senior Citizen Board
(Unexpired Term Ending July 31, 2028; 1 Vacancy)

Total of 6 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
James Sartoris	No			N/A	
John Medici	No				
Jason Napolitano	No				
Michael Caggiano	No				
Dianna Encarnacion	No				
Gloria Salas	No				

Heritage Commission
(4-Year Term, 3 Vacancies)

Total of 10 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Louise Gill	No		X	Lynn Kronzek	July 12, 2022
Lynn Kronzek	Yes			Richard Schmidt	January 24, 2023
Laura Strobl	No	X		Corey Mensing	December 16, 2025
Patricia Tomaszewski	No				
Richard Schmidt	Yes				
Tony Anselmo	No				
Jeffrey Barnett	No		X		
Corey Mensing	Yes				
Joseph Morales	No				
Zach Martin	No				

Infrastructure Oversight Board
(Unexpired Term Ending July 31, 2029; 1 Vacancy)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Alexander Keledjian	No		X	N/A	
James Correa	No	X			
Kenneth San Miguel	No		X		
Lindsey Francois	No	X			
Arno Dionysian	No	X			

Art in Public Places Committee
(4-Year Term, 3 Vacancies)

Total of 11 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Philippe Gompel	No			Monica Caram	October 15, 2024
Dean Karasinski	No			Lermont Khachikyan	July 12, 2022
Jean Marinelli	Yes			Jean Marinelli	February 24, 2026
Lermont Khachikyan	Yes				
Karen Bradfield	No				
Jose Pimienta	No				
Monica Caram	Yes				
Jeffrey Barnett	No	X			
Ann Mitchell	No				
Jordan Divecha	No	X			
May Chin	No				

Civil Service Board
(4-Year Term, 3 Vacancies)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Matthew Doyle	Yes			Linda Barnes	May 21, 1985
Linda Barnes	Yes			Matthew Doyle	May 20, 1997
Alexander Keledjian	No	X		Iveta Ovsepyan	July 17, 2018
Laura Strobl	No		X		
Eric McBride	No	X			

Landlord-Tenant Commission
(4-Year Term, 3 Vacancies)

Total of 5 applicants

Applicants	Incumbent	1st Choice	2nd Choice	Current Members	Original Appointment
Anne Nahabedian	Yes			Shanna Ingalsbee	July 12, 2022
Louise Gill	No	X		Joseph Massimini	June 3, 2025
Cameron Rodriguez	No			Anne Nahabedian	July 12, 2022
Christopher Castro	No	X			
Michelle Murphy	No		X		

Blue cells denote the current members and their original date of appointment.

****1st/2nd Choice - Applicants are allowed to choose 2 Boards, Commissions and Committees of interest and place priority in order of 1st/2nd choice which is indicated above.***

Applications and Resumes

Board of Building and Fire Code Appeals

Application Form

Profile

WILLIAM — First Name
F — Middle Initial
BALLAS — Last Name

[redacted] — Email Address

[redacted] — Home Address
Suite or Apt

BURBANK — City
CA — State
91504 — Postal Code

[redacted] — Primary Phone
[redacted] — Alternate Phone

RETIRED from the Los Angeles County Sanitation Districts — Employer
Public Works Construction Inspector — Job Title
RETIRED — Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted

Length of time as a Burbank Resident:

63 YEARS

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

TO PROVIDE THE BUILDING OFFICAL AND FIRE MARSHAL GUIDANCE & OPINIONS ON MATTERS OF THE BULIDING & FIRE CODES AND BY EXTENSION TO THE CIY COUNCIL.

Education

CONSTRUCTION INSPECTION - A.S. DEGREE - PASADENA CITY COLLEGE. GEOGRAPHY & URBAN STUDIES - B.A. - CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Additional Pertinent Courses or Training

SUCCESSFULLY COMPLETED NUMEROUS COURSES IN VAROUS TECHNICAL FIELDS OF CONSTRUCTION INSPECTION, WITH THE RESULTS OF BEING LICENSED &/or CERTIFIED WITHIN THOSE FIELDS: PREVIOUSLY LICENSED BY THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS IN CONCRETE & MASONRY INSPECTION. PREVIOUSLY LICENSED BY THE CALIFORNIA DIVISION OF THE STATE ARCHITECT TO INSPECT PUBLIC SCHOOL CONSTRUCTION.

Other Pertinent Skills, Experience or Interests

APPOINTED BY THE BURBANK CITY COUNCIL TO BE A MEMBER OF THE BURBANK BOARD OF BULIDING & FIRE CODE APPEALS. I WAS APPOINTED BY THE COUNCIL ON MAY 25, 1999, AND SERVED ON THE BOARD FOR FOUR YEARS.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

MEMBER, BOARD of BUILDING and FIRE CODE APPEALS, 1999-2003

List Community activities in which you are involved:

NO ORGANIZED ACTIVITIES AT THIS TIME, HOWEVER, I DO COMMUNICATE WITH BURBANK'S COMMUNITY ASSISTANCE COORINICATORS (PAST & PRESENT) WHICH RESULTED IN EMAIL DIALOGUES BETWEEN ME AND THE CITY MANAGER & THE PUBLIC WORKS DIRECTOR ON VARIOUS MATTERS CONCERNING THE CITIZENS OF BURBANK.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

NONE KNOWN.

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

BOARD OF BULIDING & FIRE CODE APPEALS.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

SEE ANSWERS SUPPLIED ABOVE.

What are your goals in serving on this Board/Commission/Committee?

IMPROVE CITY GOVERNMENT.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

NONE

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

JUDIE SARQUIZ
City Clerk

OFFICE OF THE CITY CLERK
CITY OF BURBANK
275 EAST OLIVE AVENUE, P.O.BOX 6459, BURBANK, CALIFORNIA 91510-6459
(818) 238-5851
FAX (818) 238-5853

May 27, 1999

William F. Ballas
[redacted]
Burbank, California 91504

Dear Mr. Ballas:

At its regular meeting held on May 25, 1999, the Council of the City of Burbank appointed you to be a member of the Board of Building and Fire Code Appeals for a four year term of office.

Enclosed is a copy of Section 2-414 of the Municipal Code describing the composition and duties of the Board.

You may obtain an identification card from the City Council Office (photo optional).

Before you attend a meeting of the Board of Building and Fire Code Appeals, please come to the City Clerk's Office to take your oath of office.

You are to be commended for your willingness to serve your community in this manner. It is our hope that you will find the experience personally rewarding.

Judie Sarquiz

JUDIE SARQUIZ
City Clerk

JS:ic

Enclosure

c: Robert M. Tague, Community Development Director

printed on recycled paper

Application Form

Profile

Victor
First Name

A
Middle Initial

Taracena
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self-Employed
Employer

Architect/Project Manager
Job Title

Architectural Consultant
Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

45 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Having the privilege of growing up and residing in the City of Burbank for over 40 plus year has given me a unique perspective in regards to how Burbank has grown and where it must evolve too inorder for the future to meet the needs of its citizenry. Having served on the Board of Building and Fire Code Appeals these past four years, i feel that i have assisted and contributed, in a positive manner, along extensive experience as a professional in architecture and construction, to the betterment of our fine city and its residents through service.

Education

I hold a bachelors degree in Architectural Design from Woodbury University. Additionally, I have taken Advance course work in Plumbing Engineering and Design from UCLA's Extension Program.

Additional Pertinent Courses or Training

I have taken the following course work to continually stay current with current design and construction trendsand technologies: The National Programme on Technology Enhanced Learning Diploma in the Fundamental of Landscape Architecture The National Programme on Technology Enhanced Learning Diploma in Contemporary Architecture and Design The National Programme on Technology Enhanced Learning Advanced Diploma in Sustainable Architecture Hollow Metal Manufacturers Association Understanding Fire Rated Openings Clark Dietrich Systems &Cold Form Steel Framing Connections The State of California Architectural Board (CAB) Continuing edcation course work on ADA compliance

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on the Board of Building and Fire Code Appeals (07/15/2022 - 07/16/2026)

List Community activities in which you are involved:

Recently Graduate from the City's R.I.S.E. Program 2025 Participated in the City Sponsored Earth Day 2025

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Fire and Building Appeals Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

What are your goals in serving on this Board/Commission/Committee?

I wish to bring my experience and technical knowledge to the board in taking actions and making decisions that will serve the City of Burbank and by extension its citizens.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

What are your goals in serving on this Board/Commission/Committee?

I wish to bring my experience and technical knowledge to the board in taking actions and making decisions that will serve the City of Burbank and by extension its citizens.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

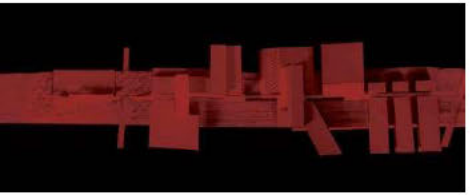
Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

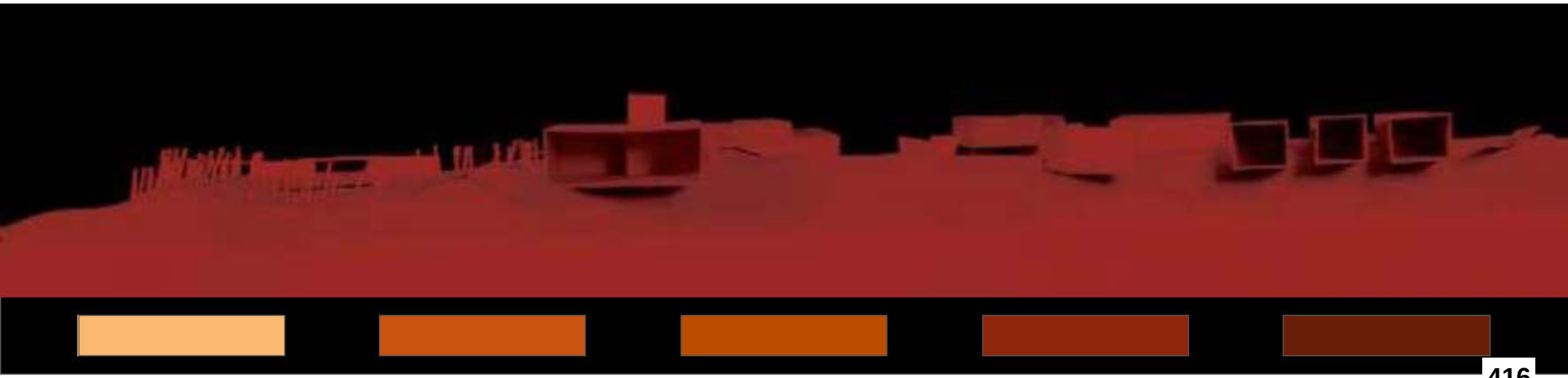
☑ I Agree

Victor A Taracena



Victor A. Taracena

Professional Curriculum Vitae



Victor A. Taracena

Professional Curriculum Vitae

Table of Contents

RESUME

STUDENT

PROFESSIONAL

ACADEMIC

SEMINARS - PUBLICATIONS - AWARDS



RESUME

Residency: [redacted] Burbank CA 91506

Telephone: [redacted]

Email: [redacted]

Education:

UCLA - Extensions
Plumbing Engineering Systems

Woodbury University
Bachelors in Architectural Design (B.Arch)

Glendale Community College
Architectural Drafting & Design

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

Education:

The California Building Official Training
Means of Egress, A Detailed Anal-ysis,

The California Building Official Training
ADA/Title 24-Accessibility Provisions for Alterations & Remodels in Existing Buildings

The California Building Official Training
Simplified Engineering: The Design of Wood Structures

Georgia - Pacific
Finding Design and Construction Efficiencies with Integrated Weather Barrier System

Cemco - Steel Framing Co.
Design, Engineering of exterior metal curtain wall Systems for mid-rise commercial structures

RESUME

Education:

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

The National Programme on Technology Enhanced Learning
Diploma in Contemporary Architecture and Design

The National Programme on Technology Enhanced Learning
Advanced Diploma in Sustainable Architecture

Hollow Metal Manufacturers Association
Understanding Fire Rated Openings

Clark Dietrich Systems
Cold Form Steel Framing Connections:

RESUME

Employment: **Commissioner for the Fire & Building Appeals Board City of Burbank**
July 2022 - Current, Burbank, CA

To hear and determine appeals from decisions of the Assistant Community Development Director - Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code,
To hear and determine appeals from any decision, order to notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;
To prepare and recommend for adoption by the City Council, rules and regulations for the conduct of its hearings and investigations;
To recommend for adoption by the City Council, a schedule of fees for appeals to the Board; and,
To recommend to the City Council, amendments to the Building Code or Fire Code

Employment: **Commissioner for the Burbank Unified School District - SFOC**
Oct 2025 - Current, Burbank, CA

Responsible to review monthly expenditure reports of construction, modernization and/or renovation funds
Review progress reports of ongoing construction, modernization and/or renovation projects, including bond funded projects on a monthly basis
To inspect under the supervision of the Superintendent of Facilities all school sites where bond proceeds have been or will be expended in accordance and compliance with Article XIIIA, Section 1(b)(3) of the California Constitution and D.S.A (Department of State Architect) Standards
Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures,including but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce costs of professional fees;(3) mechanisms to provide alternate & efficient school design

RESUME

Employment: **Senior Project Architect**
BayShore Engineering &
General Contractor
A Division of BC, Inc
November 2015 - Current Claremont, CA

Provided residential clients with schematic designs to formal construction documents for room additions, second story additions and ADU structures (Stand alone & Garage conversions),
Provide detailed cost estimates and contract specifications for clients review,
Interact with local building department plan check and zoning divisions to ensure construction document approval,
Provide translation of construction documents into Spanish for on-going projects in Mexico, and Central America,
Provide quality control inspections to ensure compliance with scope of work, construction specifications, and contract documents,
Interact with clients to address construction progress and miscellaneous questions.

Employment: **Technical Advisor**
(Architectural Materials) Grupo Taracena
A Division of Lenny's Enterprises,
February 2002 - 201 Guatemala, GUA

Imported Light Gauge Steel Framing components, drywall and associated materials for house construction and commercial use,
Provided technical assistance in the integration of light gauge steel framing products into ongoing projects,
Provided technical seminars to local professionals and universities on the merits of using imported construction materials in their respective projects,
Provide quality control inspection services for on going projects,
Worked with local customs processing all shipping containers, Bills of Lading, and the integration of revised tariffs under the treaties of NAfTA and CAFTA.

RESUME

Employment: **Adjunct Architectural Professor**
University of Rafael Landivar -
School of Architecture
February 2010 - 2012 Guatemala, GUA

Prepared syllabus outlining course and content with measurable metrics and outcomes for Design Studio, Method and Materials, and all other related courses,
Imparted Design classes in wood and structural steel wish included topics like design analysis, hybrid design and how green building philosophies can be implemented into building designs,
Imparted Design Studio classes where multi-variant architectural philosophies are studied and discussed with eventual implementation through fictitious projects and in some cases through international design competitions, where concepts like scale, massing, orientation, structure and urban context are used to synthesize and propose a design solution to a specific set of variables which encompassed the project solution,
Imparted materials and methods classes in system integration of Mechanical, Electrical, plumbing (MEP) systems inwood and steel structures for a mixed class of 3rd & 4th year students,
Imparted classes in wood & steel structural design and analysis with emphasis on seismic considerations and the application of structural considerations and their impact on architectural pre-design and design process.

Employment: **Adjunct Architectural Professor**
Continuing Education program
University of Rafael Landivar -
School of Architecture
February 2010 - 2012
Guatemala, GUA

Created curriculum and training program for the design and detailing of light gauge steel framing in multi-story residential, multi-story commercial and curtain wall design for light commercial construction as a viable alternative to traditional building construction methods,
Created curriculum and training program for the design and detailing of wood framing in multi-story residential, multi-story commercial and design for light commercial construction as a viable alternative to traditional building construction methods, with special emphasis on the ecological aspects of using engineered lumber

STUDENT

Reinterpreting the Glass House (2nd Year- 3 week Design Charrette)

Design a house for a working couple with no children for a vacant site in Palo Alto CA.

I integrated a public restaurant into the private home to study the interactions and mutual subversions of convention that would occur between the domestic and commercial urban spaces. I studied glass house precedents and externalized aspects of domestic life that relies on and interacts with ideas of transparency, opaqueness and the liminal space in between.







STUDENT

Case Study of an Open Air Pavilion

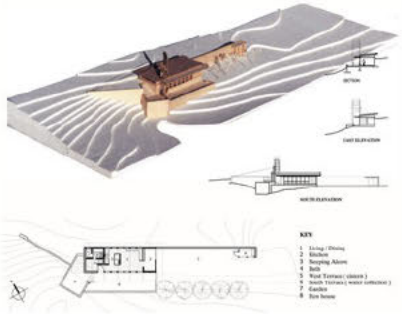
The assignment was to study the assigned existing building and present the analysis to the class. I researched the architect and the specific project to focus our analysis on the most formally and structurally relevant aspects of the design.
We modeled the building at 1/4" in a partially completed wooden model to better explore the essential structural system.

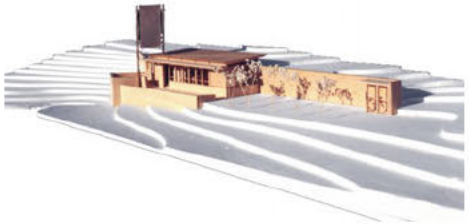


STUDENT

INTERVENTION AT CHEROKEE PARK

Intended for year-round use as a retreat for one to two people. The building is completely self-sufficient, detached from any county or rural utilities. The design was driven by a desire for the building harmonize with nature. The small interior (392 sq. ft.) is supplemented by a variety of outdoor spaces which increase the sense of spaciousness, while fulfilling programmatic requirements.





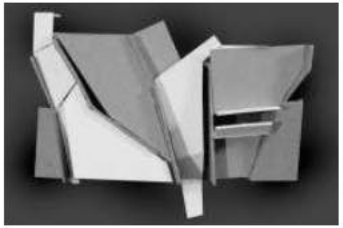


PROFESSIONAL

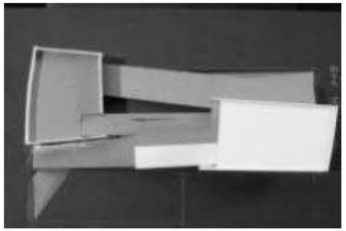
SKATE GARAGE

This project came out of a concern for local community, that kids are spending too much time inside. I proposed to design an appropriate architecture for adolescent leisure in the city, suggesting that this architecture would integrate youths' everyday lives into the public realm by interfacing their spaces with spaces for adult generations. The project morphed into the design of a parking garage in Uptown Minneapolis, one that concurrently offers parking and provides opportunities for adolescents to freestyle skate. A bike shop and a snack store were incorporated to interface older generations into this adolescent realm.











PROFESSIONAL

Florida Modern Residence

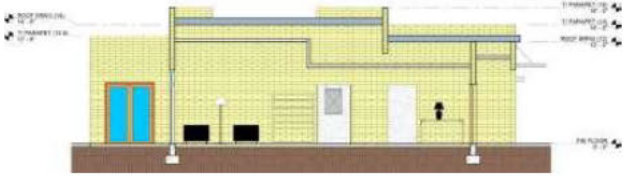
This project in Sanford, Florida was inspired by the vernacular Spanish-style stucco homes in this city in the northern suburbs of Orlando. However, the construction materials were modernized to include exterior walls of factory cast concrete panels and a hollow core concrete panel roof structure with a green roof system.

2400 s.f. residence
500 s.f. pool / guest house 675 s.f. garage apartment



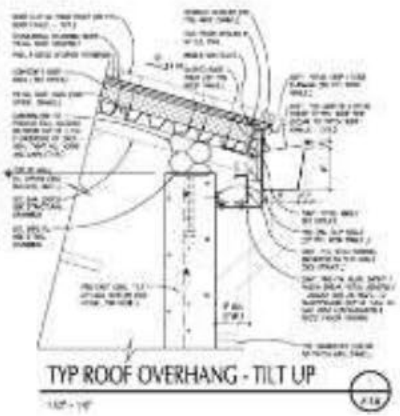


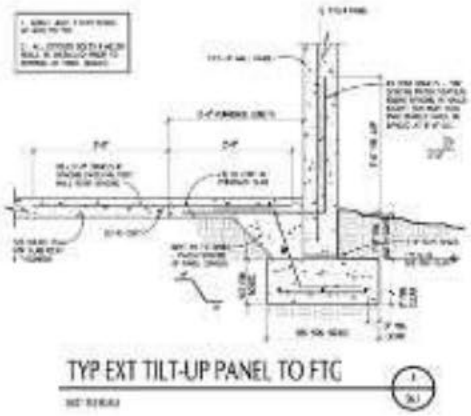




Construction Detailing







PROFESSIONAL

Project Management of a Community Center for The Church of the Sacred Water in San Miguel Duenas, Antigua Guatemala that involved the design and supervised installation of a multi-story curtain wall system with a Parex exterior coating.








PROFESSIONAL

Supplied materials and technical assistance for a 2,500 square meter shopping Center in Zona 18 of Guatemala City, Guatemala for the Developer–Grupo Rosul that involved a framed in wall stud stud systems utilizing light gauge steel framing with structural shearwalls.









PROFESSIONAL

Designed and Constructed Mobile field for Rio Tinto S.A., consisting of 56 Square meter steel framed structure – San Jose Pinula, Guatemala.









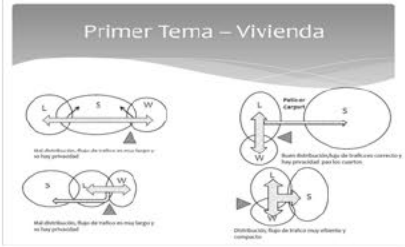

ACADEMIC


Universidad Rafael Landivar
Facultad de Arquitectura
Proyectos 3 – Segundo Ciclo, 2010
Catedráticos:
Arq. Victor Adolfo Tarazona, ICC, SIA, SSMA
Arq. Carmen Vila & Arq. Gladys Bartos, MA.


Teorias y Filosofias Arquitectuales
Proyectos de los arquitectos se ven infuidos por la incertiumbre del mundo actual. Las variables vinculadas a los actuales cambios politicos, ambientales, o sociedad han dado forma al tipo de arquitectura y los proyectos resultantes.
En respuesta al flujo de fuerzas externas, los diseños de los edificios y los pasajes cambian y transforman en respuesta al cambio climático, la función y usa en el tiempo. Educado en una era digital, los arquitectos jóvenes están usando cada vez sofisticados modos de explorar nuevos materiales de construcción y tecnologías para crear nuevas realidades en el entorno construido.


A. Descripción General
CONSTRUCCION 1
B. Descripción del curso


Universidad Rafael Landivar
Área Tecnológica
Proyecto # 1: Centro Comunitario y educativos en los Residenciales Lo De Valdez –Km. 20 Car. San José Pinula
Los Residenciales Lo De Valdez es es parte de una comunidad que está crecindo y necesita facilidades para su condominioy los condominios a su alrededor . Nuestro ojetivo será tomar un terreno irregular que tiene aproximadamente 10,000 vrs.2 y diseñar un entro comunitario que consiste de lo siguiente:
i. Centro de recepción con cuarto oficinas (oficina de Director/a con secretaria, tres oficinas para personal),
ii. Dos salas de conferencia
iii. 4 a 8 aulas para dar clases (ejemplo: corte y confección o otros tipos de clase),
iv. Una "mini"- biblioteca para 25 a 50 personas que se puede convertir a un
v. Centro de "Pre-school" con 2 aulas con la posibilidad de expansión a 4 aulas,
vi. 2 cafeterías (Uno para uso al público y uno para uso de los trasajadores),
vii. Un gimnasio con su oficina y áreas para cambiar y bañar (Caballeros y Damas),
viii. Una piscina,
ix. Estacionamiento para 15 vehículos y un estacionamiento para los pedidos.
x. Que vea acceso para los minusválidos desde el estacionamiento a la entrada de el centro , oficinas, baños, aulas, y biblioteca,
xi. Tamaño de proyecto será: 1,150m2 (Mínimo) a un máximo de 2,175m2.
Paul Dordo Recreation Center, Broomfield Colorado
CONSTRUCCION 3, 2010
Arq. Victor Adolfo Tarazona, ICC, SPA
Copyright 2009

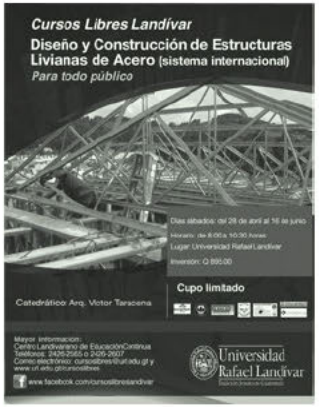

Primer Tema – Vivienda


Primer Tema – Vivienda
Conceptos Teóricos:
Conceptos Prácticos:


L. Programa Calendarizado.
Facultad de Arquitectura y Diseño
ARQUITECTURA
CONSTRUCCION 1 – PRIMER CICLO – 2010

ACADEMIC


Cursos Libres Landívar
Diseño y Construcción Ecológico en Madera (sistema nacional e internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 10:20 a 13:00 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
www.url.edu.gt/cursoslibres
www.facebook.com/cursoslibreslandivar
Universidad Rafael Landívar


Cursos Libres Landívar
Diseño y Construcción de Estructuras Livianas de Acero (sistema internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 8:00 a 10:30 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
www.url.edu.gt/cursoslibres
www.facebook.com/cursoslibreslandivar
Universidad Rafael Landívar

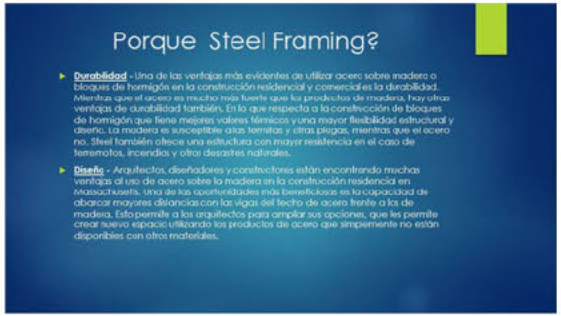

2011
Universidad Rafael Landívar
INTRODUCCION AL
SISTEMA CONSTRUCTIVO:
ESTRUCTURAS LIVIANOS EN ACERO
LIGHT GAUGE STEEL FRAMING


Universidad Rafael Landívar
GRUPO TARACENA
La Facultad de Arquitectura de la Universidad Rafael Landivar y Grupo Taracena
le invitan a la conferencia:
Steel Framing Building System
Un método de construcción nuevo en Guatemala utilizado desde hace mucho tiempo en EEUU
Lugar:
Km. 20 Carr. A San José Pinula
"Lo De Valdés", Lote 1, Ms. E-11
Hora:
09:30 horas.
Fecha:
Sábado 05 de Septiembre
Confirmar asistencia:
grupotaracena@gmail.com
tel. 5197-7724

ACADEMIC

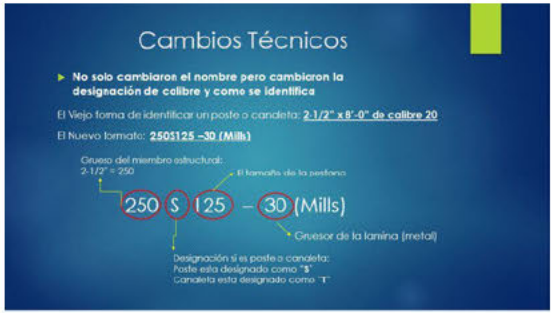

Estructura Liviano de Acero (ELA)
de alta rendimiento
Una Introducción a lo mas avanzado en Sistemas Constructivos para:
Universidad Rafael Landívar
Construcción 3
Sistemas Constructivos en Madera Y Acero
Presentado por:


UNIVERSIDAD MARIANO GALVEZ
GUATEMALA
Facultad de Arquitectura
3a. Avenida 9-00 zona 2,
Inferior Finca El Zapote
Ciudad de Guatemala, Guatemala, C.A.

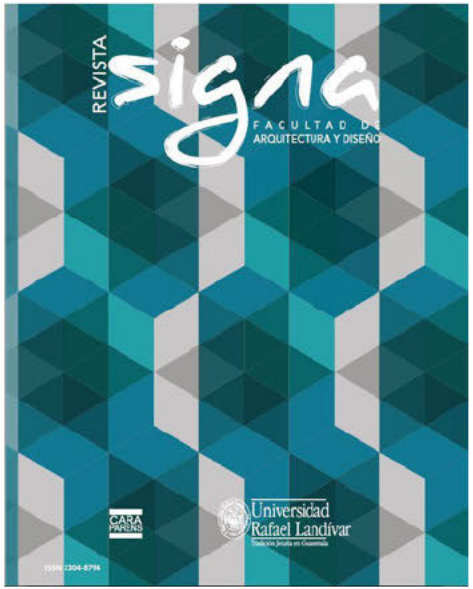

Porque Steel Framing?
Durabilidad - Una de las ventajas más evidentes de utilizar acero sobre madera o bloques de hormigón en la construcción residencial y comercial es la durabilidad. Mientras que el acero es mucho más fuerte que los productos de madera, hay otras ventajas de durabilidad también. En lo que respecta a la construcción de bloques de hormigón que tiene mejores valores térmicos y una mayor flexibilidad estructural y diseño. La madera es susceptible atas termitas y otras plagas, mientras que el acero no. Steel también ofrece una estructura con mayor resistencia en el caso de terremotos, incendios y otros desastres naturales.
Diseño - Arquitectos, diseñadores y constructores están encontrando muchas ventajas al uso de acero sobre la madera en la construcción residencial en Massachusetts. Una de las oportunidades más beneficiosas es la capacidad de abarcar mayores distancias con las vigas del techo de acero frente a las de madera. Esto permite a los arquitectos para ampliar sus opciones, que les permite crear nuevo espacio utilizando los productos de acero que simplemente no están disponibles con otros materiales.


Introducción a las Estructura Liviano de Acero (ELA)
El Ambiente
Acero
una material ambientalmente amistosa :
✓Por cada tonelada de acero que se reciclan, se conserva 2,500 libras de hierro, 1400 libras de carbón, y 120 libras de piedra de caliza,
✓Una casa de acero llena 2 pies cúbicos de escombros en un vertedero, comparado a 50pies cúbicos de escombros de una casa de madera y 85 pies cúbicos de una casa de bloque (tradicional)
Menos de 6% de acero esta en los vertederos


Porque Steel Framing?


Cambios Técnicos
No solo cambiaron el nombre pero cambiaron la designación de calibre y como se identifica
El Viejo forma de identificar un poste o canaleta: 2-1/2" x 8'-0" de calibre 20
El Nuevo formato: 2505125 –30 (Mills)
Grueso del miembro estructural:
2-1/2" = 250
El formato de la pestaña
250 S 125 – 30 (Mills)
Grueso de la lamina (metal)
Designación si es poste o canaleta:
Poste esta designado como "S"
Canaleta esta designado como "T"

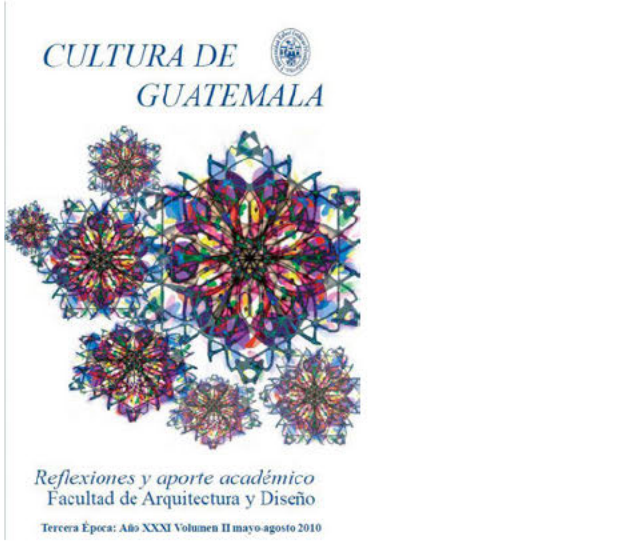
SEMINARS - PUBLICATIONS - AWARDS







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Arquitectura verde

Arq. Victor Taracena
Catedrático Woodbury University, USA

¿Qué exactamente es la arquitectura verde?

Arquitectura verde es un enfoque de la construcción que se ha vuelto más frecuente en los últimos 25 a 30 años. También conocido como diseño sostenible, la arquitectura verde es simplemente un método de diseño que minimiza el impacto de la construcción sobre el medio ambiente. Una vez considerados como no convencionales y no-estándar, la arquitectura ecológica se está convirtiendo rápidamente aceptado por las dos agencias reguladoras y el público en general como un medio socialmente responsable y lógico de la construcción.

Los comienzos de la actual revolución verde se remontan a la conciencia social de la década de 1960 y el diseño europeo, como se encuentra en Escandinavia. A partir de estos orígenes, nuevas técnicas de construcción han llevado al desarrollo de materiales innovadores y conceptos de diseño. En efecto, diseñado con éxito los proyectos ecológicos pueden incluir una amplia gama de factores, que van desde el uso de recursos de materiales, a un cuidadoso examen de la función, el clima, y ubicación.

Entonces, ¿qué hace que algo sea "verde"?

Los conceptos de la arquitectura verde en general, se pueden organizar en varias áreas de aplicación. Estas áreas incluyen la sostenibilidad, los materiales, la eficiencia energética, uso de la tierra, y la reducción de residuos.



residuos mediante el uso de reciclado de aguas grises y otras estrategias de energía sostenible.

Uso de la tierra

La selección del sitio y la orientación del edificio también desempeñan un papel crítico en el diseño de color verde. Un edificio verde es ubicado para aprovechar su clima y sus alrededores. Estas condiciones no sólo afectan a la eficiencia de un edificio, sino a la comunidad y la sociedad en su conjunto. En la planificación para el uso responsable de la tierra se tratan estas cuestiones a través de la consideración del clima, el transporte y el medio ambiente natural.

Reducción de residuos

Es asombrosa la cantidad de residuos generados por la construcción de un edificio típico. Los edificios verdes están diseñados para eliminar los residuos mediante el uso de sistemas modulares de construcción, productos reciclados, y el uso eficiente de los materiales. El edificio verde ideal sería no crear ningún desecho, ya sea durante la construcción o el uso, por lo que el impacto sobre el medio ambiente y los recursos se reduce al mínimo.

Resumen

Hoy en día, el diseño sostenible se está convirtiendo en una parte natural de un número cada vez mayor de los edificios. Como los recursos naturales disminuyen, diseño verde tendrá un papel fundamental en nuestro medio ambiente construido. Como arquitectos, tenemos una obligación con la sociedad para actuar como buenos custodios de este planeta mediante el desarrollo y la aplicación de las filosofías de diseño sostenible que buscan mejorar la calidad del entorno construido, reduciendo al mínimo o incluso eliminar los efectos negativos para el medio ambiente natural.

SEMINARS - PUBLICATIONS - AWARDS



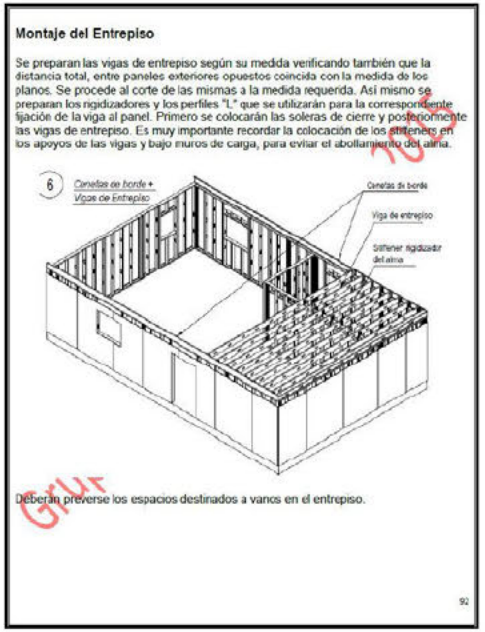
Detalles Constructivos e Información Técnica
Para
El Diseño, Especificación, Utilización y Construcción
De
Estructural Formado en Frio (CFS)
(Cold Formed Steel)

Preparado por el Arq. Victor A. Taracena, SFA, SSMA, USGBC,

Publicación técnica para uso académico atravez de:

La información contenido dentro este expediente es para informar e instruir. El Arquitecto, Ingeniero o Constructor debe consultar el Productor, Distribuidor o profesional certificado en el diseno de Acero Formado en Frio (CFS) para asegurarel uso correcto del material. Grupo Taracena no se hace responsable por el uso incorrecto de la información presentado dentro este expediente.

1



Montaje del Entrepiso

Se preparan las vigas de entrepiso según su medda verificando tarrbién que la distancia total, entre paneles exteriores opuestos coincida con la medida de los planos. Se procede al corte de las mismas a la medida requerda. Así mismo se preparan los rigidizadores y los perfiles "L" que se utilizarán para la correspondiente fijación de la viga al panel. Primero se colocarán las soleras de cierre y posteriormente las vigas de entrepiso. Es muy importante recordar la colocación de los stiteners en los apoyos de las vigas y bajo muros de carga, para evitar el abollamiento del alma.

6 Canales de borde + Vigas de Entrepiso

Canales de borde

Viga de entrepiso

Stiffener rigidizador del alma

Deberán preverse los espacios destinados a vanos en el entrepiso.

92

SEMINARS - PUBLICATIONS - AWARDS



Universidad Rafael Landívar

La Universidad Rafael Landívar

a través de su

Departamento de Arquitectura

Otorgan el presente reconocimiento
al grupo ganador de estudiantes de Proyectos Arquitectónicos,
con la selección de la propuesta para la elaboración e instalación de
"Folies Conmemorativos a los
50 años de la Universidad Rafael Landívar".

Guatemala, 10 de febrero de 2011

Arq. Rodolfo Castillo
Director de Arquitectura
Facultad de Arquitectura y Diseño

MA. Hernán Ovidio Morales
Decano
Facultad de Arquitectura y Diseño



Otorga el presente Diploma a:

Arq. Victor A. Taracena

Por su participación en el

SEMINARIO TÉCNICO
"DISEÑO DE PUENTES FLUVIALES"
(Aplicación e Importancia del Análisis Hidrológico, Hidráulico y Geotecnico en el diseño de Puentes Fluviales)

Impartido por el Dr. Robert Ettema Decano de la Facultad de Ingeniería y Ciencias Aplicadas de la Universidad de Wyoming y por reconocidos expositores Nacionales realizado del 10 al 14 de enero del año 2011, en la Ciudad de Guatemala

Ing. Carlos R. Paredes, MAEB
Decano de la Facultad de Ingeniería

Ing. Roberto Godo Lavarreda, EPFL-MBA
Director Departamento de Ingeniería Civil

SEMINARS - PUBLICATIONS - AWARDS





SEMINARS - PUBLICATIONS - AWARDS



City of Burbank
Parks and Recreation Department

CERTIFICATE OF APPRECIATION

This certificate is awarded to

VICTOR TARACENA

In recognition for your dedication, commitment, and leadership service to the City of Burbank's Residents Inspiring Service and Empowerment Burbank Program.

Mickey DePalo
City of Burbank
Parks and Recreation Board, Board Member

May 8, 2025



City of Burbank

CERTIFICATE OF RECOGNITION PRESENTED TO

Victor Taracena

IN RECOGNITION OF

YOUR GRADUATION FROM THE RISE BURBANK PROGRAM.

BY DEDICATING YOUR TIME AND ENERGY TO THIS TRAINING, YOU HAVE BROADENED YOUR UNDERSTANDING OF CITY RESOURCES, BECOME MORE INVOLVED IN THE COMMUNITY, AND SHARPENED YOUR PERSONAL LEADERSHIP SKILLS.

ON BEHALF OF THE BURBANK CITY COUNCIL, I CONGRATULATE YOU ON THESE ACCOMPLISHMENTS, AND WISH YOU CONTINUED SUCCESS!

MAYOR NIKKI PEREZ

MAY 7, 2025

SEMINARS - PUBLICATIONS - AWARDS

Burbank Unified School District
Facilities Services
510 S. Shelton St
Burbank, CA 91506
Ph: 818-729-5502 • Fax: 818-729-3484

Board of Education
Dr. Armond Aghalhanian, President
Abby Pontzer Kershaw, Vice President
Dr. Emily Weisberg, Clerk
Laurette Cano

Interim Superintendent
Oscar Macias, Ed.D.

October 6, 2025

Victor Taracena
444 North Glenwood Place
Burbank, CA 91506

It is with great pleasure that I inform you, on behalf of the Board of Education of the Burbank Unified School District, that at its regular meeting on September 18, 2025, you were appointed to serve on the School Facilities Oversight Committee. The duration of your term will be determined and established during the meeting.

You will receive notice of meeting times and dates by the District's Facilities Services Office. Thank you for your interest in serving on the Committee and for your support of the Burbank Unified School District.

Sincerely,

Oscar Macias
Interim Superintendent

c Board of Education
Facilities Services

Application Form

Profile

Christopher
First Name

Middle Initial

Castro
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed
Employer

Surety Agent
Job Title

Insurance
Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

53

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a lifelong resident I want to use my professional experience to serve the City wherever needed

Education

Notre Dame HS LA Valley College CSUN

Additional Pertinent Courses or Training

I hold many certifications in construction, insurance and legal education.

Other Pertinent Skills, Experience or Interests

I am a construction, insurance and Property Management expert with over 25 years experience.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Former Building and Fire Code Appeals Board

List Community activities in which you are involved:

I am involved in many charity opportunities and active in my church

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord Tenant

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have 25 years property management experience.

What are your goals in serving on this Board/Commission/Committee?

To serve at the pleasure of the City Council and the resident of Burbank however my experience is needed

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

City of Burbank Boards, Commissions & Committees

Application Form

BBK City Clerk 05-29-'26PM03:00

Profile

KENNETH H. SAN MIGUEL — First Name / Middle Initial

SAN MIGUEL — Last Name

[redacted] — Email Address

[redacted] — Home Address

Suite or Apt

BURBANK — City

CA — State

91506 — Postal Code

[redacted] — Primary Phone

Alternate Phone

RETIRED — Employer

Job Title

Occupation

Which Boards would you like to apply for?

None Selected

BUILDING CODE & FIRE CODE APPEALS BOARD

Length of time as a Burbank Resident: 49 YEARS

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I HAVE BEEN WITH THE PLANNING BOARD FOR 2 TERMS

Education AND BUILDING CODE APPEALS BOARD FOR 3 YRS.

RETIRED FROM COUNTY SERVICE AS A BUILDING

Additional Pertinent Courses or Training INSPECTOR

PLEASE SEE MY PRIOR APPLICATIONS FOR OTHER

Other Pertinent Skills, Experience or Interests DETAILS

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

PLANNING BOARD 2 TERMS & BUILDING CODE APPEALS BOARD FOR 1 TERM

List Community activities in which you are involved:

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

Conflict of Interest

Conflict of Interest:

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○ Yes ✓ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

BUILDING CODE APPEALS BOARD

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

B.S. ARCHITECTURE

What are your goals in serving on this Board/Commission/Committee?

TO LEARN MORE ABOUT CITY ACTIVITIES

Second Choice INFRASTRACTURES

SECOND choice for Board/Commission/Committee appointment:

SAME AS PRIOR ACTIVITIES IN THE COUNTY INSPECTING RESIDENTIAL & COMMERCIAL BUILDINGS

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

KEEP ME MENTALLY ACTIVE AND TO KNOW MORE ABOUT CITY ACTIVITIES

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Burbank Water and Power Board

(Full Term)

City of Burbank Boards, Commissions & Committees

Application Form

Submit Date: Sep 07, 2025
Resubmitted for City Council Consideration: May 1, 2026

Profile

Thomas (First Name) | J (Middle Initial) | Euper (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91504 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

Hussmann Services Corp (Employer) | Superintendant (Job Title) | Commercial Refrigeration and Air Conditioning (Occupation)

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

58 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

To let my years of experience with commercial facilities be of more use by being able to help with the community i live in

Education

Burbank High 5 year apprentiship with commercial Refrigeration and Air Conditioning Local 250 Then 15 years of journeymanship courses until the state of california permimently certified me

Additional Pertinent Courses or Training

5 Years of Burbanks Finest - Joe Haggerty Plumbing 1980-1985 Then 20 + years of schooling and Training post High School

Other Pertinent Skills, Experience or Interests

20 + years being involved with the Edison International Tulare Tractor and power Engine show and clubs throughout California

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

After 40 years with Commercial Refrigeration 60+ hour weeks year round I am finally able to take on new ventures as i choose to slow down

List Community activities in which you are involved:

All Mechanical Clocks Engines Compressors Cars-Trucks Tractors Antiques Antique Photography Antique Books on a very high level

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Not sure how to answer No doubt my skills and experiences could be used in all aspects

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

On a commercial level I have been involved with over 15 Million dollars of commercial mechanical projects from the rendering selling installing and servicing for decades My experience overlaps anything that the Water and Power Dept would be involved in

What are your goals in serving on this Board/Commission/Committee?

To make a difference To give back to the community that i love so much with the decades of skills and experiences i have to use where it is needed in our public works

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Not sure how to answer No doubt my skills and experiences could be used in all aspects

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

On a commercial level I have been involved with over 15 Million dollars of commercial mechanical projects from the rendering selling installing and servicing for decades My experience overlaps anything that the Water and Power Dept would be involved in

What are your goals in serving on this Board/Commission/Committee?

To make a difference To give back to the community that i love so much with the decades of skills and experiences i have to use where it is needed in our public works

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☑ I Agree

Thomas J Euper

Application Form

Profile

William
First Name

Middle Initial

Luddy
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

N/A
Employer

N/A
Job Title

retired
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

32 years

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a resident of Burbank I have benefited from the hard work and committment of other Burbank residents who have given their time and expertise in the service of a better Burbank. At this time circumstances allow me to offer my time and experience.

Education

attended Fairfield University, Fairfield CT.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Metropolitan Water District Board of Directors, 1992 - 2004, served as 1st Vice Chair, and as Executive Board; Chair, Water Planning, Quality and Resources Committee; Chair, Engineering and Operations Committee. Los Angeles City Planning Commission 1982-1992

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on Burbank Water and Power Board

List Community activities in which you are involved:

supporter of various community service groups including Home Again LA, Ascencia, Burbank YMCA grocery distribution

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I served on the Board of Directors of the Metropolitan Water District from 1992 -2004. During my tenure I was a lead negotiator in discussions on Colorado River water transfers from Imperial Irrigation District to the San Diego County Water Authority and in negotiations to prevent proposed water extraction from the aquifer underlying the Mojave Desert. During my tenure MWD engaged in extensive efforts to secure the regional water supply against future droughts - this included ambitious conservation programs including development of the Diamond Valley Reservoir a storage facility capable of supplying the MWD service area with an emergency six months supply of water. Throughout my tenure on the board there was a consistent effort to manage ongoing demand, anticipate and plan for long range supply needs, while maintaining and improving infrastructure all within budget.

What are your goals in serving on this Board/Commission/Committee?

My interest is working to maintain Burbank's "first in class" standing among municipal water and power agencies by continuing to focus on reliability of services and the cutting edge environmental leadership of projects like the utility's eco-campus. The agency is facing significant challenges of maintaining supply, finding innovative ways to make ever more efficient use of the resources we have, and reducing the impact of increased conservation on the BWP's rate structure. I would like to continue working with BWP management and staff to deal with the departments dual requirements of maintaining and upgrading critical infrastructure like our reservoir while continuing to develop new programs like the Regional Intermodal Transportation Center Solar + Storage Project at Burbank Airport.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

William Luddy

City of Burbank Boards, Commissions & Committees

Application Form

Submit Date: Aug 17, 2025
Resubmitted for City Council Consideration: May 8, 2026

Profile

Robert (First Name) | D. (Middle Initial) | Nielsen (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91501 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

CPower Energy Management (Employer) | Account Executive (Job Title) | Business Development (Occupation)

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

27 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a longtime Burbank resident, I am interested in serving my community and using my 25 years in the energy and utility space to help Burbank grow sustainably and manage costs for the city. I have always taken an active interest in Burbank city politics and want to do more to contribute. I believe that there are many emerging technologies available that can make the City of Burbank a continued leader in the water and power efficiency space. In addition, my experience successfully working with city governments and water districts throughout California will be beneficial to obtaining the goals that the city wants to achieve over the next board term.

Education

B.A. Environmental Science/Geology from the University of Iowa, class of 1995.

Additional Pertinent Courses or Training

Over my career I have successfully completed professional courses in business ethics, compliance, and regulatory affairs.

Other Pertinent Skills, Experience or Interests

I have a long working relationship with SoCalGas, PG&E and SCE. In addition, I have worked and implemented energy and water pumping efficiency projects with many municipal agencies in California and Nevada.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

Burbank Police Community Academy (2022).

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please

advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Robert D. Nielsen for the Burbank Water and Power Board.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Results driven leader, transaction expert, and business development executive with 25 years' experience in regulated and deregulated energy markets, wholesale and retail. Consistently successful in originating and developing efficiency opportunities with large corporations, LDCs, municipalities, hospitals, and universities. Excellent written and verbal communication skills and strong analytical, conflict resolution, and problem-solving abilities. Please see my resume for full details of my professional history, which span 3 decades in the energy industry.

What are your goals in serving on this Board/Commission/Committee?

Utilities, including Burbank, are facing increasing complexity from climate change and aging infrastructure (among other challenges) and need to manage these risks while providing reliable and affordable services. I would like to serve on the board to help Burbank navigate through the energy transition that is already underway and to continue to be a leader in the energy (water and power) space in California and nationally. I will use my years of experience and professional network to achieve the city's goals of carbon reduction, energy and water efficiency and cost savings for the residents of Burbank. I have experience procuring electricity and natural gas for cities and large C&I end users. I have put energy efficient fuel cells in wastewater districts in California, provided demand response to water districts and worked to develop desalinization plants in Southern California. Burbank has made great progress in planning for the future and I would like to participate in it's continued evolution.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any

What are your goals in serving on this Board/Commission/Committee?

technical or professional background you may have relative to the duties of this position

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☑ I Agree

Robert D. Nielsen

Robert D. Nielsen

Cell: [redacted]
Email: [redacted]

[redacted]
Burbank, CA 91501

Sales & Marketing / New Business Development Professional

Energy Industry / Natural Resources

Results driven sales leader, transaction expert, and business development executive with 25 years' experience in regulated and deregulated energy markets, wholesale and retail. Consistently successful in originating and closing new business opportunities with Fortune 500 corporations, LDCs, municipalities, hospitals, and universities. Excellent written and verbal communication skills and strong analytical, conflict resolution, and problem-solving abilities.

- Municipal Districts
- Regulatory Legislation – Incentive Programs
- Contract Negotiation /Management
- Hydrogen/Fuel Cells/Solar/Storage
- Market Expansion and New Market Entry
- Microgrid Planning and Development
- Distributed Energy Resources
- Demand Response Programs

PROFESSIONAL EXPERIENCE

CPOWER ENERGY — September 2023 – Present
Los Angeles, CA — **Account Executive**
Developed Virtual Power plants to provide resource adequacy and environmental benefits at a significantly lower price point than other options, such as gas peaker plants and grid-scale battery storage.

- Recruited large C&I customers with PG&E, SCE and SDG&E to participate in demand response programs (DSGS option 2, CBP & BIP), delivering financial benefits to clients helping to stabilize the power grid.
- Managed Municipal relationships to manage grid outages in California.
- Implemented battery storage and large-scale Demand Energy Resources (DSGS option 3).

SIEMENS — June 2022 – September 2023
Los Angeles, CA — **Account Executive**
Developed energy services business in California while focusing on the Higher Education and Municipal verticals. Identified market needs and led sales strategies and customer solutions to gain client commitment to improve their facilities, operations, sustainability, and profitability.

- Develop and maintain C-suite and facilities leadership level relationships.
- Define infrastructure improvements to meet carbon reduction and sustainability goals.
- Financing and funding solutions through incentive programs and performance contracting.

PLUG POWER — 2019- 2021
Los Angeles, CA — **Director, National Accounts**
Engaged directly with prospective national/enterprise customers to drive revenue growth for the organization by cultivating new business relationships and communicating the significant value statement for Plug Power's hydrogen fuel cell technology.

- Utilized a variety of tools and resources working towards sales including hydrogen fuel cell systems at prospective customer sites, understanding, and forecasting budgets for financial, sustainability.
- Developed long term integrated sustainable green energy plan customer locations to ensure long-term ROI.
- Coordinated state and federal rebate programs for clients including LCFS, ITC, SGIP, and FC-NEM.

FUELCELL ENERGY — 2016 - 2019
Los Angeles, CA — **Director, Business Development**
Responsible for Southern California market growth of industrial and utility scale hydrogen, biogas, and natural gas fuel cells to municipal, IOU, education, oil & gas, wastewater, and healthcare segments.

- Achieved 7 MW of fuel cell generation to the municipal sector.
- Expert knowledge of fuel cell technology and engineering applications.
- Developed new market entry for LCFS, FC-NEM and SGIP programs through SoCalGas and SCE.

CONSTELLATION ENERGY/EXELON CORPORATION 2013 - 2015
Los Angeles, CA **Senior Business Development Manager**
Responsible for sales of electricity, natural gas, demand response and energy efficiency.

- Direct Assess and Demand Response sales to California National, commercial & industrial customers.
- New prospects/origination.
- Created new book of business and met corporate revenue goals consistently.

STRATEGIC ENERGY / DIRECT ENERGY BUSINESS 2005 - 2013
Los Angeles, CA – Pittsburgh, PA **Senior Business Development Manager**
Managed sales of electricity and risk management products to large end users in California and national multi-site accounts in deregulated markets nationwide.

- Originated over $2.5 million of electricity/natural gas in long-term contracts annually.
- Coordinated demand response/solar/renewable programs and energy solutions efforts in CA.
- Closed new opportunities and created core natural gas market for Direct Energy in California.

SEMPRA ENERGY SOLUTIONS / SOCALGAS 2002 - 2005
Los Angeles, CA – Las Vegas, NV **Director of Sales**
Managed origination for Sempra Energy Solutions' retail marketing/trading affiliate. Serviced clients by providing natural gas, electricity, risk management products, and industrial energy management services. Recruited to lead expansion into new territories and diversify new markets.

- Structured and closed over 250 MW in power transactions to casino groups in Nevada.
- Led natural gas market entry into Nevada and Arizona. Structured 5-y. ear, approximately $10 million, power, and natural gas and services contracts with major Las Vegas casino properties and industrials working through PUC regulations.
- Created and managed start-up of local regional sales/marketing office in Las Vegas, Nevada.

MIRANT AMERICAS ENERGY MARKETING 2001 - 2002
Las Vegas, NV – Atlanta, GA **Senior Account Executive**
Represented Mirant as a Power and Gas Originator in the WSCC by calling on IOUs, Municipalities, Cooperatives, Water Districts and Marketing Companies by originating, structuring, and transacting wholesale power and natural gas deals. Created and managed WSCC.

- Rate analysis, systems operations, and legislative affairs.
- Managed WSCC customers, IOUs, Municipals and Water Districts.
- Sold output of the Apex Power plant to Nevada Power.

SEMPRA ENERGY SOLUTIONS / PACIFIC ENTERPRISES 1999 - 2001
Los Angeles, CA **Sales Manager**
Part of a startup team under the Southern California Gas Company, worked to build a new business within the utility with the goal to reduce client energy expenses and have ability to choose service providers.

- Sold energy solutions and efficiency products including energy services contracts.
- Negotiated and transacted multi-million-dollar natural gas and electricity contracts to commercial and industrial customers in California, Nevada, and Arizona.
- Aided the development of financial tools to manage risk and optimize efficiencies.

EDUCATION

B.A., Environmental Science/Geology 1991 - 1995
University of Iowa, Iowa City, IA

City of Burbank Boards, Commissions & Committees

Application Form

Submit Date: Feb 11, 2026
Resubmitted for City Council Reconsideration: May 11, 2026

Profile

Christina
First Name

Middle Initial

Kopelman
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Crescenta Valley Water District
Employer

CIP Project Manager
Job Title

Project Management
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

6.5

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving on this board because I want to leverage my two decades of public sector engineering experience to directly benefit our community. Throughout my career, I have observed the critical need for aligning ambitious public project goals with practical constructability and fiscal responsibility. I believe my technical background, combined with my extensive experience in navigating the complexities of public sector contracting and project management, will provide valuable, actionable insights to this committee.

Education

BS in Civil Engineering

Additional Pertinent Courses or Training

Distribution, treatment and collections certifications,(T2, D2, C2) and Project Management Professional (PMP)

Other Pertinent Skills, Experience or Interests

Piano, reading, hiking

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have never served on a board or committee. However, as CIP Project Manager with CVWD, I attend regular board meetings to present action items on behalf of the engineering department. This experience has allowed me to work closely with the community and board member priorities.

List Community activities in which you are involved:

PTA member and Walking Club Chair at Mckinley Elementary School

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

n/a

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Adaptive, innovative, and responsible with 19 years of team-based leadership, accountability, collaboration, mentorship, visualization, and civil engineering experience. Responsibilities include hybrid project management methodologies, analytical problem solving, purchasing agreements, cost control, negotiations, problem-solving, conflict management, quality control, quality assurance, supervision, managing a team of contractors and stakeholders and operations and maintenance personnel. My extensive experience in the fields of water and wastewater systems, including managing capital improvement projects with strategic direction, can benefit my very own community.

What are your goals in serving on this Board/Commission/Committee?

My goal is to foster transparent, efficient, and sustainable development. I am passionate about ensuring that public infrastructure projects are not only completed on time and within budget but that they also stand the test of time and provide genuine, long-term value to our residents and future generations. This position represents an opportunity to give back to the community by applying my professional expertise to shape policies, review projects, and guide decisions that will impact our infrastructure for years to come. As a mother of two young boys, and active member of the PTA, I hope to influence public infrastructure while acting as a role model to promote gender equality and resilience to future generations.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Christina Kopelman

Christina Kopelman, PMP

CIP Project Manager

Contact

[redacted]
Burbank, CA 91506
[redacted]
[redacted]

Software

AutoCAD,
MS Project, ArcGIS,
Microsoft Suite, Procore,
SharePoint, Google Workspace

Activities and Interests

Environmental Conservation, Running, Piano, Reading, PTA Walking Club, Project Management Institute Member, Project Management Institute Book Club Member, CWEA Member, CMAA Member

Profile

Mrs. Kopelman is adaptive, energetic, and responsible with 19 years of team-based leadership, accountability, collaboration, mentorship, visualization, and civil engineering experience. Responsibilities include hybrid project management methodologies, analytical problem solving, purchasing agreements, cost control, negotiations, problem-solving, conflict management, quality control, quality assurance, supervision, managing a team of contractors and stakeholders and operations and maintenance personnel. Mrs. Kopelman has extensive experience in the fields of water and wastewater systems, including managing capital improvement projects from inception to completion with strategic direction, excellent communication and deliberation.

Project Experience

January 2024

Assistant Engineer/Project Manager • Montrose Ave Watermain Replacement • Crescenta Valley Water District

Implemented predictive and agile project planning techniques to incorporate a digital project management information system using Procore enabling oversight, scheduling, scalability, and operational management for the installation of 1,600 L.F of 10-inch Water Main Installation, per Greenbook (Standard Specifications for Public Works Construction). Managed construction, general contractors, subcontractors, and stakeholders. Facilitated contract management, which included business intelligence, analyzing project metrics and contractor pay applications to review invoices, schedules, and budgets. Conducted inspections, Traffic Control per MUTCD and WATCH manuals, mitigated risk, as part of a $4.3M CPI program.

March 2024

Assistant Engineer/Project Manager • Goss Canyon Reservoir Rehabilitation • Crescenta Valley Water District

Led a comprehensive 500,000-gallon water storage tank rehabilitation project for a potable water distribution system. Overseeing all phases from initial assessment to final execution. Managed a cross-functional team, coordinating efforts between engineering, procurement, and construction to ensure project milestones were met on time and within budget. Developed and implemented a detailed project plan, including risk management strategies, which minimized disruptions to water service and maintained compliance with safety and regulatory standards. Facilitated stakeholder communication and provided regular updates to district management, enhancing transparency and fostering collaborative relationships. Successfully completed the project, resulting in improved water quality and increased storage capacity for the community.

Christina Kopelman, PMP

CIP Project Manager

August 2024

Assistant Engineer/Project Manager • Well Rehabilitation Projects • Crescenta Valley Water District

Collaborated with a team on the rehabilitation of two groundwater well projects, where I successfully led a multidisciplinary team in assessing and restoring the functionality of aging groundwater wells. This project involved conducting comprehensive hydrological studies, analyzing water production data, and implementing innovative rehabilitation techniques. My responsibilities included coordinating with environmental engineers and regulatory agencies to ensure compliance with environmental standards, managing project timelines and budgets, and facilitating community engagement initiatives to inform local stakeholders about the importance of sustainable water practices. The successful completion of these projects not only improved groundwater accessibility for the community but also enhanced overall water quality, showcasing my ability to deliver impactful environmental solutions.

Education

March 2022

Project Management Certificate • University of California Los Angeles, UCLA Extension • Los Angeles, California

May 2006

Bachelor of Science, Civil Engineering • California State University Los Angeles, CSULA • Los Angeles, California

Certifications

- *ArcGIS Basics*
- *Distribution 2, Operator License, 33428*
- *Treatment 2, Operator License, 34983*
- *Certified Associate in Project Management (CAPM), 3559946*
- *Project Management Professional (PMP), 3914356*

References

1. *Brook Yared, M.S., P.E – Engineering Manager, WRD, 626—590--1020*
2. *Carla Dillon, P.E – Director of Engineering and Operation, CVWD*, 818-468-5374

Application Form

Profile

Victor
First Name

A
Middle Initial

Taracena
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self-Employed
Employer

Architect/Project Manager
Job Title

Architectural Consultant
Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

45 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Having the privilege of growing up and residing in the City of Burbank for over 40 plus year has given me a unique perspective in regards to how Burbank has grown and where it must evolve too inorder for the future to meet the needs of its citizenry. Having served on the Board of Building and Fire Code Appeals these past four years, i feel that i have assisted and contributed, in a positive manner, along extensive experience as a professional in architecture and construction, to the betterment of our fine city and its residents through service.

Education

I hold a bachelors degree in Architectural Design from Woodbury University. Additionally, I have taken Advance course work in Plumbing Engineering and Design from UCLA's Extension Program.

Additional Pertinent Courses or Training

I have taken the following course work to continually stay current with current design and construction trendsand technologies: The National Programme on Technology Enhanced Learning Diploma in the Fundamental of Landscape Architecture The National Programme on Technology Enhanced Learning Diploma in Contemporary Architecture and Design The National Programme on Technology Enhanced Learning Advanced Diploma in Sustainable Architecture Hollow Metal Manufacturers Association Understanding Fire Rated Openings Clark Dietrich Systems &Cold Form Steel Framing Connections The State of California Architectural Board (CAB) Continuing edcation course work on ADA compliance

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on the Board of Building and Fire Code Appeals (07/15/2022 - 07/16/2026)

List Community activities in which you are involved:

Recently Graduate from the City's R.I.S.E. Program 2025 Participated in the City Sponsored Earth Day 2025

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Fire and Building Appeals Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

What are your goals in serving on this Board/Commission/Committee?

I wish to bring my experience and technical knowledge to the board in taking actions and making decisions that will serve the City of Burbank and by extension its citizens.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

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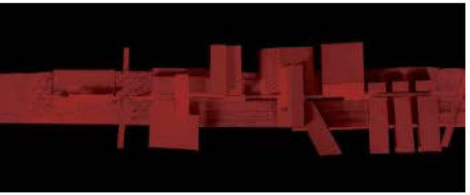
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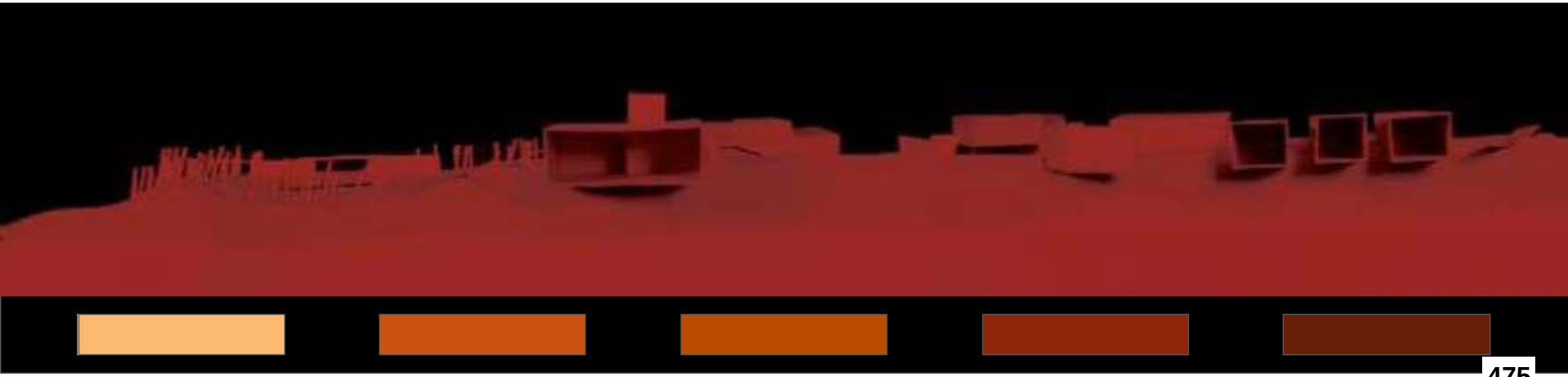
☑ I Agree

Victor A Taracena



Victor A. Taracena

Professional Curriculum Vitae



Victor A. Taracena

Professional Curriculum Vitae

Table of Contents

RESUME

STUDENT

PROFESSIONAL

ACADEMIC

SEMINARS - PUBLICATIONS - AWARDS



RESUME

Residency: [redacted] Burbank CA 91506

Telephone: [redacted]

Email: [redacted]

Education:

UCLA - Extensions
Plumbing Engineering Systems

Woodbury University
Bachelors in Architectural Design (B.Arch)

Glendale Community College
Architectural Drafting & Design

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

Education:

The California Building Official Training
Means of Egress, A Detailed Anal-ysis,

The California Building Official Training
ADA/Title 24-Accessibility Provisions for Alterations & Remodels in Existing Buildings

The California Building Official Training
Simplified Engineering: The Design of Wood Structures

Georgia - Pacific
Finding Design and Construction Efficiencies with Integrated Weather Barrier System

Cemco - Steel Framing Co.
Design, Engineering of exterior metal curtain wall Systems for mid-rise commercial structures

RESUME

Education:

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

The National Programme on Technology Enhanced Learning
Diploma in Contemporary Architecture and Design

The National Programme on Technology Enhanced Learning
Advanced Diploma in Sustainable Architecture

Hollow Metal Manufacturers Association
Understanding Fire Rated Openings

Clark Dietrich Systems
Cold Form Steel Framing Connections:

RESUME

Employment: **Commissioner for the Fire & Building Appeals Board City of Burbank**
July 2022 - Current, Burbank, CA

To hear and determine appeals from decisions of the Assistant Community Development Director - Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code,
To hear and determine appeals from any decision, order to notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;
To prepare and recommend for adoption by the City Council, rules and regulations for the conduct of its hearings and investigations;
To recommend for adoption by the City Council, a schedule of fees for appeals to the Board; and,
To recommend to the City Council, amendments to the Building Code or Fire Code

Employment: **Commissioner for the Burbank Unified School District - SFOC**
Oct 2025 - Current, Burbank, CA

Responsible to review monthly expenditure reports of construction, modernization and/or renovation funds
Review progress reports of ongoing construction, modernization and/or renovation projects, including bond funded projects on a monthly basis
To inspect under the supervision of the Superintendent of Facilities all school sites where bond proceeds have been or will be expended in accordance and compliance with Article XIIIA, Section 1(b)(3) of the California Constitution and D.S.A (Department of State Architect) Standards
Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures,including but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce costs of professional fees;(3) mechanisms to provide alternate & efficient school design

RESUME

Employment: **Senior Project Architect**
BayShore Engineering &
General Contractor
A Division of BC, Inc
November 2015 - Current Claremont, CA

Provided residential clients with schematic designs to formal construction documents for room additions, second story additions and ADU structures (Stand alone & Garage conversions),
Provide detailed cost estimates and contract specifications for clients review,
Interact with local building department plan check and zoning divisions to ensure construction document approval,
Provide translation of construction documents into Spanish for on-going projects in Mexico, and Central America,
Provide quality control inspections to ensure compliance with scope of work, construction specifications, and contract documents,
Interact with clients to address construction progress and miscellaneous questions.

Employment: **Technical Advisor**
(Architectural Materials) Grupo Taracena
A Division of Lenny's Enterprises,
February 2002 - 201 Guatemala, GUA

Imported Light Gauge Steel Framing components, drywall and associated materials for house construction and commercial use,
Provided technical assistance in the integration of light gauge steel framing products into ongoing projects,
Provided technical seminars to local professionals and universities on the merits of using imported construction materials in their respective projects,
Provide quality control inspection services for on going projects,
Worked with local customs processing all shipping containers, Bills of Lading, and the integration of revised tariffs under the treaties of NAfTA and CAFTA.

RESUME

Employment: **Adjunct Architectural Professor**
University of Rafael Landivar -
School of Architecture
February 2010 - 2012 Guatemala, GUA

Prepared syllabus outlining course and content with measurable metrics and outcomes for Design Studio, Method and Materials, and all other related courses,
Imparted Design classes in wood and structural steel wish included topics like design analysis, hybrid design and how green building philosophies can be implemented into building designs,
Imparted Design Studio classes where multi-variant architectural philosophies are studied and discussed with eventual implementation through fictitious projects and in some cases through international design competitions, where concepts like scale, massing, orientation, structure and urban context are used to synthesize and propose a design solution to a specific set of variables which encompassed the project solution,
Imparted materials and methods classes in system integration of Mechanical, Electrical, plumbing (MEP) systems inwood and steel structures for a mixed class of 3rd & 4th year students,
Imparted classes in wood & steel structural design and analysis with emphasis on seismic considerations and the application of structural considerations and their impact on architectural pre-design and design process.

Employment: **Adjunct Architectural Professor**
Continuing Education program
University of Rafael Landivar -
School of Architecture
February 2010 - 2012
Guatemala, GUA

Created curriculum and training program for the design and detailing of light gauge steel framing in multi-story residential, multi-story commercial and curtain wall design for light commercial construction as a viable alternative to traditional building construction methods,
Created curriculum and training program for the design and detailing of wood framing in multi-story residential, multi-story commercial and design for light commercial construction as a viable alternative to traditional building construction methods, with special emphasis on the ecological aspects of using engineered lumber

STUDENT

Reinterpreting the Glass House (2nd Year- 3 week Design Charrette)

Design a house for a working couple with no children for a vacant site in Palo Alto CA.

I integrated a public restaurant into the private home to study the interactions and mutual subversions of convention that would occur between the domestic and commercial urban spaces. I studied glass house precedents and externalized aspects of domestic life that relies on and interacts with ideas of transparency, opaqueness and the liminal space in between.







STUDENT

Case Study of an Open Air Pavilion

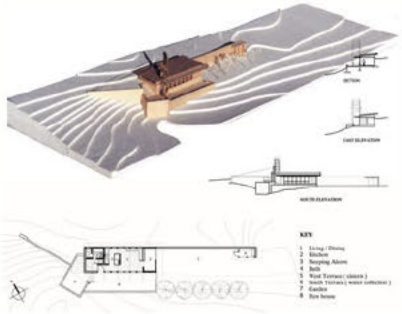
The assignment was to study the assigned existing building and present the analysis to the class. I researched the architect and the specific project to focus our analysis on the most formally and structurally relevant aspects of the design.
We modeled the building at 1/4" in a partially completed wooden model to better explore the essential structural system.

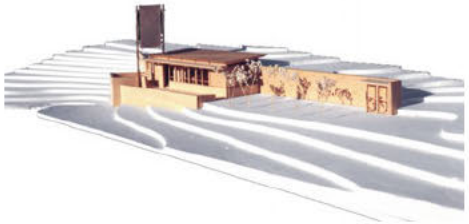


STUDENT

INTERVENTION AT CHEROKEE PARK

Intended for year-round use as a retreat for one to two people. The building is completely self-sufficient, detached from any county or rural utilities. The design was driven by a desire for the building harmonize with nature. The small interior (392 sq. ft.) is supplemented by a variety of outdoor spaces which increase the sense of spaciousness, while fulfilling programmatic requirements.





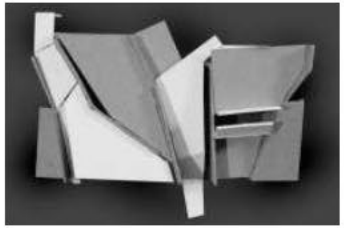


PROFESSIONAL

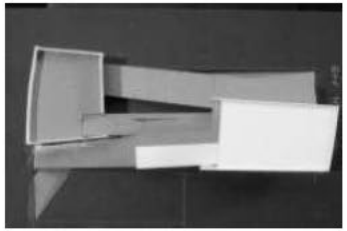
SKATE GARAGE

This project came out of a concern for local community, that kids are spending too much time inside. I proposed to design an appropriate architecture for adolescent leisure in the city, suggesting that this architecture would integrate youths' everyday lives into the public realm by interfacing their spaces with spaces for adult generations. The project morphed into the design of a parking garage in Uptown Minneapolis, one that concurrently offers parking and provides opportunities for adolescents to freestyle skate. A bike shop and a snack store were incorporated to interface older generations into this adolescent realm.











PROFESSIONAL

Florida Modern Residence

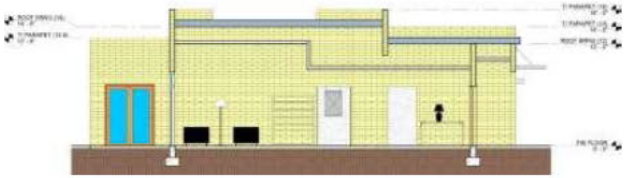
This project in Sanford, Florida was inspired by the vernacular Spanish-style stucco homes in this city in the northern suburbs of Orlando. However, the construction materials were modernized to include exterior walls of factory cast concrete panels and a hollow core concrete panel roof structure with a green roof system.

2400 s.f. residence
500 s.f. pool / guest house 675 s.f. garage apartment



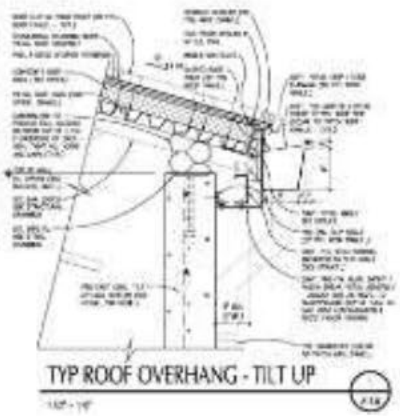


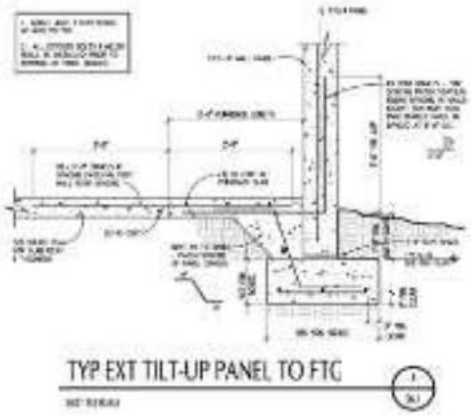




Construction Detailing







PROFESSIONAL

Project Management of a Community Center for The Church of the Sacred Water in San Miguel Duenas, Antigua Guatemala that involved the design and supervised installation of a multi-story curtain wall system with a Parex exterior coating.








PROFESSIONAL

Supplied materials and technical assistance for a 2,500 square meter shopping Center in Zona 18 of Guatemala City, Guatemala for the Developer–Grupo Rosul that involved a framed in wall stud stud systems utilizing light gauge steel framing with structural shearwalls.









PROFESSIONAL

Designed and Constructed Mobile field for Rio Tinto S.A., consisting of 56 Square meter steel framed structure – San Jose Pinula, Guatemala.









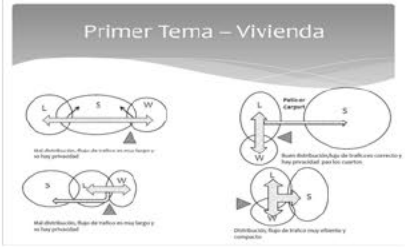

ACADEMIC


Universidad Rafael Landivar
Facultad de Arquitectura
Proyectos 3 – Segundo Ciclo, 2010
Catedráticos:
Arq. Victor Adolfo Tarazona, ICC, SFA, SSMA
Arq. Carmen Vila & Arq. Gladys Bartos, MA.


Teorias y Filosofias Arquitectuales
Proyectos de los arquitectos se ven infuidos por la incertiudmbre del mundo actual. Las variables vinculadas a los actuales cambios politicos, ambientales, o sociedad han dado forma al tipo de arquitectura y los proyectos resultantes.
En respuesta al flujo de fuerzas externas, los diseños de los edificios y los pasajes cambian y transforman en respuesta al cambio climático, la función y usa en el tiempo. Educado en una era digital, los arquitectos jóvenes están usando cada vez sofisticados modos de explorar nuevos materiales de construcción y tecnologías para crear nuevas realidades en el entorno construido.


Universidad Rafael Landivar
Área Tecnológica
A. Descripción General
CONSTRUCCION 1
B. Descripción del curso


Universidad Rafael Landivar
FACULTAD DE ARQUITECTURA Y DISEÑO
DEPARTAMENTO DE ARQUITECTURA
Área Tecnológica
Proyecto # 1: Centro Comunitario y educativos en los Residenciales Lo De Valdez –Km. 20 Car. San José Pinula
Los Residenciales Lo De Valdez es es parte de una comunidad que está crecindo y necesita facilidades para su condominioy los condominios a su alrededor . Nuestro ojjetivo será tomar un terreno irregular que tiene aproximadamente 10,000 vrs.2 y diseñar un entro comunitario que consiste de lo siguiente:
i. Centro de recepción con cuarto oficinas (oficina de Director/a con secretaria, trac oficinas para personal),
ii. Dos salas de conferencia
iii. 4 a 8 aulas para dar clases (ejemplo: corte y confección o otros tipos de clase),
iv. Una "mini"- biblioteca para 25 a 50 personas que ie puede convertir a un
de semana.
v. Centro de "Pre-school" con 2 aulas con la posibilidad de expansión a 4 aulas,
vi. 2 cafeterías (Uno para uso al público y uno para uso de los trasajadores),
vii. Un gimnasio con su oficina y áreas para cambiar y bañar (Caballeros y Damas),
viii. Una piscina,
ix. Estacionamiento para 15 vehículos y un estacionamiento para los pedidos.
x. Que vea acceso para los minusválidos desde el estacionamiento a la entrada de el centro , oficinas, baños, aulas, y biblioteca,
xi. Tamaño de proyecto será: 1,150m2 (Mínimo) a un máximo de 2,175m2.
Paul Dordo Recreation Center, Broomfield Colorado
CONSTRUCCION 1 2010
Arq. Victor Adolfo Tarazona, ICC.SFA
Copyright 2009

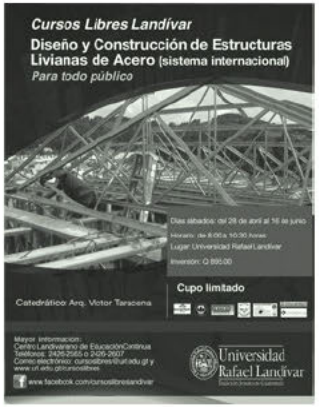

Primer Tema – Vivienda


Primer Tema – Vivienda
Conceptos Teóricos:
Conceptos Prácticos:


Universidad Rafael Landivar
Área Tecnológica
I. Programa Calendarizado.
Facultad de Arquitectura y Diseño
ARQUITECTURA
CONSTRUCCION 1 – PRIMER CICLO – 2010.

ACADEMIC


Cursos Libres Landívar
Diseño y Construcción Ecológico en Madera (sistema nacional e internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 10:20 a 13:00 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
www.url.edu.gt/cursoslibres
www.facebook.com/cursoslibreslandivar
Universidad Rafael Landívar


Cursos Libres Landívar
Diseño y Construcción de Estructuras Livianas de Acero (sistema internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 8:00 a 10:30 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
www.url.edu.gt/cursoslibres
www.facebook.com/cursoslibreslandivar
Universidad Rafael Landívar

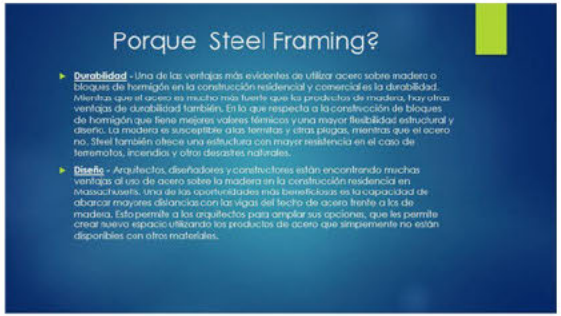

2011
Universidad Rafael Landívar
INTRODUCCION AL
SISTEMA CONSTRUCTIVO:
ESTRUCTURAS LIVIANOS EN ACERO
LIGHT GAUGE STEEL FRAMING


Universidad Rafael Landívar
GRUPO TARACENA
La Facultad de Arquitectura de la Universidad Rafael Landivar y Grupo Taracena
le invitan a la conferencia:
Steel Framing Building System
Un método de construcción nuevo en Guatemala utilizado desde hace mucho tiempo en EEUU
Lugar:
Km. 20 Carr. A San José Pinula
"Lo De Valdés", Lote 1, Ms. E-11
Hora:
09:30 horas.
Fecha:
Sábado 05 de Septiembre
Confirmar asistencia:
grupotaracena@gmail.com
tel. 5197-7724

ACADEMIC

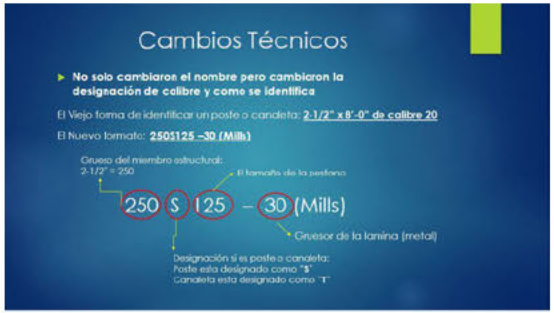

Estructura Liviano de Acero (ELA)
de alta rendimiento
Una Introducción a lo mas avanzado en Sistemas Constructivos para:
Universidad Rafael Landívar
Construcción 3
Sistemas Constructivos en Madera Y Acero
Presentado por:


UNIVERSIDAD MARIANO GALVEZ
GUATEMALA
Facultad de Arquitectura
3a. Avenida 9-00 zona 2,
Inferior Finca El Zapote
Ciudad de Guatemala, Guatemala, C.A.

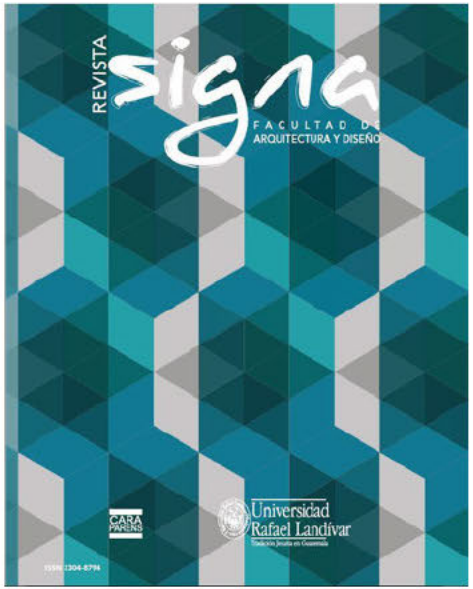

Porque Steel Framing?
Durabilidad - Una de las ventajas más evidentes de utilizar acero sobre madera o bloques de hormigón en la construcción residencial y comercial es la durabilidad. Mientras que el acero es mucho más fuerte que los productos de madera, hay otras ventajas de durabilidad también. En lo que respecta a la construcción de bloques de hormigón que tiene mejores valores térmicos y una mayor flexibilidad estructural y diseño. La madera es susceptible atas termitas y otras plagas, mientras que el acero no. Steel también ofrece una estructura con mayor resistencia en el caso de terremotos, incendios y otros desastres naturales.
Diseño - Arquitectos, diseñadores y constructores están encontrando muchas ventajas al uso de acero sobre la madera en la construcción residencial en Massachusetts. Una de las oportunidades más beneficiosas es la capacidad de abarcar mayores distancias con las vigas del techo de acero frente a las de madera. Esto permite a los arquitectos para ampliar sus opciones, que les permite crear nuevo espacio utilizando los productos de acero que simplemente no están disponibles con otros materiales.


Introducción a las Estructura Liviano de Acero (ELA)
El Ambiente
Acero
una material ambientalmente amistosa :
✓Por cada tonelada de acero que se reciclan, se conserva 2,500 libras de hierro, 1400 libras de carbón, y 120 libras de piedra de caliza,
✓Una casa de acero llena 2 pies cúbicos de escombros en un vertedero, comparado a 50pies cúbicos de escombros de una casa de madera y 85 pies cúbicos de una casa de bloque (tradicional)
Menos de 6% de acero esta en los vertederos


Porque Steel Framing?


Cambios Técnicos
No solo cambiaron el nombre pero cambiaron la designación de calibre y como se identifica
El Viejo forma de identificar un poste o canaleta: 2-1/2" x 8'-0" de calibre 20
El Nuevo formato: 2505125 –30 (Mills)
Grueso del miembro estructural:
2-1/2" = 250
El formato de la pestaña
250 S 125 – 30 (Mills)
Grueso de la lamina (metal)
Designación si es poste o canaleta:
Poste esta designado como "S"
Canaleta esta designado como "T"

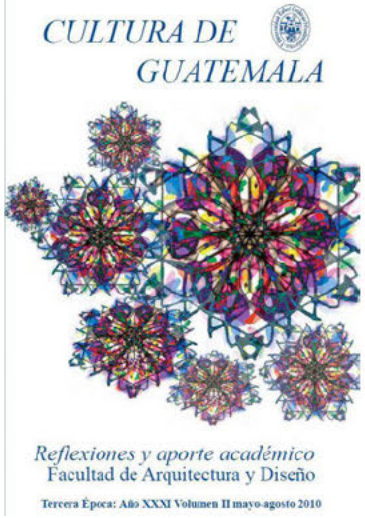
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Arquitectura verde

Arq. Victor Taracena
Catedrático Woodbury University, USA

¿Qué exactamente es la arquitectura verde?

Arquitectura verde es un enfoque de la construcción que se ha vuelto más frecuente en los últimos 25 a 30 años. También conocido como diseño sostenible, la arquitectura verde es simplemente un método de diseño que minimiza el impacto de la construcción sobre el medio ambiente. Una vez considerados como no convencionales y no-estándar, la arquitectura ecológica se está convirtiendo rápidamente aceptado por las dos agencias reguladoras y el público en general como un medio socialmente responsable y lógico de la construcción.

Los comienzos de la actual revolución verde se remontan a la conciencia social de la década de 1960 y el diseño europeo, como se encuentra en Escandinavia. A partir de estos orígenes, nuevas técnicas de construcción han llevado al desarrollo de materiales innovadores y conceptos de diseño. En efecto, diseñado con éxito los proyectos ecológicos pueden incluir una amplia gama de factores, que van desde el uso de recursos de materiales, a un cuidadoso examen de la función, el clima, y ubicación.

Entonces, ¿qué hace que algo sea "verde"?

Los conceptos de la arquitectura verde en general, se pueden organizar en varias áreas de aplicación. Estas áreas incluyen la sostenibilidad, los materiales, la eficiencia energética, uso de la tierra, y la reducción de residuos.



residuos mediante el uso de reciclado de aguas grises y otras estrategias de energía sostenible.

Uso de la tierra

La selección del sitio y la orientación del edificio también desempeñan un papel crítico en el diseño de color verde. Un edificio verde es ubicado para aprovechar su clima y sus alrededores. Estas condiciones no sólo afectan a la eficiencia de un edificio, sino a la comunidad y la sociedad en su conjunto. En la planificación para el uso responsable de la tierra se tratan estas cuestiones a través de la consideración del clima, el transporte y el medio ambiente natural.

Reducción de residuos

Es asombrosa la cantidad de residuos generados por la construcción de un edificio típico. Los edificios verdes están diseñados para eliminar los residuos mediante el uso de sistemas modulares de construcción, productos reciclados, y el uso eficiente de los materiales. El edificio verde ideal sería no crear ningún desecho, ya sea durante la construcción o el uso, por lo que el impacto sobre el medio ambiente y los recursos se reduce al mínimo.

Resumen

Hoy en día, el diseño sostenible se está convirtiendo en una parte natural de un número cada vez mayor de los edificios. Como los recursos naturales disminuyen, diseño verde tendrá un papel fundamental en nuestro medio ambiente construido. Como arquitectos, tenemos una obligación con la sociedad para actuar como buenos custodios de este planeta mediante el desarrollo y la aplicación de las filosofías de diseño sostenible que buscan mejorar la calidad del entorno construido, reduciendo al mínimo o incluso eliminar los efectos negativos para el medio ambiente natural.

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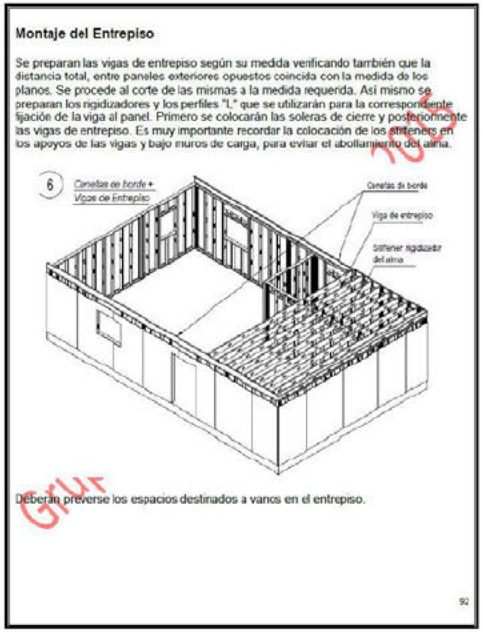
Detalles Constructivos e Información Técnica
Para
El Diseño, Especificación, Utilización y Construcción
De
Estructural Formado en Frio (CFS)
(Cold Formed Steel)

Preparado por el Arq. Victor A. Taracena, SFA, SSMA, USGBC,

Publicación técnica para uso académico atravez de:

La información contenido dentro este expediente es para informar e instruir. El Arquitecto, Ingeniero o Constructor debe consultar el Productor, Distribuidor o profesional certificado en el diseno de Acero Formado en Frio (CFS) para asegurarel uso correcto del material. Grupo Taracena no se hace responsable por el uso incorrecto de la información presentado dentro este expediente.

1



Montaje del Entrepiso

Se preparan las vigas de entrepiso según su medda verificando tarrbién que la distancia total, entre paneles exteriores opuestos coincida con la medida de los planos. Se procede al corte de las mismas a la medida requerda. Así mismo se preparan los rigidizadores y los perfiles "L" que se utilizarán para la correspondiente fijación de la viga al panel. Primero se colocarán las soleras de cierre y posteriormente las vigas de entrepiso. Es muy importante recordar la colocación de los stiteners en los apoyos de las vigas y bajo muros de carga, para evitar el abollamiento del alma.

6 Canales de borde + Vigas de Entrepiso

Canales de borde

Viga de entrepiso

Stiffener rigidizador del alma

Deberán preverse los espacios destinados a vanos en el entrepiso.

92

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Universidad Rafael Landívar

La Universidad Rafael Landívar

a través de su

Departamento de Arquitectura

Otorgan el presente reconocimiento
al grupo ganador de estudiantes de Proyectos Arquitectónicos,
con la selección de la propuesta para la elaboración e instalación de
"Folies Conmemorativos a los
50 años de la Universidad Rafael Landívar".

Guatemala, 10 de febrero de 2011

Arq. Rodolfo Castillo
Director de Arquitectura
Facultad de Arquitectura y Diseño

MA. Hernán Ovidio Morales
Decano
Facultad de Arquitectura y Diseño



UVG
del VALLE

Otorga el presente Diploma a:

Arq. Victor A. Taracena

Por su participación en el

SEMINARIO TÉCNICO
"DISEÑO DE PUENTES FLUVIALES"
(Aplicación e Importancia del Análisis Hidrológico, Hidráulico y Geotécnico en el diseño de Puentes Fluviales)

Impartido por el Dr. Robert Ettema Decano de la Facultad de Ingeniería y Ciencias Aplicadas de la Universidad de Wyoming y por reconocidos expositores Nacionales realizado del 10 al 14 de enero del año 2011, en la Ciudad de Guatemala

Ing. Carlos R. Paredes, MAEB
Decano de la Facultad de Ingeniería

Universidad del Valle de Guatemala
UVG
Facultad de Ingeniería

Ing. Roberto Godo Lavarreda, EPFL-MBA
Director Departamento de Ingeniería Civil

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City of Burbank
Parks and Recreation Department

CERTIFICATE OF APPRECIATION

This certificate is awarded to

VICTOR TARACENA

In recognition for your dedication, commitment, and leadership service to the City of Burbank's Residents Inspiring Service and Empowerment Burbank Program.

Mickey DePalo
City of Burbank
Parks and Recreation Board, Board Member

May 8, 2025



City of Burbank

CERTIFICATE OF RECOGNITION PRESENTED TO

Victor Taracena

IN RECOGNITION OF

YOUR GRADUATION FROM THE RISE BURBANK PROGRAM.

BY DEDICATING YOUR TIME AND ENERGY TO THIS TRAINING, YOU HAVE BROADENED YOUR UNDERSTANDING OF CITY RESOURCES, BECOME MORE INVOLVED IN THE COMMUNITY, AND SHARPENED YOUR PERSONAL LEADERSHIP SKILLS.

ON BEHALF OF THE BURBANK CITY COUNCIL, I CONGRATULATE YOU ON THESE ACCOMPLISHMENTS, AND WISH YOU CONTINUED SUCCESS!

MAYOR NIKKI PEREZ

MAY 7, 2025

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Burbank Unified School District
Facilities Services
510 S. Shelton St
Burbank, CA 91506
Ph: 818-729-5502 • Fax: 818-729-3484

Board of Education
Dr. Armond Aghaikanian, President
Abby Pontzer Kanakar, Vice President
Dr. Emily Weisberg, Clerk
Laurette Cano

Interim Superintendent
Oscar Macias, Ed.D.

October 6, 2025

Victor Taracena
444 North Glenwood Place
Burbank, CA 91506

It is with great pleasure that I inform you, on behalf of the Board of Education of the Burbank Unified School District, that at its regular meeting on September 18, 2025, you were appointed to serve on the School Facilities Oversight Committee. The duration of your term will be determined and established during the meeting.

You will receive notice of meeting times and dates by the District's Facilities Services Office. Thank you for your interest in serving on the Committee and for your support of the Burbank Unified School District.

Sincerely,

Oscar Macias
Interim Superintendent

c Board of Education
Facilities Services

Application Form

Profile

Christopher
First Name

G
Middle Initial

Malotte
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Southern California Edison
Employer

Sr. Manager
Job Title

Energy Efficiency Program Management
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My interest in serving on the Burbank Water and Power (BWP) Board is deeply rooted in my commitment to public service and my passion for improving our community. For the first 5 months of this year, I took a sabbatical abroad in Spain with my family and learned more about the importance of renewables to hedge against volatility in power prices. However, prior to that I was a BWP board member for nearly 4 years, including serving as Chair and Vice Chair this past year. Now that I am back in Burbank, I am eager to resume contributing to my community. I felt that I was able to make a unique and meaningful contribution in my prior role as BWP board member and I am hopeful to be able to do so again. During my time on the board, I actively participated in critical discussions related to the Integrated Resources Plan, the launch of innovative programs like Demand Response and Building Electrification, and key financial matters such as budget allocations and bond issuances. As Chair, I worked closely with BWP staff to ensure that these proposals were meticulously developed, well-designed, and effectively communicated to the public and city council. My approach is grounded in practical problem-solving. I believe in finding real-world solutions that balance sustainability with the essential goal of providing safe, reliable, and affordable power to our community (with a focus on supporting disadvantaged communities). BWP is already a best-in-class utility, and I am committed to leveraging my expertise to drive even greater focus on sustainability while maintaining our commitment to excellence. I am honored to have made a positive impact on the city I call home, and I look forward to continuing this important work on the BWP Board.

Education

Arizona State University MS Engineering Technology, Alternative Energy, Dec. 2011
University of California, San Diego BS Physics, Minor in Political Science, March 2008

Additional Pertinent Courses or Training

Burbank Master Recycler Class

Other Pertinent Skills, Experience or Interests

• Ability to lead others, problem solve, learn quickly, and adapt to new situations • Ability to relate technical details to non-technical, business-driven people • Ability to understand and explain economic impacts of a given program or technology

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

BWP Board (Apr 2022 - Jan 2026) Chair, BWP Board (Aug 2023 - Aug 2024) Vice Chair, BWP Board (Aug 2022 - Aug 2023)

List Community activities in which you are involved:

Coach and Assistant Coach, AYSO Volunteer, Thomas Jefferson Elementary

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have been working at large electric utilities for over 10 years. My experience has ranged from transmission and distribution to energy innovation to customer programs and regulatory. I focus on driving innovation through pragmatic solutions that diverse stakeholders can rally around. I have experience working on smart grid technologies, energy innovation, renewable energy, electric vehicles, energy efficiency, and clean energy programs, all with the goal of driving to a sustainable, carbon free economy. In my current role as Senior Manager of Codes and Standards at Southern California Edison (SCE), I lead a team of engineers, program managers, and support staff focused on energy codes and

standards. The team is responsible for advocacy and compliance with more efficient building and appliance standards at the federal, state, and local levels. We are responsible for thinking 10 or more years into the future and developing the processes and roadmaps to prepare. The team is also responsible for helping local governments with sustainability plans, reach codes, and carbon reduction strategies and implementation of the nation's first GHG emissions incentive program (the Clean Energy Optimization Pilot; CEOP). Prior to that, I worked at SCE as a Sr. Advisor focused on DSM Planning, Integration, and Strategy. In this role, I led the development of an $1.56B energy efficiency application for 2024-2027 and I co-led the development and implementation of the CEOP. In these examples, I took a solution from conceptual design to regulatory application to successful implementation. CEOP is a first-of-its-kind performance-based program designed to incent UC and CSU campuses to reduce GHG emissions. The program has proven very successful leading the campuses to save over 200,000 tons of GHG emissions. Before coming to SCE, I worked at Arizona Public Service (APS) in the Smart Grid Planning department as a Smart Grid Analyst. While there, I managed an executive level Operation Technology Advisory Committee, which assessed various new technologies and their potential impact on the company. In this role, I interacted with internal executives, external key industry leaders, and technology innovation organizations (including EPRI, NREL, and SEPA). I also led development of a transformer load management tool, project management of several demonstration pilots, and led several cross-functional initiatives (including development of a company strategies for demand response, smart grid, transportation electrification, energy storage, and microgrids). Experience Details: Senior Manager, Codes and Standards & CEOP, Southern California Edison, Irwindale, CA (2023 - Current) • I provide strategic direction and vision for the Energy Codes and Standards team at Southern California Edison. I lead a cross-functional team responsible for shaping energy policies, advocating for codes and standards, and driving compliance across the organization. • Managing a budget of $110 million, I allocate resources effectively to support critical programs. These include the following programs: National Codes & Standards Advocacy, State Appliance and Building Codes Advocacy, Code Compliance Improvement, Reach Codes, Planning & Coordination, and CEOP. • I collaborate with industry stakeholders, regulatory bodies, and government agencies to influence codes and standards development. By fostering strong relationships, I drive alignment between organizational goals and industry best practices. • I oversee project execution, monitor milestones, and ensure timely delivery. My focus on operational excellence enables successful program outcomes and contributes to Southern California Edison’s leadership in energy efficiency and sustainability. Senior Advisor, Public Sector Strategy & REN Coordination, Southern California Edison, Rosemead, CA (2014 – 2023) • Led development of $1.56B Energy Efficiency Application for 2024-2027. These funds deliver cost-effective energy efficiency savings, ensure market viability and vitality, and address hard-to-reach and disadvantaged communities. • Led EE Modernization effort for SCE which streamlines how SCE delivers DSM programs to customers to drive greater energy savings, community engagement, and cost effectiveness. Policy proposals included a GHG emissions reduction goal, 4-year application cycles, alignment of EE Potential and Goals with EE reporting and measurement, and cost-effectiveness realignment. Policy proposals adopted by CPUC in May 2021. • Led development and implementation of $20M Clean Energy Optimization Pilot, a first of its kind customer friendly offering designed to incent pilot participants to reduce GHG emissions through on-site energy related measures. • SCE representative to the California Energy Efficiency Coordinating Committee (CAEECC). Manage customer service perspective for EE regulatory work including comments and reply comments on Potential and Goals, Business Plan, REN Joint Cooperation Memos, Local Government Terms and Conditions and any data requests • Strategy and coordination lead for ~$50M+/yr. Regional Energy Networks (Southern California REN, Tri-County REN, Inland REN, Rural REN). Smart Grid Program Analyst, Arizona Public Service, Phoenix, AZ (2011-2014) • Managed and coordinated Operational Technology Advisory Committee – executive committee that sets the course for the company regarding various technologies. • Managed all aspects of transportation electrification for APS, including implementation of Electric Vehicle Time-of-Use rate, interfacing with Customer Service and Transmission & Distribution to manage electric vehicle load, and regulatory filings. This included a regulatory compliance filing on electric vehicles submitted to the Arizona Corporation Commission each year. • Worked with various consultants and APS personnel to develop and get executive approval for $250M 5-year smart grid strategy. • Educated internal and external stakeholders and the public through presentations on APS’s electric vehicle program. Additionally, worked with the other AZ utilities to increase support for and participation in EVAZ Electric Vehicle Policy Stakeholder Group. EVAZ is a diverse group of stakeholders including utilities, OEMs, local governments, and others interested in electric vehicles with the goal of driving increased

adoption of electric vehicles. • Led multiple business unit initiatives to develop strategy for optimizing and electrifying APS motorized fleet. • Assisted with multiple business unit initiative to develop company strategy for demand response. • Managed $1.5M Chase Field battery storage and electric vehicle charging station deployment; the first EV chargers to be deployed on city streets in the US. • Led multiple business unit initiative to develop company strategy for energy storage. • Assisted with multiple business unit initiative to develop company strategy for microgrids. • Assisted with the marketing, deployment, and testing of Home Energy Information Pilot Program. This pilot tested the feasibility of demand response capable thermostats and smart phone energy information apps. • Assisted with the deployment of APS Schools and Government Solar Program and presented to internal stakeholders and community relations representative about Schools and Government Solar Program Education: Arizona State University MS Engineering Technology, Alternative Energy, Dec. 2011 University of California, San Diego BS Physics, Minor in Political Science, March 2008

What are your goals in serving on this Board/Commission/Committee?

As I seek reappointment to the Burbank Water and Power (BWP) Board, I seek to uphold BWP's exemplary standards in reliability, safety, and affordability, while championing for sustainable practices. In the past four years, BWP has made significant strides, such as instituting a forward-thinking two-year budget and rate process, launching innovative demand response and building electrification initiatives, and pioneering Southern California's first long-duration iron-flow battery. Additionally, the adoption of a new Integrated Resources Plan and the appointment of a new General Manager have been pivotal in focusing on driving to a future vision for the organization. My vision for BWP's future is to accelerate our progress in customer-focused programs, renewable energy adoption, and conservation efforts. The urgency to combat climate change is greater than ever, and I am dedicated to ensuring that BWP leads the charge with actionable solutions. As a parent and a ratepayer, I deeply understand the necessity of balancing environmental initiatives with economic considerations. Ensuring affordable rates and maintaining a strong financial foundation are paramount to our success. Recognizing my position of privilege, I am determined to be a voice for underserved communities, seeking to ensure that their voices are incorporated into our decision-making process. My tenure has allowed me to build strong relationships with the BWP staff and management. They are all dedicated civil servants working with the best interest of the community in mind and I would love to continue to be involved in shaping the direction of this organization. I am eager to continue contributing to BWP's legacy, steering our organization towards a future where innovation, community engagement, and environmental stewardship are the hallmarks of our service.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Christopher G Malotte

CHRISTOPHER G. MALOTTE

[redacted] BURBANK, CA 91505 [redacted] [redacted]

Education

Arizona State University
MS Engineering Technology, Alternative Energy, Dec. 2011

University of California, San Diego
BS Physics, Minor in Political Science, March 2008

Relevant Experience

Senior Manager, Energy Efficiency Codes and Standards, Southern California Edison, Rosemead, CA (Nov 2022 – current)

- Lead a team of engineers, program managers, and support staff focused on energy codes and standards. The team is responsible for advocacy and compliance with more efficient building and appliance standards at the federal, state, and local levels. The team thinks 10 or more years into the future and develops the processes and roadmaps to prepare for that future. The team is also responsible for helping local governments with sustainability plans, reach codes, and carbon reduction strategies and implementation of the nation's first GHG emissions incentive program (Clean Energy Optimization Pilot).

Senior Advisor, Public Sector Strategy & Coordination, Southern California Edison, Rosemead, CA (Jul 2016 – Nov 2022)

- Led EE Modernization effort for SCE seeking to streamline how SCE delivers DSM programs to customers to drive greater energy savings, community engagement, and cost effectiveness.
- Developed and implemented $20M Clean Energy Optimization Pilot, a first of its kind customer friendly offering designed to incent pilot participants to reduce GHG emissions through on-site energy related measures. First year evaluation showed 33% greater than expected results in ¾ of a year.
- SCE representative to the California Energy Efficiency Coordinating Committee (CAEECC). Managed customer service perspective for EE regulatory work including comments and reply comments on Potential and Goals, Business Plan, REN Joint Cooperation Memos, Local Government Terms and Conditions and any data requests
- Strategy and Program management for $20M+/yr. Regional Energy Networks (Southern California Regional Energy Network and Tri-County Regional Energy Network).
- Program management for $1.2M/yr. Statewide Energy Efficiency Collaborative (SEEC). SEEC is a collaborative of CA investor owned utilities and three non-governmental organizations to promote energy efficiency and sustainability best practices to local governments throughout the state.

Marketing Analyst 2, Southern California Edison, Rosemead, CA (Aug 2014 – Jul 2016)

- Assisted with any regulatory work for DSM Partnerships. Work included developing two program abstracts, two Program Implementation Plans, a Partnership dashboard, and a comparison tool for changes associated with the CA Long-Term Energy Efficiency Strategic Plan.
- Program management for work related to CA Long-Term Energy Efficiency Strategic Plan. Responsibilities included refresh of Strategic Plan offering, development of Strategic Plan Best Practices Report, approving Strategic Plan applications, reviewing deliverables, interacting with project managers, and reporting on progress of work-todate.
- Led SCE's Operational Excellence initiative for Public Sector Energy Efficiency Program group, resulting in more than 75 fewer contracts, consolidation of 5 partnerships, and over $2.5M in savings.
- Approved any co-branded marketing piece that partners develop as part of their partnership. This process was streamlined through my development of a co-branding checklist and use of the OneVoice approval process.

Smart Grid Program Analyst, Arizona Public Service, Phoenix, AZ (Sept 2012 – Aug 2014)

- Managed and coordinated Operational Technology Advisory Committee – executive committee that sets the course for the company regarding various technologies. This included giving several executive presentations on electric transportation, vehicle safety technologies, and home thermal storage technologies.
- Managed all aspects of transportation electrification for APS, including implementation of Electric Vehicle Time-of-Use rate, interfacing with Customer Service and Transmission & Distribution to manage electric vehicle load, and regulatory filings. This included a regulatory compliance filing on electric vehicles submitted to the Arizona Corporation Commission each year.
- Worked with various consultants and APS personnel to develop and get executive approval for $250M 5-year smart grid strategy.
- Developed Transformer Load Management Tool business case and acted as project manager for Transformer Load Management Tool development and roll out.
- Educated internal and external stakeholders and the public through presentations on APS's electric vehicle program. Additionally, worked with the other AZ utilities to increase support for and participation in EVAZ Electric Vehicle Policy Stakeholder Group. EVAZ is a diverse group of stakeholders including utilities, OEMs, local governments, and others interested in electric vehicles with the goal of driving increased adoption of electric vehicles.
- Led multiple business unit initiatives to develop strategy for optimizing and electrifying APS motorized fleet.
- Assisted with multiple business unit initiative to develop company strategy for demand response.
- Managed $1.5M Chase Field battery storage and electric vehicle charging station deployment; the first EV chargers to be deployed on city streets in the US.
- Led multiple business unit initiative to develop company strategy for energy storage.
- Assisted with multiple business unit initiative to develop company strategy for microgrids.
- Assisted with the marketing, deployment, and testing of Home Energy Information Pilot Program. This pilot tested the feasibility of demand response capable thermostats and smart phone energy information apps.

Sr. Program Coordinator, Arizona Public Service, Phoenix, AZ (Dec 2011 – Sept 2012)

- Assisted with the deployment of Schools and Government Solar Program. This included creating work orders, updating databases, and running reports
- Developed list of pre-qualified schools to increase participation in the program
- Presented to internal stakeholders and community relations representative about Schools and Government Solar Program

Renewable Energy Summer Intern, Arizona Public Service, Phoenix, AZ (June 2011 – Dec 2011)

- Modeled production output and forecasted 20-year budget for solar production-based incentive programs
- Researched and presented on the physical and economic feasibility of smart inverters
- Led team to develop a Renewable Energy Book of Programs
- Researched and monitored regulatory and government affairs related to renewable energy and smart grid
- Developed process documentation for Renewable Energy data collection and reporting
- Processed small, medium, and large non-commercial renewable incentive applications

Fluidics and Device Systems Engineer Summer Intern, Applied Biosystems, Foster City, CA (Summers of 2005 & 2006)

- Designed, executed, and analyzed data for an experiment testing thermo-profile of Diffractive Optics Real Time PCR Machine
- Designed, executed, and developed an experiment evaluating the fluorescence signal capturing ability of diffractive optics setup
- Designed, executed, and analyzed data of experiment assessing PCR viability of diffractive optics setup. Assisted in development of cell sorting device
- Designed, executed, and analyzed data for experiment testing speed and intensity of cell movement in cell sorting device
- Analyzed data and results and presented a formal report to division

Other Work Experience:

System Design Administrator - SunRenu Solar - Scottsdale, AZ (Sept 2010 - Apr 2011)
Assistant Underwriter - CIBA Insurance Services - Glendale, CA (Nov 2009 - May 2010)
Deputy Field Organizer - Campaign for Change - Fort Collins, CO (Sept 2008 - Nov 2008)
Manager/Valet - Sunset Parking Services - San Diego, CA (Nov 2005 - Sept 2008)
Shift Manager - Old Fashioned Kettle Korn - Sherman Oaks, CA (Sept 2000 - Sept 2005)

Relevant Skills and Abilities

Engineering/science skills

- Computer skills (PowerPoint, Excel, Word, Access. Tableau, Matlab, Assembly Code), basic electronics skills (oscilloscope, function generator, microprocessors), and machining skills (lathe, drill press, milling machine)

Other abilities

- Ability to lead others, problem solve, learn quickly, and adapt to new situations
- Ability to relate technical details to non-technical, business-driven people
- Ability to understand and explain economic impacts of a given program or technology

Awards/Achievements

Finalist for SEPA Utility of the Year Award (2019)
Finalist for Public Utilities Fortnightly Top Innovator Award (2019)
Nominee for Ted Craver Leadership in Business Innovation (2020)
Nominee for Edison Award (2019)
SCE Spot Bonus SC02 - Significant contributions that lead to major growth, innovation or cost-savings (June 2018)
APS Living the Vision Award (August 2013 & January 2014) GPSA
Jumpstart Grant Award Recipient (2011)

Application Form

Profile

Lindsey
First Name

Middle Initial

Francois
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Mote, Inc
Employer

Senior Engineer
Job Title

Engineering
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Our beautiful community doesn't just happen, it is the generous giving of its citizens valuable time that is necessary to create and maintain a desirable and welcoming place to live. I wish to be of service to our community.

Education

Bachelor of Science in General Engineering from the University of Illinois Master of Arts in Secondary Education from Alliant University

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

no prior service on a city board, commission or committee

List Community activities in which you are involved:

I have been a member of Inspire Martial Arts for 7 years, and am now an instructor at the school.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on infrastructure projects.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank’s infrastructure projects to be completed efficiently with community needs being met being the top priority.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on water and power needs. My current position is with a Carbon Capture and Storage start-up, as a result I have special insight into efforts to combat global warming, many of which look to energy generation.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank residents to have clean water and affordable energy while simultaneously doing its part to curb climate change.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

I have not worked with the City on infrastructure projects. I have worked with various entities that have had their own sets of guidelines and specifications, which I then applied while devising creative solutions for their projects.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

I have performed architecture functions in the designing of theme part facades. I have performed civil engineering functions evaluating of theme park attractions for safety. I have managed product projects from concept to fabrication, staying on budget.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Lindsey François
Burbank, California [redacted] [redacted]

Experience – Entertainment

Senior Engineer May 2026 – present
Mote, Inc Los Angeles, California
Design calculations, develop mechanical data sheets, produce fabrication drawings, specify equipment and materials for gasification systems. Solicit, review and evaluate vendor proposals

Senior Mechanical Engineer (Contract) March 2024 – April 2026
Adirondack Studios Argyle, New York
Honoring client concept art, and adhering to material and safety parameters, independently devised and documented fabricable mechanical assemblies for themed entertainment elements. Prototypes were often first constructed out of wood for proof of concept to highlight unresolved or problematic areas. Specified some components from sheet metal: material, dimensions, breaks, welds. Other components were designed to be CNC'ed wood, metal or plastics or 3D printed.

Engineer (Contract) August 2022 – December 2023
Technifex Valencia, California
Part of the installation and testing team, conducted and troubleshot controls testing, both in the factory and onsite, of an Allen-Bradley system of a steam effect; invented custom automated solutions to quickly correct and adapt tests as needed and upon customer request. New product electro-mechanical pneumatic design of themed attractions, specified motor sizes and actuators, used SolidWorks to generate FEA analysis of components and assemblies, created water, wind pressure and seismic force-calculation deliverables, created drawing packages following GD&T, BOM's and other project related documentation.

Designer 2 (Contract) November 2021 – April 2022
The ATS Team Chatsworth, California
From concept art, took design ownership with short timeline deliverables ranging from rough concept SketchUp renderings, to demo documentation, to conceptualized aesthetic, to final full-scale assembly documentation – from hardware to full rigging. Identified, defined, and analyzed problems discovered both independently and through collaborating, and came up with innovative design solutions.

Contract Engineer (Contract) July 2019 – March 2020
Lee Romaire Studios & Sky Castle Studios Los Angeles Metropolitan
Devised design solutions to integrate artistic improvements, across multiple iterations and functions, to transition robotic prototype into functional electro-mechanical deliverable. Insured compliance with SOW, engineering specifications, guidelines and applicable standards. Assisted with component fabrication. Working in Maya, analyzed the product space, prior art and relevant specifications to define the design space for 3D color printing technology implementation.

R&D Mechanical Engineer (Contract) January 2019 – July 2019
Walt Disney Imagineering Glendale, California
Designed and developed complex mechanical systems for theme parks, with broad responsibilities to mature conceptual designs to well define deliverables with validated test results. Created finite element models of components and assemblies, assessed and modified these components to meet design requirements. Prepared detailed manufacturing drawings applying relevant standards. Executed complex computational evaluations, authored and performed test plans and specifications. Worked independently and in highly diverse and multidisciplinary project teams. Provided real-time, transparent communication covering overall status against agreed project timelines. Molded, and machined critical components in the in-house shop. Tested assemblies and materials to failure.

New Product Development Engineer & Project Engineer (Contracts) August 2015 - June 2016
The Attraction Services Co & Tiffen Steadicam Burbank & Valencia, California
Created and implemented project management (WBS), product brief, QC and purchase process tracking. Set in place practices of GD&T, DVP&R, DFMEA and design tolerance analysis. Planned, prepared and monitored engineering development projects, tracked progress, expected milestone completion, expenses, analyzed downtime and communicated its impact on meeting deadlines – leading to a more efficient and transparent concept-to-production process. Oversaw team progress, assigned next steps, and set task guidelines. Developed products, from concept to manufacturing, assembly and installation.

Experience – Lighting

Senior Product Engineer April 2018 - December 2018
Cordelia Lighting Rancho Dominguez, California
Led engineering focused product development managing and prioritizing multiple projects including detailed design development, fabrication and testing of prototypes. Developed, implemented and executed testing and evaluation metrics and processes to verify and optimize product materials and manufacturing processes. Communicated design details about material selection, design for performance, risk analysis and specification compliance. Documented and maintained records of analysis objectives, assumptions, conclusions, results, associated CAD models and drawings.

Senior Design & Development Engineer June 2016 – April 2018
Deco Lighting Commerce, California
Designed and developed new products and product families with broad responsibilities to mature conceptual designs to well define products with validated test results. Designed with an understanding of manufacturing processes to reduce fabrication costs, with attention to end user experience. Created Solidworks 3D models, 2D drawings GD&T, nested BOM's and submitted designs to appropriate testing for failure analysis and certification. Oversaw and coordinated in-house Goniophotometer and LED Component testing. Selected, specified, and integrated electrical components. Instituted standards for product and part identification, specification and documentation. Negotiated with vendors to improve design for cost -efficiency.

New Product Development Engineer October 2012 – July 2015
Prudential Lighting Los Angeles, California
Extensively used Inventor, Excel and VBA. Designed mechanical components, created parts and assembly drawings, BOM's, flat patterns, metal & plastic extrusions. Created testing and tracking protocol for LED's. Worked closely with manufacturing for optimal designs, to ease assembly and to reduce production cost. Created prototypes and installation instructions. Created a system to organize parts and options, made it easier to use and specify the largest, most customizable product Prudential has released. Merged product lines, reused parts, improved production efficiency, and reduced cost.

Mechanical/Manufacturing Engineer August 2011 – May 2012
Integrated Design Tools Pasadena, California
Extensively used SolidWorks. Designed opto-mechanical components for camera hubs and cable fixtures. Reviewed all design data and research for mechanical documentation, approved for release to production. Improved retired designs as customer demands for products re-surged. Interacted with vendors to procure prototypes and refined processes for procuring machined parts for production (Advanced Quality Planning), initiated improvements in the development of new manufacturing and production techniques. Collaborated with co-workers to improve delivery time for IDT products. Facilitator for system layouts. Implemented Kanban system.

Education

Bachelor of Science, General Engineering August 1998-May 2002
University of Illinois Champaign, Illinois
Specialization: Entrepreneurship
Redesigned a drilling and tapping machine to cut cost of production by 50%. Took original inventions from idea to design to prototype, looked at patents, then created business plans and cost projections. Explored programming languages C and C++.

Master of Arts, Education January 2008-January 2011
Alliant International University Los Angeles, California
Explored effective methods of implementing technology into the classroom. Created classroom materials using HTML, Inventor, Matlab and Microsoft Office. Evaluated teaching effectiveness based on student achievement and engagement.

Licenses/Certificates

Professional Engineer Intern, EIT/FE February 2002
State of Illinois Department of Professional Regulation
Product Safety Training January 2018
Intertek - Certificate of Achievement
Arena Advance Course July 2017
Arena Simulation Software - Certificate of Completion
Mig Welding Basics & Woodshop Basics January 2017
Urban Workshop - Certificate of Completion
Microsoft Project October 2015
Training Connection - Certificate of Completion
Fundamentals of Lighting September 2013
IESLA – Certificate of Completion
Preliminary Mathematics & Physics (all levels) Teaching Credential July 2009
Teach all Mathematics and Physics courses at the secondary level

Accomplishments / Hobbies

MIG, TIG, Oxy-Acetylene Welding GCC Glendale, California
Completed full courses in a variety of welding techniques. Working towards MIG certification

C++, Java, Python GCC Glendale, California
Courses and independent study of programming languages. Arduino tinkering

Mixed Martial Arts – Black Belt 3rd Dan Inspire Martial Arts Burbank, California
Seven years of training and practice. Lead the school's demo team, composed of students ages 10-45

ADU Burbank, California
Learning while doing, creating plan set for a two-story ADU to be located Burbank. With plans to serve as owner-builder/general contractor

Computer Skills

Drafting: AutoCAD, Maya, SolidWorks, Inventor (3D modeling), Photoshop, SketchUp
Programming: C++, Java, BASIC, Matlab, Mathematica, HTML, VBA
Office: Access, ACT, Arena, E-mail, Excel, MathCAD, Outlook, PowerPoint, Project, SAP, Word

Application Form

Profile

Timothy (First Name) | R (Middle Initial) | Cherry (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91504 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

Retired (Employer) | Retired (Job Title) | Electrical Utility Engineer (Occupation)

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

24 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Having served for the last four years on the Burbank Water and Power (BWP) Board, I would like to be considered for a second term on the Board. I would like to continue to provide my 38 years of electric utility industry experience and insight to BWP senior management, Board members, and the City Council on ever-changing issues and solutions affecting BWP and the ratepayers.

Education

B.S., California State University Los Angeles, Major: Electrical and Computer Engineering; and B.S., University of California Irvine, Major: Biological Sciences.

Additional Pertinent Courses or Training

-

Other Pertinent Skills, Experience or Interests

My interests include environmental sustainability, integration of renewable energy resources and the expansion of electric transportation to reduce greenhouse gases to help attain California's climate goals. See experience below in the section entitled "FIRST choice for Board/Commission/Committee appointment".

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on the BWP Board (September 13, 2022 to July 31, 2026).

List Community activities in which you are involved:

Currently serving on the BWP Board. For 10 years in Los Angeles County, I was active in the non-profit organization Love is Feeding Everyone that distributed food to those in need. I also served on its Board of Directors for four years.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My qualifications include a 38-year engineering career in the electric utility industry that included increasing responsibilities and management with Los Angeles Department of Water and Power (LADWP), Metropolitan Water District of Southern California (MWD), PricewaterhouseCoopers (PwC) and Southern California Edison (SCE). My experience is varied in the electric utility industry including both the public and private sector. Select experience includes (1) contract negotiations and administration of wholesale energy sales/purchases and transmission service agreements (LADWP and MWD); (2) electric transportation advocacy and technical development (LADWP); (3) audit/assurance services on power system operations, business processes and internal controls, energy market financial settlements, and greenhouse gas emissions (PwC); (4) consulting services on electric reliability regulatory compliance, wholesale energy market billing, and various state/federal regulations (PwC); and (5) leading electric reliability regulatory compliance activities over transmission and distribution facilities (SCE). I hold an electrical engineering degree from California State University Los Angeles and a biological science degree from the University of California Irvine.

What are your goals in serving on this Board/Commission/Committee?

My energy goal for Burbank Water and Power is to continue to achieve the applicable State of California Renewables Portfolio Standard and 2045 net-zero carbon goal in a cost-effective manner while considering service reliability, affordability, sustainability. Additionally, my water goal is to continue to utilize our limited water resources more efficiently since the Metropolitan Water District’s Colorado River Aqueduct and State Water Project have been dealing with drought conditions for over two decades. With State Water Project deliveries for this year at 45 percent of normal and California’s water allocation from the Colorado River near historic lows, innovative programs will be necessary to address this reduction in water availability. Lastly, as a citizen-owned public utility, my overall goal is to see Burbank Water and Power continue its outreach activities to educate its citizens on the complexities of delivering water and power and the challenges ahead.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Timothy R Cherry

TIMOTHY R. CHERRY

[redacted] | Burbank, California 91504 | [redacted] | [redacted]

Key Skills

- ***Regulatory Compliance*** – FERC, NERC (CIP & 693) & WECC
- ***Contract Negotiations –*** Power Purchase & Transmission
- ***Power System Operations –*** ISO/RTO Compliance
- ***Technical Analyses –*** Transmission Studies & Operational Requirements
- ***Legislative Analysis and Advocacy –*** Develop Positions & Recommendations
- ***Audit –*** FERC Tariffs & NERC Readiness

Experience

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (MWD)
Principal Power Resource Specialist – February 1997 to December 1998 & July 2017 to December 2021 (retired)

- Legislative, Regulatory & Contract Negotiation
  - Analyzed and developed MWD positions on Federal and State electricity-related legislation and regulation.
  - Worked with a team of technical experts and attorneys to protect MWD's interests by preparing and submitting comments to Federal regulatory agencies pertaining to California's electric utility industry restructuring.
  - Collaborated with municipal utilities, investor-owned utilities and California-state agencies to protect MWD's interests during the development and operation of the California Independent System Operator (California ISO).
  - Advised management on ways to enhance the achievement of MWD's strategic objectives for resource development.
  - Analyzed and monitored actions of agencies – FERC, NERC, WECC, California ISO, CPUC, CEC, and CARB.
  - Analyzed, negotiated and administered transmission and generation contracts, including Boulder Canyon Project.
- Analyses & Impact
  - Analyzed the impact and modified numerous third-party operating procedures affecting MWD due to the implementation of new operating agreements with third-parties, including the California ISO.
  - Assessed on-going California ISO initiatives (e.g., Resource Adequacy, Flex RA and Transmission Access Charge) to determine adverse impacts on MWD and the California State Water Project from proposed/final tariff language.
  - Analyzed applicability of NERC electric reliability requirements and prepared various NERC regulatory submittals.

SOUTHERN CALIFORNIA EDISON (SCE)
Principal Manager – January 2013 to December 2015

- Regulatory & Compliance
  - Led the day-to-day direction, coordination and implementation of SCE's transmission and distribution compliance activities with FERC, NERC, WECC and California ISO regulations pertaining to electric utility service reliability.
  - Provided technical support to other business areas on the design and implementation of NERC/WECC requirements.
  - Oversaw the preparation and review of NERC/WECC submittals, including self-reports, self-certifications and responses to data requests.
  - Teamed within SCE to develop a common understanding and solutions to Federal and State regulations.
  - Analyzed and presented engineering-based regulatory compliance posture results and other technical utility issues to senior management (Directors, VPs and SVPs).
- Analyses & Impact
  - Analyzed transmission engineering study results to determine regulatory cost impacts of including transmission system elements in the Bulk Electric System.
  - Assessed NERC requirements applicable to California ISO and SCE for a Joint Operating Agreement.
- Contract Negotiation & Administration
  - Negotiated and administered professional service contracts for technical reliability projects.
  - Initiated, reviewed and provided comments on Requests for Proposals (RFP) for the provision of consulting services.
  - Developed criteria to assess and recommend successful bidders.
  - Monitored budget and contract compliance, approved professional service payments and closed out contracts.

PRICEWATERHOUSECOOPERS (PwC)
Director – December 1998 to January 2013

- Compliance & Audit
  - Set the direction and managed the delivery of engineering-based regulatory compliance, consulting and audit services to electric utility clients, including:
    - **NERC/WECC compliance program development, WECC audit preparation, and NERC compliance program assessments**.
    - **FERC requirements compliance advisement** including wholesale and transmission generation interconnection services, Open-Access Transmission Tariffs, and power and transmission agreements.
    - **Power system operational audits** of the California ISO, among others ISOs/RTOs, including the evaluation of controls associated with day-ahead, hour-ahead and real-time functions, resource adequacy, and a comparative analysis of operating procedures to actual control room practices of operator/dispatch personnel.
  - Analyzed internal controls of the California ISO, among others ISOs/RTOs, including power and transmission market settlements, power scheduling, out-of-market dispatches, resource adequacy and operating reserve requirements.
  - Developed/assessed business processes and internal controls design/effectiveness resulting in recommendations to management for improvements to operations.
  - Prepared reports, position papers, and briefing materials presented in simple to understand terms, including complex findings and recommendations for improvement with Executives, CEOs and Board of Directors members.
- Environmental, Social & Corporate Governance
  - Assessed greenhouse gas emissions for various electric utility clients using World Resources Institute methodologies.
- Contract Negotiation & Administration
  - Developed and reviewed RFP responses for the provision of professional services to clients, negotiated/prepared contracts for engagements, administered contracts through project completion, and managed contract change orders.
  - Advised management on risks associated with delivering RFP services and negotiated contracts to mitigate risks.
  - Monitored contract compliance with client, State and Federal requirements.

LOS ANGELES DEPARTMENT OF WATER AND POWER (DWP)
Engineer of Electric Transportation – July 1991 to February 1997

- Advocacy
  - Represented DWP's interests regarding Electric Transportation (ET) to Federal and state officials, other utilities, automotive manufacturers, environmental organizations, customers, the general public, and media.
  - Educated members of Congress, administration officials and staff regarding funding for research and development of ET programs, modifications to ET-related legislation, and the introduction of new legislation.
  - Served as DWP's Board Member to the California Electric Transportation Coalition which addresses state-level legislative/regulatory issues; and served as DWP's Board Member Alternate to the national-level Electric Transportation Coalition (now known as the Electric Drive Transportation Association) which deals with Federal legislative/regulatory and market-based issues affecting ET.

Power Contracts Engineer – October 1984 to July 1991

- Contract Negotiation & Administration
  - Negotiated and prepared contracts for purchase/sale of wholesale generation capacity, energy and transmission service.
  - Assessed and negotiated agreements for the exchange of energy between LADWP and counterparties.
  - Planned, facilitated and completed DWP's first RFP process to acquire new wholesale electric resources, including evaluation criteria development, handling pre-bid conference and responses to pre-bid questions.
  - Developed operating procedures to implement and financial tools to monitor power/transmission service agreements.
  - Advised management on risks associated with energy acquisitions and negotiated contracts to mitigate risks.
  - Prepared written materials and presented information on the acquisition of wholesale electric resources and transmission service to the Board of Water and Power Commissioners and Los Angeles City Council members.

Education

B.S., California State University Los Angeles
Major: Electrical and Computer Engineering

B.S., University of California Irvine
Major: Biological Sciences

Burbank Water and Power Board

(Unexpired Term)

City of Burbank Boards, Commissions & Committees

Application Form

Submit Date: Sep 07, 2025
Resubmitted for City Council Consideration: May 1, 2026

Profile

Thomas
First Name

J
Middle Initial

Euper
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

Hussmann Services Corp
Employer

Superintendant
Job Title

Commercial Refrigeration and Air Conditioning
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

58 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

To let my years of experience with commercial facilities be of more use by being able to help with the community i live in

Education

Burbank High 5 year apprentiship with commercial Refrigeration and Air Conditioning Local 250 Then 15 years of journeymanship courses until the state of california permimently certified me

Additional Pertinent Courses or Training

5 Years of Burbanks Finest - Joe Haggerty Plumbing 1980-1985 Then 20 + years of schooling and Training post High School

Other Pertinent Skills, Experience or Interests

20 + years being involved with the Edison International Tulare Tractor and power Engine show and clubs throughout California

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

After 40 years with Commercial Refrigeration 60+ hour weeks year round I am finally able to take on new ventures as i choose to slow down

List Community activities in which you are involved:

All Mechanical Clocks Engines Compressors Cars-Trucks Tractors Antiques Antique Photography Antique Books on a very high level

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Not sure how to answer No doubt my skills and experiences could be used in all aspects

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

On a commercial level I have been involved with over 15 Million dollars of commercial mechanical projects from the rendering selling installing and servicing for decades My experience overlaps anything that the Water and Power Dept would be involved in

What are your goals in serving on this Board/Commission/Committee?

To make a difference To give back to the community that i love so much with the decades of skills and experiences i have to use where it is needed in our public works

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Not sure how to answer No doubt my skills and experiences could be used in all aspects

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

On a commercial level I have been involved with over 15 Million dollars of commercial mechanical projects from the rendering selling installing and servicing for decades My experience overlaps anything that the Water and Power Dept would be involved in

What are your goals in serving on this Board/Commission/Committee?

To make a difference To give back to the community that i love so much with the decades of skills and experiences i have to use where it is needed in our public works

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

☑ I Agree

Thomas J Euper

City of Burbank Boards, Commissions & Committees

Application Form

Submit Date: Aug 17, 2025
Resubmitted for City Council Consideration: May 8, 2026

Profile

Robert (First Name) | D. (Middle Initial) | Nielsen (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91501 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

CPower Energy Management (Employer) | Account Executive (Job Title) | Business Development (Occupation)

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

27 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a longtime Burbank resident, I am interested in serving my community and using my 25 years in the energy and utility space to help Burbank grow sustainably and manage costs for the city. I have always taken an active interest in Burbank city politics and want to do more to contribute. I believe that there are many emerging technologies available that can make the City of Burbank a continued leader in the water and power efficiency space. In addition, my experience successfully working with city governments and water districts throughout California will be beneficial to obtaining the goals that the city wants to achieve over the next board term.

Education

B.A. Environmental Science/Geology from the University of Iowa, class of 1995.

Additional Pertinent Courses or Training

Over my career I have successfully completed professional courses in business ethics, compliance, and regulatory affairs.

Other Pertinent Skills, Experience or Interests

I have a long working relationship with SoCalGas, PG&E and SCE. In addition, I have worked and implemented energy and water pumping efficiency projects with many municipal agencies in California and Nevada.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

Burbank Police Community Academy (2022).

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please

advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Robert D. Nielsen for the Burbank Water and Power Board.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Results driven leader, transaction expert, and business development executive with 25 years' experience in regulated and deregulated energy markets, wholesale and retail. Consistently successful in originating and developing efficiency opportunities with large corporations, LDCs, municipalities, hospitals, and universities. Excellent written and verbal communication skills and strong analytical, conflict resolution, and problem-solving abilities. Please see my resume for full details of my professional history, which span 3 decades in the energy industry.

What are your goals in serving on this Board/Commission/Committee?

Utilities, including Burbank, are facing increasing complexity from climate change and aging infrastructure (among other challenges) and need to manage these risks while providing reliable and affordable services. I would like to serve on the board to help Burbank navigate through the energy transition that is already underway and to continue to be a leader in the energy (water and power) space in California and nationally. I will use my years of experience and professional network to achieve the city's goals of carbon reduction, energy and water efficiency and cost savings for the residents of Burbank. I have experience procuring electricity and natural gas for cities and large C&I end users. I have put energy efficient fuel cells in wastewater districts in California, provided demand response to water districts and worked to develop desalinization plants in Southern California. Burbank has made great progress in planning for the future and I would like to participate in it's continued evolution.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any

What are your goals in serving on this Board/Commission/Committee?

technical or professional background you may have relative to the duties of this position

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☑ I Agree

Robert D. Nielsen

[redacted]

[redacted]
Burbank, CA 91501

Sales & Marketing / New Business Development Professional

Energy Industry / Natural Resources

Results driven sales leader, transaction expert, and business development executive with 25 years' experience in regulated and deregulated energy markets, wholesale and retail. Consistently successful in originating and closing new business opportunities with Fortune 500 corporations, LDCs, municipalities, hospitals, and universities. Excellent written and verbal communication skills and strong analytical, conflict resolution, and problem-solving abilities.

- Municipal Districts
- Regulatory Legislation – Incentive Programs
- Contract Negotiation /Management
- Hydrogen/Fuel Cells/Solar/Storage
- Market Expansion and New Market Entry
- Microgrid Planning and Development
- Distributed Energy Resources
- Demand Response Programs

PROFESSIONAL EXPERIENCE

CPOWER ENERGY September 2023 – Present
Los Angeles, CA **Account Executive**
Developed Virtual Power plants to provide resource adequacy and environmental benefits at a significantly lower price point than other options, such as gas peaker plants and grid-scale battery storage.

- Recruited large C&I customers with PG&E, SCE and SDG&E to participate in demand response programs (DSGS option 2, CBP & BIP), delivering financial benefits to clients helping to stabilize the power grid.
- Managed Municipal relationships to manage grid outages in California.
- Implemented battery storage and large-scale Demand Energy Resources (DSGS option 3).

SIEMENS June 2022 – September 2023
Los Angeles, CA **Account Executive**
Developed energy services business in California while focusing on the Higher Education and Municipal verticals. Identified market needs and led sales strategies and customer solutions to gain client commitment to improve their facilities, operations, sustainability, and profitability.

- Develop and maintain C-suite and facilities leadership level relationships.
- Define infrastructure improvements to meet carbon reduction and sustainability goals.
- Financing and funding solutions through incentive programs and performance contracting.

PLUG POWER 2019- 2021
Los Angeles, CA **Director, National Accounts**
Engaged directly with prospective national/enterprise customers to drive revenue growth for the organization by cultivating new business relationships and communicating the significant value statement for Plug Power's hydrogen fuel cell technology.

- Utilized a variety of tools and resources working towards sales including hydrogen fuel cell systems at prospective customer sites, understanding, and forecasting budgets for financial, sustainability.
- Developed long term integrated sustainable green energy plan customer locations to ensure long-term ROI.
- Coordinated state and federal rebate programs for clients including LCFS, ITC, SGIP, and FC-NEM.

FUELCELL ENERGY 2016 - 2019
Los Angeles, CA **Director, Business Development**
Responsible for Southern California market growth of industrial and utility scale hydrogen, biogas, and natural gas fuel cells to municipal, IOU, education, oil & gas, wastewater, and healthcare segments.

- Achieved 7 MW of fuel cell generation to the municipal sector.
- Expert knowledge of fuel cell technology and engineering applications.
- Developed new market entry for LCFS, FC-NEM and SGIP programs through SoCalGas and SCE.

CONSTELLATION ENERGY/EXELON CORPORATION 2013 - 2015
Los Angeles, CA **Senior Business Development Manager**
Responsible for sales of electricity, natural gas, demand response and energy efficiency.

- Direct Assess and Demand Response sales to California National, commercial & industrial customers.
- New prospects/origination.
- Created new book of business and met corporate revenue goals consistently.

STRATEGIC ENERGY / DIRECT ENERGY BUSINESS 2005 - 2013
Los Angeles, CA – Pittsburgh, PA **Senior Business Development Manager**
Managed sales of electricity and risk management products to large end users in California and national multi-site accounts in deregulated markets nationwide.

- Originated over $2.5 million of electricity/natural gas in long-term contracts annually.
- Coordinated demand response/solar/renewable programs and energy solutions efforts in CA.
- Closed new opportunities and created core natural gas market for Direct Energy in California.

SEMPRA ENERGY SOLUTIONS / SOCALGAS 2002 - 2005
Los Angeles, CA – Las Vegas, NV **Director of Sales**
Managed origination for Sempra Energy Solutions' retail marketing/trading affiliate. Serviced clients by providing natural gas, electricity, risk management products, and industrial energy management services. Recruited to lead expansion into new territories and diversify new markets.

- Structured and closed over 250 MW in power transactions to casino groups in Nevada.
- Led natural gas market entry into Nevada and Arizona. Structured 5-y. ear, approximately $10 million, power, and natural gas and services contracts with major Las Vegas casino properties and industrials working through PUC regulations.
- Created and managed start-up of local regional sales/marketing office in Las Vegas, Nevada.

MIRANT AMERICAS ENERGY MARKETING 2001 - 2002
Las Vegas, NV – Atlanta, GA **Senior Account Executive**
Represented Mirant as a Power and Gas Originator in the WSCC by calling on IOUs, Municipalities, Cooperatives, Water Districts and Marketing Companies by originating, structuring, and transacting wholesale power and natural gas deals. Created and managed WSCC.

- Rate analysis, systems operations, and legislative affairs.
- Managed WSCC customers, IOUs, Municipals and Water Districts.
- Sold output of the Apex Power plant to Nevada Power.

SEMPRA ENERGY SOLUTIONS / PACIFIC ENTERPRISES 1999 - 2001
Los Angeles, CA **Sales Manager**
Part of a startup team under the Southern California Gas Company, worked to build a new business within the utility with the goal to reduce client energy expenses and have ability to choose service providers.

- Sold energy solutions and efficiency products including energy services contracts.
- Negotiated and transacted multi-million-dollar natural gas and electricity contracts to commercial and industrial customers in California, Nevada, and Arizona.
- Aided the development of financial tools to manage risk and optimize efficiencies.

EDUCATION

B.A., Environmental Science/Geology 1991 - 1995
University of Iowa, Iowa City, IA

Application Form

Profile

Victor
First Name

A
Middle Initial

Taracena
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self-Employed
Employer

Architect/Project Manager
Job Title

Architectural Consultant
Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

45 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Having the privilege of growing up and residing in the City of Burbank for over 40 plus year has given me a unique perspective in regards to how Burbank has grown and where it must evolve too inorder for the future to meet the needs of its citizenry. Having served on the Board of Building and Fire Code Appeals these past four years, i feel that i have assisted and contributed, in a positive manner, along extensive experience as a professional in architecture and construction, to the betterment of our fine city and its residents through service.

Education

I hold a bachelors degree in Architectural Design from Woodbury University. Additionally, I have taken Advance course work in Plumbing Engineering and Design from UCLA's Extension Program.

Additional Pertinent Courses or Training

I have taken the following course work to continually stay current with current design and construction trendsand technologies: The National Programme on Technology Enhanced Learning Diploma in the Fundamental of Landscape Architecture The National Programme on Technology Enhanced Learning Diploma in Contemporary Architecture and Design The National Programme on Technology Enhanced Learning Advanced Diploma in Sustainable Architecture Hollow Metal Manufacturers Association Understanding Fire Rated Openings Clark Dietrich Systems &Cold Form Steel Framing Connections The State of California Architectural Board (CAB) Continuing edcation course work on ADA compliance

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on the Board of Building and Fire Code Appeals (07/15/2022 - 07/16/2026)

List Community activities in which you are involved:

Recently Graduate from the City's R.I.S.E. Program 2025 Participated in the City Sponsored Earth Day 2025

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Fire and Building Appeals Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

What are your goals in serving on this Board/Commission/Committee?

I wish to bring my experience and technical knowledge to the board in taking actions and making decisions that will serve the City of Burbank and by extension its citizens.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I hold a bachelors in Architectural Design from Woodbury University and advanced coursework in Plumbing Enginering Design from UCLA Extension. Additionally I was an adjunct professor, teaching undergraduates and continuing education course work at the University of Rafael Landivar in Guatemala Central America, where i focused on teaching the 2nd through 5th year students on design theory, construction documents, wood and steel design analysis. I taught the use of ecological wood and Light gauge steel framing (CFS-Cold Formed Steel), to architects and engineers.

What are your goals in serving on this Board/Commission/Committee?

I wish to bring my experience and technical knowledge to the board in taking actions and making decisions that will serve the City of Burbank and by extension its citizens.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

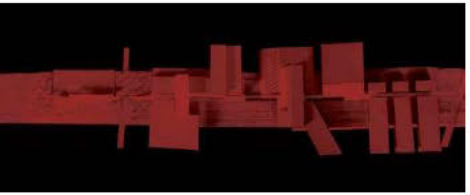
Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

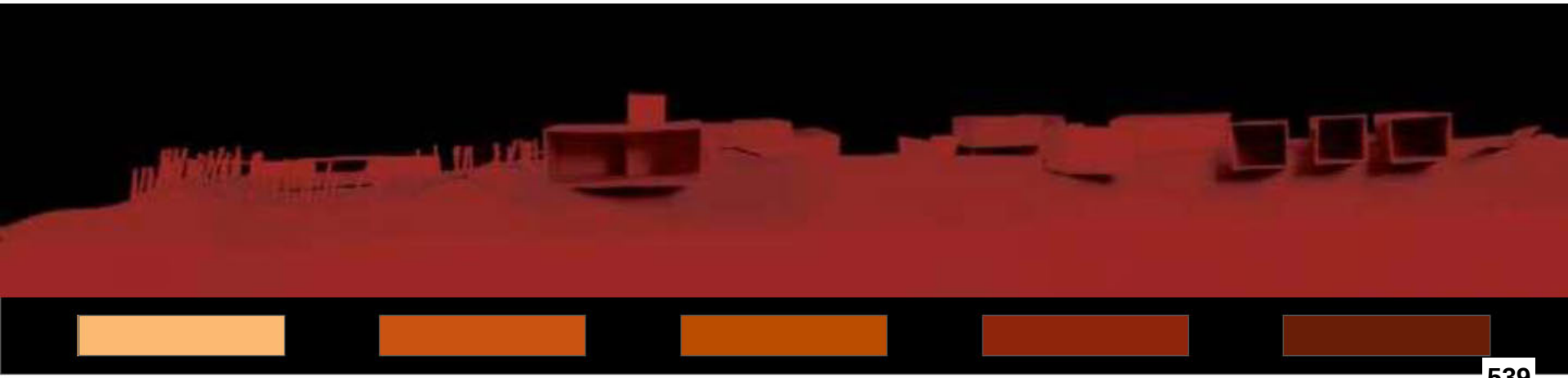
☑ I Agree

Victor A Taracena



Victor A. Taracena

Professional Curriculum Vitae



Victor A. Taracena

Professional Curriculum Vitae

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RESUME

STUDENT

PROFESSIONAL

ACADEMIC

SEMINARS - PUBLICATIONS - AWARDS



RESUME

Residency: [redacted] Burbank CA 91506

Telephone: [redacted]

Email: [redacted]

Education:

UCLA - Extensions
Plumbing Engineering Systems

Woodbury University
Bachelors in Architectural Design (B.Arch)

Glendale Community College
Architectural Drafting & Design

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

Education:

The California Building Official Training
Means of Egress, A Detailed Anal-ysis,

The California Building Official Training
ADA/Title 24-Accessibility Provisions for Alterations & Remodels in Existing Buildings

The California Building Official Training
Simplified Engineering: The Design of Wood Structures

Georgia - Pacific
Finding Design and Construction Efficiencies with Integrated Weather Barrier System

Cemco - Steel Framing Co.
Design, Engineering of exterior metal curtain wall Systems for mid-rise commercial structures

RESUME

Education:

The National Programme on Technology Enhanced Learning
Diploma in the Fundamental of Landscape Architecture

The National Programme on Technology Enhanced Learning
Diploma in Contemporary Architecture and Design

The National Programme on Technology Enhanced Learning
Advanced Diploma in Sustainable Architecture

Hollow Metal Manufacturers Association
Understanding Fire Rated Openings

Clark Dietrich Systems
Cold Form Steel Framing Connections:

RESUME

Employment: **Commissioner for the Fire & Building Appeals Board City of Burbank**
July 2022 - Current, Burbank, CA

To hear and determine appeals from decisions of the Assistant Community Development Director - Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code,
To hear and determine appeals from any decision, order to notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;
To prepare and recommend for adoption by the City Council, rules and regulations for the conduct of its hearings and investigations;
To recommend for adoption by the City Council, a schedule of fees for appeals to the Board; and,
To recommend to the City Council, amendments to the Building Code or Fire Code

Employment: **Commissioner for the Burbank Unified School District - SFOC**
Oct 2025 - Current, Burbank, CA

Responsible to review monthly expenditure reports of construction, modernization and/or renovation funds
Review progress reports of ongoing construction, modernization and/or renovation projects, including bond funded projects on a monthly basis
To inspect under the supervision of the Superintendent of Facilities all school sites where bond proceeds have been or will be expended in accordance and compliance with Article XIIIA, Section 1(b)(3) of the California Constitution and D.S.A (Department of State Architect) Standards
Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures,including but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce costs of professional fees;(3) mechanisms to provide alternate & efficient school design

RESUME

Employment: **Senior Project Architect**
BayShore Engineering &
General Contractor
A Division of BC, Inc
November 2015 - Current Claremont, CA

Provided residential clients with schematic designs to formal construction documents for room additions, second story additions and ADU structures (Stand alone & Garage conversions),
Provide detailed cost estimates and contract specifications for clients review,
Interact with local building department plan check and zoning divisions to ensure construction document approval,
Provide translation of construction documents into Spanish for on-going projects in Mexico, and Central America,
Provide quality control inspections to ensure compliance with scope of work, construction specifications, and contract documents,
Interact with clients to address construction progress and miscellaneous questions.

Employment: **Technical Advisor**
(Architectural Materials) Grupo Taracena
A Division of Lenny's Enterprises,
February 2002 - 201 Guatemala, GUA

Imported Light Gauge Steel Framing components, drywall and associated materials for house construction and commercial use,
Provided technical assistance in the integration of light gauge steel framing products into ongoing projects,
Provided technical seminars to local professionals and universities on the merits of using imported construction materials in their respective projects,
Provide quality control inspection services for on going projects,
Worked with local customs processing all shipping containers, Bills of Lading, and the integration of revised tariffs under the treaties of NAfTA and CAFTA.

RESUME

Employment: **Adjunct Architectural Professor**
University of Rafael Landivar -
School of Architecture
February 2010 - 2012 Guatemala, GUA

Prepared syllabus outlining course and content with measurable metrics and outcomes for Design Studio, Method and Materials, and all other related courses,
Imparted Design classes in wood and structural steel wish included topics like design analysis, hybrid design and how green building philosophies can be implemented into building designs,
Imparted Design Studio classes where multi-variant architectural philosophies are studied and discussed with eventual implementation through fictitious projects and in some cases through international design competitions, where concepts like scale, massing, orientation, structure and urban context are used to synthesize and propose a design solution to a specific set of variables which encompassed the project solution,
Imparted materials and methods classes in system integration of Mechanical, Electrical, plumbing (MEP) systems inwood and steel structures for a mixed class of 3rd & 4th year students,
Imparted classes in wood & steel structural design and analysis with emphasis on seismic considerations and the application of structural considerations and their impact on architectural pre-design and design process.

Employment: **Adjunct Architectural Professor**
Continuing Education program
University of Rafael Landivar -
School of Architecture
February 2010 - 2012
Guatemala, GUA

Created curriculum and training program for the design and detailing of light gauge steel framing in multi-story residential, multi-story commercial and curtain wall design for light commercial construction as a viable alternative to traditional building construction methods,
Created curriculum and training program for the design and detailing of wood framing in multi-story residential, multi-story commercial and design for light commercial construction as a viable alternative to traditional building construction methods, with special emphasis on the ecological aspects of using engineered lumber

STUDENT

Reinterpreting the Glass House (2nd Year- 3 week Design Charrette)

Design a house for a working couple with no children for a vacant site in Palo Alto CA.

I integrated a public restaurant into the private home to study the interactions and mutual subversions of convention that would occur between the domestic and commercial urban spaces. I studied glass house precedents and externalized aspects of domestic life that relies on and interacts with ideas of transparency, opaqueness and the liminal space in between.







STUDENT

Case Study of an Open Air Pavilion

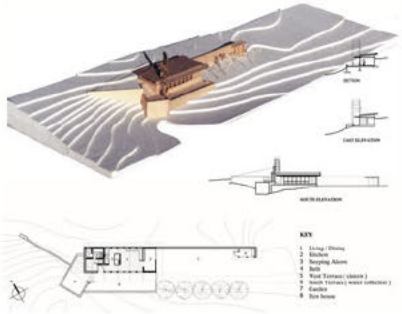
The assignment was to study the assigned existing building and present the analysis to the class. I researched the architect and the specific project to focus our analysis on the most formally and structurally relevant aspects of the design.
We modeled the building at 1/4" in a partially completed wooden model to better explore the essential structural system.

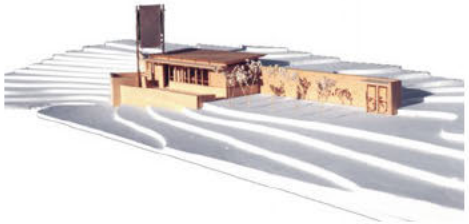


STUDENT

INTERVENTION AT CHEROKEE PARK

Intended for year-round use as a retreat for one to two people. The building is completely self-sufficient, detached from any county or rural utilities. The design was driven by a desire for the building harmonize with nature. The small interior (392 sq. ft.) is supplemented by a variety of outdoor spaces which increase the sense of spaciousness, while fulfilling programmatic requirements.





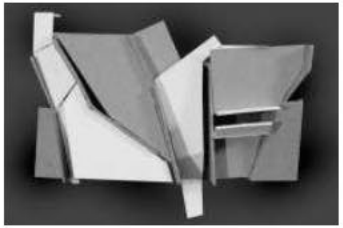


PROFESSIONAL

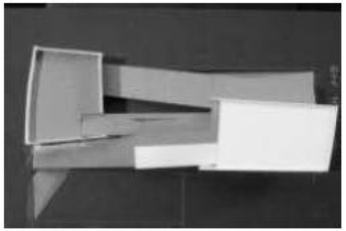
SKATE GARAGE

This project came out of a concern for local community, that kids are spending too much time inside. I proposed to design an appropriate architecture for adolescent leisure in the city, suggesting that this architecture would integrate youths' everyday lives into the public realm by interfacing their spaces with spaces for adult generations. The project morphed into the design of a parking garage in Uptown Minneapolis, one that concurrently offers parking and provides opportunities for adolescents to freestyle skate. A bike shop and a snack store were incorporated to interface older generations into this adolescent realm.











PROFESSIONAL

Florida Modern Residence

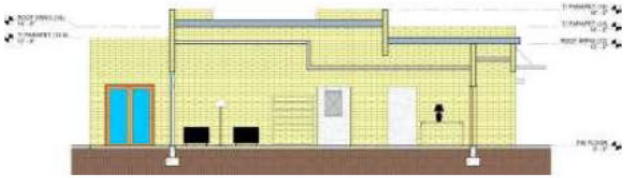
This project in Sanford, Florida was inspired by the vernacular Spanish-style stucco homes in this city in the northern suburbs of Orlando. However, the construction materials were modernized to include exterior walls of factory cast concrete panels and a hollow core concrete panel roof structure with a green roof system.

2400 s.f. residence
500 s.f. pool / guest house 675 s.f. garage apartment



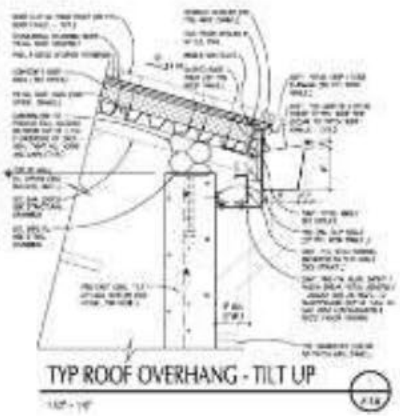


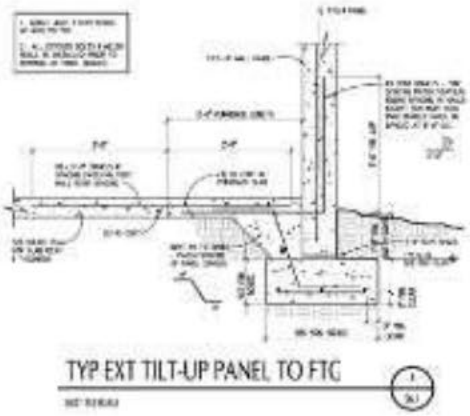




Construction Detailing







PROFESSIONAL

Project Management of a Community Center for The Church of the Sacred Water in San Miguel Duenas, Antigua Guatemala that involved the design and supervised installation of a multi-story curtain wall system with a Parex exterior coating.








PROFESSIONAL

Supplied materials and technical assistance for a 2,500 square meter shopping Center in Zona 18 of Guatemala City, Guatemala for the Developer–Grupo Rosul that involved a framed in wall stud stud systems utilizing light gauge steel framing with structural shearwalls.









PROFESSIONAL

Designed and Constructed Mobile field for Rio Tinto S.A., consisting of 56 Square meter steel framed structure – San Jose Pinula, Guatemala.







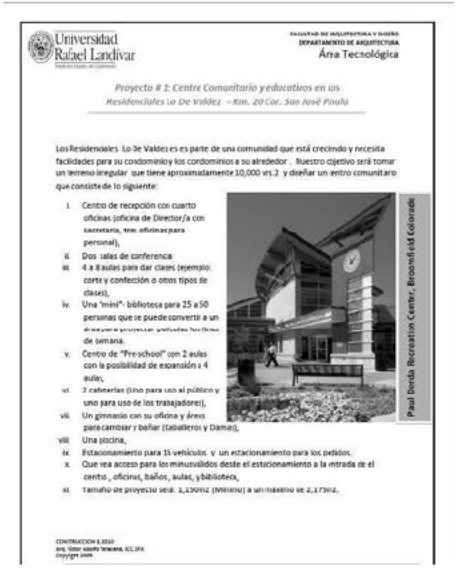


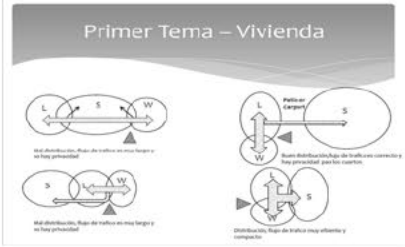

ACADEMIC


Universidad Rafael Landivar
Facultad de Arquitectura
Proyectos 3 – Segundo Ciclo, 2010
Catedráticos:
Arq. Victor Adolfo Tarazona, ICC, SIA, SSMA
Arq. Carmen Vila & Arq. Gladys Bartos, MA.


Teorias y Filosofias Arquitectuales
Proyectos de los arquitectos se ven infuidos por la incertiumbre del mundo actual. Las variables vinculadas a los actuales cambios politicos, ambientales, o sociedad han dado forma al tipo de arquitectura y los proyectos resultantes.
En respuesta al flujo de fuerzas externas, los diseños de los edificios y los pasajes cambian y transforman en respuesta al cambio climático, la función y usa en el tiempo. Educado en una era digital, los arquitectos jóvenes están usando cada vez sofisticados modos de explorar nuevos materiales de construcción y tecnologías para crear nuevas realidades en el entorno construido.


A. Descripción General
CONSTRUCCION 1
B. Descripción del curso


Universidad Rafael Landivar
Área Tecnológica
Proyecto # 1: Centro Comunitario y educativos en los Residenciales Lo De Valdez –Km. 20 Car. San José Pinula
Los Residenciales Lo De Valdez es es parte de una comunidad que está crecindo y necesita facilidades para su condominioy los condominios a su alrededor . Nuestro ojjetivo será tomar un terreno irregular que tiene aproximadamente 10,000 vrs.2 y diseñar un entro comunitario que consiste de lo siguiente:
i. Centro de recepción con cuarto oficinas (oficina de Director/a con secretaria, trac oficinas para personal),
ii. Dos salas de conferenca
iii. 4 a 8 aulas para dar clases (ejemplo: corte y confección o otros tipos de clases),
iv. Una "mini"- biblioteca para 25 a 50 personas que ie puede convertir a un
de semana.
v. Centro de "Pre-school" con 2 aulas con la posibilidad de expansión a 4 aulas,
vi. 2 cafeterías (Uno para uso al público y uno para uso de los trasajadores),
vii. Un gimnasio con su oficina y áreas para cambiar y bañar (Caballeros y Damas),
viii. Una piscina,
ix. Estacionamiento para 15 vehículos y un estacionamiento para los peldos.
x. Que vea acceso para los minusválidos desde el estacionamiento a la entrada de el centro , oficinas, baños, aulas, y biblioteca,
xi. Tamaño de proyecto será: 2,150mz (Mínimo) a un máximo de 2,173mz.
Paul Dordo Recreation Center, Broomfield Colorado
CONSTRUCCION 1 2010
Arq. Victor Adolfo Tarazona, ICC, IPA
Copyright 2009

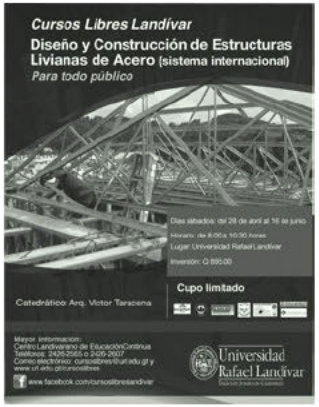

Primer Tema – Vivienda


Primer Tema – Vivienda
Conceptos Teóricos:
Conceptos Prácticos:


I. Programa Calendarizado.
Facultad de Arquitectura y Diseño
ARQUITECTURA
CONSTRUCCION 1 – PRIMER CICLO – 2010

ACADEMIC


Cursos Libres Landívar
Diseño y Construcción Ecológico en Madera (sistema nacional e internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 10:20 a 13:00 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
www.url.edu.gt/cursoslibres
www.facebook.com/cursoslibreslandivar
Universidad Rafael Landívar


Cursos Libres Landívar
Diseño y Construcción de Estructuras Livianas de Acero (sistema internacional)
Para todo público
Días sábados: del 28 de abril al 16 de junio
Horario: de 8:00 a 10:30 horas
Lugar: Universidad Rafael Landívar
Inversión: Q 895.00
Catedrático Arq. Victor Taracena
Cupo limitado
Mayor información:
Centro Landivariano de EducaciónContinua
Teléfonos: 2426-2565 ó 2426-2607
Correo electrónico: cursoslibres@url.edu.gt y
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Universidad Rafael Landívar

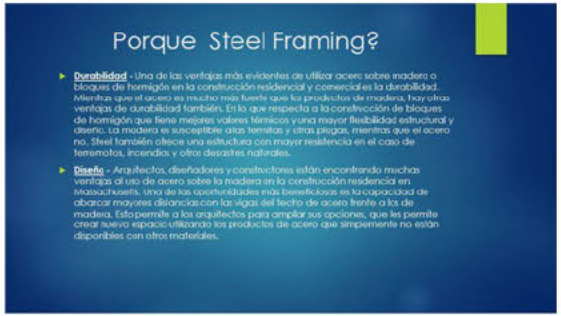

2011
Universidad Rafael Landívar
INTRODUCCION AL
SISTEMA CONSTRUCTIVO:
ESTRUCTURAS LIVIANOS EN ACERO
LIGHT GAUGE STEEL FRAMING


Universidad Rafael Landívar
GRUPO TARACENA
La Facultad de Arquitectura de la Universidad Rafael Landivar y Grupo Taracena
le invitan a la conferencia:
Steel Framing Building System
Un método de construcción nuevo en Guatemala utilizado desde hace mucho tiempo en EEUU
Lugar:
Km. 20 Carr. A San José Pinula
"Lo De Valdés", Lote 1, Ms. E-11
Hora:
09:30 horas.
Fecha:
Sábado 05 de Septiembre
Confirmar asistencia:
grupotaracena@gmail.com
tel. 5197-7724

ACADEMIC

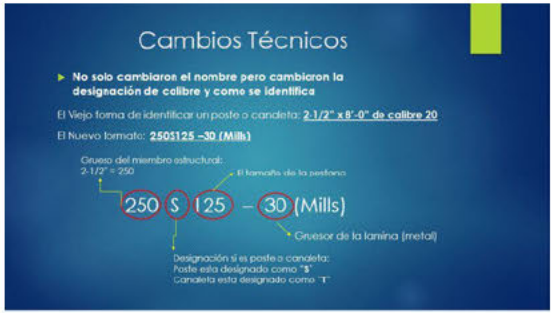

Estructura Liviano de Acero (ELA)
de alta rendimiento
Una Introducción a lo mas avanzado en Sistemas Constructivos para:
Universidad Rafael Landívar
Construcción 3
Sistemas Constructivos en Madera Y Acero
Presentado por:


UNIVERSIDAD MARIANO GALVEZ
GUATEMALA
Facultad de Arquitectura
3a. Avenida 9-00 zona 2,
Inferior Finca El Zapote
Ciudad de Guatemala, Guatemala, C.A.

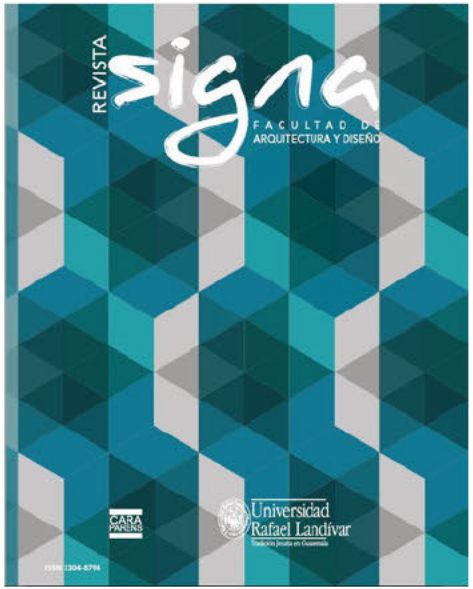

Porque Steel Framing?
Durabilidad - Una de las ventajas más evidentes de utilizar acero sobre madera o bloques de hormigón en la construcción residencial y comercial es la durabilidad. Mientras que el acero es mucho más fuerte que los productos de madera, hay otras ventajas de durabilidad también. En lo que respecta a la construcción de bloques de hormigón que tiene mejores valores térmicos y una mayor flexibilidad estructural y diseño. La madera es susceptible atas termitas y otras plagas, mientras que el acero no. Steel también ofrece una estructura con mayor resistencia en el caso de terremotos, incendios y otros desastres naturales.
Diseño - Arquitectos, diseñadores y constructores están encontrando muchas ventajas al uso de acero sobre la madera en la construcción residencial en Massachusetts. Una de las oportunidades más beneficiosas es la capacidad de abarcar mayores distancias con las vigas del techo de acero frente a las de madera. Esto permite a los arquitectos para ampliar sus opciones, que les permite crear nuevo espacio utilizando los productos de acero que simplemente no están disponibles con otros materiales.


Introducción a las Estructura Liviano de Acero (ELA)
El Ambiente
Acero
una material ambientalmente amistosa :
✓Por cada tonelada de acero que se reciclan, se conserva 2,500 libras de hierro, 1400 libras de carbón, y 120 libras de piedra de caliza,
✓Una casa de acero llena 2 pies cúbicos de escombros en un vertedero, comparado a 50pies cúbicos de escombros de una casa de madera y 85 pies cúbicos de una casa de bloque (tradicional)
Menos de 6% de acero esta en los vertederos


Porque Steel Framing?


Cambios Técnicos
No solo cambiaron el nombre pero cambiaron la designación de calibre y como se identifica
El Viejo forma de identificar un poste o canaleta: 2-1/2" x 8'-0" de calibre 20
El Nuevo formato: 2505125 –30 (Mills)
Grueso del miembro estructural:
2-1/2" = 250
El formato de la pestaña
250 S 125 – 30 (Mills)
Grueso de la lamina (metal)
Designación si es poste o canaleta:
Poste esta designado como "S"
Canaleta esta designado como "T"

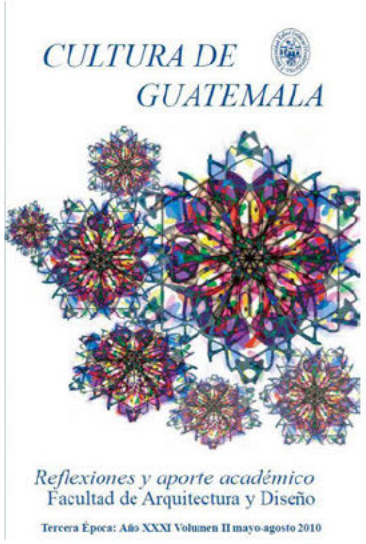
SEMINARS - PUBLICATIONS - AWARDS







SEMINARS - PUBLICATIONS - AWARDS





Arquitectura verde

Arq. Victor Taracena
Catedrático Woodbury University, USA

¿Qué exactamente es la arquitectura verde?

Arquitectura verde es un enfoque de la construcción que se ha vuelto más frecuente en los últimos 25 a 30 años. También conocido como diseño sostenible, la arquitectura verde es simplemente un método de diseño que minimiza el impacto de la construcción sobre el medio ambiente. Una vez considerados como no convencionales y no-estándar, la arquitectura ecológica se está convirtiendo rápidamente aceptado por las dos agencias reguladoras y el público en general como un medio socialmente responsable y lógico de la construcción.

Los comienzos de la actual revolución verde se remontan a la conciencia social de la década de 1960 y el diseño europeo, como se encuentra en Escandinavia. A partir de estos orígenes, nuevas técnicas de construcción han llevado al desarrollo de materiales innovadores y conceptos de diseño. En efecto, diseñado con éxito los proyectos ecológicos pueden incluir una amplia gama de factores, que van desde el uso de recursos de materiales, a un cuidadoso examen de la función, el clima, y ubicación.

Entonces, ¿qué hace que algo sea "verde"?

Los conceptos de la arquitectura verde en general, se pueden organizar en varias áreas de aplicación. Estas áreas incluyen la sostenibilidad, los materiales, la eficiencia energética, uso de la tierra, y la reducción de residuos.



residuos mediante el uso de reciclado de aguas grises y otras estrategias de energía sostenible.

Uso de la tierra

La selección del sitio y la orientación del edificio también desempeñan un papel crítico en el diseño de color verde. Un edificio verde es ubicado para aprovechar su clima y sus alrededores. Estas condiciones no sólo afectan a la eficiencia de un edificio, sino a la comunidad y la sociedad en su conjunto. En la planificación para el uso responsable de la tierra se tratan estas cuestiones a través de la consideración del clima, el transporte y el medio ambiente natural.

Reducción de residuos

Es asombrosa la cantidad de residuos generados por la construcción de un edificio típico. Los edificios verdes están diseñados para eliminar los residuos mediante el uso de sistemas modulares de construcción, productos reciclados, y el uso eficiente de los materiales. El edificio verde ideal sería no crear ningún desecho, ya sea durante la construcción o el uso, por lo que el impacto sobre el medio ambiente y los recursos se reduce al mínimo.

Resumen

Hoy en día, el diseño sostenible se está convirtiendo en una parte natural de un número cada vez mayor de los edificios. Como los recursos naturales disminuyen, diseño verde tendrá un papel fundamental en nuestro medio ambiente construido. Como arquitectos, tenemos una obligación con la sociedad para actuar como buenos custodios de este planeta mediante el desarrollo y la aplicación de las filosofías de diseño sostenible que buscan mejorar la calidad del entorno construido, reduciendo al mínimo o incluso eliminar los efectos negativos para el medio ambiente natural.

SEMINARS - PUBLICATIONS - AWARDS

Detalles Constructivos e Información Técnica
Para
El Diseño, Especificación, Utilización y Construcción
De
Estructural Formado en Frio (CFS)
(Cold Formed Steel)



Preparado por el Arq. Victor A. Taracena, SFA, SSMA, USGBC,

Publicación técnica para uso académico atravez de:

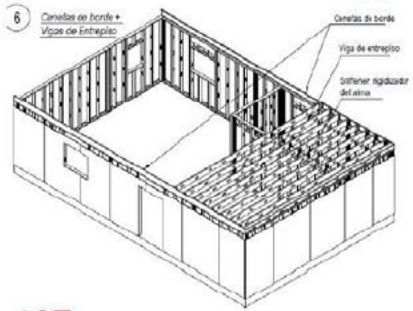
Universidad Rafael Landivar | INDIS

La información contenido dentro este expediente es para informar e instruir. El Arquitecto, Ingeniero o Constructor debe consultar el Productor, Distribuidor o profesional certificado en el diseno de Acero Formado en Frio (CFS) para asegurarel uso correcto del material. Grupo Taracena no se hace responsable por el uso incorrecto de la información presentado dentro este expediente.

1

Montaje del Entrepiso

Se preparan las vigas de entrepiso según su medda verificando tarrbién que la distancia total, entre paneles exteriores opuestos coincida con la medida de los planos. Se procede al corte de las mismas a la medida requerda. Así mismo se preparan los rigidizadores y los perfiles "L" que se utilizarán para la correspondiente fijación de la viga al panel. Primero se colocarán las soleras de cierre y posteriormente las vigas de entrepiso. Es muy importante recordar la colocación de los stiffeners en los apoyos de las vigas y bajo muros de carga, para evitar el abollamiento del alma.



Deberán preverse los espacios destinados a vanos en el entrepiso.

92

SEMINARS - PUBLICATIONS - AWARDS



Universidad Rafael Landívar

La Universidad Rafael Landívar

a través de su

Departamento de Arquitectura

Otorgan el presente reconocimiento
al grupo ganador de estudiantes de Proyectos Arquitectónicos,
con la selección de la propuesta para la elaboración e instalación de
"Folies Conmemorativos a los
50 años de la Universidad Rafael Landívar".

Guatemala, 10 de febrero de 2011

Arq. Rodolfo Castillo
Director de Arquitectura
Facultad de Arquitectura y Diseño

MA. Hernán Ovidio Morales
Decano
Facultad de Arquitectura y Diseño



Otorga el presente Diploma a:

Arq. Victor A. Taracena

Por su participación en el

SEMINARIO TÉCNICO
"DISEÑO DE PUENTES FLUVIALES"
(Aplicación e Importancia del Análisis Hidrológico, Hidráulico y Geotecnico en el diseño de Puentes Fluviales)

Impartido por el Dr. Robert Ettema Decano de la Facultad de Ingeniería y Ciencias Aplicadas de la Universidad de Wyoming y por reconocidos expositores Nacionales realizado del 10 al 14 de enero del año 2011, en la Ciudad de Guatemala

Ing. Carlos R. Paredes, MAEB
Decano de la Facultad de Ingeniería

Ing. Roberto Godo Lavarreda, EPFL-MBA
Director Departamento de Ingeniería Civil

SEMINARS - PUBLICATIONS - AWARDS





SEMINARS - PUBLICATIONS - AWARDS



City of Burbank
Parks and Recreation Department

CERTIFICATE OF APPRECIATION

This certificate is awarded to

VICTOR TARACENA

In recognition for your dedication, commitment, and leadership service to the City of Burbank's Residents Inspiring Service and Empowerment Burbank Program.

Mickey DePalo
City of Burbank
Parks and Recreation Board, Board Member

May 8, 2025



City of Burbank

CERTIFICATE OF RECOGNITION PRESENTED TO

Victor Taracena

IN RECOGNITION OF

YOUR GRADUATION FROM THE RISE BURBANK PROGRAM.

BY DEDICATING YOUR TIME AND ENERGY TO THIS TRAINING, YOU HAVE BROADENED YOUR UNDERSTANDING OF CITY RESOURCES, BECOME MORE INVOLVED IN THE COMMUNITY, AND SHARPENED YOUR PERSONAL LEADERSHIP SKILLS.

ON BEHALF OF THE BURBANK CITY COUNCIL, I CONGRATULATE YOU ON THESE ACCOMPLISHMENTS, AND WISH YOU CONTINUED SUCCESS!

MAYOR NIKKI PEREZ

MAY 7, 2025

SEMINARS - PUBLICATIONS - AWARDS

Burbank Unified School District
Facilities Services
510 S. Shelton St
Burbank, CA 91506
Ph: 818-729-5502 • Fax: 818-729-3484

Board of Education
Dr. Armond Aghalhanian, President
Abby Pontzer Kershaw, Vice President
Dr. Emily Weisberg, Clerk
Laurette Cano

Interim Superintendent
Oscar Macias, Ed.D.

October 6, 2025

Victor Taracena
444 North Glenwood Place
Burbank, CA 91506

It is with great pleasure that I inform you, on behalf of the Board of Education of the Burbank Unified School District, that at its regular meeting on September 18, 2025, you were appointed to serve on the School Facilities Oversight Committee. The duration of your term will be determined and established during the meeting.

You will receive notice of meeting times and dates by the District's Facilities Services Office. Thank you for your interest in serving on the Committee and for your support of the Burbank Unified School District.

Sincerely,

Oscar Macias
Interim Superintendent

c Board of Education
Facilities Services

Application Form

Profile

Christopher
First Name

G
Middle Initial

Malotte
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Southern California Edison
Employer

Sr. Manager
Job Title

Energy Efficiency Program Management
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My interest in serving on the Burbank Water and Power (BWP) Board is deeply rooted in my commitment to public service and my passion for improving our community. For the first 5 months of this year, I took a sabbatical abroad in Spain with my family and learned more about the importance of renewables to hedge against volatility in power prices. However, prior to that I was a BWP board member for nearly 4 years, including serving as Chair and Vice Chair this past year. Now that I am back in Burbank, I am eager to resume contributing to my community. I felt that I was able to make a unique and meaningful contribution in my prior role as BWP board member and I am hopeful to be able to do so again. During my time on the board, I actively participated in critical discussions related to the Integrated Resources Plan, the launch of innovative programs like Demand Response and Building Electrification, and key financial matters such as budget allocations and bond issuances. As Chair, I worked closely with BWP staff to ensure that these proposals were meticulously developed, well-designed, and effectively communicated to the public and city council. My approach is grounded in practical problem-solving. I believe in finding real-world solutions that balance sustainability with the essential goal of providing safe, reliable, and affordable power to our community (with a focus on supporting disadvantaged communities). BWP is already a best-in-class utility, and I am committed to leveraging my expertise to drive even greater focus on sustainability while maintaining our commitment to excellence. I am honored to have made a positive impact on the city I call home, and I look forward to continuing this important work on the BWP Board.

Education

Arizona State University MS Engineering Technology, Alternative Energy, Dec. 2011
University of California, San Diego BS Physics, Minor in Political Science, March 2008

Additional Pertinent Courses or Training

Burbank Master Recycler Class

Other Pertinent Skills, Experience or Interests

• Ability to lead others, problem solve, learn quickly, and adapt to new situations • Ability to relate technical details to non-technical, business-driven people • Ability to understand and explain economic impacts of a given program or technology

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

BWP Board (Apr 2022 - Jan 2026) Chair, BWP Board (Aug 2023 - Aug 2024) Vice Chair, BWP Board (Aug 2022 - Aug 2023)

List Community activities in which you are involved:

Coach and Assistant Coach, AYSO Volunteer, Thomas Jefferson Elementary

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have been working at large electric utilities for over 10 years. My experience has ranged from transmission and distribution to energy innovation to customer programs and regulatory. I focus on driving innovation through pragmatic solutions that diverse stakeholders can rally around. I have experience working on smart grid technologies, energy innovation, renewable energy, electric vehicles, energy efficiency, and clean energy programs, all with the goal of driving to a sustainable, carbon free economy. In my current role as Senior Manager of Codes and Standards at Southern California Edison (SCE), I lead a team of engineers, program managers, and support staff focused on energy codes and

standards. The team is responsible for advocacy and compliance with more efficient building and appliance standards at the federal, state, and local levels. We are responsible for thinking 10 or more years into the future and developing the processes and roadmaps to prepare. The team is also responsible for helping local governments with sustainability plans, reach codes, and carbon reduction strategies and implementation of the nation's first GHG emissions incentive program (the Clean Energy Optimization Pilot; CEOP). Prior to that, I worked at SCE as a Sr. Advisor focused on DSM Planning, Integration, and Strategy. In this role, I led the development of an $1.56B energy efficiency application for 2024-2027 and I co-led the development and implementation of the CEOP. In these examples, I took a solution from conceptual design to regulatory application to successful implementation. CEOP is a first-of-its-kind performance-based program designed to incent UC and CSU campuses to reduce GHG emissions. The program has proven very successful leading the campuses to save over 200,000 tons of GHG emissions. Before coming to SCE, I worked at Arizona Public Service (APS) in the Smart Grid Planning department as a Smart Grid Analyst. While there, I managed an executive level Operation Technology Advisory Committee, which assessed various new technologies and their potential impact on the company. In this role, I interacted with internal executives, external key industry leaders, and technology innovation organizations (including EPRI, NREL, and SEPA). I also led development of a transformer load management tool, project management of several demonstration pilots, and led several cross-functional initiatives (including development of a company strategies for demand response, smart grid, transportation electrification, energy storage, and microgrids). Experience Details: Senior Manager, Codes and Standards & CEOP, Southern California Edison, Irwindale, CA (2023 - Current) • I provide strategic direction and vision for the Energy Codes and Standards team at Southern California Edison. I lead a cross-functional team responsible for shaping energy policies, advocating for codes and standards, and driving compliance across the organization. • Managing a budget of $110 million, I allocate resources effectively to support critical programs. These include the following programs: National Codes & Standards Advocacy, State Appliance and Building Codes Advocacy, Code Compliance Improvement, Reach Codes, Planning & Coordination, and CEOP. • I collaborate with industry stakeholders, regulatory bodies, and government agencies to influence codes and standards development. By fostering strong relationships, I drive alignment between organizational goals and industry best practices. • I oversee project execution, monitor milestones, and ensure timely delivery. My focus on operational excellence enables successful program outcomes and contributes to Southern California Edison’s leadership in energy efficiency and sustainability. Senior Advisor, Public Sector Strategy & REN Coordination, Southern California Edison, Rosemead, CA (2014 – 2023) • Led development of $1.56B Energy Efficiency Application for 2024-2027. These funds deliver cost-effective energy efficiency savings, ensure market viability and vitality, and address hard-to-reach and disadvantaged communities. • Led EE Modernization effort for SCE which streamlines how SCE delivers DSM programs to customers to drive greater energy savings, community engagement, and cost effectiveness. Policy proposals included a GHG emissions reduction goal, 4-year application cycles, alignment of EE Potential and Goals with EE reporting and measurement, and cost-effectiveness realignment. Policy proposals adopted by CPUC in May 2021. • Led development and implementation of $20M Clean Energy Optimization Pilot, a first of its kind customer friendly offering designed to incent pilot participants to reduce GHG emissions through on-site energy related measures. • SCE representative to the California Energy Efficiency Coordinating Committee (CAEECC). Manage customer service perspective for EE regulatory work including comments and reply comments on Potential and Goals, Business Plan, REN Joint Cooperation Memos, Local Government Terms and Conditions and any data requests • Strategy and coordination lead for ~$50M+/yr. Regional Energy Networks (Southern California REN, Tri-County REN, Inland REN, Rural REN). Smart Grid Program Analyst, Arizona Public Service, Phoenix, AZ (2011-2014) • Managed and coordinated Operational Technology Advisory Committee – executive committee that sets the course for the company regarding various technologies. • Managed all aspects of transportation electrification for APS, including implementation of Electric Vehicle Time-of-Use rate, interfacing with Customer Service and Transmission & Distribution to manage electric vehicle load, and regulatory filings. This included a regulatory compliance filing on electric vehicles submitted to the Arizona Corporation Commission each year. • Worked with various consultants and APS personnel to develop and get executive approval for $250M 5-year smart grid strategy. • Educated internal and external stakeholders and the public through presentations on APS’s electric vehicle program. Additionally, worked with the other AZ utilities to increase support for and participation in EVAZ Electric Vehicle Policy Stakeholder Group. EVAZ is a diverse group of stakeholders including utilities, OEMs, local governments, and others interested in electric vehicles with the goal of driving increased

adoption of electric vehicles. • Led multiple business unit initiatives to develop strategy for optimizing and electrifying APS motorized fleet. • Assisted with multiple business unit initiative to develop company strategy for demand response. • Managed $1.5M Chase Field battery storage and electric vehicle charging station deployment; the first EV chargers to be deployed on city streets in the US. • Led multiple business unit initiative to develop company strategy for energy storage. • Assisted with multiple business unit initiative to develop company strategy for microgrids. • Assisted with the marketing, deployment, and testing of Home Energy Information Pilot Program. This pilot tested the feasibility of demand response capable thermostats and smart phone energy information apps. • Assisted with the deployment of APS Schools and Government Solar Program and presented to internal stakeholders and community relations representative about Schools and Government Solar Program Education: Arizona State University MS Engineering Technology, Alternative Energy, Dec. 2011 University of California, San Diego BS Physics, Minor in Political Science, March 2008

What are your goals in serving on this Board/Commission/Committee?

As I seek reappointment to the Burbank Water and Power (BWP) Board, I seek to uphold BWP's exemplary standards in reliability, safety, and affordability, while championing for sustainable practices. In the past four years, BWP has made significant strides, such as instituting a forward-thinking two-year budget and rate process, launching innovative demand response and building electrification initiatives, and pioneering Southern California's first long-duration iron-flow battery. Additionally, the adoption of a new Integrated Resources Plan and the appointment of a new General Manager have been pivotal in focusing on driving to a future vision for the organization. My vision for BWP's future is to accelerate our progress in customer-focused programs, renewable energy adoption, and conservation efforts. The urgency to combat climate change is greater than ever, and I am dedicated to ensuring that BWP leads the charge with actionable solutions. As a parent and a ratepayer, I deeply understand the necessity of balancing environmental initiatives with economic considerations. Ensuring affordable rates and maintaining a strong financial foundation are paramount to our success. Recognizing my position of privilege, I am determined to be a voice for underserved communities, seeking to ensure that their voices are incorporated into our decision-making process. My tenure has allowed me to build strong relationships with the BWP staff and management. They are all dedicated civil servants working with the best interest of the community in mind and I would love to continue to be involved in shaping the direction of this organization. I am eager to continue contributing to BWP's legacy, steering our organization towards a future where innovation, community engagement, and environmental stewardship are the hallmarks of our service.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Christopher G Malotte

CHRISTOPHER G. MALOTTE

[redacted], BURBANK, CA 91505 [redacted] [redacted]

Education

Arizona State University
MS Engineering Technology, Alternative Energy, Dec. 2011

University of California, San Diego
BS Physics, Minor in Political Science, March 2008

Relevant Experience

Senior Manager, Energy Efficiency Codes and Standards, Southern California Edison, Rosemead, CA (Nov 2022 – current)

- Lead a team of engineers, program managers, and support staff focused on energy codes and standards. The team is responsible for advocacy and compliance with more efficient building and appliance standards at the federal, state, and local levels. The team thinks 10 or more years into the future and develops the processes and roadmaps to prepare for that future. The team is also responsible for helping local governments with sustainability plans, reach codes, and carbon reduction strategies and implementation of the nation's first GHG emissions incentive program (Clean Energy Optimization Pilot).

Senior Advisor, Public Sector Strategy & Coordination, Southern California Edison, Rosemead, CA (Jul 2016 – Nov 2022)

- Led EE Modernization effort for SCE seeking to streamline how SCE delivers DSM programs to customers to drive greater energy savings, community engagement, and cost effectiveness.
- Developed and implemented $20M Clean Energy Optimization Pilot, a first of its kind customer friendly offering designed to incent pilot participants to reduce GHG emissions through on-site energy related measures. First year evaluation showed 33% greater than expected results in ¾ of a year.
- SCE representative to the California Energy Efficiency Coordinating Committee (CAEECC). Managed customer service perspective for EE regulatory work including comments and reply comments on Potential and Goals, Business Plan, REN Joint Cooperation Memos, Local Government Terms and Conditions and any data requests
- Strategy and Program management for $20M+/yr. Regional Energy Networks (Southern California Regional Energy Network and Tri-County Regional Energy Network).
- Program management for $1.2M/yr. Statewide Energy Efficiency Collaborative (SEEC). SEEC is a collaborative of CA investor owned utilities and three non-governmental organizations to promote energy efficiency and sustainability best practices to local governments throughout the state.

Marketing Analyst 2, Southern California Edison, Rosemead, CA (Aug 2014 – Jul 2016)

- Assisted with any regulatory work for DSM Partnerships. Work included developing two program abstracts, two Program Implementation Plans, a Partnership dashboard, and a comparison tool for changes associated with the CA Long-Term Energy Efficiency Strategic Plan.
- Program management for work related to CA Long-Term Energy Efficiency Strategic Plan. Responsibilities included refresh of Strategic Plan offering, development of Strategic Plan Best Practices Report, approving Strategic Plan applications, reviewing deliverables, interacting with project managers, and reporting on progress of work-todate.
- Led SCE's Operational Excellence initiative for Public Sector Energy Efficiency Program group, resulting in more than 75 fewer contracts, consolidation of 5 partnerships, and over $2.5M in savings.
- Approved any co-branded marketing piece that partners develop as part of their partnership. This process was streamlined through my development of a co-branding checklist and use of the OneVoice approval process.

Smart Grid Program Analyst, Arizona Public Service, Phoenix, AZ (Sept 2012 – Aug 2014)

- Managed and coordinated Operational Technology Advisory Committee – executive committee that sets the course for the company regarding various technologies. This included giving several executive presentations on electric transportation, vehicle safety technologies, and home thermal storage technologies.
- Managed all aspects of transportation electrification for APS, including implementation of Electric Vehicle Time-of-Use rate, interfacing with Customer Service and Transmission & Distribution to manage electric vehicle load, and regulatory filings. This included a regulatory compliance filing on electric vehicles submitted to the Arizona Corporation Commission each year.
- Worked with various consultants and APS personnel to develop and get executive approval for $250M 5-year smart grid strategy.
- Developed Transformer Load Management Tool business case and acted as project manager for Transformer Load Management Tool development and roll out.
- Educated internal and external stakeholders and the public through presentations on APS's electric vehicle program. Additionally, worked with the other AZ utilities to increase support for and participation in EVAZ Electric Vehicle Policy Stakeholder Group. EVAZ is a diverse group of stakeholders including utilities, OEMs, local governments, and others interested in electric vehicles with the goal of driving increased adoption of electric vehicles.
- Led multiple business unit initiatives to develop strategy for optimizing and electrifying APS motorized fleet.
- Assisted with multiple business unit initiative to develop company strategy for demand response.
- Managed $1.5M Chase Field battery storage and electric vehicle charging station deployment; the first EV chargers to be deployed on city streets in the US.
- Led multiple business unit initiative to develop company strategy for energy storage.
- Assisted with multiple business unit initiative to develop company strategy for microgrids.
- Assisted with the marketing, deployment, and testing of Home Energy Information Pilot Program. This pilot tested the feasibility of demand response capable thermostats and smart phone energy information apps.

Sr. Program Coordinator, Arizona Public Service, Phoenix, AZ (Dec 2011 – Sept 2012)

- Assisted with the deployment of Schools and Government Solar Program. This included creating work orders, updating databases, and running reports
- Developed list of pre-qualified schools to increase participation in the program
- Presented to internal stakeholders and community relations representative about Schools and Government Solar Program

Renewable Energy Summer Intern, Arizona Public Service, Phoenix, AZ (June 2011 – Dec 2011)

- Modeled production output and forecasted 20-year budget for solar production-based incentive programs
- Researched and presented on the physical and economic feasibility of smart inverters
- Led team to develop a Renewable Energy Book of Programs
- Researched and monitored regulatory and government affairs related to renewable energy and smart grid
- Developed process documentation for Renewable Energy data collection and reporting
- Processed small, medium, and large non-commercial renewable incentive applications

Fluidics and Device Systems Engineer Summer Intern, Applied Biosystems, Foster City, CA (Summers of 2005 & 2006)

- Designed, executed, and analyzed data for an experiment testing thermo-profile of Diffractive Optics Real Time PCR Machine
- Designed, executed, and developed an experiment evaluating the fluorescence signal capturing ability of diffractive optics setup
- Designed, executed, and analyzed data of experiment assessing PCR viability of diffractive optics setup. Assisted in development of cell sorting device
- Designed, executed, and analyzed data for experiment testing speed and intensity of cell movement in cell sorting device
- Analyzed data and results and presented a formal report to division

Other Work Experience:

System Design Administrator - SunRenu Solar - Scottsdale, AZ (Sept 2010 - Apr 2011)
Assistant Underwriter - CIBA Insurance Services - Glendale, CA (Nov 2009 - May 2010)
Deputy Field Organizer - Campaign for Change - Fort Collins, CO (Sept 2008 - Nov 2008)
Manager/Valet - Sunset Parking Services - San Diego, CA (Nov 2005 - Sept 2008)
Shift Manager - Old Fashioned Kettle Korn - Sherman Oaks, CA (Sept 2000 - Sept 2005)

Relevant Skills and Abilities

Engineering/science skills

- Computer skills (PowerPoint, Excel, Word, Access. Tableau, Matlab, Assembly Code), basic electronics skills (oscilloscope, function generator, microprocessors), and machining skills (lathe, drill press, milling machine)

Other abilities

- Ability to lead others, problem solve, learn quickly, and adapt to new situations
- Ability to relate technical details to non-technical, business-driven people
- Ability to understand and explain economic impacts of a given program or technology

Awards/Achievements

Finalist for SEPA Utility of the Year Award (2019)
Finalist for Public Utilities Fortnightly Top Innovator Award (2019)
Nominee for Ted Craver Leadership in Business Innovation (2020)
Nominee for Edison Award (2019)
SCE Spot Bonus SC02 - Significant contributions that lead to major growth, innovation or cost-savings (June 2018)
APS Living the Vision Award (August 2013 & January 2014) GPSA
Jumpstart Grant Award Recipient (2011)

Application Form

Profile

Lindsey
First Name

Middle Initial

Francois
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Mote, Inc
Employer

Senior Engineer
Job Title

Engineering
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Our beautiful community doesn't just happen, it is the generous giving of its citizens valuable time that is necessary to create and maintain a desirable and welcoming place to live. I wish to be of service to our community.

Education

Bachelor of Science in General Engineering from the University of Illinois Master of Arts in Secondary Education from Alliant University

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

no prior service on a city board, commission or committee

List Community activities in which you are involved:

I have been a member of Inspire Martial Arts for 7 years, and am now an instructor at the school.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on infrastructure projects.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank’s infrastructure projects to be completed efficiently with community needs being met being the top priority.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on water and power needs. My current position is with a Carbon Capture and Storage start-up, as a result I have special insight into efforts to combat global warming, many of which look to energy generation.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank residents to have clean water and affordable energy while simultaneously doing its part to curb climate change.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

I have not worked with the City on infrastructure projects. I have worked with various entities that have had their own sets of guidelines and specifications, which I then applied while devising creative solutions for their projects.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

I have performed architecture functions in the designing of theme part facades. I have performed civil engineering functions evaluating of theme park attractions for safety. I have managed product projects from concept to fabrication, staying on budget.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Lindsey Francois

Lindsey François
Burbank, California [redacted] [redacted]

Experience – Entertainment

Senior Engineer May 2026 – present
Mote, Inc Los Angeles, California
Design calculations, develop mechanical data sheets, produce fabrication drawings, specify equipment and materials for gasification systems. Solicit, review and evaluate vendor proposals

Senior Mechanical Engineer (Contract) March 2024 – April 2026
Adirondack Studios Argyle, New York
Honoring client concept art, and adhering to material and safety parameters, independently devised and documented fabricable mechanical assemblies for themed entertainment elements. Prototypes were often first constructed out of wood for proof of concept to highlight unresolved or problematic areas. Specified some components from sheet metal: material, dimensions, breaks, welds. Other components were designed to be CNC'ed wood, metal or plastics or 3D printed.

Engineer (Contract) August 2022 – December 2023
Technifex Valencia, California
Part of the installation and testing team, conducted and troubleshot controls testing, both in the factory and onsite, of an Allen-Bradley system of a steam effect; invented custom automated solutions to quickly correct and adapt tests as needed and upon customer request. New product electro-mechanical pneumatic design of themed attractions, specified motor sizes and actuators, used SolidWorks to generate FEA analysis of components and assemblies, created water, wind pressure and seismic force-calculation deliverables, created drawing packages following GD&T, BOM's and other project related documentation.

Designer 2 (Contract) November 2021 – April 2022
The ATS Team Chatsworth, California
From concept art, took design ownership with short timeline deliverables ranging from rough concept SketchUp renderings, to demo documentation, to conceptualized aesthetic, to final full-scale assembly documentation – from hardware to full rigging. Identified, defined, and analyzed problems discovered both independently and through collaborating, and came up with innovative design solutions.

Contract Engineer (Contract) July 2019 – March 2020
Lee Romaire Studios & Sky Castle Studios Los Angeles Metropolitan
Devised design solutions to integrate artistic improvements, across multiple iterations and functions, to transition robotic prototype into functional electro-mechanical deliverable. Insured compliance with SOW, engineering specifications, guidelines and applicable standards. Assisted with component fabrication. Working in Maya, analyzed the product space, prior art and relevant specifications to define the design space for 3D color printing technology implementation.

R&D Mechanical Engineer (Contract) January 2019 – July 2019
Walt Disney Imagineering Glendale, California
Designed and developed complex mechanical systems for theme parks, with broad responsibilities to mature conceptual designs to well define deliverables with validated test results. Created finite element models of components and assemblies, assessed and modified these components to meet design requirements. Prepared detailed manufacturing drawings applying relevant standards. Executed complex computational evaluations, authored and performed test plans and specifications. Worked independently and in highly diverse and multidisciplinary project teams. Provided real-time, transparent communication covering overall status against agreed project timelines. Molded, and machined critical components in the in-house shop. Tested assemblies and materials to failure.

New Product Development Engineer & Project Engineer (Contracts) August 2015 - June 2016
The Attraction Services Co & Tiffen Steadicam Burbank & Valencia, California
Created and implemented project management (WBS), product brief, QC and purchase process tracking. Set in place practices of GD&T, DVP&R, DFMEA and design tolerance analysis. Planned, prepared and monitored engineering development projects, tracked progress, expected milestone completion, expenses, analyzed downtime and communicated its impact on meeting deadlines – leading to a more efficient and transparent concept-to-production process. Oversaw team progress, assigned next steps, and set task guidelines. Developed products, from concept to manufacturing, assembly and installation.

Experience – Lighting

Senior Product Engineer April 2018 - December 2018
Cordelia Lighting Rancho Dominguez, California
Led engineering focused product development managing and prioritizing multiple projects including detailed design development, fabrication and testing of prototypes. Developed, implemented and executed testing and evaluation metrics and processes to verify and optimize product materials and manufacturing processes. Communicated design details about material selection, design for performance, risk analysis and specification compliance. Documented and maintained records of analysis objectives, assumptions, conclusions, results, associated CAD models and drawings.

Senior Design & Development Engineer June 2016 – April 2018
Deco Lighting Commerce, California
Designed and developed new products and product families with broad responsibilities to mature conceptual designs to well define products with validated test results. Designed with an understanding of manufacturing processes to reduce fabrication costs, with attention to end user experience. Created Solidworks 3D models, 2D drawings GD&T, nested BOM's and submitted designs to appropriate testing for failure analysis and certification. Oversaw and coordinated in-house Goniophotometer and LED Component testing. Selected, specified, and integrated electrical components. Instituted standards for product and part identification, specification and documentation. Negotiated with vendors to improve design for cost -efficiency.

New Product Development Engineer October 2012 – July 2015
Prudential Lighting Los Angeles, California
Extensively used Inventor, Excel and VBA. Designed mechanical components, created parts and assembly drawings, BOM's, flat patterns, metal & plastic extrusions. Created testing and tracking protocol for LED's. Worked closely with manufacturing for optimal designs, to ease assembly and to reduce production cost. Created prototypes and installation instructions. Created a system to organize parts and options, made it easier to use and specify the largest, most customizable product Prudential has released. Merged product lines, reused parts, improved production efficiency, and reduced cost.

Mechanical/Manufacturing Engineer August 2011 – May 2012
Integrated Design Tools Pasadena, California
Extensively used SolidWorks. Designed opto-mechanical components for camera hubs and cable fixtures. Reviewed all design data and research for mechanical documentation, approved for release to production. Improved retired designs as customer demands for products re-surged. Interacted with vendors to procure prototypes and refined processes for procuring machined parts for production (Advanced Quality Planning), initiated improvements in the development of new manufacturing and production techniques. Collaborated with co-workers to improve delivery time for IDT products. Facilitator for system layouts. Implemented Kanban system.

Education

Bachelor of Science, General Engineering August 1998-May 2002
University of Illinois Champaign, Illinois
Specialization: Entrepreneurship
Redesigned a drilling and tapping machine to cut cost of production by 50%. Took original inventions from idea to design to prototype, looked at patents, then created business plans and cost projections. Explored programming languages C and C++.

Master of Arts, Education January 2008-January 2011
Alliant International University Los Angeles, California
Explored effective methods of implementing technology into the classroom. Created classroom materials using HTML, Inventor, Matlab and Microsoft Office. Evaluated teaching effectiveness based on student achievement and engagement.

Licenses/Certificates

Professional Engineer Intern, EIT/FE February 2002
State of Illinois Department of Professional Regulation
Product Safety Training January 2018
Intertek - Certificate of Achievement
Arena Advance Course July 2017
Arena Simulation Software - Certificate of Completion
Mig Welding Basics & Woodshop Basics January 2017
Urban Workshop - Certificate of Completion
Microsoft Project October 2015
Training Connection - Certificate of Completion
Fundamentals of Lighting September 2013
IESLA – Certificate of Completion
Preliminary Mathematics & Physics (all levels) Teaching Credential July 2009
Teach all Mathematics and Physics courses at the secondary level

Accomplishments / Hobbies

MIG, TIG, Oxy-Acetylene Welding GCC Glendale, California
Completed full courses in a variety of welding techniques. Working towards MIG certification

C++, Java, Python GCC Glendale, California
Courses and independent study of programming languages. Arduino tinkering

Mixed Martial Arts – Black Belt 3rd Dan Inspire Martial Arts Burbank, California
Seven years of training and practice. Lead the school's demo team, composed of students ages 10-45

ADU Burbank, California
Learning while doing, creating plan set for a two-story ADU to be located Burbank. With plans to serve as owner-builder/general contractor

Computer Skills

Drafting: AutoCAD, Maya, SolidWorks, Inventor (3D modeling), Photoshop, SketchUp
Programming: C++, Java, BASIC, Matlab, Mathematica, HTML, VBA
Office: Access, ACT, Arena, E-mail, Excel, MathCAD, Outlook, PowerPoint, Project, SAP, Word

Community Development Block Grant Committee

Application Form

Profile

Hasmik (First Name) | (Middle Initial) | Vrtanesyan (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91505 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

Washington National Insurance (Employer) | District Manager (Job Title) | Employee Benefit Adviser (Occupation)

Which Boards would you like to apply for?

Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

25

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am honored to apply for another term on the committee after proudly serving for the past few years. During my time on the committee, I have appreciated the opportunity to work alongside fellow committee members, city staff, and City Council to support initiatives that positively impact our community. Serving in this role has strengthened my commitment to public service and reinforced how important collaboration, communication, and community involvement are to the success of our city. Community service and volunteering have always been important to me because they provide an opportunity to give back, build connections, and help make our city a better place for everyone. I believe that active community involvement helps create a stronger, more engaged, and more welcoming city. Being able to contribute my time, experience, and perspective through this committee has been both meaningful and rewarding. I am interested in continuing to serve because I genuinely enjoy being involved in our community and supporting the work of the city. I value the relationships and experience I have gained over the past term and look forward to continuing to work collaboratively with committee members, city staff, and City Council to serve our residents and help move our community forward.

Education

I graduated from high school and went on to attend a four-year college/university, where I earned a Bachelor of Arts (B.A.) degree. My educational background provided me with valuable knowledge, communication skills, and experiences that continue to support my involvement in community service and public engagement.

Additional Pertinent Courses or Training

I have completed public speaking and mastery sales skills courses and earned certificates in those areas. These experiences have strengthened my communication, leadership, and interpersonal skills, which continue to support my ability to effectively serve and engage with the community.

Other Pertinent Skills, Experience or Interests

Past term of serving on this committee

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Have been serving the GOALS committee for the past 4-5 years, was elected a chair and co-chair during my term.

List Community activities in which you are involved:

GOALS Committee currently

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

CDBGC-Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Current committee member

What are your goals in serving on this Board/Commission/Committee?

My goals in serving on this Committee are to continue contributing positively to the community, support the city's efforts to serve residents effectively, and help promote thoughtful discussion and collaboration on matters that impact our city. Having served on the committee for the past few years, I value the opportunity to bring experience, consistency, and a community-focused perspective to the work of the committee. I also hope to continue building strong working relationships with fellow committee members, city staff, and City Council while encouraging community engagement and participation. Most importantly, my goal is to help support decisions and initiatives that strengthen our community and enhance the quality of life for residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

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☑ I Agree

Hasmik Vrtanesyan

Application Form

Profile

Robin
First Name

Middle Initial

Savoian
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

Caltech
Employer

Associate Director of Leadership Annual Giving
Job Title

Associate Director, Fundraising
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

18 years

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have served three terms on the Community Development Goals Committee, including multiple appointments as both Chair and Vice Chair during my twelve-year tenure. I am now eager to expand my service to the City of Burbank in a new capacity. I hope to offer direction and guidance to the Burbank City Council as it continues to engage the community and provide exceptional resources to Burbank's diverse population, particularly in the evolving landscape following the COVID-19 pandemic. I am especially interested in contributing at this time as the Central Library undergoes facility upgrades.

Education

I hold a Bachelor of Science degree from the University of California, Davis and over the past 25 years, I have built extensive experience working in nonprofit organizations, cultural institutions, and higher education, with a strong focus on budget management, program development, and community engagement. I have served on numerous boards and committees, including advisory boards, where I have developed expertise in presenting findings that inform recommendations to organization staff, governing boards and elected officials.

Additional Pertinent Courses or Training

In the past two years, I earned certifications from the University at Buffalo, State University of New York, in Nonprofit Leadership and Governance, as well as in the Roles and Responsibilities of Nonprofit Boards of Directors, further strengthening my ability to contribute effectively in a leadership and advisory capacity. Additionally, I completed The Principles and Techniques of Fundraising and Developing Major Gifts courses through the Indiana University Lilly Family School of Philanthropy.

Other Pertinent Skills, Experience or Interests

I worked with the Community Development Department back in 2022 when City Council directed staff to issue an RFP to find a new tenant for the old Boys and Girls Club located at 2244 N. Buena Vista. I thoroughly enjoy the opportunity to invest my time and talents in the community's development and Block Grant allocation recommendations but possess other skills that could be better utilized by other Boards and Commissions.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have served three consecutive four-year terms on the Community Development Goals Committee (2014–present), totaling twelve years of service. During that time, I have held multiple leadership roles, including Committee Chair in 2017, Vice Chair in 2020, Chair again in 2021, and most recently Chair in 2023 and 2024.

List Community activities in which you are involved:

I have been actively involved in a wide range of community groups and programs throughout Burbank since becoming a resident in 2008. I have worked as a substitute teacher for K–12 schools within the Burbank Unified School District during the 2016–2017 and 2022–2023 school years, including long-term assignments at Miller, Roosevelt, and Bret Harte Elementary Schools. I am also a member and active participant in the Parent-Teacher Association within the district as well as a longtime member of the Friends of the Burbank Library. My family and I regularly participate in Burbank Library programming, including evening classes, the annual Summer Reading Program, and other in-branch activities across all three library locations. In addition, my family and I take pottery and art courses and attend gallery exhibitions at the Betsy Lueke Creative Arts Center, and participate in classes offered through Burbank Parks and Recreation, including Summer Daze and programs at the Stough Canyon Nature Center. We also frequently attend music and performing arts programs at John Burroughs High School and Burbank High School. Throughout the year, with family and friends, I attend seasonal community events such as the McCambridge Park Egg Hunt, the Christmas tree lighting at City Hall, and special events at McCambridge Park and Verdugo Pool. We are all especially excited to see the return of programming at the Starlight Bowl this year.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a strong interest in library science and have led and participated in several book clubs, including several offered by the Burbank Public Library. I view the Burbank Library system as an invaluable community resource, and my family and I regularly take part in programs and activities at all three library locations across the city. After passing the California Basic Educational Skills Test (CBEST) and spending two years substitute teaching K–12 in the Burbank Unified School District, I developed a deeper appreciation for the vital role libraries play in supporting education and community engagement. I am an active member of the Friends of the Burbank Library as well as the American Library Association, and I attended the Association's annual conference in Seattle, Washington, in 2019.

What are your goals in serving on this Board/Commission/Committee?

Public libraries are dynamic, socially responsive institutions that reflect the diversity of our communities and serve as a vital lifeline for many of our most vulnerable residents. With over a decade of city service on a Burbank Committee, my goal in serving on the Board of Library Trustees is to collaborate with fellow board members to help establish policies that support the maintenance and continued improvement of Burbank's public libraries, ensuring they remain an exceptional resource for all members of the community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have greatly appreciated the opportunity to serve the City of Burbank for three full terms on the Community Development Goals Committee, where I have worked collaboratively with fellow community members to make recommendations on the allocation of federal Community Development Block Grant funds. Over the past twelve years, I have gained a deeper understanding of the important role city boards and commissions play in supporting effective local governance and community needs. I hope to continue my service to the Burbank community by offering my expertise to the Community Development Block Grant Committee should an appointment to the Board of Library Trustees not be possible at this time.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Community Development Goals Committee is to continue supporting the Burbank City Council and the broader Burbank community through thoughtful service and collaboration.

Supplemental Questions (Infrastructure Oversight Board Only)

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☑ I Agree

Robin Savoian

Robin Savoian
Burbank, CA
phone: [redacted] / email: [redacted]

Professional Summary:

Strategic fundraising professional with expertise in board leadership and governance, cultivating donor relationships and growing revenue generating programs through innovative engagement strategies. Proven ability to lead teams and collaborate with stakeholders to increase engagement, achieve fundraising goals, and advance organizational missions. Seeking to contribute as a member of the Board of Library Trustees by applying experience with strategic development and knowledge of Burbank City policies and programs, to drive impactful results.

Work History:

Caltech – Pasadena, CA
Associate Director of Leadership Annual Giving, June 2023 – Present

- Qualify, cultivate, and acquire mid- to major-level gifts to bridge annual fund donors with larger gift opportunities and motivations.
- Develop strategy and solicitation cycles for donors to the Caltech Fund Catalyst leadership annual giving society and provide personal engagement and a year-round experience.
- Evolve and grow society-based giving strategies, including concepting additional recognition programs, stewardship opportunities, committees, events, and levels.
- Works with Caltech Fund's integrated marketing team to create multichannel communication touchpoints, making use of new technologies to enhance the donor experience, including email, text, web, and social media platforms.
- Closely collaborate with colleagues and campus partners to cultivate and capitalize on gift opportunities and donor engagement.

Burbank Unified School District – Burbank, CA
Substitute Teacher, August 2022 – May 2023

- 45-day assignment (September – December 2022) in Transitional Kindergarten at Joaquin Miller Elementary School. Certificated educator required to assist first year teacher.
- Adhere to all procedures, guidelines, and policies in line with recommended teaching procedure at K-12 school sites in the district.

Greater Los Angeles Zoo Association - Los Angeles, CA
Associate Director of Development, Annual Fund, January 2017 – August 2022

- Responsible for acquiring a significant portion of GLAZA's annual budget by managing all facets of the Safari Society ($1,500 -$30,000) upper level, individual giving program.
- Advanced the Los Angeles Zoo's and GLAZA's interests by identifying sources of private support, and by maintaining strong communication ties with donors and prospects.
- Instituted an upgrade and donor retention campaign, increasing participation and annual revenue to the upper level giving program to record amounts in 2022, exceeding projections by over 10%.
- Create exclusive events for donors and prospects, including three seasons of the acclaimed *L.A. ZOOm to You* web series during the 2020 pandemic.
- Establish and strengthen long-term relationships with donors resulting in a strong major gifts pipeline.
- Identified and solicited multiple Safari Society donors for major gifts, culminating in the creation of a conservation endowment, and several capital improvement projects, outlined in the Los Angeles Zoo's Vision Plan.

Burbank Unified School District – Burbank, CA
Substitute Teacher, August 2016 – January 2017

- Long term position (October-December 2016) in Physical Education for 3rd, 4th, and 5th grade students attending Bret Harte Elementary and Theodore Roosevelt Elementary Schools.
- Direct student learning and engagement by accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons, or units assigned in K- 12 setting.

Natural History Museum of Los Angeles County - Los Angeles, CA
Special Event Assistant, March 2016 – August 2016

- Coordination of vendor load-in and load-out for internal fundraising events and third-party events, ensuring that all setups are completed as listed in the approved work order.
- Monitoring of volunteers and vendors to ensure adherence to Museum policies and procedures.
- Monitor status of all facilities throughout event and work with internal staff to correct any lighting, audio/visual, cleanliness issues or any aesthetic deficiencies, noting for follow-up.

Wally Parks NHRA Motorsports Museum - Pomona, CA
Development Officer, April 2014 – April 2015

- Acting as sole development officer of the institution, designed and implemented a professional fundraising program, including membership, annual fund, major gifts, and foundation grants.
- Worked closely with the Executive Director and stakeholders at the National Hot Rod Association to meet the goals outlined in the Strategic Plan.
- Advanced the Museum's interests by identifying sources of corporate and private support.
- Streamlined visitor services, including redesign of the visitor experience and collaboration with exhibits and facilities staff to increase marketing efforts and onsite wayfinding.
- Overhaul of third-party rental policies to parallel market rates and best practices, while ensuring customer satisfaction and optimizing revenue for the institution.

Natural History Museum of Los Angeles County - Los Angeles, CA
Manager, The Fellows, September 2009 – March 2014

- Development, implementation, and management of all aspects of the Fellows membership, upper level annual-giving program.
- Delivery of benefits to the 285+ members contributing between $2,000 and $25,000 annually.
- Increased annual revenue by 22%, and number of donor households by 20% in four years.
- Marketing, design and coordination for all upper-level membership events, maximizing renewals and upgrades, and cultivating new donors.
- Worked in collaboration with a team of Advancement fundraisers to develop cultivation, solicitation, and stewardship strategies for individual donors.
- Oversight of the Alliance and NHM Next Generation Committee volunteer solicitor groups.

Manager, Family and Community Programs, September 2005 – September 2009

- Planning and management of project logistics, budgets, personnel, schedules, and priorities for all revenue generating, educational programs including Adventures in Nature summer and winter camp, the Overnight Adventures sleepover program, workshops, lectures, and fieldtrips.
- Event management, scheduling and organization for large-scale public festivals and programs.
- Generated marketing materials associated with revenue generating programs. Key educational contributor for the *Naturalist* membership publication.
- Education Department representative on Museum's Strategic Planning Committee and Museum ambassador at conferences, on community boards, and at other professional gatherings.
- Direct supervision of a full time Assistant Coordinator along with seasonal camp instructors, special event staff, and the *Dinosaur Encounters* performing arts team. Assisted with training and supervision of volunteers and docents.

Family Programs Assistant Coordinator, June 2004 – September 2005

- Coordinated the billing, program logistics and oversight of staffing for the sleepover program and assisted with the administration and operations of the Adventures in Nature camp program.
- Designed and implemented semiannual Family Overnights geared toward members. Regular communication with program registrants and fielding of inquiries from potential participants.

Gallery Interpreter, September 2002 – June 2004

- Led tours, conducted live animal presentations, and instructed hands-on Adventures in Nature summer and winter camp courses.
- Design, recruitment and database management of participant schools for Afterschool Program.

Walt Disney World - Lake Buena Vista, FL
Advanced Intern – Entomology / Plant Science - December 2001 - June 2002

- Leafminer fly and *Opius* wasp rearing as biological control agents for dispersal throughout the Walt Disney World Park system.
- Development and maintenance of mole cricket, ant, and termite farms for the interactive agricultural biotechnology exhibit.
- Co-managed production greenhouse and led educational, behind-the-scenes tours.
- Completion of *Disney U* and *Traditions* programs for excellence in customer service.

City of Los Angeles - Los Angeles Zoo and Botanical Gardens - Los Angeles, CA
Student & Behavioral Enrichment Volunteer / Camp Instructor - February 1993 - June 1999

- Conducted tours and assisted in educational workshops for members and the public.
- Renovated and co-designed exhibits and produced enrichment items for various animals.
- Paid Zoo Camp Counselor-in-Training, Counselor, and Instructor during summer months, developing science-based learning activities aimed at 1st through 6th grade students.

Education:

University of California, Davis
Bachelor of Science Degree: Entomology - September 2001

Certifications and Specializations:

American Red Cross

- Adult CPR/AED, Pediatric CPR and First Aid certification – March 2026

Lilly Family School of Philanthropy - Indiana University Indianapolis
The Fund Raising School: Certificate in Fund Raising Management – in process

- Developing Major Gifts - Washington, D.C. - June 2025
- Principles & Techniques of Fundraising – Austin, TX – April 2026

University of Buffalo – State University of New York
Improving Leadership & Governance in Nonprofit Organizations Specialization – in process

- Introduction to the Nonprofit Sector, Nonprofit Organizations, Nonprofit Leadership & Governance – February 2025
- The Roles and Responsibilities of Nonprofit Boards of Directors within the Governance Process – January 2026

Boards, Committees, and Community Engagement:

Caltech Women's Club – July 2023 – Present

- Board Officer
  - Chair, Membership - July 2025 – Present
- Caltech Women's Investment Club
  - Partner – January 2024 - Present
  - Assistant Financial Partner – July 2025 – Present

Community Development Goals Committee - City of Burbank, CA - May 2014 – Present

- Committee Member; Appointed by Burbank City Council
  Term 3: July 2022 – July 2026; Committee Chair – 2023, 2024
  Term 2: July 2018 – July 2022; Committee Chair – 2021; Committee Vice Chair - 2020
  Term 1: May 2014 – July 2018; Committee Chair – 2017

American Youth Soccer Organization (AYSO) – August 2022 - Present

- Certified Regional Referee / Assistant Referee for U10/U12 regular season games
  5 games-2022; 3 games-2024; 4 games 2025
- Annual certifications for: AYSO Safe Haven, CDC Concussion Awareness, Sudden Cardiac Arrest Identification, and Stewards of the Game

Centers for Ocean Science Education Excellence (COSEE) West - September 2007 – June 2013
- Advisory Board Member

Museum Education Roundtable - August 2009 – August 2012
- Board Member
- Chair, Finance Committee - 2011-2012
- Co-Chair, Marketing and Membership Committee - 2010-2011

Education Consortium of Central Los Angeles – September 2005 – September 2009
- Board Member
- Vice President of Membership - 2008-2009

Professional Memberships, Conferences, Speaking Engagements and Awards:

American Alliance of Museums - Member: April 2006 – April 2016
- Annual Meeting Attendee
  - 2010 Annual Conference – Los Angeles, CA
  - 2009 Annual Conference – Philadelphia, PA
  - 2008 Annual Conference – Denver, CO
  - 2007 Annual Conference – Chicago, IL
  - 2006 Annual Conference – Boston, MA

American Library Association - Member: December 2018 – December 2019
- Annual Meeting Attendee
  - 2019 Midwinter Meeting – Seattle, WA

Association of Zoos and Aquariums - Member: January 2017 – December 2022
- Annual Conference Attendee
  - 2020 Annual Conference - Virtual due to Covid-19 pandemic.
  - 2017 Annual Conference – Indianapolis, IN
- Panelist: *What is the New Normal in Events? – Donor Stewardship During Covid*
  - 2021 Annual Conference - Virtual due to Covid-19 pandemic.

Bridge Integrated Marketing and Fundraising Conference
- Annual Meeting Attendee
  - 2013 Annual Conference – National Harbor, MD

California Association of Museums - Member: June 2008 – December 2013
- Moderator: *Staying True: Creating Mission-Driven Youth Programming that Addresses the Bottom Line*
  - 2009 Annual Conference – San Francisco, CA

California Science Teachers Association - Member: October 2005 – October 2011
- Presenter: *Natural History and Husbandry of Insects, Arachnids and Myriapods*
  - 2009 Science Education Conference – Palm Springs, CA
  - 2007 Science Education Conference – Long Beach, CA
  - 2005 Science Education Conference – Palm Springs, CA

The Council for Advancement and Support of Education (CASE) - Member: July 2023 – Present
- Circle of Excellence
  - 2025 Silver Award for Excellence in Special Events Online (One-time)
    - *The Caltech Fund's 2024 Giving Day Turtle Pond Event*
- Speaker: *Leading Every Day: Building a Leadership Annual Giving Program that Matters*
  - 2025 District VII (West) Conference - San Francisco, CA
- Annual Conference Attendee
  - 2024 District V & VI (Great Lakes and Mid-America) Conference – Chicago, IL

Meeting of the Minds West Coast Annual Giving and Advancement Services Conference

- Speaker: *Leadership Annual Giving: From Arts and Culture to Higher Education Fundraising*
  21st Anniversary Conference – February 2024 – Cal Poly, Pomona, CA
- Speaker: *Mid-Level Donor Migration*
  Speaker: *Women in Advancement Leadership*
  16th Annual Conference – March 2022 – Cal Poly, Pomona, CA
- Speaker: *The LA ZOOm Story & Other Online Engagement and Prospecting Strategies*
  15th Annual Conference – March 2021 – Virtual due to Covid-19 pandemic.
- Speaker: *What's Working Elsewhere? Fundraising Success Stories from Outside Education*
  14th Annual Conference – March 2020 – Virtual due to Covid-19 pandemic.

Museum Educators of Southern California - Member: May 2005 – May 2010

Western Museums Association

- Annual Meeting Attendee
  2008 Annual Meeting – Anchorage, AK

Application Form

Profile

Eric
First Name

D
Middle Initial

McBride
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

ProducePay
Employer

Director of Revenue Operations
Job Title

Revenue Operations Executive
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have lived in Burbank for several years and want to contribute meaningfully to the community beyond simply being a resident. My interest in public service is not new - I began my career as a Staff Assistant in the United States Senate, and that experience shaped how I think about institutions, accountability, and the responsibility that comes with public roles. My background since then has been in operations and organizational governance, designing the systems and accountability frameworks that help institutions function well and treat people fairly. The Civil Service Board sits at exactly that intersection. I also have a longer-term interest in public service in California, and I believe the right way to earn that opportunity is to start locally, do the work, and build a record of genuine contribution.

Education

Bachelor of Arts in Political Science, University of Delaware

Additional Pertinent Courses or Training

Nine Salesforce professional certifications including Salesforce Certified Data Architect, Sharing and Visibility Architect, Advanced Administrator, and Sales Cloud Consultant. These certifications required deep study of organizational governance, data integrity, access controls, and system accountability - skills that translate directly to board responsibilities

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

I am a Burbank resident seeking to become more actively involved in the community. Applying for the Civil Service Board represents my first formal step toward civic engagement at the local level.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I studied Political Science at the University of Delaware and early in my career, I served as the personal aide to U.S. Senator Tom Carper of Delaware - based in his Wilmington office and regularly traveling to Washington, D.C. for official Senate business. The role required managing the Senator's schedule, logistics, and briefings while maintaining discretion and sound judgment in a high-stakes environment. That experience gave me a firsthand understanding of how public institutions operate and what principled public service demands in practice. Professionally, I have spent over a decade designing and managing the operational systems that govern how organizations hire, classify, compensate, and hold employees accountable. As Revenue Operations Director at ProducePay and previously as a Salesforce architect, I regularly built compensation frameworks, employment classification structures, and governance documentation that were consistent, auditable, and fairly applied. I understand what it means to evaluate employee situations against a defined set of rules, and I bring both the analytical discipline and the institutional respect for process that Civil Service Board work requires.

What are your goals in serving on this Board/Commission/Committee?

My primary goal is to serve the City of Burbank well by contributing a thoughtful, process-oriented perspective to the board's work. The Civil Service Board exists to ensure that city employment practices are fair, consistent, and transparent - and I want to help uphold that standard. My interest in public service goes back to the beginning of my career, and I see serving on this board as the right way to re-engage with it: by showing up, doing the work, and building a real record of local contribution.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

My B.A. in Political Science included study of federal grant programs and intergovernmental policy, and my early career in the U.S. Senate gave me direct exposure to how federal funding flows into communities and the accountability structures that govern it. Professionally, I have spent over a decade managing complex operational systems with strict compliance and reporting requirements - experience that translates well to administering a federally funded program like CDBG, where documentation, eligibility determination, and outcome tracking are central responsibilities. As a Burbank resident and small business owner, I also have a personal stake in seeing community development dollars deployed effectively toward housing, economic opportunity, and neighborhood improvement.

What are your goals in serving on this Board/Commission/Committee?

The CDBG program represents one of the most direct ways federal investment reaches working families and neighborhoods at the local level. I want to help ensure that Burbank's allocation is used strategically and accountably - that the community organizations and residents who need it most are the ones who benefit. More broadly, understanding how federal and local government interact at the program level is something I care about deeply, and this committee would give me a meaningful way to contribute to that work while learning the Burbank community from the inside.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Eric D McBride

Eric McBride

Burbank, CA | [redacted] | [redacted] | [redacted]

Burbank Resident | B.A. Political Science, University of Delaware

PROFESSIONAL SUMMARY

Burbank resident and operations executive with over 10 years building the systems, processes, and governance frameworks that make complex organizations run well. Began his career as a Staff Assistant in the United States Senate, serving Senator Tom Carper of Delaware - an experience that shaped a career-long commitment to institutional accountability and principled process. Holds a B.A. in Political Science from the University of Delaware. Seeking to apply that background in service to the Burbank community through the Civil Service Board, with a long-term interest in public service and civic leadership.

RELEVANT EXPERIENCE & SKILLS FOR CIVIL SERVICE SERVICE

The following professional competencies translate directly to Civil Service Board responsibilities:

- Employment systems governance: Designed and administered compensation structures, classification frameworks, and performance accountability systems across multiple organizations.
- Policy and process development: Built operational policies from scratch in fast-moving environments, balancing consistency, fairness, and organizational needs.
- Appeals and accountability: Experienced evaluating complex employee situations objectively, applying established frameworks rather than ad-hoc judgment.
- Cross-functional stakeholder management: Regularly partnered with HR, Legal, Finance, and executive leadership to ensure workforce decisions were documented, defensible, and equitable.
- Data integrity and record-keeping: Deep expertise in CRM governance and data systems, directly applicable to maintaining accurate civil service records and audit trails.

PROFESSIONAL EXPERIENCE

ProducePay | *Director of Revenue Operations* Oct 2025 – Present

- Lead Revenue Operations function as team lead and sole Salesforce SME, managing two direct reports plus agency partners and independent consultants.
- Own sales compensation governance and territory design in partnership with HR and Finance; built acountability systems from scratch after inheriting an undocumented org.
- Rebuilt operational discipline across the organization: established process standards, governance documentation, and cross-functional alignment frameworks.

SkyDog Ops | *Director of RevOps (Independent Consulting)* Mar 2025 – Jul 2025

- Architected enterprise Salesforce solutions for clients; served as technical escalation lead for complex organizational and platform governance issues.
- Mentored junior administrators on documentation, governance standards, and accountability practices.

Kicksaw | *Salesforce Solution Architect* Jul 2022 – Feb 2025

- Led complex enterprise engagements; owned full project lifecycle from discovery through deployment and post-launch accountability review.
- Designed and implemented process and data governance frameworks for enterprise clients across multiple industries.

Coursera | *Process Technology Manager* May 2020 – Jul 2022

- Senior Salesforce administrator for a 200+ user org; created governance standards, managed security reviews, and ensured long-term platform compliance.

HopSkipDrive | *Sales Operations Manager* Nov 2018 – May 2020

- Designed and implemented two end-to-end compensation plans including quota setting, commission structure, and payout automation — reducing manual admin work by 30%.

Earlier: Director of Sales Ops at Friendbuy (2017–2018); Sales Ops Manager at ServiceTitan (2015–2017).

Office of U.S. Senator Tom Carper (D-DE) | *Staff Assistant* 2009 – 2011

- Served as Senator Carper's personal aide and traveling staff member, based in the Wilmington, Delaware office with regular travel to Washington, D.C. for official Senate business.

- Managed the Senator's daily schedule, logistics, constituent interactions, and briefing preparation - a role requiring discretion, sound judgment, and close proximity to high-stakes decision-making.
- Gained direct exposure to federal legislative process, constituent services, and the day-to-day mechanics of public institutional governance.

EDUCATION

University of Delaware — Bachelor of Arts, Political Science

PROFESSIONAL CERTIFICATIONS

Salesforce Certified Sharing & Visibility Architect	Issued March 2023
Salesforce Certified Data Architect	Issued April 2022
Salesforce Certified Sales Cloud Consultant	Issued October 2022
Salesforce Certified Advanced Administrator	Issued February 2022
Salesforce Certified Business Analyst	Issued July 2022
Salesforce Certified Platform App Builder	Issued March 2020
Salesforce Certified Administrator	Issued November 2019
Salesforce Certified UX Designer	Issued November 2022

COMMUNITY INTERESTS

Burbank resident with a lifelong interest in public service, rooted in two years working in the United States Senate early in his career. Active interest in election systems, government transparency, and institutional accountability.

Application Form

Profile

James
First Name

A
Middle Initial

Correa
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Superior Awnings
Employer

CEO
Job Title

Business Owner
Occupation

Which Boards would you like to apply for?

Community Development Block Grant Committee: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

1.5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have lived in Burbank, built a career in Southern California, and I am raising my family here. I would like to put my experience to work for the city, not just benefit from it. My background is operational and public-spirited: I served as a U.S. Army logistics officer and Captain across two combat tours — a 15-month tour in Iraq and a 12-month tour in Afghanistan; I advised the Mayor of Sacramento on innovation and economic development; and I have run multi-site operations across Southern California — including HVAC, plumbing, and electrical field services businesses that serve Burbank — and now operate a custom manufacturing business. Each taught the same lesson: the infrastructure underneath an organization — how it is planned, funded, and maintained — decides whether everything built on top of it holds. Burbank is well run, and I want to help keep it that way by bringing a disciplined, numbers first approach to how the city plans and spends.

Education

Harvard Business School — Master of Business Administration (M.B.A.), 2015. The George Washington University — B.A., International Affairs, cum laude (Elliott School of International Affairs), 2007.

Additional Pertinent Courses or Training

U.S. Army Transportation Basic Officer's Course — Distinguished Honor Graduate. U.S. Army Psychological Operations Advanced Individual Training. USC Viterbi School of Engineering Six Sigma Green Belt.

Other Pertinent Skills, Experience or Interests

Operations and logistics leadership; multi-site P&L ownership; capital and operating budget planning; municipal grant-program design and economic development; HVAC, plumbing, and electrical field-services operations; manufacturing and facilities operations; contract, procurement, and vendor management; project scheduling and execution; operational risk assessment; and team leadership under demanding conditions. Reading budgets and project plans, and pressure-testing scope, cost, and timelines, is my daily work.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None. This would be my first appointment to a City of Burbank board, commission, or committee. (For relevant board experience outside city government, I previously served on the Board of Directors of the George Washington University Alumni Association — noted under Community activities below.)

List Community activities in which you are involved:

Habitat for Humanity — I volunteer on home-construction builds with the Los Angeles, San Gabriel Valley, and Ventura County affiliates. Veterans of Foreign Wars (VFW) — member, Post 8310, here in Burbank. George Washington University Alumni Association — former member of the Board of Directors. As a Burbank family, we are also active in city institutions: my son's programs at Burbank Adult School, where my mother-in-law attends ESL classes, and youth swim instruction at the Verdugo Aquatic Facility.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

◉ Yes ○ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

I am in the process of acquiring Superior Awning, a custom awning and shade-structure manufacturer based in Panorama City. I am not aware of any current contract between the company and the City of Burbank, but a manufacturer of this type could conceivably bid on or supply City projects in the future. I also hold a meaningful amount of stock in Metropolis Technologies, Inc. — one of the largest parking operators in the United States — acquired as an early employee of the company. Metropolis or its subsidiaries may operate parking on behalf of the City or at nearby City-owned assets, though I am not aware of any specific relationship. Because this board makes recommendations on parking, I am noting it here. I also own my home in Burbank, at 1631 N. Maple Street. I would disclose all three interests fully on my Statement of Economic Interests (Form 700) and would recuse myself from any matter before the board in which Superior Awning, Metropolis Technologies, or my property had a financial interest.

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My experience maps onto this board's core work — the high-level review of scope, schedule, cost, and risk on infrastructure projects, and the adequacy of maintenance programs — and includes time inside city government. As a Harvard Business School fellow in the Office of the Mayor of Sacramento, I co-founded the Mayor's Office of Innovation and shaped the policy for an $8 million city fund, so I understand how a municipality plans and funds initiatives. As a U.S. Army logistics officer and Captain, I led a 30-person team sustaining a 5,000-person brigade across 22 bases — directing maintenance for 1,000 vehicles, 22 fuel points, and facilities under hard constraints. I have since run HVAC, plumbing, and electrical field services operations — the building systems at the center of a city's programmatic capital and maintenance — and stood up a manufacturing facility end to end, from capital equipment to vendor onboarding. My Harvard M.B.A. and ownership of multi-site P&Ls anchor the budget and risk side. I am not a licensed engineer; my value to this board is the management, oversight, and finance lens its establishing ordinance asks the Council to seek.

What are your goals in serving on this Board/Commission/Committee?

To help the city get full value from every infrastructure dollar. Concretely: hold the annual capital and maintenance prioritization to a clear scope-cost-risk standard; make sure routine maintenance is not deferred into far larger future bills; check that funded projects deliver what was promised, on the schedule and budget set; and help explain to residents, plainly, why maintaining the city's assets matters. I would bring rigor and follow-through, and decisions made in the city's interest — not a personal agenda.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

CDBG Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

This committee's work is grant administration — reviewing funding applications, analyzing performance, and ensuring federal compliance — and I have done closely related work inside city government. As a Harvard Business School Service Leadership Fellow in the Office of the Mayor of Sacramento, I co-founded the Mayor's Office of Innovation and created the policy for an $8 million city fund that made grants to educators and equity investments in startups. I know what a credible funding proposal looks like, how to judge one on merit, and how to hold recipients to measurable results. Through volunteering on Habitat for Humanity home builds, I have also seen up close the kind of community work these federal dollars support. My Harvard M.B.A. and experience running businesses keep me fluent in budgets and outcomes, and as a combat veteran I bring a perspective the committee's own appointment criteria specifically call for.

What are your goals in serving on this Board/Commission/Committee?

To make sure Burbank's limited federal dollars go to the highest-impact uses, and that the organizations receiving them are held to measurable results. I would focus on rigor in the review — clear criteria, honest performance assessment, and careful stewardship of public money.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

My experience is not with Burbank infrastructure specifically, but it is closely related. I have worked inside city government — as a Harvard Business School fellow in the Office of the Mayor of Sacramento, where I co-founded an innovation office and shaped the policy for an $8 million city fund — so I understand how a city plans, funds, and prioritizes. As a U.S. Army logistics officer and Captain, I led a 30-person team sustaining a 5,000-person brigade across 22 bases, directing maintenance operations for 1,000 vehicles, 22 fuel points, and supporting facilities. I have run HVAC, plumbing, and electrical field-services operations — direct, daily exposure to the building systems and maintenance cycles that make up much of a city's programmatic capital. And as the operator of a manufacturing business, I own the full cycle this board reviews: major capital projects; routine and programmatic capital — the recurring maintenance and replacement that keeps a facility running; and the annual call on how to prioritize limited funds, then checking the next year what was accomplished against what was planned. The scale and the public-funding rules differ; the discipline — scope, schedule, cost, risk, and honest after-the-fact review — does not.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

Project Management: Built repeatable launch and acquisition-integration playbooks across multi-site operations; planned and led logistics operations as a U.S. Army officer; manage production and installation projects end to end as a manufacturing operator. Structures / Buildings: Ran HVAC, plumbing, and electrical field-services operations — core building systems; operate a manufacturer that fabricates and installs structures attached to buildings; volunteer on Habitat for Humanity home builds. Construction Management: Stood up a manufacturing facility end to end (capital equipment, vendor onboarding); run a fabrication and installation operation; volunteer on Habitat for Humanity home-construction builds. Budget / Financing: Harvard M.B.A.; owned regional operations supporting $330M in revenue and a $10M+ branch P&L; capital budgeting for a manufacturing facility; shaped the policy for an $8M municipal innovation fund for the City of Sacramento. Other related / pertinent experience: U.S. Army Captain and logistics officer — sustained a 5,000- person brigade across 22 bases; Harvard Business School fellow in the Office of the Mayor of Sacramento. A numbers-first approach to scope, cost, and risk.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

James A Correa

JAMES A. CORREA

Burbank, California · [redacted] · [redacted] · [redacted]

Operations Executive · U.S. Army Captain · Harvard MBA

SUMMARY

Operations executive and U.S. Army veteran with nearly two decades of leadership across military service, city government, and multi-site operations. Served as a logistics officer and Army Captain across two combat tours; awarded two Bronze Star Medals. As a Harvard Business School fellow in the Office of the Mayor of Sacramento, co-founded the Mayor's Office of Innovation and shaped the policy for an $8M city innovation fund. Has since owned regional P&Ls and centralized operations for HVAC, plumbing, and electrical field-services businesses, a wildfire-protection manufacturer, and venture-backed marketplaces — work spanning capital planning, facilities, procurement, and field operations. Harvard MBA. Burbank resident.

EXPERIENCE

Superior Awning — Greater Los Angeles, CA

Operator (acquisition in progress) — 2026 – Present

- Lead day-to-day operations of a Southern California custom awning and shade-structure manufacturer while directing its acquisition alongside SIG Partners.

FireFoil — Los Angeles, CA

Wildfire structure-protection manufacturer supplying the U.S. Forest Service, BLM, and National Park Service.

Chief Operating Officer — 2025

- Stood up a new manufacturing, fulfillment, and commercial operation end to end — facility, ERP, capital equipment, production hiring, and vendor onboarding — for a multi-channel launch in a regulated category.

Apex Service Partners — Los Angeles, CA

The largest residential HVAC, plumbing, and electrical services business in the U.S.; Alpine Investors–backed.

Vice President, Operations Support — Pacific Region — 2024 – 2025

- Owned centralized operations and shared services — M&A integration, procurement, inventory, licensing, financing, real estate, fleet, and IT — across 19 brands in 7 markets, supporting $330M in revenue and 1,500+ field operators.
- Built the acquisition-integration and operator-onboarding playbook adopted as the regional standard, training 300+ employees across 10 acquired companies and supporting $100M+ of growth.

Head of Marketing — California & Hawaii — 2024

- Rebuilt operator confidence in centralized marketing during a leadership transition, raising branch satisfaction with the function from 4.2 to 8.5 (of 10) in four months.

Market Area President — Los Angeles — 2023 – 2024

- Owned a $10M+ branch P&L and 30+ employees across five Southern California counties in residential HVAC and plumbing field operations, improving EBITDA by roughly 300 basis points quarter over quarter.

Angi — Los Angeles, CA

National home-services marketplace; $100M managed-projects business unit.

Senior Director, Strategy & Operations — Managed Projects — 2022 – 2023

- Built and ran post-sale operations — project management, customer service, claims, payments, and compliance — for a 45-person team managing roughly 3,000 projects ($30M) in flight at any time.
- Cut cost of sales from 6.7% to 3.2% of revenue through tighter sales-operations controls and disciplined payment workflows.

Metropolis Los Angeles, CA

Computer-vision-powered parking technology and marketplace.

Head of Operations 2020 – 2021

- Joined pre–Series A and led more than half the company (70+ employees) through a $41M Series A close, reporting to the CEO and owning operations, customer service, account management, and launch.
- Built the launch operating model — technical operations team, vendor ecosystems, and a repeatable site-launch playbook — shipping 50+ new sites and growing the platform footprint 300%.

Regional General Manager 2019 – 2020

- Pioneered first-of-kind product launches and led expansion into adjacent verticals, building the model for standing up net-new business units.

Getaround Los Angeles, CA

National peer-to-peer and B2B carshare marketplace.

Regional General Manager — West Coast 2017 – 2019

- Launched the Los Angeles market as the first employee on the ground — hiring and training a 20+ person team — and within a year was promoted to run all West Coast markets.
- Negotiated and executed a major carshare parking partnership with LA Metro.

City of Sacramento — Office of Mayor Kevin Johnson Sacramento, CA

Direct report to the Mayor on workforce, economic development, and the regional innovation ecosystem.

Harvard Business School Service Leadership Fellow 2015 – 2016

- Co-founded and piloted the Mayor's Office of Innovation, building partnerships for the local entrepreneurial ecosystem and driving City Hall projects that improved services and reduced costs.
- Created the policy for an $8M Innovation & Growth Fund, providing grants to educators and equity investments in startups and strategic organizations.

United States Army Germany · Iraq · Afghanistan

Captain, Logistics Officer 2007 – 2012

- Led a 30-person team sustaining a 5,000-person combat brigade across 22 bases — directing maintenance for 1,000 vehicles, 22 fuel points holding 3M+ gallons, food service for 12,000 people a day, and an aerial-delivery operation supplying 1,500 personnel across nine bases.
- As a platoon leader, ran transportation logistics across Northern Iraq and Germany; the unit was named Unit of the Year by the National Defense Transportation Association and cited by the U.S. Army for the best maintenance record and a perfect safety record on a combat deployment.
- Awarded the Bronze Star Medal twice. Earlier service: U.S. Army Reserve, 2004 – 2007.

COMMUNITY & CIVIC INVOLVEMENT

- Habitat for Humanity (Los Angeles, San Gabriel Valley & Ventura County) — home-construction volunteer.
- Veterans of Foreign Wars (VFW), Post 8310, Burbank — member.
- George Washington University Alumni Association — former member, Board of Directors.

EDUCATION

Harvard Business School — Master of Business Administration (M.B.A.) 2015

The George Washington University — B.A., International Affairs, cum laude 2007

HONORS, CERTIFICATIONS & LANGUAGES

- Bronze Star Medal (×2) — United States Army.
- Distinguished Honor Graduate — U.S. Army Transportation Basic Officer's Course.
- Six Sigma Green Belt — USC Viterbi School of Engineering.
- Spanish — professional working proficiency.

Application Form

Profile

Michelle
First Name

L
Middle Initial

Murphy
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Bloomingdales
Employer

Sales Associate
Job Title

Retail Sales
Occupation

Which Boards would you like to apply for?

Community Development Block Grant Committee: Submitted
Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

29 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I'm interested in serving on the Community Development Block Grant Committee because I care deeply about housing stability, community growth, and strengthening access to city resources in practical, effective ways. I'm especially interested in exploring new ideas collaboratively, including how technology and community engagement can work together to improve awareness, access, and impact. I also value learning from what has not worked in the past so that future efforts can be more effective and responsive to real community needs. I bring a unique perspective shaped by lived experience with housing instability, which allows me to understand these challenges in a grounded and practical way. It would be an honor to serve in the city I care about deeply and raised my son in, and to contribute while also learning how community funding decisions and local development projects are made.

Education

GED Santa Monica Community College 1994

Additional Pertinent Courses or Training

RISE graduate 2026

Other Pertinent Skills, Experience or Interests

I have strong listening skills, enjoy working collaboratively, and passionate in learning how public funding and community programs operate so I can be more prepared for my plans on developing a resource to help adults in need of basic housing and food and career training, that can help make our community and all that live here thrive. I want to be a part of the solutions to help each other, from all backgrounds.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

RISE PROGRAM GRADUATE 2026

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have strong listening and communication skills. I am interested in housing, community development, and learning how public programs and funding decisions impact local residents. I am thoughtful, collaborative, and motivated to contribute to solutions that support real community needs.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Burbank Community Development Block Grant Committee is to learn how the process works and be familiar with all the details that it entails. Plus i really enjoy connecting with my community. I also have a long-term dream of staying a non profit that would provide an opportunity to rebuild one's life during a time of transition. It would provide more options and especially in the most over looked members of our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Tenants and Landlords Committee would be second choice. I have always been able to understand both perspectives and how decisions are made that affect housing stability and are beneficial for the owner as well. I care about fair, balanced solutions and I want to contribute in a way that supports respectful communication and practical outcomes for both tenants and landlords in the community.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Although I've been a renter my entire life, I see myself as owning property some day. Therefore, I can see both sides fairly and would like to be a part of learning and discussing concerns and share ideas that we can perhaps get implemented to help both Tennant and Landlord (or owners) by using new technology that might be a helpful more practical solution. There's always a fair solution but coming together, respectfully to hear both sides, is essential to community growth.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Michelle L Murphy

MICHELLE MURPHY

FRONT DESK PROFESSIONAL

Burbank, CA [redacted] [redacted]

CAREER OBJECTIVE

Seeking a receptionist or hostess role where I can apply my customer service and communication skills to ensure an outstanding guest experience and uphold the values of your establishment. Friendly and service-minded individual with a talent for creating genuine connections and positive first impressions.

EXPERIENCE

Receptionist/Sales Associate **2023 - Present**

Managed DVD and merchandise sales while coordinating promotions and marketing efforts for **Red Match Productions.**

Background Actor/Stand-In **2014 - 2023**

Background actor for film and television productions through **Central Casting**; took on-set direction from directors and crew.

Hostess **2011 - 2014**

Handled reservations, guest seating, concert ticket will-call, and special event bookings at the **House of Blues** in West Hollywood.

Receptionist **2007 - 2011**

Greeted high-profile clients, managed confidential information, maintained supply inventory, booked conferences, scheduled maintenance, and conducted building tours at **Kenquest Executive Suites** in Beverly Hills.

SKILLS & CERTIFICATIONS

- **CPR and First Aid** - Hands to Heart Assoc.
- **Community Engagement & Outreach Training** - HUGS
- **Certificate of Completion** - Nevada Real Estate Prelicensing Course (Century 21 Americana)
- **Customer Service Excellence Certificate** - Target

Board of Library Trustees

Application Form

Profile

Melanie
First Name

Middle Initial

Renfroe
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

StarLizard Productions
Employer

Director
Job Title

Film/TV
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

16

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Serving on the Board of Library Trustees for the past eight years has been a real honor. It has reinforced the idea that communities work best when people take part in them. I grew up in a small town in Georgia where the library was a place that felt open to all. It gave me access to ideas and perspectives that helped to shape how I saw the world, and to build a sense of curiosity that I still carry today. When I first moved to Burbank, the library was an invaluable resource as I was starting over and finding my footing. It was a place where I felt safe and supported. The people there were helpful, kind, and welcoming. I've never forgotten that experience and it helped to shape how much I value what a library can offer it's community. I want to help ensure our libraries continue to be accessible, welcoming, and useful spaces for the entire community. Serving in this role has given me the chance to contribute in a meaningful, practical way, and to support something that I know firsthand can make a real difference in people's lives.

Education

BA in Film Studies - University of Georgia

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Almost complete two 4 year terms on the Board of Library Trustees board. One year serving as Board Chair.

List Community activities in which you are involved:

I've been a volunteer through the Burbank Volunteer Program. I'm an active member of the Joaquin Miller Elementary PTA, and the current chair of their Legislation and Advocacy board.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

It has been a privilege to serve as a Library Trustee for the past eight years. I first got involved as a volunteer at the Central Branch, and was excited to step into a larger role as a board member and advocate for the Burbank libraries. My background in film and television has given me a practical way to contribute, especially with the opening of the Spark Lab. I was able to consult on programming and equipment, and help bring in industry professionals to take part in library focus groups and community programming. During my time on the board, I have also focused on expanding services to better meet the needs of our community. That has included supporting the addition of a full-time social worker and increasing access to job and career resources. I have also been a strong advocate for the bookmobile, as well as a new modern Central library. I think it's so important that our library system continues to evolve alongside the community it serves.

What are your goals in serving on this Board/Commission/Committee?

My goals in serving on this Board are to continue working with my fellow board members on our shared advocacy for a new Central library, an effort I have been part of since my appointment. At the same time, I want to continue supporting and advocating for our existing branches to ensure they are meeting the needs of our community as effectively as possible while we plan for the future. I also hope to remain a strong liaison within the community during this next phase of the library system, helping to maintain that connection between the libraries and the people they serve.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Melanie Renfroe

Melanie Renfroe

[redacted]

DIRECTOR

THE COUNTDOWN (2023) **Pilot – (premiered at Nashville Film Festival, Multiple Festivals Awards Winner)**

THE TENT (2019) **Short Film**

OUTSIDE THE BOX (2019) **Short Film**

SUNDOWN (2019) **Short Film**

LOST IN LA LA LAND (2018) **Short Film**

FORWARD THINKING (2018) **Short Film**

- Shadowed Creator/Director Justin Spitzer on TV Series SUPERSTORE - Universal/NBC (2020)

- Shadowed Director Mark Mylod on 100th Ep of TV Series SHAMELESS - WB/Showtime (2018)

***CASTING DIRECTOR** (as Melanie Burgess, CSA)

AMERICAN WOMAN (2016-2017) **TV Series** - Paramount/Warner Horizon/John Wells Productions
*Directors – Alex Hardcastle, Iain MacDonald, Mary Lou Belli, Alethea Jones

ANIMAL KINGDOM (2015-2017) **TV Series** - TNT/Warner Horizon/John Wells Productions
*Directors – Chris Chulack, Larry Tang, Laura Innes, Emmy Rossum, Jimmy Muro, John Wells

SHAMELESS (2010-2017) **TV Series** - Showtime/WB/John Wells Productions
*Directors –Mark Mylod, David Nutter, Pete Segal, Mimi Leder, William H. Macy, Emmy Rossum, Anthony Hemingway, James Ponsoldt

STUDIO CITY (2015) **Pilot** - FOX/WB/John Wells Productions
Director –Sanaa Hamri

TIN MAN (2014) **Pilot** - NBC/Universal/Bobker-Kruger Films/John Glenn Entertainment
Director - D.J. Caruso

SOUTHLAND (2009-2013) **TV Series** – NBC/TNT/WB/John Wells Productions
*Directors – Chris Chulack, Nelson McCormick, Stephen Cragg, Felix Alcala, Regina King

CAVEMEN (2013) **Feature Film** – Fascination Films
Writer/Director – Hershel Faber

THE ADVOCATES (2013) **Pilot** – CBS/WB
Director – David Nutter

BAD GIRLS (2012) **Pilot** – NBC/WB/John Wells Productions
Director – John Dahl

PRODIGY BULLY (2012) **Pilot** – FOX/WB/John Wells Productions
Director – Pete Segal

TORCHWOOD: MIRACLE DAY (2011) **TV Series** – Starz/BBC
Creator/Writer – Russell T. Davies

RECONSTRUCTION (2011) **Pilot** – NBC/Universal
Director – Peter Horton

***select list**

(References avail upon request)

Application Form

Profile

Lisa
First Name

Middle Initial

Dyson
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Burbank Unified School District
Employer

Library Coordinator
Job Title

Librarian
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

23

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My name is Lisa Dyson. I'm a Burbank homeowner and 23 year resident of Burbank. My daughter went to Bret Harte, Luther, and graduated from JBHS. I'm very interested in serving on the Library Board for the following reasons. I've come to recognize that the library as a building and as a sanctuary of learning has been a part of my life since I was a child. I grew up in a suburb of Philadelphia and volunteered for our town's library which had been established in 1755, prior to our country's Revolutionary War. It has since been modernized but during my early years it was steeped in history and had that smell one recognizes attached to history and old books. An avid reader since my childhood I believe public libraries are one of the most important gifts we can provide to our communities. I'm interested in serving on this Board because I've enjoyed the benefits our BPLs have provided for myself and my family. We've learned many things recently and libraries have been in the thick of this learning. Understanding that all children should feel welcome and represented when they walk into a library space, that any and all community members should feel welcome and safe is the basic principle of our free library system and should remain so. I would be honored to serve on the library board to help sustain its viability now and in the future.

Education

I'm a professional actor and teaching artist. So, my educational experience reflects that career. I attended the American Academy of Dramatic Arts. I don't have a resume for my BUSD job. I have a professional acting resume however I don't think that's what you're looking for right now. If you'd still like it I can upload it anytime.

Additional Pertinent Courses or Training

We don't have funding to send library coordinators at BUSD to conventions or seminars so any additional subscriptions or webinars I've taken on my own. I keep up to date on books, both non-fiction and fiction, with Kirkus Reviews, Junior Library Guild subscriptions, webinars with authors, local book festivals, and author visits. We have several successful authors who live here in Burbank who are always very generous with their time. I've been on PTA, PTSA Boards throughout my BUSD life. I'm currently on Site Council here at Dolores Huerta MS. I was very active in Burbank Arts for All receiving the Champion of the Arts Award. I was on the BUSD DEI Committee. Diversity, Equity and Inclusion is something I strive for on a daily basis both at my site library and in daily life.

Other Pertinent Skills, Experience or Interests

As an actor, director and storyteller I've shared my talents with our community by being the Artistic/Creative Director of BYSTI (Burbank Youth Summer Theatre Institute) where kids 8-16 performed Shakespeare in the Park. Recently I've been working as a teaching artist for our after school drama program at Dolores Huerta. The students performed "A Midsummer Night's Dream" at The Colony Theatre this past April. I also take those skills into our 7th grade and ELD classrooms to teach reader's theatre and Shakespeare.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have never served on a City Board, Commission, or Committee.

List Community activities in which you are involved:

Burbank Arts for All, PTAs and PTSAs at Bret Harte, Luther Middle School, and JBHS. I was also on Burbank PTA Council where I was Reflections Chair. Once upon a time, when this position existed, I was the District Art Chair - coordinating and reporting on the arts activities happening at all of our school sites. I was honored with the Champion of the Arts Award from Burbank Arts for All. I was Creative/Artistic Director of the Burbank Youth Summer Theatre Institute (BYSTI) a summer Shakespeare Camp for 8-16 year old Burbank kids. We performed at Woodbury, Starlight Bowl and First Methodist Church. Once upon a time I was a member of Rob Bowers and The Rock Salt Company where for 10 years we performed for Kids on Stage at The Starlight Bowl. Summer campers would come up for music education shows. I was on the GATE committee at Luther MS. And put together theatre programs for elementary students pull-out GATE Days.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A.

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Library Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have been a Library Coordinator for the Burbank Unified School District for the past 14 years. For my first 2 years I worked at Bret Harte and Edison Elementary. For the past 12 years I have been the Library Coordinator at Dolores Huerta Middle School. I am proud that the library at DHMS is a place where all students feel welcome, where even those who declare they "hate to read" can find books that interest them. My job is to prepare them to wish to be life-long readers, to have them view libraries as windows into other worlds both familiar and new. Because of my job I understand all aspects of working in a library. From curating, cataloguing, checking out, re-shelving to listening and suggesting materials patrons might enjoy. During our Covid lockdown, while our BPL libraries were closed I held a safe, sanitized and masked curbside pick-up & delivery of books for our students who were grateful to get books to read. And before I started working for BUSD as a library coordinator I volunteered with BPL as a deliverer of books to those who couldn't get to our libraries. Every patron I delivered books/materials to was very grateful BPL provided this service. I'm still an avid reader, mostly now of middle grade and young adult books because of my occupation, however I do still find time to read grown-up books as well. As a professional actor and teaching artist I also love the chance to tease a first chapter of books to my English classes, showing by example how expressive reading can be. Sadly not every kid grows up knowing what its like to be read to with expression or how your mind can visualize words. Technology leaves nothing to the imagination anymore so I find storytelling even more important these days. As library coordinators we also partner with the librarians of our BPL, we share suggestions, sometimes we get free books (a special treat since all of us work with little or no money to curate our collections), and we promote activities and clubs sponsored by our city libraries. The partnership of student ids working as library cards for our school sites and our public libraries has been a terrific idea. When I travel I try to visit local public libraries to see if there are any new ideas I can borrow (see what I did there). And I've shared what I've seen with our BPL staff members.

What are your goals in serving on this Board/Commission/Committee?

I'm very interested in serving on the Library Board for the following reasons. As I've stated above, I've come to recognize that the library, as a building and as a sanctuary of learning, has been a part of my life since I was a child. I wish to help support and encourage that for all of our families as we continue to update our own public libraries to keep them relevant and accessible. I'd like to bring to the table my experience at our BUSD sites, the pulse on what our students are looking for from our public libraries and how we can best adhere to their needs and wishes. Because of my love for reading and libraries I feel this Board would be the best match for my abilities.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Lisa Dyson

Application Form

Profile

Robin
First Name

Middle Initial

Savoian
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

Caltech
Employer

Associate Director of Leadership Annual Giving
Job Title

Associate Director, Fundraising
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

18 years

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have served three terms on the Community Development Goals Committee, including multiple appointments as both Chair and Vice Chair during my twelve-year tenure. I am now eager to expand my service to the City of Burbank in a new capacity. I hope to offer direction and guidance to the Burbank City Council as it continues to engage the community and provide exceptional resources to Burbank's diverse population, particularly in the evolving landscape following the COVID-19 pandemic. I am especially interested in contributing at this time as the Central Library undergoes facility upgrades.

Education

I hold a Bachelor of Science degree from the University of California, Davis and over the past 25 years, I have built extensive experience working in nonprofit organizations, cultural institutions, and higher education, with a strong focus on budget management, program development, and community engagement. I have served on numerous boards and committees, including advisory boards, where I have developed expertise in presenting findings that inform recommendations to organization staff, governing boards and elected officials.

Additional Pertinent Courses or Training

In the past two years, I earned certifications from the University at Buffalo, State University of New York, in Nonprofit Leadership and Governance, as well as in the Roles and Responsibilities of Nonprofit Boards of Directors, further strengthening my ability to contribute effectively in a leadership and advisory capacity. Additionally, I completed The Principles and Techniques of Fundraising and Developing Major Gifts courses through the Indiana University Lilly Family School of Philanthropy.

Other Pertinent Skills, Experience or Interests

I worked with the Community Development Department back in 2022 when City Council directed staff to issue an RFP to find a new tenant for the old Boys and Girls Club located at 2244 N. Buena Vista. I thoroughly enjoy the opportunity to invest my time and talents in the community's development and Block Grant allocation recommendations but possess other skills that could be better utilized by other Boards and Commissions.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have served three consecutive four-year terms on the Community Development Goals Committee (2014–present), totaling twelve years of service. During that time, I have held multiple leadership roles, including Committee Chair in 2017, Vice Chair in 2020, Chair again in 2021, and most recently Chair in 2023 and 2024.

List Community activities in which you are involved:

I have been actively involved in a wide range of community groups and programs throughout Burbank since becoming a resident in 2008. I have worked as a substitute teacher for K–12 schools within the Burbank Unified School District during the 2016–2017 and 2022–2023 school years, including long-term assignments at Miller, Roosevelt, and Bret Harte Elementary Schools. I am also a member and active participant in the Parent-Teacher Association within the district as well as a longtime member of the Friends of the Burbank Library. My family and I regularly participate in Burbank Library programming, including evening classes, the annual Summer Reading Program, and other in-branch activities across all three library locations. In addition, my family and I take pottery and art courses and attend gallery exhibitions at the Betsy Lueke Creative Arts Center, and participate in classes offered through Burbank Parks and Recreation, including Summer Daze and programs at the Stough Canyon Nature Center. We also frequently attend music and performing arts programs at John Burroughs High School and Burbank High School. Throughout the year, with family and friends, I attend seasonal community events such as the McCambridge Park Egg Hunt, the Christmas tree lighting at City Hall, and special events at McCambridge Park and Verdugo Pool. We are all especially excited to see the return of programming at the Starlight Bowl this year.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a strong interest in library science and have led and participated in several book clubs, including several offered by the Burbank Public Library. I view the Burbank Library system as an invaluable community resource, and my family and I regularly take part in programs and activities at all three library locations across the city. After passing the California Basic Educational Skills Test (CBEST) and spending two years substitute teaching K–12 in the Burbank Unified School District, I developed a deeper appreciation for the vital role libraries play in supporting education and community engagement. I am an active member of the Friends of the Burbank Library as well as the American Library Association, and I attended the Association's annual conference in Seattle, Washington, in 2019.

What are your goals in serving on this Board/Commission/Committee?

Public libraries are dynamic, socially responsive institutions that reflect the diversity of our communities and serve as a vital lifeline for many of our most vulnerable residents. With over a decade of city service on a Burbank Committee, my goal in serving on the Board of Library Trustees is to collaborate with fellow board members to help establish policies that support the maintenance and continued improvement of Burbank's public libraries, ensuring they remain an exceptional resource for all members of the community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have greatly appreciated the opportunity to serve the City of Burbank for three full terms on the Community Development Goals Committee, where I have worked collaboratively with fellow community members to make recommendations on the allocation of federal Community Development Block Grant funds. Over the past twelve years, I have gained a deeper understanding of the important role city boards and commissions play in supporting effective local governance and community needs. I hope to continue my service to the Burbank community by offering my expertise to the Community Development Block Grant Committee should an appointment to the Board of Library Trustees not be possible at this time.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Community Development Goals Committee is to continue supporting the Burbank City Council and the broader Burbank community through thoughtful service and collaboration.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Robin Savoian

Robin Savoian
Burbank, CA
phone: [redacted] / email: [redacted]

Professional Summary:

Strategic fundraising professional with expertise in board leadership and governance, cultivating donor relationships and growing revenue generating programs through innovative engagement strategies. Proven ability to lead teams and collaborate with stakeholders to increase engagement, achieve fundraising goals, and advance organizational missions. Seeking to contribute as a member of the Board of Library Trustees by applying experience with strategic development and knowledge of Burbank City policies and programs, to drive impactful results.

Work History:

Caltech – Pasadena, CA
Associate Director of Leadership Annual Giving, June 2023 – Present

- Qualify, cultivate, and acquire mid- to major-level gifts to bridge annual fund donors with larger gift opportunities and motivations.
- Develop strategy and solicitation cycles for donors to the Caltech Fund Catalyst leadership annual giving society and provide personal engagement and a year-round experience.
- Evolve and grow society-based giving strategies, including concepting additional recognition programs, stewardship opportunities, committees, events, and levels.
- Works with Caltech Fund's integrated marketing team to create multichannel communication touchpoints, making use of new technologies to enhance the donor experience, including email, text, web, and social media platforms.
- Closely collaborate with colleagues and campus partners to cultivate and capitalize on gift opportunities and donor engagement.

Burbank Unified School District – Burbank, CA
Substitute Teacher, August 2022 – May 2023

- 45-day assignment (September – December 2022) in Transitional Kindergarten at Joaquin Miller Elementary School. Certificated educator required to assist first year teacher.
- Adhere to all procedures, guidelines, and policies in line with recommended teaching procedure at K-12 school sites in the district.

Greater Los Angeles Zoo Association - Los Angeles, CA
Associate Director of Development, Annual Fund, January 2017 – August 2022

- Responsible for acquiring a significant portion of GLAZA's annual budget by managing all facets of the Safari Society ($1,500 -$30,000) upper level, individual giving program.
- Advanced the Los Angeles Zoo's and GLAZA's interests by identifying sources of private support, and by maintaining strong communication ties with donors and prospects.
- Instituted an upgrade and donor retention campaign, increasing participation and annual revenue to the upper level giving program to record amounts in 2022, exceeding projections by over 10%.
- Create exclusive events for donors and prospects, including three seasons of the acclaimed *L.A. ZOOm to You* web series during the 2020 pandemic.
- Establish and strengthen long-term relationships with donors resulting in a strong major gifts pipeline.
- Identified and solicited multiple Safari Society donors for major gifts, culminating in the creation of a conservation endowment, and several capital improvement projects, outlined in the Los Angeles Zoo's Vision Plan.

Burbank Unified School District – Burbank, CA
Substitute Teacher, August 2016 – January 2017

- Long term position (October-December 2016) in Physical Education for 3rd, 4th, and 5th grade students attending Bret Harte Elementary and Theodore Roosevelt Elementary Schools.
- Direct student learning and engagement by accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons, or units assigned in K- 12 setting.

Natural History Museum of Los Angeles County - Los Angeles, CA
Special Event Assistant, March 2016 – August 2016

- Coordination of vendor load-in and load-out for internal fundraising events and third-party events, ensuring that all setups are completed as listed in the approved work order.
- Monitoring of volunteers and vendors to ensure adherence to Museum policies and procedures.
- Monitor status of all facilities throughout event and work with internal staff to correct any lighting, audio/visual, cleanliness issues or any aesthetic deficiencies, noting for follow-up.

Wally Parks NHRA Motorsports Museum - Pomona, CA
Development Officer, April 2014 – April 2015

- Acting as sole development officer of the institution, designed and implemented a professional fundraising program, including membership, annual fund, major gifts, and foundation grants.
- Worked closely with the Executive Director and stakeholders at the National Hot Rod Association to meet the goals outlined in the Strategic Plan.
- Advanced the Museum's interests by identifying sources of corporate and private support.
- Streamlined visitor services, including redesign of the visitor experience and collaboration with exhibits and facilities staff to increase marketing efforts and onsite wayfinding.
- Overhaul of third-party rental policies to parallel market rates and best practices, while ensuring customer satisfaction and optimizing revenue for the institution.

Natural History Museum of Los Angeles County - Los Angeles, CA
Manager, The Fellows, September 2009 – March 2014

- Development, implementation, and management of all aspects of the Fellows membership, upper level annual-giving program.
- Delivery of benefits to the 285+ members contributing between $2,000 and $25,000 annually.
- Increased annual revenue by 22%, and number of donor households by 20% in four years.
- Marketing, design and coordination for all upper-level membership events, maximizing renewals and upgrades, and cultivating new donors.
- Worked in collaboration with a team of Advancement fundraisers to develop cultivation, solicitation, and stewardship strategies for individual donors.
- Oversight of the Alliance and NHM Next Generation Committee volunteer solicitor groups.

Manager, Family and Community Programs, September 2005 – September 2009

- Planning and management of project logistics, budgets, personnel, schedules, and priorities for all revenue generating, educational programs including Adventures in Nature summer and winter camp, the Overnight Adventures sleepover program, workshops, lectures, and fieldtrips.
- Event management, scheduling and organization for large-scale public festivals and programs.
- Generated marketing materials associated with revenue generating programs. Key educational contributor for the *Naturalist* membership publication.
- Education Department representative on Museum's Strategic Planning Committee and Museum ambassador at conferences, on community boards, and at other professional gatherings.
- Direct supervision of a full time Assistant Coordinator along with seasonal camp instructors, special event staff, and the *Dinosaur Encounters* performing arts team. Assisted with training and supervision of volunteers and docents.

Family Programs Assistant Coordinator, June 2004 – September 2005

- Coordinated the billing, program logistics and oversight of staffing for the sleepover program and assisted with the administration and operations of the Adventures in Nature camp program.
- Designed and implemented semiannual Family Overnights geared toward members. Regular communication with program registrants and fielding of inquiries from potential participants.

Gallery Interpreter, September 2002 – June 2004

- Led tours, conducted live animal presentations, and instructed hands-on Adventures in Nature summer and winter camp courses.
- Design, recruitment and database management of participant schools for Afterschool Program.

Walt Disney World - Lake Buena Vista, FL
Advanced Intern – Entomology / Plant Science - December 2001 - June 2002

- Leafminer fly and *Opius* wasp rearing as biological control agents for dispersal throughout the Walt Disney World Park system.
- Development and maintenance of mole cricket, ant, and termite farms for the interactive agricultural biotechnology exhibit.
- Co-managed production greenhouse and led educational, behind-the-scenes tours.
- Completion of *Disney U* and *Traditions* programs for excellence in customer service.

City of Los Angeles - Los Angeles Zoo and Botanical Gardens - Los Angeles, CA
Student & Behavioral Enrichment Volunteer / Camp Instructor - February 1993 - June 1999

- Conducted tours and assisted in educational workshops for members and the public.
- Renovated and co-designed exhibits and produced enrichment items for various animals.
- Paid Zoo Camp Counselor-in-Training, Counselor, and Instructor during summer months, developing science-based learning activities aimed at 1st through 6th grade students.

Education:

University of California, Davis
Bachelor of Science Degree: Entomology - September 2001

Certifications and Specializations:

American Red Cross

- Adult CPR/AED, Pediatric CPR and First Aid certification – March 2026

Lilly Family School of Philanthropy - Indiana University Indianapolis
The Fund Raising School: Certificate in Fund Raising Management – in process

- Developing Major Gifts - Washington, D.C. - June 2025
- Principles & Techniques of Fundraising – Austin, TX – April 2026

University of Buffalo – State University of New York
Improving Leadership & Governance in Nonprofit Organizations Specialization – in process

- Introduction to the Nonprofit Sector, Nonprofit Organizations, Nonprofit Leadership & Governance – February 2025
- The Roles and Responsibilities of Nonprofit Boards of Directors within the Governance Process – January 2026

Boards, Committees, and Community Engagement:

Caltech Women's Club – July 2023 – Present

- Board Officer
  - Chair, Membership - July 2025 – Present
- Caltech Women's Investment Club
  - Partner – January 2024 - Present
  - Assistant Financial Partner – July 2025 – Present

Community Development Goals Committee - City of Burbank, CA - May 2014 – Present

- Committee Member; Appointed by Burbank City Council
  Term 3: July 2022 – July 2026; Committee Chair – 2023, 2024
  Term 2: July 2018 – July 2022; Committee Chair – 2021; Committee Vice Chair - 2020
  Term 1: May 2014 – July 2018; Committee Chair – 2017

American Youth Soccer Organization (AYSO) – August 2022 - Present

- Certified Regional Referee / Assistant Referee for U10/U12 regular season games
  5 games-2022; 3 games-2024; 4 games 2025
- Annual certifications for: AYSO Safe Haven, CDC Concussion Awareness, Sudden Cardiac Arrest Identification, and Stewards of the Game

Centers for Ocean Science Education Excellence (COSEE) West - September 2007 – June 2013
- Advisory Board Member

Museum Education Roundtable - August 2009 – August 2012
- Board Member
- Chair, Finance Committee - 2011-2012
- Co-Chair, Marketing and Membership Committee - 2010-2011

Education Consortium of Central Los Angeles – September 2005 – September 2009
- Board Member
- Vice President of Membership - 2008-2009

Professional Memberships, Conferences, Speaking Engagements and Awards:

American Alliance of Museums - Member: April 2006 – April 2016
- Annual Meeting Attendee
  - 2010 Annual Conference – Los Angeles, CA
  - 2009 Annual Conference – Philadelphia, PA
  - 2008 Annual Conference – Denver, CO
  - 2007 Annual Conference – Chicago, IL
  - 2006 Annual Conference – Boston, MA

American Library Association - Member: December 2018 – December 2019
- Annual Meeting Attendee
  - 2019 Midwinter Meeting – Seattle, WA

Association of Zoos and Aquariums - Member: January 2017 – December 2022
- Annual Conference Attendee
  - 2020 Annual Conference - Virtual due to Covid-19 pandemic.
  - 2017 Annual Conference – Indianapolis, IN
- Panelist: *What is the New Normal in Events? – Donor Stewardship During Covid*
  - 2021 Annual Conference - Virtual due to Covid-19 pandemic.

Bridge Integrated Marketing and Fundraising Conference
- Annual Meeting Attendee
  - 2013 Annual Conference – National Harbor, MD

California Association of Museums - Member: June 2008 – December 2013
- Moderator: *Staying True: Creating Mission-Driven Youth Programming that Addresses the Bottom Line*
  - 2009 Annual Conference – San Francisco, CA

California Science Teachers Association - Member: October 2005 – October 2011
- Presenter: *Natural History and Husbandry of Insects, Arachnids and Myriapods*
  - 2009 Science Education Conference – Palm Springs, CA
  - 2007 Science Education Conference – Long Beach, CA
  - 2005 Science Education Conference – Palm Springs, CA

The Council for Advancement and Support of Education (CASE) - Member: July 2023 – Present
- Circle of Excellence
  - 2025 Silver Award for Excellence in Special Events Online (One-time)
    - *The Caltech Fund's 2024 Giving Day Turtle Pond Event*
- Speaker: *Leading Every Day: Building a Leadership Annual Giving Program that Matters*
  - 2025 District VII (West) Conference - San Francisco, CA
- Annual Conference Attendee
  - 2024 District V & VI (Great Lakes and Mid-America) Conference – Chicago, IL

Meeting of the Minds West Coast Annual Giving and Advancement Services Conference

- Speaker: *Leadership Annual Giving: From Arts and Culture to Higher Education Fundraising*
  21st Anniversary Conference – February 2024 – Cal Poly, Pomona, CA
- Speaker: *Mid-Level Donor Migration*
  Speaker: *Women in Advancement Leadership*
  16th Annual Conference – March 2022 – Cal Poly, Pomona, CA
- Speaker: *The LA ZOOm Story & Other Online Engagement and Prospecting Strategies*
  15th Annual Conference – March 2021 – Virtual due to Covid-19 pandemic.
- Speaker: *What's Working Elsewhere? Fundraising Success Stories from Outside Education*
  14th Annual Conference – March 2020 – Virtual due to Covid-19 pandemic.

Museum Educators of Southern California - Member: May 2005 – May 2010

Western Museums Association

- Annual Meeting Attendee
  2008 Annual Meeting – Anchorage, AK

Application Form

Profile

Celia (First Name) | D (Middle Initial) | Carey Needum (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91505 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

Springboard Collaborative (Employer) | Program Director (Job Title) | Educator (Occupation)

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a Burbank resident raising my son here, I am deeply committed to ensuring our city remains a vibrant and supportive place for all families. My recent experience in the Burbank RISE program gave me an eye-opening look at the intricate layers that make our city breathe, from city planning to community services. I want to move beyond being a resident and become an active participant in our city's future, using my professional expertise in educational leadership to serve our local institutions.

Education

M.Ed. in Educational Leadership, Dallas Baptist University B.A. in Psychology (Minor in Secondary Education), Hampton University

Additional Pertinent Courses or Training

Burbank RISE Program Graduate (Class of 2026) Black Literacy Matters Conference (March 2026) National Urban League Annual Conference (2025) Lead by Learning (2023) CPR Certified

Other Pertinent Skills, Experience or Interests

I have over 15 years of experience in developing culturally relevant programs and curricula. I am a natural facilitator skilled in data-centered strategy and managing complex program operations to meet student growth targets. Additionally, through my work with Maroon Arts & Culture, I have extensive experience in community outreach and building partnerships with city leadership and diverse stakeholders.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Maroon Arts & Culture Juneteenth Jubilee Committee Proud graduate of the 2026 Burbank RISE leadership program

List Community activities in which you are involved:

Burbank RISE Program: Engaged in 8 weeks of intensive civic exploration and leadership training. Maroon Arts & Culture: Co-founder and Director of Programs, leading community outreach and local partnerships, including the annual Juneteenth Jubilee in Burbank, CicLAvia, and the Teen Play Festival. Volunteer Work: Volunteered at the BASE Adaptive Sports Expo at McCambridge Park, supporting differently abled neighbors.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My entire career has been dedicated to closing the literacy gap and amplifying marginalized voices. As a Program Director for a literacy-focused organization, I lead the implementation of educational programs and oversee large-scale program operations. My experience includes: Developing culturally relevant virtual book clubs and curricula for students of color. Building and maintaining relationships with school and community stakeholders to ensure successful program rollouts. Using data-driven decisions to improve stakeholder experiences and program reach. Promoting DEI (Diversity, Equity, and Inclusion) by engaging families from marginalized communities to enhance educational impact.

What are your goals in serving on this Board/Commission/Committee?

My primary goal is to leverage the library as a central hub for community literacy and engagement. I hope to: Support the development of inclusive, culturally relevant programming that reflects the diverse spirit of our neighborhoods. Strengthen partnerships between the library, local schools, and community organizations to expand literacy access. Utilize my background in data analysis to help the board assess and optimize library service delivery for all residents. Ensure our libraries remain supportive, "vibrant" spaces where every resident feels they belong.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Celia D Carey Needum

CELIA CAREY NEEDUM

Los Angeles - [redacted] - [redacted] - [redacted]

Senior Program Director with an M.Ed. and over 15 years of dynamic leadership experience developing culturally relevant programs and curriculum. A natural facilitator and people manager, fostering teams through data-centered strategy, ideation, and design. A trusted guide for diverse student and colleague groups, dedicated to amplifying the voices of the marginalized.

EXPERIENCE

SPRINGBOARD COLLABORATIVE - Los Angeles, CA (Remote) **12/2023 - Present**
Program Director

- Lead the implementation and management of literacy programs across multiple partner sites; ensure alignment with district goals and Springboard's mission to close the literacy gap by 4th grade.
- Oversee recruitment, training, and development of seasonal staff and educators; coach and support teams to drive program success and improvement.
- Build and maintain relationships with school administrators, district leaders, and community stakeholders; secure long-term partnerships and ensure successful program rollouts.
- Manage program operations, ensuring metrics such as student enrollment, attendance, and reading growth meet or exceed targets; consistently improve stakeholder experience through data-driven decisions.
- Collaborate with internal teams to support program innovation and continuous improvement; provide insights to shape future strategy and optimize program delivery.
- Foster a diverse, equitable, and inclusive work environment; support educators in engaging families from marginalized communities to enhance program reach and impact.
- Present quarterly updates to senior leadership and stakeholders; analyze program data and recommend strategies for improving program outcomes.
- Travel 30% to oversee program implementation and provide direct site support; work asynchronously with remote teams to ensure continuous alignment and progress.

MAROON ARTS & CULTURE - Burbank, CA (Seasonal) **06/2019 - Present**
Director of Programs

- Co-founder and head of programming for Maroon Arts & Culture, an organization empowering artists and audiences with safe spaces to create new work, collaborate across mediums, and celebrate the global Black diaspora.
- Team with co-founding partner to design and launch immersive experiential space; create GTM strategy for theatre, TV, and film premieres as well as activations including vendor marketplaces, young adult programs, community festivals, workshops, and education series; establish long- and short- term budgets.
- Lead Community Outreach, Partnerships, and Education verticals; work in community to build relationships with the Mayor of Burbank, City Council, art and cultural institutions, and public/private schools; team with minority-owned businesses to ensure amplification of marginalized voices.
- Launch annual Juneteenth Jubilee, a local community celebration with full day of programming each year; combine food, entertainment, retail, and learning experiences including African dance performances, Black-owned business marketplace, and children's entertainment; awarded Juneteenth proclamation from City of Burbank.
- Design Freedom School & Teen Festival programs as ongoing enrichment for young adults; build culturally relevant virtual book club and curricula for students of color, creating learning opportunities beyond the classroom.
- Support marketing and communications strategy; guideline digital, social, and web plans and team with Designer/Developer to facilitate web and content build.

SYLVAN LEARNING - Glendale, CA (Hybrid) **06/2023 - 12/2023**
Director of Education, Contract Services

- Collaborating on new program development to meet the various needs of school districts, administrators, and families; identifying and meeting client needs, working with families, school districts, and administrators.

- Fostering relationships with all stakeholders in the community; set up marketing events, create marketing materials to be shared in various formats.

- Hiring, training, and facilitating staff observations; working with colleagues to improve morale and retention of employees; developing and maintaining curriculum frameworks, creating, monitoring, and administrating student assessments.

- Tracking program performance metrics through implementing various quality control techniques; create and maintain systems, budgets, and communication logs; offering technical expertise and support to sales teams; conduct meetings to secure contract deals.

LUTHER BURBANK M.S. - Los Angeles, CA **12/2020 - 06/2023**
Department Chair, English (06/2021 - 06/2023)
English Educator (12/2020 - 06/2021)

- Promoted to lead English department team of 17, directing weekly meeting cadence and strategy across 3 matrixed grade level (6, 7, 8) teams; partner with Principal and Asst. Principal as liaison to prepare department for annual KPIs.
- Create instructional curriculum design plans for 100% virtual and distance learning for 120 students; build bonus Reader and Writer Workshop programs with project-based study to invite authentic, diverse educational flow and hands-on experience in digital collaboration with peers.
- Onboard and train staff and students through technology products and implementations, blending applications; utilize Zoom, Google, Microsoft, PearDeck, Schoology, Promethean Board, Kahoot!, Blooket, Canva, Prezi, and Learning Ally.
- Direct Where Everybody Belongs (WEB) program, facilitating team of 60 students through leadership, mentorship, and belonging program; run application/recruitment process for competitive program; design onboard, engagement, and service project strategies.
- Partner directly with 200+ parents in community, ensuring understanding of communications technology; release monthly newsletter.

HECTOR P. GARCIA M.S. - Dallas, TX **07/2019 – 12/2020**
Instructional Lead

- Recruited into leadership in data-driven position, analyzing student test and achievement metrics; directed the English Language Arts program and team of 20 staff across 3 grade levels (6, 7, 8).
- Responsible for addressing state assessments and sub-populations of students, creating both enrichment curriculum for advanced placement learners and specialized Reading and Writing labs for under-performing learners.
- Led department's complex data meetings to address gaps in performance and set goals and mentor programs for staff.
- Planned holistic instructional design department-wide plan with onset of pandemic and distance learning necessity; designed tailored digital learning for 3 courses.
- Awarded Institute for Learning (IFL) grant/stipend; acted as campus rep to train and onboard staff to program.

DALLAS CAN ACADEMY - Dallas, TX **08/2016 - 07/2019**
Department Chair, English Language Arts (08/2017 – 07/2019)
English Educator (08/2016 – 08/2017)

- Hired as Educator and promoted to lead English Department and team of 7 at alternative learning academy with diverse student population ranging from ages 14 - 22 years old.
- Taught accelerated English I & II and built compressed program specifically designed for marginalized student populations to beat odds and efficiently earn high school diplomas; created real world applications and hands-on skill development for Black, Indigenous, Latino, LGBTQ+, and refugee students.
- Directed people development program for Educator team (including Special Education and ESL leaders) to advance learning opportunities; performed walk-through observations with modeling and instructional support for teams.
- Tasked with oversight of the Language Proficiency Assessment Committee and acted as a liaison between District, Administration, and Educators; communicated daily with parents.

LAKE HIGHLANDS J. H. S. - Richardson, TX **07/2014 - 08/2016**
Special Education & English Resource Educator

Harold Wendell Lang Sr. M.S. - Dallas, TX **08/2010 - 07/2014**
Principalship Program (08/2012 – 06/2013)
Special Education & Social Studies Educator (08/2010 – 07/2014)

EDUCATION

DALLAS BAPTIST UNIVERSITY - Dallas, TX **05/2013**
M.Ed. Educational Leadership

HAMPTON UNIVERSITY, Hampton, VA **05/2007**
B.A. Psychology, minor Secondary Education

Certifications: Principal (EC-12), Special Education (EC-12), ESL Supplemental (EC-12), Certified Professional Development and Appraisal System (PDAS) Appraiser (2013)

Professional Development: Lead by Learning (2023), Model Schools Conference (2018), Solution Tree: Professional Learning Communities at Work (2016), Positive Behavior Intervention Support (PBIS) Campus Representative (2014)

ADDITIONAL EXPERIENCE

MINDMATCH, LLC. - Houston, TX **10/2020 - 05/2021**
Educator Lead & Instructional Designer

- Recruited into startup on 8-month contract to build teaching and learning operations for student assessment and tutoring match product; hired 25 Educators across all subjects and developed Educator onboarding.
- Facilitated digital platform, UX, and web design with Product and Web Development teams; designed engaging virtual curriculum across diverse subject matter; partnered with families and students to assess product.
- Acted as face of program with community leaders and investors; led live digital events to support GTM/go-live to engage audiences as a part of *Open House* campaign.

Application Form

Profile

John
First Name

Middle Initial

Medici
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Retired.
Employer

Adjunct Associate Professor
Job Title

Instructor LA City College ... Actor, SAG/AFTRA, Actors Equity Assoc. a
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

29 + years in June 2026

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My education and work have involved me intimately with Reading, Expression. Research, and Writing. A library is where people, no matter what age, learn these tools, get a chance to practice them. If I can assist people to better appreciate and/or to better develop skills in these areas, that wouild be a good fit for me. As a member of the Burbank Senior Citizen Board, the same principle has applied; to use my skills to make life better for Seniors. I've attended monthly Board meetings since January 2023, as well as attended special events at the Tuesday City Council meetings. As a result, I've learned a lot about the needs of manyBurbank residents. Serving people directly is definitely a learned skill, which I've experienced.

Education

Fordham University, School of Education: BS Secondary Education. New York University, Master of Arts in Educational Theater. California State University, Northridge. Master of Arts in English.

Additional Pertinent Courses or Training

My familiarity with theater, movies and TV has helped me as a teacher and as a literate person. I have acted and directed, in NYC, Los Angeles, Chicago and in other regions. I have studied acting with Lee Strasberg,in NYC, in Los Angeles with Allan Miller (90 + is still active), I have been an intern at the Actors Studio, NYC.

Other Pertinent Skills, Experience or Interests

I taught English, with an emphasis on writing, in community colleges: Pierce, Santa Monica and LA City. I taught Theater history.Directing and Acting in community colleges. I wrote a memoir of childhood, self published in 2017. "Pleasant Avenue, A place, A boy, A family." It is still selling and available on Amazon. I have directed many theater productions at schools and professionally.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have been serving on the Burbank Senior Board (Commission) since January 2023.

List Community activities in which you are involved:

I have been evaluating written essays for a Scholarship committee at the SAG Foundation. I've done volunteer work with Union committees, especially SAG-AFTRA. I have been a poll worker for elections. I walked the streets and did door to door US Census interviews.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No relationships with any Burbank city employees.

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In the earlier part of this application, I expressed how my education, a professional life in teaching English and Writing at an adult level and my personal work in Theater, were situations in which I learned to work with others and to help people to express themselves. My experience in writing a memoir is very pertinent in library work. I hace published a memoir available on Amazon, "Pleasant Avenue ...A Place, A Boy, A Family ... An Italian American Story." I have two Master of Arts, 1. New York University, 2. California State University, Northridge May I mention that a teacher is taught by their students; I like to be challenged, and to share whatever experiences I have, back to others.

What are your goals in serving on this Board/Commission/Committee?

Serving on Library Commission/Committee, I would want to expand the library's outreach to communities which are lacking in either knowledge of what a library has to offer, and/or for those who may need encouragement to use the library. In short, I'd like assist library management in whatever its goals are.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

I have already served on The Senior Commission/Committee for the past 4 years ...

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have a resume of my teaching career. It lists how I started teaching in Community College as far back as 1978, all the places I taught at and the varieties of subjects in English (mostly Writing) and Theater, acting and directing. Thank you very much for your attention to this present application.

What are your goals in serving on this Board/Commission/Committee?

To be of service in any way I can; to use my literary skills in helping others; in short, I enjoy working with other people.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

JOHN MEDICI

AFTRA SAG, AEA

Mobile: [redacted]
Home: [redacted] or [redacted]
E: [redacted]

TELEVISION:

Comedy Central: Kroll show	*Murphy Brown*	*Benson*
Moonlighting	*Who's The Boss*	*Daddy Dearest*
Oh Madeline	*General Hospital*	*Quincy*
Soap	*Cagney and Lacey*	*Hill Street Blues*
Washingtoon	*Mike Hammer*	*Baby Comes Home*
Gangster Chronicles	*Jayne Mansfield Story*	

FILM: Serpico My Favorite Year The Mask

STAGE: L.A.

Solo Performances, Self – written.

AKA MEDICI PASTA, DREAD & MAZEL @ Back Alley Theater, Theater East, No Ho Renegade

Are You Now or Have You Ever Been The Journalists @ Back Alley Theater.

Dead End at Sunset @ Theater East I Won't Pay You @Renegade West Theater.

The Lucky O'Learys @ El Portal Theater. Skaters @ L A Actors Theater.

St. Jack @ Matrix Theater. Nevada @ Taper Forum LA.

Director: 40th Anniversary, 2008 Lovers and Other Strangers @ 69 Cent Theater.

BROADWAY: NYC. Lenny Lovers and Other Strangers

A D R: Rapid Fire IKE Rhinestone

REGIONAL & OFF-B'WAY:

Scapin	The Odd Couple	The Apple Tree
The Owl &The Pussycat	Cactus Flower	Torchbearers
Magic of Jolson	The Typists	Star Spangled Girl
The Mandrake	Arms and The Man	The Knack

Application Form

Profile

Douglas — First Name
— Middle Initial
Chadwick — Last Name

[redacted] — Email Address

[redacted] — Home Address
[redacted] — Suite or Apt

Burbank — City
CA — State
91506 — Postal Code

[redacted] — Primary Phone
— Alternate Phone

Retired — Employer
Owner — Job Title
Concierge Handymar — Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

6

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving because I care about my community and want to contribute in a meaningful way. Through my nonprofit and Kiwanis work, I have gained experience in leadership, community outreach, volunteer coordination, and working with diverse groups to solve problems. I would bring a practical, collaborative approach and a strong commitment to listening, being prepared, and helping make decisions that benefit the community.

Education

I attended Texas A&M University and have completed many additional professional courses throughout my career. I worked in the nuclear industry in engineering and analysis, where attention to detail, safety, planning, and sound decision-making were essential. In addition to my professional background, I have extensive experience serving on nonprofit and community boards. My volunteer work has given me hands-on experience with leadership, governance, fundraising, community outreach, event planning, and working collaboratively with diverse groups of people.

Additional Pertinent Courses or Training

I have completed Train-the-Trainer courses, along with numerous corporate training programs focused on management, leadership, planning, scheduling, communication, and organizational effectiveness. These courses have supported my professional work in engineering and analysis, as well as my volunteer leadership and board service.

Other Pertinent Skills, Experience or Interests

I have extensive volunteer experience working with law enforcement, libraries, publishers, book distributors, and nonprofit organizations to help get books into the hands of children who need them most. Through this work, the nonprofits I support have distributed thousands of books to children and families. I have also personally built more than 175 Little Free Libraries around the country. My passion is helping children have better access to books, reading opportunities, and community support.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have not previously served on a City of Burbank Board, Commission, or Committee. However, I have extensive experience serving on nonprofit, civic, and community boards and committees, including leadership roles with Kiwanis, The Literacy Club, and the Kiwanis Literacy Club Foundation.

List Community activities in which you are involved:

I am actively involved in community service, literacy programs, youth-focused service projects, and nonprofit leadership. I serve as President and Executive Director of The Literacy Club and the Kiwanis Literacy Club Foundation, where we work to provide books and reading opportunities for children and families. I am also active in Kiwanis at the club, division, district, and international levels, including service as Lieutenant Governor. My volunteer work includes organizing book distributions, building and placing Little Free Libraries, supporting schools and libraries, working with law enforcement and community partners, and helping coordinate service projects that benefit children and families. I have personally built more than 175 Little Free Libraries and have helped support the distribution of thousands of books to children who need them most.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I bring a strong combination of professional, nonprofit, board, and community service experience. My professional background includes engineering and analysis work in the nuclear industry, where attention to detail, safety, planning, technical review, and sound decision-making were essential. I also have experience in corporate manufacturing, business ownership, management, scheduling, and operations. In addition, I have served in numerous nonprofit and community leadership roles. I am President and Executive Director of The Literacy Club and the Kiwanis Literacy Club Foundation, and I have served in multiple Kiwanis leadership positions, including Lieutenant Governor. Through this work, I have experience with board governance, community partnerships, volunteer coordination, public outreach, fundraising, event planning, and working with schools, libraries, law enforcement, publishers, and nonprofit organizations.

What are your goals in serving on this Board/Commission/Committee?

My goal is to serve the community in a practical, thoughtful, and collaborative way. I want to listen, learn, be prepared, and help make decisions that support the needs of Burbank residents. I would bring a common-sense approach, a strong volunteer background, and a commitment to working respectfully with other board or committee members, City staff, and the public. My goal is to contribute my experience while helping support programs, policies, and decisions that strengthen the community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Douglas Chadwick

Burbank / Los Angeles Area, California
Phone: [Add Phone Number] | Email: [Add Email Address]

Professional Summary

Community-focused nonprofit leader, board member, volunteer, and former nuclear industry engineering and analysis professional with extensive experience in leadership, governance, program development, public service, and community outreach. Proven ability to build partnerships, coordinate volunteers, manage projects, support children and families, and create practical solutions that benefit the community. Passionate about literacy, youth development, service leadership, and expanding access to books for children who need them most.

Core Skills

- Nonprofit Leadership & Board Governance
- Community Outreach & Partnership Development
- Volunteer Recruitment, Training & Coordination
- Program Planning & Event Management
- Fundraising & Donor Relations
- Public Speaking & Presentations
- Strategic Planning & Organizational Development
- Management, Planning & Scheduling
- Engineering Analysis & Problem Solving
- Literacy Programs & Book Distribution
- Collaboration with Schools, Libraries & Community Agencies
- Train-the-Trainer & Leadership Development

Professional Experience

Nuclear Power Station — Commonwealth Edison

Engineering / Analysis Professional
Illinois | Through 1997

- Worked in the nuclear power industry in engineering and analysis roles requiring accuracy, safety awareness, technical judgment, planning, and attention to detail.
- Applied analytical and problem-solving skills to complex technical and operational challenges.

- Worked in a highly regulated environment where documentation, procedures, safety, and sound decision-making were critical.
- Developed experience in planning, scheduling, technical review, process improvement, and cross-functional coordination.

Business Owner / Operator

Restaurant and Games & Comic Stores
Kenosha, Wisconsin | 1995–1998

- Owned and operated several businesses, including a restaurant and games and comic stores.
- Managed day-to-day operations, customer service, staffing, inventory, purchasing, scheduling, and local business responsibilities.
- Gained hands-on experience in entrepreneurship, financial decision-making, community engagement, and small business management.

Jockey International

Professional Role
1997–2000

- Managed manufacturing responsibilities for products in the women's division, including both domestic and overseas production.
- Coordinated planning, operations, management, scheduling, and organizational communication in a corporate manufacturing environment.
- Applied business, communication, and problem-solving skills in support of product development, production, and company operations.

Self-Employed / Private Company

Owner / Operator
2000–2020

- Owned and operated a private company for 20 years.
- Managed business operations, planning, scheduling, customer relationships, problem-solving, and day-to-day decision-making.
- Developed extensive experience in leadership, responsibility, communication, and independent project management.

Retired

Retired from Professional Career
2020–Present

- Retired from full-time professional work and continued extensive volunteer, nonprofit, board, and community service activities.

Professional & Volunteer Experience

The Literacy Club / Kiwanis Literacy Club Foundation

President and Executive Director
Burbank, California | 2015–Present

- Founded and helped lead a volunteer-driven literacy organization focused on getting books directly into the hands of children and families.
- Built partnerships with schools, libraries, law enforcement, publishers, book distributors, community organizations, and nonprofit partners.
- Helped organize and support literacy events, book distributions, reading activities, and community outreach programs.
- Supported the distribution of thousands of books to children who need them most through nonprofit and volunteer-led efforts.
- Developed literacy-focused service projects that engage volunteers, families, schools, and community partners.
- Personally built more than 175 Little Free Libraries around the country to expand access to books in local communities.
- Worked with volunteers and partner organizations to create book access points in neighborhoods, schools, and community spaces.

Kiwanis International / Cal-Nev-Ha District / Local Kiwanis Leadership

Lieutenant Governor / Board Member / Committee Member / Volunteer Leader

- Served in multiple Kiwanis leadership roles at the club, division, district, and international levels.
- Served three terms as Lieutenant Governor, supporting clubs, members, officers, and service projects across the division.
- Recognized as Distinguished President and twice as Distinguished Lieutenant Governor.
- Served on district and international committees, contributing to policy discussions, education, leadership development, and service initiatives.
- Sponsored more than 70 members into Kiwanis, helping strengthen club membership and community service capacity.
- Regularly participate in trustee and district-level meetings and maintain a strong working knowledge of bylaws, governance, and organizational procedures.
- Helped plan and support conferences, trainings, retreats, service events, and community-based programs.

- Worked collaboratively with volunteers, nonprofit leaders, elected officials, community partners, and service organizations.

Community Board & Volunteer Service

Board Member / Committee Member / Volunteer

- Served on numerous nonprofit, civic, and community boards and committees.
- Provided leadership in governance, fundraising, planning, volunteer engagement, event coordination, and community outreach.
- Worked with diverse groups to identify needs, develop programs, and support practical solutions.
- Contributed to service projects focused on children, literacy, education, families, and community improvement.
- Participated in long-term planning, policy discussions, board decision-making, and organizational development.

Nuclear Industry

Engineering / Analysis Professional

- Worked in the nuclear industry in engineering and analysis roles requiring accuracy, safety awareness, technical judgment, planning, and attention to detail.
- Applied analytical and problem-solving skills to complex technical and operational challenges.
- Worked in a highly regulated environment where documentation, procedures, safety, and sound decision-making were critical.
- Developed experience in planning, scheduling, technical review, process improvement, and cross-functional coordination.

Education

Texas A&M University

Attended Texas A&M University, with additional professional education and career development coursework completed throughout professional and volunteer leadership career.

Additional Training

- Train-the-Trainer coursework
- Corporate management training
- Planning and scheduling training
- Leadership and organizational effectiveness courses
- Communication and presentation training

- Technical and safety-related professional training through engineering and nuclear industry work

Community Interests

- Children's literacy and access to books
- Little Free Libraries and community book access points
- Youth development and education
- Volunteer leadership and community service
- Public/private/nonprofit partnerships
- Strengthening local communities through practical service projects

Selected Accomplishments

- Named Burbank Older American of the Year in 2023.
- Personally built more than 175 Little Free Libraries around the country.
- Helped distribute thousands of books to children and families through nonprofit volunteer efforts.
- Sponsored more than 70 members into Kiwanis.
- Served three terms as Kiwanis Lieutenant Governor.
- Recognized as Distinguished President and twice as Distinguished Lieutenant Governor.
- Built partnerships with law enforcement, libraries, schools, publishers, book distributors, and nonprofit organizations.

Application Form

Profile

Elizabeth (First Name) | B (Middle Initial) | Keener (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91506 (Postal Code)

[redacted] (Primary Phone) | [redacted] (Alternate Phone)

Elizabeth Barnes Casting (Employer) | Casting Director (Job Title) | Scripted Television Casting (Occupation)

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

4 months

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I believe strongly in community service and look forward to collaborating with others who care deeply about our city. My professional and personal life have been centered in Burbank since 2009; my office is on Magnolia Blvd. and my kids have attended Stevenson, Huerta and Burroughs. Serving on PTA boards and getting to know other Burbank families has been one of my greatest joys. I have finally moved from North Hollywood into Burbank, and I'm happy to be eligible to serve on city committees.

Education

Bachelor of Arts, Theater (Major), Sociology (Minor) - University of Arkansas, Fayetteville

Additional Pertinent Courses or Training

LiFT Public Library Fundamentals (online course)

Other Pertinent Skills, Experience or Interests

Community engagement, governance & oversight, program evaluation, mentorship & workforce development, avid reader

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Burroughs PTSA Executive Board since 2021 - currently serving as VP for Programs & Communications. Oversaw a parent engagement program welcoming new families to the school. Initiated and oversaw the new front entry Burroughs Bears signage from approvals and fundraising through installation.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In my work as a scripted TV casting director, I balance creative and logistic considerations and foster positive collaboration among stakeholders with varying priorities. I understand Human Resources considerations, budgets, and project management. As a lifelong learner, I look forward to researching library best practices and learning more about issues that arise as we support BPL and the Burbank community.

What are your goals in serving on this Board/Commission/Committee?

I hope to support BPL as it provides access to accurate and relevant information, resources and services to every member of our community. I look forward to deepening my understanding of our community and collaborating with others who care about Burbank.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Elizabeth B Keener

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Elizabeth B Keener

Elizabeth Barnes Keener Burbank, CA [redacted] | [redacted]

Statement of Public Service Interest

Community-engaged professional with experience in education, governance, mentoring, and advisory leadership. Long-time advocate for public education, youth development, and equitable access to learning resources. Seeking appointment to the City of Burbank Board of Library Trustees to contribute research-informed recommendations, collaborative governance, and responsible stewardship in support of the City's public libraries.

Board & Advisory Strengths

Community engagement • Governance & oversight • Policy review & program evaluation
Public education systems knowledge • Equity, access, and youth services • Mentorship & workforce development • Cross-sector collaboration • Written and verbal communication

Professional Experience

Casting Director (Scripted Television) — Burbank, CA | 2002–Present
Manage complex, multi-stakeholder projects overseeing budgets, schedules, and union compliance. Mentor staff in professional standards and ethical practices.

Substitute Teacher — Burbank Unified School District | 2023–2025
Served as a classroom substitute at Burroughs, Burbank High, Muir & Huerta Middle Schools

Visiting Professor (Interim / Guest) — University of Arkansas, Fayetteville | 2012–Present
Instruct MFA performance students with emphasis on professional preparedness

Community Involvement & Public Service

- Vice President, Programs & Communications — Burroughs High School PTSA | 2024–Present
  Provide elected leadership for parent education and community engagement initiatives. Among other projects, managed a campus signage initiative from fundraising through approvals and installation (Main entry Bears sign, installed Summer 2024)
- PTA & PTSA Board Member, JBHS, Huerta, Stevenson | 2014–Present
- Girl Scout Troop Leader, Burbank Troop 1296 | 2014–2020
- Board of Governance Member, Hollywood United Methodist Church | 2006–2010
- Certificate of Completion, ED100.org — California's Education System

Education

Bachelor of Arts, Theater (Major), Sociology (Minor) - University of Arkansas, Fayetteville

Application Form

Profile

Bryan
First Name

Middle Initial

Snodgrass
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Conundrum Theatre Company
Employer

Executive Director
Job Title

Administration
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

22 years

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I currently serve on the Board of Library Trustees, and the experience has been invigorating to say the least. The advocacy work we are doing has been life-changing for me, reshaping the way I understand community service and deepening my commitment to the people of Burbank. Being part of the City and playing a role in strengthening our services over these past years has been thrilling work. The ability to contribute to something larger than myself has been humbling. What makes this moment especially meaningful is how close we are to realizing a new central library for Burbank, a project our community has envisioned, discussed, and hoped for over many years. I have been part of the advocacy work to get to this moment, and it is my dream to see that work fulfilled in the near future as part of the Board of Library Trustees. We are now entering an important stage where planning, public input, and long-term vision are coming together into a real, tangible progress. To witness that evolution from the inside, and to help ensure that this new library reflects the needs and values of our community, has only deepened my desire to continue serving. This is a once-in-a-generation opportunity to help shape a library that will serve Burbank for decades to come, a space that is more accessible, more innovative, and more responsive to the diverse communities who rely on it. I can’t wait to support Burbank, our libraries, and this transformational project for another term.

Education

Bachelor of Arts Degree from the University of Northern Colorado. Major in Theatre Directing, Minor in English.

Additional Pertinent Courses or Training

Leadership Burbank: Class of 2015

Other Pertinent Skills, Experience or Interests

Former Board Member of Burbank Noon Kiwanis and Burbank Community Theatre. Co-founder of Conundrum Theatre Company. Co-founder and former member of the Burbank Pride Committee. Former member of the Burbank Homeless Services Providers group as well as the City's Domestic Violence Task Force.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Currently serving on the Board of Library Trustees

List Community activities in which you are involved:

As the Executive Director of Conundrum Theatre Company and as the former Vice President and COO of the Burbank Community YMCA, I participate in many community events. I participate in many citywide events and actively cultivate partnerships with organizations that share our commitment to equity, arts access, and community well-being. Conundrum's work with local schools, nonprofits (such as the Boys and Girls Club), and civic partners has expanded significantly, allowing me to stay closely connected to the Burbank Unified School District, the City of Burbank's Parks and Recreation department, as well as a wide network of community-serving organizations. Conundrum produces multiple theatrical events each year in the City of Burbank and hosts an afterschool and summer camp program in Burbank, where the majority of the students are part of the school district's free or reduced lunch program, are in foster care, or unhoused, receiving a full scholarship to attend the programs at no cost. Conundrum has already brought almost 2,000 audience members to Burbank in 2026 so far as part of the shows they produce.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

Bryan Snodgrass

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a minor in English and currently serve on the Board of Library Trustees.

What are your goals in serving on this Board/Commission/Committee?

I want to continue the advocacy work that our Board has started for the library. With the goal of an updated modern library on the horizon, I hope the work I've done these past years on this Board will continue for another term. I want to bring awareness about the importance of the library in our community to the City. Literacy is extremely important to me and a huge part of mental health for so many people (myself included), and I am excited to see how the Library will help move Burbank into the future.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Bryan Snodgrass

Bryan Snodgrass

SUMMARY

Highly motivated and professional non-profit leader with over 20 years of experience providing high-level leadership. Proficient in managing and developing budgets, program development, grant writing, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

REFERENCES

Available upon request.

ADDRESS

[redacted]
Burbank, CA 91501

PHONE

[redacted]

EMAIL

[redacted]

EXPERIENCE

JAN 2024 - PRESENT
Executive Director, Conundrum Theatre Company

Key responsibilities: oversee all business management of the company and the coordination of all program activities; set strategic priorities and long-range planning and development of the company; secure grant funding and builds/sustains relationships with current, new, and potential funding organizations and individuals.

SEP 2016 – JAN 2024
Vice-President/Chief Operating Officer, Burbank Community YMCA

Key responsibilities: oversaw all daily operations of a wide variety of programs and membership; developed the first LGBTQIA+ resource center in Burbank and in any nationwide YMCA/steered all DEI committees and initiatives; developed annual budgets with monthly financial reports for the Board of Directors; provided operational staff leadership to always ensure high-quality; handled confidential documents and maintained their proper organization; ensured proper governance, rules, and regulations were followed and always met.

JAN 2005 – SEP 2016
Senior Programs Director/School Age Director, Burbank Community YMCA

Key responsibilities: developed new programs from creation to completion; ensured successful programming via annual performance evaluations, program tracking, and program reviews.

EDUCATION

University of Northern Colorado, 2003: Bachelor's Degree in Theatre

LEADERSHIP

-Member of Burbank Board of Library Trustees

-Co-founder/former Board member of Conundrum Theatre Company

-Former Board member for Burbank Family Pride, Burbank Noon Kiwanis, and Burbank Community Theatre

Application Form

Profile

Emily
First Name

K
Middle Initial

Weisberg
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Sierra Canyon School
Employer

History Teacher
Job Title

Educator
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

Ten years

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Serving on the Board of Library Trustees has been one of the most challenging, fulfilling and meaningful experiences I've had as a Burbank resident. Being able to support our phenomenal libraries has helped me grow as a community member and educator. I am applying for a final term as I have been advocating, through my role as a Library Trustee, for a new central library for the entirety of my time as a Trustee. I can think of nothing more important than being present to further assist in the completion of this goal. I am passionate about this project and unbelievably excited about the many ways in which it will enrich our city and deepen the impact the library has on our community. While it was a truly difficult personal experience, I also want to highlight the interactions with Council that focused on advocating for more clarity regarding the boards and commissions attendance policy. The robust conversation held at Council and in our B.O.L.T meetings has led to a more robust understanding about the rules and regulations, something I hope will benefit others in coming years. I am genuinely thankful to the Councilmembers who have allowed me to serve on the Board of Trustees and am hopeful they'll see fit to allow me to serve a final term. I believe my continued work in the community and commitment to supporting our public libraries make me a valuable member of the Board of Library Trustees and am committed to being an effective and productive participant if selected to continue.

Education

B.A. in Literature, American Jewish University M.A. in Dramatic Arts, University of the California, Santa Barbara Ed.D, Education with a focus in educational psychology, USC

Additional Pertinent Courses or Training

- Previous library experience (library assistant, American Jewish University). - Facilitator- Media Literacy in a Digital World (online and in-person training with Facing History and Ourselves) - Continued professional development in media literacy, library-specific advocacy

Other Pertinent Skills, Experience or Interests

- I am a voracious reader and a firm believer in the importance of libraries as community centers; places where people come to interact, learn, explore and share. - 15+ years working in the nonprofit world, both as an educator and community organizer, with the goal of bringing resources, and support, to the communities with whom I worked. - Helped coordinate the Little Free Libraries across Burbank, including weekly refilling of the libraries and reporting any issues to Library staff

Weisberg_CV-Library_Board_of_Trustees.pdf
Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Board of Library Trustees- four year term (two terms)

List Community activities in which you are involved:

Burbank Democratic Club- President (2017-2025) Democratic Club of the San Fernando Valley- Executive Board Member (Representing AD43) Homemade Thursdays- Weekly volunteer with program through First Christian Church in Burbank

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Library Board of Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

- During my tenure with the educational nonprofit Facing History and Ourselves, I served as the technology liaison for the education team of which I was a part. That role included helping team members, and the teachers with whom we worked, develop digital literacy skills. - Additionally, a large component of my job as Program Associate was to help the schools, teachers and administrators with whom we worked learn about the many resources available to them, and the ways in which those resources could deepen the work they were doing in their schools and classrooms. - Extensive experience with metrics, data collection, measuring impact and reach, survey creation and implementation - My work as a member of the Burbank Unified School District Board of Education has given me vital insight into the needs of our students and families as they relate to our libraries. It has allowed me to engage in a more informed way as a Trustee on the Library Board.

What are your goals in serving on this Board/Commission/Committee?

Over my past term, one of our main areas of focus on the Board of Library Trustees has been advocacy surrounding the building of a new central library. I am passionate about this project and would love the opportunity to help continue to move it forward. I am also inspired by the foresight and vision of Library Services Director Eric Lashley and would like to continue to find ways to actively support his strategic plan in myriad areas. He has truly re-energized our libraries and his energy, professionalism and guidance have advanced the libraries in so many ways. As I wrote on my previous application, I remain extremely interested in digital and technology literacy, and entrepreneurship and workplace development; two areas that go hand in hand. Helping community members see the library as a place to develop new skills is a goal I am excited to pursue. Be it learning how to craft a resume, sign up for an email account, or pick up a book that opens their eyes to a new point of view, working with the Board to help patrons explore these many possibilities is an exciting challenge. Our libraries offer so much, well beyond the amazing books that line their shelves. It would be a privilege to be continue serving as part of a Board dedicated to helping those many resources reach our Burbank community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Emily K Weisberg

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Emily K Weisberg

Emily Weisberg, M.A., Ed.D.

[redacted]
Burbank, CA 91505
[redacted]

EDUCATION

University of Southern California / Ed.D.
2015-2018, Los Angeles
Doctor of Education in Educational Leadership

University of California, Santa Barbara / M.A.
2004-2006, Santa Barbara
Master of Arts, Dramatic Arts

RELEVENT EXPERIENCE

Sierra Canyon School/ History Teacher
2019- Present, Los Angeles

Burbank Board of Library Trustees
2018- Present, Burbank

Burbank Unified School District Board of Education/ Clerk
2020- Present, Burbank

Facing History and Ourselves / Program Associate
2012 - 2017, Los Angeles

- Maintained existing relationships with Facing History Partner Schools across four states, ensuring all schools and educators with whom the organization worked were kept informed about new learning opportunities, research, and resources
- Designed and facilitated professional development workshops, hybrid seminars, online and summer seminars
- Conducted follow-up/coaching activities with participants from workshops and seminars through site visits, Facing History internet resources (including new models of online program delivery) and regular meetings
- Assisted in the implementation of new models of Facing History staff development, including a workshop series focused on talking about race, current events, privilege, and social justice in the classroom
- Collaborated with the Director of Education, and other members of the education team, to develop new materials and lessons, including curricular design and website revamping
- Managed new and continuing Facing History schools and teachers to design curriculum and integrate organizational resources, strategies and pedagogy into the work being done in their classrooms
- Acted as Technology Liaison for the Jewish Education Program Team
- Lead webinars and training sessions for colleagues and educators on new technology tools and strategies

American Jewish University/ Adjunct Instructor
2006 - 2014, LOS ANGELES

- Taught multiple courses in the Literature and Communications department, Political Science department and introductory freshman seminar courses focused on civic participation and social justice, the death penalty, and community engagement
- Created and managed budget for annual school theatre production, including the hiring and supervision of outside professional staff

Center Theatre Group/ Educational Programs Associate
2006 - 2008, LOS ANGELES

- Facilitated, created, and implemented all high school programming
- Programs included Speak to Me, a one-year residency program that worked with high-risk teens in the inner city of Los Angeles to build stronger communication and performing arts skills and Stages, created to work with high school students who self-identify as wanting to pursue a career in the arts
- Wrote all standards-based curriculum for programs
- Designed, organized, and ran and all conferences related to high school programming and teacher training

COMMUNITY ORGANIZING

Burbank Democratic Club
2017-PRESENT

- Develop new volunteer structure to support recruitment, participation, and club mission.
- Participate in all club activities to best support volunteer participation and cultivation
- Manage all membership recruitment and coordination

Democratic Party of the San Fernando Valley
2008-PRESENT

- Work with volunteer intake and assessment to best utilize volunteer skills and interests
- Register voters, work with local high school students at campaign headquarters
- Executive Board Member, AD43

AWARDS AND RECOGNITION

- Lainer Distinguished Educator Award
- Outstanding Teaching Assistant Award, University of California, Santa Barbara
- Ehrlich Leadership Award, American Jewish University

REFERENCES AVAILABLE UPON REQUEST

Application Form

Profile

Carmenita (First Name) | I (Middle Initial) | Helligar (Last Name)

[redacted] (Email Address)

[redacted] (Home Address)

(Suite or Apt)

Burbank (City) | CA (State) | 91506 (Postal Code)

[redacted] (Primary Phone)

(Alternate Phone)

Helligar Consulting -Local As Can Bee (Employer) | CEO (Job Title) | Business Consultant (Occupation)

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

21

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My interest in serving on the Board of Library Trustees began with a lifelong love of reading and learning. My first work-study job in college was at a library, which gave me an early appreciation for the important role libraries play in strengthening communities and providing equitable access to information and opportunity. During my service on the Board, including my time as Chair, I have gained a much deeper understanding of the library's impact beyond books. Libraries serve as community hubs that provide educational resources, technology access, cultural programming, workforce development opportunities, and welcoming spaces for residents of all backgrounds. I remain committed to ensuring that our libraries are inclusive, accessible, and responsive to the evolving needs of our community. As a community leader, small business advocate, mentor, and nonprofit founder, I have developed strong relationships throughout Burbank and have learned how to bring people together around shared goals. I believe my experience, collaborative approach, and passion for community service allow me to contribute meaningfully to the Board's work and help ensure that the library continues to be a place where every resident feels represented, welcomed, and empowered. Serving on this Board has been one of the most rewarding experiences of my civic life, and I would be honored to continue contributing to the future of our library system and the community it serves.

Education

AS Certification Interior Drafting Design

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

In addition to my service on the Board of Library Trustees, I have developed extensive experience in community engagement, nonprofit leadership, strategic planning, and economic development. I currently serve in leadership roles within several community organizations and regularly collaborate with residents, educators, business leaders, nonprofits, and local government to advance initiatives that strengthen our community. My professional background includes business consulting, program development, marketing, fundraising, and mentorship. Through my work, I have helped small businesses, nonprofits, and community organizations develop sustainable growth strategies, create educational programs, and build meaningful connections with the communities they serve. I am also a lifelong learner and creative educator with interests in arts, crafts, gardening, literacy, and cultural programming. These interests have given me an appreciation for the diverse ways people learn, create, and connect. I believe libraries play a vital role in supporting lifelong learning, creativity, digital literacy, and community engagement for residents of all ages and backgrounds. My combination of governance experience, community leadership, collaborative problem-solving skills, and commitment to inclusion allows me to contribute thoughtfully and effectively to the work of the Board.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Trustee: 2021–Present Chair: 2023–2024 During my tenure on the Board of Library Trustees, I have worked collaboratively with fellow trustees, library staff, and community stakeholders to support library services, strategic initiatives, community engagement, and equitable access to resources for all residents. Serving as Chair provided valuable experience in board governance, public meetings, agenda management, consensus building, and policy oversight.

List Community activities in which you are involved:

Chair, Board of Library Trustees, City of Burbank (former Chair; current Trustee)- Board Chair, Burbank Chamber of Commerce- Founder and Consultant, Helligar Consulting, supporting businesses, nonprofits, and community organizations through strategic planning, economic development, and mentorship- Founder, The Destiny Education Project, promoting literacy, inclusive education, and youth mentorship programs - Founder, Local As Can Bee, supporting local small businesses and community economic development- Supporter of initiatives that promote diversity, inclusion, workforce development, and access to educational resources

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Library Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My qualifications for continued service on the Board of Library Trustees are rooted in a combination of professional experience, community leadership, and direct governance experience. I have served on the Board of Library Trustees since 2021, including a term as Chair, where I gained valuable experience in public governance, policy oversight, strategic planning, budgeting, and community engagement. Professionally, I am a business consultant, entrepreneur, and nonprofit leader with experience in program development, marketing, strategic planning, fundraising, and organizational management. Through my consulting work, I help businesses, nonprofits, and public-serving organizations identify opportunities for growth, develop sustainable programs, and strengthen community connections. My educational and professional background has provided me with strong skills in leadership, collaboration, public outreach, and problem-solving. In addition, my work with literacy initiatives, youth mentorship programs, schools, small businesses, and community organizations has deepened my understanding of the diverse needs of our residents.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Library Board is to continue supporting a library system that is welcoming, accessible, and relevant to all members of our community. Throughout my service, I have been committed to helping ensure that people from diverse backgrounds feel represented and included in our libraries and understand that the library's resources, programs, and services are available to them. I am also excited about the future of Burbank's libraries, particularly the development of the new Civic Center Library. I strongly support this transformative investment and the opportunity it presents to create a next-generation library that serves as a hub for learning, innovation, technology, creativity, and community connection. I would also like to see the library continue to expand the valuable social services and community support programs it already provides. Libraries today play a critical role beyond books by connecting residents to educational opportunities, workforce resources, digital access, cultural programming, and community services. I am excited to help shape that future and ensure our libraries remain a cornerstone of an engaged, informed, and thriving Burbank community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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☑ I Agree

Carmenita I Helligar

CARMENITA HELLIGAR

INTERIOR DESIGNER

CONTACT

[redacted]

[redacted]

WWW.CARMENHDESIGNS.COM

PROFILE

I am an experienced designer that specializes in red carpet events. I have designed residential, commercial and event spaces.

EXPERIENCE

LEAD EVENT DESIGNER
CARMENITA HELLIGAR EVENTS | FEB 2015 - PRESENT

- Prepared rough drafts and scale working drawings of event space, including floor plans, scenery, and properties to be constructed.
- Met with clients to determine location, set, and design requirements.
- Develop event designs, based on evaluation of client ideas, budgets, research information, and available locations.
- Attend rehearsals and production meetings to obtain and share information related to events.
- Confer with clients and staff to gather information about event space, proposed themes and content, timelines, budgets, materials, or promotion requirements.

PRODUCT DESIGNER
MOMMY'S STARLET | NOV 2004- JAN 2015

- Successfully developed, patented and introduced 2 children products to the market.
- Prepare sketches of ideas with detailed drawings and blueprints.
- Provide product schematics with turn-arounds for manufacturers to interpret product for manufacturing.
- Oversaw the crafting of short and long term marketing strategies that included ins-store banners, packaging catalogs, photo shoots, tradeshow and mass media advertisements

EDUCATION

INTERIOR DESIGN DRAFTING CERTIFICATION
MISSION COLLEGE | 2009 - 2010

HARD SKILLS

- Project Management
- AutoCad
- Technical Drawing
- Adobe Suite
- Web Design
- Budgeting

SOFT SKILLS

- Visualization
- Fluency of Ideas
- Critical Thinking
- Communication

Application Form

Profile

Jordan
First Name

C
Middle Initial

Divecha
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self-Employed
Employer

Founder
Job Title

Entrepreneur & Advisor
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted
Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've lived in Burbank for 11 years and feel deeply connected to this city's creative and cultural identity. As a founder and entrepreneur working at the intersection of media, technology, and community, I want to contribute meaningfully to how Burbank grows, not just as a resident, but as an active civic participant.

Education

Bachelor of Business Administration, University of Miami, 2011 — Majors in Marketing and Entrepreneurship, minor in Music Business & Entertainment.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Music industry background (Sony, Warner, Universal); indie label founder and recording artist; podcast host (Everyday Innovation); entrepreneur and community builder in Burbank's creative-tech ecosystem.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

n/a

List Community activities in which you are involved:

Burbank Chorale member; speaker and participant at several Burbank Tech Talks (Burbank Economic Development); active participant in Burbank Parks & Recreation programs.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Bachelor of Business Administration, University of Miami, 2011 - concentrations in Marketing and Entrepreneurship, minor in Music Business & Entertainment. Over the course of my career I have worked at the intersection of art, commerce, and community - evaluating creative projects through both an artistic and commercial lens, developing artist branding and identity systems, managing distribution and production pipelines, and supporting artists in bringing their vision into the world at scale. My work across major labels (Sony, Warner, Universal) and independent ventures has given me a deep understanding of how creative work gets funded, positioned, and received by audiences. I also bring an entrepreneurial and design-informed framework to everything I do, understanding how to assess impact, allocate resources, and build sustainable creative ecosystems. Speaker, Burbank Tech Talks (2026).

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on this committee is to be a meaningful touchpoint in Burbank's cultural vibrancy... to get to know and champion local artists, and to help ensure public art reflects the creativity and diversity of our community. I have a genuine joy for giving back and a deep desire to support and elevate art and media in the spaces where people live their daily lives.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Bachelor of Business Administration, University of Miami, 2011 — concentrations in Marketing and Entrepreneurship, minor in Music Business & Entertainment. My career has spanned digital media, content strategy, platform building, and entrepreneurship. As a podcast host, writer, and creator of educational content, I have a deep appreciation for how knowledge resources shape opportunity and community. I have received multiple grants from the City of Miami and at the national level for entrepreneurial education initiatives, demonstrating both my commitment to accessible education and my ability to develop programming with real community impact. I understand how to create and curate content that serves diverse audiences, and how to build platforms that make information accessible and engaging. I bring both a creative and strategic lens to how public institutions can evolve to better serve residents.

What are your goals in serving on this Board/Commission/Committee?

I believe strong communities are built on strong education and access to knowledge and libraries sit at the heart of that. As a researcher, writer, and creator of educational content, I have a personal investment in seeing Burbank's library system thrive. I'm excited about the reinvestment happening in this space, including the evolution of the Central library, which is walkable from my home. I'd love to be part of that evolution- helping shape a library system that serves as a hub for creativity, research, innovation, and community connection for generations to come.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jordan C Divecha

Application Form

Profile

Derek
First Name

Middle Initial

Heeren
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Amazon MGM Studios
Employer

Head of Localization Operations
Job Title

Head of Operations
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

23 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a recent graduate of Leadership Burbank class of '26, I'm excited to find new opportunities to connect with the community I've spent the last 9 months learning about. It's a community I care about deeply: my kids were born here, go to school here, participate in the Parks and Rec program, read in our libraries, and our family can often be found wandering around the Burbank mall or making a stop at Don Cuco's. I'd love the opportunity to get more involved in this community I've lived in for 23 years and give back to a city that has given so much to us.

Education

B.A. Theatre Arts Bethel College 2002 Arden Hills, MN (Now Bethel University)

Additional Pertinent Courses or Training

Leadership Burbank Class of 2026

Other Pertinent Skills, Experience or Interests

I have a degree in theatre, worked for the Garry Marshall Theatre (formerly the Falcon Theatre) for three years, was a director for Mary Poppins Jr. at William McKinley Elementary School this past spring, and am currently staging a one-man show that I wrote and am starring in at the Hollywood Fringe Festival. I'm excited about the written word, whether read silently or performed theatrically. Telling stories and sharing in those stories communally is a passion of mine. (And, not necessarily pertinent, but definitely an interest: I enjoy hiking, with the trails through the Verdugo Mountains providing some of my favorite views in all of Los Angeles.)

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Leadership Burbank 2026 Director of Mary Poppins Jr. at William McKinley Elementary School (2026) Assistant Coach Little League Baseball 2024

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My background sits at the intersection of storytelling, operations, and cultural connection, which I believe maps directly to what the Board of Library Trustees is being asked to do right now. Professionally, I've spent nearly two decades in entertainment localization at companies including Deluxe Media, and Amazon MGM Studios where I currently serve as Head of Localization Operations. My work centers on making stories accessible across languages and cultures — including indigenous language projects such as the localization of Star Wars Episode IV into Navajo and an ongoing Cherokee Nation dub of The Rings of Power in partnership with the Cherokee Nation. At their core, these projects are about the same thing a great library is about: preserving voices, expanding access, and honoring the communities stories belong to. My creative background is equally relevant. I hold a B.A. in Theatre from Bethel College, worked for several years at the Garry Marshall Theatre in Burbank, and remain an active writer and performer. I've been a contributing writer on two compilations of original monologues (Teen Boys' Comedic Monologues That Are Actually Funny and Teen Girls' Comedic Monologues That Are Actually Funny, both edited by Alisha Gaddis). Most recently, I directed a school production of Mary Poppins Jr., and wrote and am starring in a one-man show premiering at the Hollywood Fringe Festival this June. I really gravitate to the new library's central vision: performing arts venues, a media lab, makerspaces, a public art gallery. Finally, having just completed Leadership Burbank's Class of 2026, I come to this application with a deepened understanding of how Burbank's institutions work and a genuine desire to contribute to them at a meaningful moment in this city's civic life.

What are your goals in serving on this Board/Commission/Committee?

My goals are tied directly to the moment Burbank's library system is in. With a new Central Library on the horizon, I want to help ensure that the vision for that building reflects the full creative and cultural breadth of this community. Burbank is an entertainment city, and its civic infrastructure should feel like it. Beyond the building, I want to be a voice for programming that treats the library as a living cultural institution rather than just a repository. One that brings people together around stories in all their forms, written, performed, and experienced. More broadly, I hope to bring the operational discipline of someone who has spent nearly two decades managing complex, multi-stakeholder workflows to a board that will be overseeing a significant and complicated construction and transition period.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Derek Heeren

Application Form

Profile

Arno
First Name

Middle Initial

Dionysian
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Student
Employer

Student
Job Title

Student
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

20

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've been a member of this community all my life. I've spent my young adult life learning what I can about my city, and how my community makes the decisions it can. Through the last several months, I've watched my city make an effort to grow as disciplined as possible, while accomodating an inevitably growing city. I would love to contribute to that conversation, as both a lifelong resident and one who hopes to call Burbank home for the foreseeable future. I would love the opporunity to offer some input as someone who's both the beneficiary and cost-bearer of the decisions the city makes

Education

High school diploma, 2024. Currently studying economics, towards a bachelor's degree. In this capacity, I've learned rudimentary financial management.

Additional Pertinent Courses or Training

Interesting in traffic engineering and transportation policy, in a non-professional capacity. While I have no hard technical experiencing in these fields, have a reasonable understanding of the topics at an amateur level, as a personal passion - not a career experience.

Other Pertinent Skills, Experience or Interests

I have no technical experience in urban planning or design and am not an expert in any engineering related field, I only have a strong layman's understanding of the city's infrastructure policy and capital improvement program - as a non-professional community member. No professional experience in financial management or fiscal no except any publicly available information on measure p and it's revin to the city.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

No prior service on City board or commission.

List Community activities in which you are involved:

I try to stay as active in my community as I possibly can. I volunteer at Burbank's Pride in the Park event and other community events. I keep up to date with local community organization events, and I do my best to keep up with Burbank's public input sessions, such as on the City's Central Library rennovation project, and others.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

NA

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have no technical experience in urban planning or design and am not an expert in any engineering related field, I only have a strong layman's understanding of the city's infrastructure policy and capital improvement program - as a non-professional community member. No professional experience in financial management or fiscal no except any publicly available information on measure p and it's revin to the city.

What are your goals in serving on this Board/Commission/Committee?

I've seen the city council has spent the last several years doing its best to accommodate a growing city, in a way respectful to the concerns of residents worried their city is losing its charm. As someone who contributes to Burbank's infrastructure tax pool, and hopes to inherit the debts and progress of my city in the future, I hope to help advise council to spend our infrastrcuture dollars in a disciplined and reserved way. Over the last few years, it's become clear Burbank cannot rely on the support of governments above us to fund our infrastructure ambitions; Burbank will need to be more disciplined in the way we go about spending our Measure P dollars. Our Measure P dollars will have to support our infrastructure ambitions more independently. I would advise council to encourage more private-public partnership developments to the effect of growing our city in a financially disciplined way, in an ever more stringent funding environment. Anywhere we can apply the Central library's P3 model we should. Burbank will need to build now, and fast, while we can, to keep the benefit of funding we're awarded from the federal government before we lose access to the ever-fleeting dollars from above. I would recommend city council to build now, while we can - and spend what we can to maintain the infrastructure Burbank already has as opposed to new projects that may not be disciplined and receptive to the concerns of a worried taxpayer.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Library Board of Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I'm currently a bachelor's student working towards an economics degree. In this capacity, I've learned rudimentary financial management. I'm intimtely familiar with the library's programs and services I've grown up in Burbank Libraries, participating in their summer reading programs and services anytime I had an assignment to get done I thought was tough. I have certifications in fincanial management courses and fiscal competence in budgeting and other accounting processes.

What are your goals in serving on this Board/Commission/Committee?

As someone who's spent a lifetime benefitting from the services of a world-class library system, I would love the opportunity to integrate Burbank library's services to Burbank schools. For example, Burbank Public Libraries offer a digital media program to any member of the public, in a digital media lab built into Burbank's Central Library. This is known as the Sparks Lab. I would encourage city staff to work directly with the BUSD, to encourage Burbank's digital media programs in Burbank's school to integrate them with an amazing public service block away on Orange Grove. I would encourage the city to connect the library's digital media services with BUSD's digital media programs and introduce students in animation, photography, and film programs to an indispensable public service in the media capital of the world. I've grown up in Burbank Libraries, participating in their summer reading programs and services anytime I had an assignment to get done I thought was tough. I would love the opportunity to integrate the services of Burbank Libraries into the BUSD to offer Burbank students the opportunity to use services that already exist - like the Sparks lab - to the greatest capacity there is. I understand the Burbank Central Library is undergoing a significant renovation into the Burbank Civic Center. I understand the Library board of trustees will have a significant role in guiding that process as the city takes input from the public community members, and decides how to go about one of the largest changes in Burbank services in recent memory. I strongly believe the greatest beneficiaries of the services the City offers are those that are not particularly aware of them. I would encourage the city to integrate input from the greatest beneficiaries of Burbank Public Library services, Burbank students. The City should ask the district to advertise the library's renovation to Burbank's student body, and encourage participation in the public input sessions that will dictate one of the most significant changes Burbank students will experience as - hopeful-lifelong residents of our city. maintain the feature that characterizes Burbank all over Southern California - our great city services.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

I have a personal interest in urban planning and traffic engineering, and have done what I can to learn about my city in these spheres. I have no technical experience in the above fields. I have certifications in financial management courses and fiscal competence in budgeting and other accounting processes. I have a strong understanding of personal financial planning, and agency budgeting. I have a personal level passionate interest in traffic engineering, and urban planning as a citizen.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

I have no technical experience in the above fields. I have a personal amateur level passionate interest in traffic engineering, and urban planning as an a resident.

Acknowledgment

Please Read

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☑ I Agree

Arno Dionysian

Arno Dionysian

[redacted]
Burbank, CA 91501
[redacted]

EXPERIENCE

City of Burbank, — *Basketball Scorekeeper*

September 2019 - February 2020

Recorded game progression for consecutive matches, over a collective 3 hour duration on any given work day.

Nick Schultz for State Assembly — *Intern*

June 2024 - November 2024

Interned for state-level campaign, spoke to voters, conducted policy research, regular office duties

- Communication (knocking on doors, talking to voters)
- Phone banking, canvassing
- Policy research

EDUCATION

Pasadena City College — *Economics (AA-T)*

May 2026 [Expected]

Burbank High School — *High School Diploma*

May 2024

Coursera, University of Geneva — *Certificate of Completion*

Received July 26, 2019

Understanding Financial Markets

VOLUNTEER WORK

Homenentmen Ararat, Glendale — *Coach | Youth Teams*
2019 - August 2019 June

Coached teams in youth leagues through multiple consecutive seasons of play.

PROJECTS

Burbank Student Alliance — *President*

An democratically operated lobbying body, with the chief goal of representing Burbank students to maintain a strong voice in our education.

SKILLS

- Experience with web page construction
- Proficient in Microsoft Excel
- Video Editing
- Fiscal Competence
- Leadership of small teams
- Understanding of Equity Market
- Saxophone | 6 Years

AWARDS

President's Award for Ed. Excellence
Received 2020

Nomination | American Legion Award.
Selected 2020

LANGUAGES

English - Fluent

Armenian - Fluent comprehension

Activities

Civil Air Patrol — *Cadet Airman Basic*

Active member of United States Air force Auxiliary cadet program, practice

- Military protocol
- Community service [in training to work on search/rescue ops.]
- Learn basic aerospace + mechanisms of space travel

Application Form

Profile

Jason
First Name

Middle Initial

Napolitano
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed
Employer

Therapist
Job Title

Clinical Hypnotherapy
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

24 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving because I would like to give back to the community and help make a great city even better. I am concerned about our economic, ecological and political future in the U.S. and I believe that positive change starts at home.

Education

BA communications, MA in Comparative Theology From Loyola Marymount. Currently studying for MS in Psychology.

Additional Pertinent Courses or Training

Courses in Human Lifespan, Gerontology and Aging, Midlife Issues, Social Advocacy and Therapy. I am currently studying to be a licensed MFT and plan on working with older folks in my work. I am over 55 myself so I also have lived experience.

Other Pertinent Skills, Experience or Interests

Midlife issues, Aging, Library and Research Skills, Writing, Group Therapy, Advocacy, Public Speaking, Communications.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Mental Health Volunteer, Recovery Coach (12 Step), Pro Bono Therapeutic Coaching.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Psychology classes, Aging and Advocacy classes, volunteer experience at Jewish Family Services Adult Facility, Peer Support training.

What are your goals in serving on this Board/Commission/Committee?

To serve the needs of the board. I would also be very interested in working on providing more outdoor and interactive experiences for Seniors. In addition, I would be interested in working with local farmers to get free or affordable fresh fruit and produce to Seniors.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Leadership and speaking skills, Research and Library skills, Master's degree, experienced with technology and research tools online. Previous experience as a bookseller and book collector.

What are your goals in serving on this Board/Commission/Committee?

I would like to serve on this board an ethical and committed member. I would also like to see more in person events for families and children. I would love to see people reading physical books again and would like to create some sort of program to encourage reading among all ages.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jason Napolitano



MENTAL HEALTH COUNSELOR

JASON NAPOLITANO

Counselor-in-training and researcher pursuing a Master's in Psychology at Western Association of Social Research, WISR, with dual emphasis in Marriage and Family Therapy (MFT) and Licensed Professional Clinical Counseling (LPCC).

CONTACT

[redacted]

[redacted]

Burbank, CA

ASSOCIATIONS

- California Association of MFTs
- American Hypnosis Association

CERTIFICATIONS

- Meditation Teacher
- Medi-Cal Peer Support Specialist
- Trauma Recovery Hypnosis
- Hypnosis and Pain Mgmt
- Motivational Interviewing for Adolescents.

SKILLS

- 12-Step work
- Comparative Religion & Multicultural Knowledge
- Folk/Traditional Healing
- Drama, Writing, Media

EDUCATION

2025- Present
WESTERN INSTITUTE OF SOCIAL RESEARCH, BERKELEY, CA
Master's in Psychology. MFT / PPC

2018 - 2019
HMI COLLEGE OF HYPNOTHERAPY, TARZANA, CA
Diploma in Clinical Hypnotherapy

2012 - 2016
LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA
Master's in Comparative Theology

2009 - 2012
THOMAS EDISON UNIVERSITY, TRENTON, NJ
Bachelor's in Communication with a Minor in Religious Studies

VOLUNTEER EXPERIENCE

2025 - 2026
CRISIS TEXT LINE
- Crisis and suicide prevention volunteer

2024 - 2025
7CUPS OF TEA MENTAL HEALTH SUPPORT
- Online mental health peer support

2024 - 2025
PINEAPPLE SUPPORT
- Online mental health support for sex workers

Senior Citizen Board
(Full Term)

Application Form

Profile

SHELBY
First Name

Middle Initial

GRIMM
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

UCLA
Employer

QUALITY & SAFETY ASSURANCE MANAGER, HOUSING & HOSPITALITY
Job Title

QSA MANAGER
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

33

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a 73-year-old, maybe I can serve with distinction at this time to help other seniors live high-quality lives.

Education

Master of Divinity, San Francisco Theological Seminary

Additional Pertinent Courses or Training

N/A

Other Pertinent Skills, Experience or Interests

Gosh, so many but too few.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Sadly, I have done little.

List Community activities in which you are involved:

I have attended several City Council meetings

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizens Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Please see above document

What are your goals in serving on this Board/Commission/Committee?

To help us seniors live in Burbank with dignity, support, and happiness.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

SHELBY GRIMM

Please Read

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☑ I Agree

SHELBY GRIMM

Performance Self-Review

Team member Name: Shelby Grimm
Position: Quality Assurance & Safety Manager
Department: Housing & Hospitality (H&H)
Review Period: 4/16/2024-4/16/2025

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1. Key Accomplishments

H&H Quality Assurance Observations

- Utilized the QAO Tracker and QAO Excel Sheet for systematic documentation.
- Communicated updates via email to Steve Najera and Anthony Ortega.

H&H Monthly Injury Reports and Recap

- Generated clear and concise monthly summaries to identify safety trends.
- Consistent downward trends in Injury Rates.

SOP Development

- Authored and implemented Standard Operating Procedures (SOP) in Way We Do (WWD).

Workers' Compensation Incident Reports

- Attended Daily Briefing conference calls.
- Managed timely and accurate incident reporting.
- Collaborated with point of contact Ranjeet Sehgal.
- Participated in DB incident debriefs, including the tilting gas kettle case.

“I Caught You Being Safe!” Recognition Program

- Created the program, with low cost, using the recognition as the reward.
- Coordinated nominations, created certificates, Spotlight slides, and distributed pins to recognize team member safety efforts.
- Twenty-five awards to date.

CPR/AED Program Management

- Organized and led CPR/AED certification courses.
- To date, over eighty team members are certified.
- Conducted bilingual training for Spanish-speaking team members,
- Lus was trained to be the trainer.

- Issued and tracked certification cards.
- Performed routine AED inspections.
- Local team members designated to conduct monthly inspections.

Training Facilitator

- Served as point of contact for:
    - Steve Najera (Housing Maintenance)
    - Alex Hoobery (Housekeeping)
    - Constantine Maureas (Dining)
- Delivered department-specific training using EHS slide decks. Trained hundreds of team members.
- HSKP Topics included: PPE, BBP, and Post-Injury Refresher Training.
- Received Superior evaluation ratings.
- Tracked participation and training metrics.

H&H Loading Dock Guardrail Installation

- Led project from bid collection through contract award.
- Secured stakeholder buy-in.
- Hosted a ribbon-cutting ceremony upon first installation.

H&H Wellness Fair

- Coordinated space and display logistics.
- Collaborated to create a tri-fold safety display.
- Organized "Happy Dudes" swag. 300 distributed.
- Featured looping CPR video for promoting awareness.
- April 2024: hosted “Road Rage” for Insurance and Risk Management (IRM).

Influenza Shot Program

- Supported vaccination program logistics and promotion.
- 93 team members were inoculated.

Willow Creek Staffing Project

- Attended weekly Zoom meetings.
- Provided input on safety-related considerations.

Training and Certifications

- Delivered Driver Safety Training, Close Quarters Training.
- Coordinated ASL interpreting support.
- Achieved Lean Six Sigma Yellow Belt Certification (UCSB).
- Completed Supervisory Leadership Principles Certification (11 core + 4 electives).

- Compiled SLPC reference notebook.

Committee Involvement

- EH&S Safety Committee (Chair: Amanda Cruz)
- Housing Maintenance Committee (Chair: Rich Davis)
- Dining Safety Committee (Chair: Constantine Maureas)
- Occupational Safety Working Group (Lead: Daniel Paek, UCI)
- Injury Prevention Committee – Co-Chair FY25 (Chair: Neil Mansky); elevated to Chair for FY26

Departmental Engagement

- Participated in SMART IRM-EHS monthly meetings.
- Facilitated H&H all-department safety representative quarterly meetings.
- Contributed safety updates at leadership meetings.

Orientation & Onboarding

- Delivered Leadership introductions and Guest Service Essentials at AVC Welcome Orientation.
- Partnered with Tiannuo Yu and Gretchen Gray for New Student Onboarding.

Volunteer Engagement

- Performed at Reading is Fundamental as driver and reader.
- Participating in H&H blood drives as a blood and platelet donor, calendar permitting.

---

2. Areas for Development

- **Time Management:** Strengthen prioritization and scheduling skills to balance multiple responsibilities effectively.
- **Power BI:** Build deeper familiarity to develop dashboards and data visualizations for better decision-making.
- **Excel:** Advance usage of pivot tables, formulas, and conditional formatting.
- **Canva:** Improve visual communication through enhanced graphic design skills.
- **Way We Do (WWD):** Increase proficiency in SOP creation and document updates.
- **Box:** Improve file organization, version control, and collaboration.
- **H&H File Organization and Tracking:** Implement consistent file naming, standardized folder structures, and clearer documentation workflows.

---

3. Goals for the Next Review Period

- Strengthen time management through tools such as calendar blocking and Teams Task Planner.
- Continue Power BI training and implement a safety/training dashboard.
- Improve Excel reporting accuracy with automated templates and advanced functions.
- Create more professional and engaging visuals using Canva for training newsletters and events.
- Develop or revise at least two SOPs using Way We Do.
- Organize H&H safety files in Box with improved folder structure and access permissions.
- Enhance injury and training tracking systems for increased accuracy.
- Network with other campus Quality Assurance managers to exchange best practices.
- Design and implement a new recognition program for celebrating years of service.

Team member Signature: _____
Date: _____

Application Form

Profile

John
First Name

Middle Initial

Medici
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Retired.
Employer

Adjunct Associate Professor
Job Title

Instructor LA City College ... Actor, SAG/AFTRA, Actors Equity Assoc. a
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

29 + years in June 2026

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My education and work have involved me intimately with Reading, Expression. Research, and Writing. A library is where people, no matter what age, learn these tools, get a chance to practice them. If I can assist people to better appreciate and/or to better develop skills in these areas, that wouild be a good fit for me. As a member of the Burbank Senior Citizen Board, the same principle has applied; to use my skills to make life better for Seniors. I've attended monthly Board meetings since January 2023, as well as attended special events at the Tuesday City Council meetings. As a result, I've learned a lot about the needs of manyBurbank residents. Serving people directly is definitely a learned skill, which I've experienced.

Education

Fordham University, School of Education: BS Secondary Education. New York University, Master of Arts in Educational Theater. California State University, Northridge. Master of Arts in English.

Additional Pertinent Courses or Training

My familiarity with theater, movies and TV has helped me as a teacher and as a literate person. I have acted and directed, in NYC, Los Angeles, Chicago and in other regions. I have studied acting with Lee Strasberg,in NYC, in Los Angeles with Allan Miller (90 + is still active), I have been an intern at the Actors Studio, NYC.

Other Pertinent Skills, Experience or Interests

I taught English, with an emphasis on writing, in community colleges: Pierce, Santa Monica and LA City. I taught Theater history.Directing and Acting in community colleges. I wrote a memoir of childhood, self published in 2017. "Pleasant Avenue, A place, A boy, A family." It is still selling and available on Amazon. I have directed many theater productions at schools and professionally.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have been serving on the Burbank Senior Board (Commission) since January 2023.

List Community activities in which you are involved:

I have been evaluating written essays for a Scholarship committee at the SAG Foundation. I've done volunteer work with Union committees, especially SAG-AFTRA. I have been a poll worker for elections. I walked the streets and did door to door US Census interviews.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No relationships with any Burbank city employees.

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In the earlier part of this application, I expressed how my education, a professional life in teaching English and Writing at an adult level and my personal work in Theater, were situations in which I learned to work with others and to help people to express themselves. My experience in writing a memoir is very pertinent in library work. I hace published a memoir available on Amazon, "Pleasant Avenue ...A Place, A Boy, A Family ... An Italian American Story." I have two Master of Arts, 1. New York University, 2. California State University, Northridge May I mention that a teacher is taught by their students; I like to be challenged, and to share whatever experiences I have, back to others.

What are your goals in serving on this Board/Commission/Committee?

Serving on Library Commission/Committee, I would want to expand the library's outreach to communities which are lacking in either knowledge of what a library has to offer, and/or for those who may need encouragement to use the library. In short, I'd like assist library management in whatever its goals are.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

I have already served on The Senior Commission/Committee for the past 4 years ...

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have a resume of my teaching career. It lists how I started teaching in Community College as far back as 1978, all the places I taught at and the varieties of subjects in English (mostly Writing) and Theater, acting and directing. Thank you very much for your attention to this present application.

What are your goals in serving on this Board/Commission/Committee?

To be of service in any way I can; to use my literary skills in helping others; in short, I enjoy working with other people.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

John Medici

JOHN MEDICI AFTRA SAG, AEA

Mobile: [redacted]
Home: [redacted]
E: [redacted]

TELEVISION:

Comedy Central: Kroll show	*Murphy Brown*	*Benson*
Moonlighting	*Who's The Boss*	*Daddy Dearest*
Oh Madeline	*General Hospital*	*Quincy*
Soap	*Cagney and Lacey*	*Hill Street Blues*
Washingtoon	*Mike Hammer*	*Baby Comes Home*
Gangster Chronicles	*Jayne Mansfield Story*	

FILM: Serpico My Favorite Year The Mask

STAGE: L.A.

Solo Performances, Self – written.

AKA MEDICI PASTA, DREAD & MAZEL @ Back Alley Theater, Theater East, No Ho Renegade

Are You Now or Have You Ever Been The Journalists @ Back Alley Theater.

Dead End at Sunset @ Theater East I Won't Pay You @Renegade West Theater.

The Lucky O'Learys @ El Portal Theater. Skaters @ L A Actors Theater.

St. Jack @ Matrix Theater. Nevada @ Taper Forum LA.

Director: 40th Anniversary, 2008 Lovers and Other Strangers @ 69 Cent Theater.

BROADWAY: NYC. Lenny Lovers and Other Strangers

A D R: Rapid Fire IKE Rhinestone

REGIONAL & OFF-B'WAY:

Scapin	The Odd Couple	The Apple Tree
The Owl &The Pussycat	Cactus Flower	Torchbearers
Magic of Jolson	The Typists	Star Spangled Girl
The Mandrake	Arms and The Man	The Knack

Application Form

Profile

Jodi
First Name

Middle Initial

Alexander
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Faith In Angels Hospice
Employer

Director of Bereavement and Social Services
Job Title

Social Work
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

25.5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving because both professionally and personally, I have seen how challenging aging related issues can become for older adults and their families. Through more than 25 years of professional experience working with seniors and families in hospice care, case management, and community based programs, I have seen firsthand how difficult it can be for people to navigate aging, illness, caregiving, and long term care decisions. I have also experienced some of these challenges within my own family. One of the things I have learned over the years is that many seniors and caregivers are trying to navigate a maze of fragmented, confusing, and often inadequate services while also dealing with emotional, financial, and health related stress. Even finding accurate information or understanding what programs exist can be overwhelming for people. I would value the opportunity to contribute in a meaningful way, help bring awareness to some of these issues, and support programs and conversations that benefit older adults in Burbank. I also believe it is important for boards and commissions to include people who have direct experience working with seniors and families on a day to day basis and who understand the practical realities many residents are facing.

Education

BSW Social Work, MSW Social Work

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have not previously served on a City Board, Commission, or Committee.

List Community activities in which you are involved:

n/a

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have more than 25 years of professional experience working with seniors and families in hospice care, case management, and community based programs. My background includes helping older adults and caregivers navigate healthcare systems, long term care planning, community resources, and complex care decisions. I currently work in program development and social services within senior focused programs and regularly collaborate with families, care providers, and multidisciplinary teams. This experience has given me firsthand understanding of many of the challenges older adults face, including caregiving stress, social isolation, access to services, housing concerns, and navigating fragmented systems of care. My education includes both a Bachelor's and Master's degree in Social Work. Over the course of my career, I have developed strong communication, problem solving, and resource coordination skills, as well as experience working with diverse populations and balancing practical, emotional, and systems related issues affecting seniors and their families.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving would be to help bring awareness to some of the real challenges older adults and caregivers face and to support programs and conversations that help seniors remain connected, informed, and supported within the community. Through both my professional and personal experiences, I have seen how difficult and confusing it can be for people to navigate healthcare systems, long term care options, and community resources, especially during stressful periods in their lives. I would also hope to serve as someone who can offer practical perspective based on many years of working directly with seniors and families and listening to the concerns and experiences of people in the community. I am also at a point in my life where I have the time and ability to give back to my community in a more meaningful way, and this feels like an opportunity where my experience could be useful.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

n/a

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jodi Alexander

Jodi Alexander, MSW

[redacted] [redacted] Burbank, CA

Core Skills

- Program Development
- Care Coordination
- Community Outreach
- Relationship Building
- Volunteer Support
- Resource Navigation

Areas of Expertise

- Hospice & Senior Services
- Assisted Living Waiver Program
- Long Term Care Navigation
- Bereavement & Family Support
- Healthcare Systems Navigation
- Senior Care Planning

Education

Master of Social Work
Texas State University

Bachelor of Social Work
Texas State University

Professional Summary

Healthcare and program development professional with experience in hospice, senior services, outreach, and community relationship-building. Skilled in care coordination, volunteer support, patient and family support, interdisciplinary collaboration, and navigating complex healthcare systems. Known for strong interpersonal communication, adaptability, and collaborative relationship-building across healthcare and community settings.

Professional Experience

Director of Social Services & Program Development
Faith In Angels Hospice | 2017–Present

Built and developed the Assisted Living Waiver program from the ground up, creating workflows, service structure, and operational processes

- Lead social services and bereavement programs, overseeing support services for patients and families across the organization
- Helped develop and oversee the Assisted Living Waiver program, including care coordination, workflow processes, documentation, and regulatory compliance
- Coordinate care across providers, facilities, volunteers, and services to ensure continuity of care and appropriate support
- Recruit, train, coordinate, and support hospice volunteers while providing guidance regarding professionalism, communication, and patient/family boundaries
- Maintain compliance and documentation for both hospice services and the Assisted Living Waiver program within their respective regulatory requirements
- Provide education and guidance to staff, volunteers, and community members regarding care options, resources, and program services
- Plan and execute programs and events, including community education and annual bereavement initiatives

DELTA-T GROUP | Los Angeles, California
Social Worker | 2010 – 2013

- Provided social work services within adult day healthcare settings

PharMerica Pharmacy| Los Angeles, California
Account Executive | 2005–2008

- Managed relationships with healthcare providers and referral sources
- Provided education and support to partners regarding services and care options
- Supported business growth through outreach, communication, and relationship development
- Served as a point of contact for questions, coordination, and issue resolution

Jodi Alexander, MSW

[redacted] [redacted] Burbank, CA

PROVIDENCE HEALTH SYSTEM | Burbank, California
Senior Care Program Manager | 2002 – 2004

- Developed and implemented a regional senior care outreach program for Providence Health System – San Fernando Valley service area
- Built and maintained relationships with over 150 senior living communities, including assisted living, skilled nursing, retirement housing, and senior centers
- Served as a liaison between senior living communities, physicians, hospitals, and healthcare providers to support patient care coordination and problem resolution
- Coordinated educational events, CEU presentations, community programs, and healthcare networking initiatives
- Represented Providence at community events, senior expos, and professional organizations to support outreach and relationship development
- Assisted physicians in building relationships within the senior care community and expanding referral networks

PROVIDENCE HEALTH SYSTEM | Burbank, California
Per-Diem Social Worker | 2004 – 2005

- Provided hospital-based social work services, including psychosocial assessments, crisis intervention, counseling, and discharge planning
- Collaborated with interdisciplinary teams to coordinate patient care and treatment planning across hospital units

PROVIDENCE HEALTH SYSTEM | Burbank, California
Senior Care Coordinator | 2001 – 2002

- Coordinated care management services and community resources for elderly patients transitioning from hospital to home or senior living settings
- Served as a liaison between hospital staff, patients, families, and community agencies to support continuity of care and problem resolution

MOTION PICTURE & TELEVISION FUND | Los Angeles, California
Social Worker / Case Manager | 2000 – 2001

- Provided psychosocial assessments, counseling, crisis intervention, and long-term case management services for seniors and individuals with disabilities
- Assisted clients with accessing financial, medical, and community support resources
- Represented the social services department at community forums and professional events

Application Form

Profile

Jason
First Name

Middle Initial

Napolitano
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed
Employer

Therapist
Job Title

Clinical Hypnotherapy
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

24 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving because I would like to give back to the community and help make a great city even better. I am concerned about our economic, ecological and political future in the U.S. and I believe that positive change starts at home.

Education

BA communications, MA in Comparative Theology From Loyola Marymount. Currently studying for MS in Psychology.

Additional Pertinent Courses or Training

Courses in Human Lifespan, Gerontology and Aging, Midlife Issues, Social Advocacy and Therapy. I am currently studying to be a licensed MFT and plan on working with older folks in my work. I am over 55 myself so I also have lived experience.

Other Pertinent Skills, Experience or Interests

Midlife issues, Aging, Library and Research Skills, Writing, Group Therapy, Advocacy, Public Speaking, Communications.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Mental Health Volunteer, Recovery Coach (12 Step), Pro Bono Therapeutic Coaching.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Psychology classes, Aging and Advocacy classes, volunteer experience at Jewish Family Services Adult Facility, Peer Support training.

What are your goals in serving on this Board/Commission/Committee?

To serve the needs of the board. I would also be very interested in working on providing more outdoor and interactive experiences for Seniors. In addition, I would be interested in working with local farmers to get free or affordable fresh fruit and produce to Seniors.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Leadership and speaking skills, Research and Library skills, Master's degree, experienced with technology and research tools online. Previous experience as a bookseller and book collector.

What are your goals in serving on this Board/Commission/Committee?

I would like to serve on this board an ethical and committed member. I would also like to see more in person events for families and children. I would love to see people reading physical books again and would like to create some sort of program to encourage reading among all ages.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jason Napolitano



MENTAL HEALTH COUNSELOR

JASON NAPOLITANO

Counselor-in-training and researcher pursuing a Master's in Psychology at Western Association of Social Research, WISR, with dual emphasis in Marriage and Family Therapy (MFT) and Licensed Professional Clinical Counseling (LPCC).

CONTACT

[redacted]

[redacted]

Burbank, CA

ASSOCIATIONS

- California Association of MFTs
- American Hypnosis Association

CERTIFICATIONS

- Meditation Teacher
- Medi-Cal Peer Support Specialist
- Trauma Recovery Hypnosis
- Hypnosis and Pain Mgmt
- Motivational Interviewing for Adolescents.

SKILLS

- 12-Step work
- Comparative Religion & Multicultural Knowledge
- Folk/Traditional Healing
- Drama, Writing, Media

EDUCATION

2025- Present
WESTERN INSTITUTE OF SOCIAL RESEARCH, BERKELEY, CA
Master's in Psychology. MFT / PPC

2018 - 2019
HMI COLLEGE OF HYPNOTHERAPY, TARZANA, CA
Diploma in Clinical Hypnotherapy

2012 - 2016
LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA
Master's in Comparative Theology

2009 - 2012
THOMAS EDISON UNIVERSITY, TRENTON, NJ
Bachelor's in Communication with a Minor in Religious Studies

VOLUNTEER EXPERIENCE

2025 - 2026
CRISIS TEXT LINE
- Crisis and suicide prevention volunteer

2024 - 2025
7CUPS OF TEA MENTAL HEALTH SUPPORT
- Online mental health peer support

2024 - 2025
PINEAPPLE SUPPORT
- Online mental health support for sex workers

Application Form

Profile

MICHAEL
First Name

A
Middle Initial

CAGGIANO
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

BURBANK
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

retired
Employer

Forensic architect (most recent professional activity).
Job Title

architect, general contractor, realtor-associate
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

75 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Contribute to quality environment for seniors in our community.

Education

See attached resume.

Additional Pertinent Courses or Training

See attached resume, i.e., gerontological architect, forensic architect (20 years).

Other Pertinent Skills, Experience or Interests

Gerontologist.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Media District/West Olive Blue Ribbon Committee, Chairman. Design Review Board, Chairman. Transportation Board. Various others listed in attached resume.

List Community activities in which you are involved:

Most recent previous activities: Burbank Sunrise Kiwanis: Mayors Cup Golf Tournament (20 year committee member). Providence Saint Joseph Foundation Board member. Developer: portion of Burbank Hills Estates. Burbank Chamber of Commerce, President, 1987.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

See resume attached.

What are your goals in serving on this Board/Commission/Committee?

Contribute to quality environment for seniors in our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

MICHAEL A CAGGIANO

MAC Associates *CONSTRUCTION CONSULTANTS, Inc*

Los Angeles • Portland

January 2017

[Tax I.D. 95-4754700
Closed Corporation 2014]

MICHAEL A. CAGGIANO, AIA
President

PROFESSIONAL LICENSES/REGISTRATION (CURRENT):

Registered Architect -California (1980), Oregon (1981) (Both Licenses Retired/Inactive 2014)
General Contractor - California (1980) Retired License 2014
Real Estate Salesman - California (1975) Retired License 2005
Community College Life Teaching Credential [Architecture] - California (1971)
Governor's Office of Emergency Services (OES) Building Inspector/Structural Engineering Associate - California (1996) License Allowed to Expire/Not Renewed

EDUCATION

Associate of Arts, Glendale City College (1964)
Bachelor of Architecture, University of Southern California (1969)
Master of Architecture, University of Southern California (1971)
Post-graduate: Gerontology, Ethel Percy Andrus Gerontology Center, University of Southern California (1971-73)
AIA Continuing Education: Various resources, annually

PROFESSIONAL EXPERIENCE

MAC Associates (1998 -2014) - Forensic Architect/Contractor/Realtor
formerly VP of CCL Construction Consultants, Inc. ***(1991 - 1998)*** *- Forensic Architect/Contractor/Realtor*

Trial experience: California & Oregon courts qualified. Construction defects and claims analysis. California Civil Code §2079 transfer disclosure & Realtor® standard of care. Evaluate designers', contractors' and Realtors'® respective performance to determine responsibilities for

design and construction defects; evaluate planned v. as-built conditions with cost accounting and scope analysis; determine compliance and non-compliance with applicable building codes and ASTM & industry standards; evaluate foundation-to-rooftop building problems; and prepare remedial recommendations with repair cost estimates. Specialties: meteorological analysis, soil/grading, concrete, framing, stucco/drywall, siding, roofing, and water intrusion.

Review of design for quality control and constructability; monitor construction project compliance with plans and specifications and construction loan disbursements; preparation of management schedules and construction repair cost estimates. Owner's representative/construction management services.

Forensic investigation, testing and inspection of residential, commercial, industrial and institutional buildings to collect and analyze documentary evidence for construction litigation, real estate matters, and construction-related climatology matters, personal injury cases & safety issues; engage in arbitration, mediation, depositions, trial testimony; and negotiate claims involving ADR mediation and arbitration. Court- & AAA/JAMS-qualified. Testified more than 400 occasions (trials, mediations and depositions).

Evaluate documentation for delay analysis; analyze construction scheduling using Critical Path Method Scheduling to prove and refute delay.

SC Construction & Architecture - President (1983 - 1991) - **Architect/Contractor**

Responsible for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management; construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL:	Single-family tracts, single-family custom, apartments, condominiums, PUDs.
COMMERCIAL:	Retail buildings, office buildings, tenant improvements.

INDUSTRIAL: Manufacturing, warehouse.
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately $50 million.

DMT International USA - Vice President (1980 - 1983) - **Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.
COMMERCIAL: Retail buildings, office buildings, tenant improvements
INDUSTRIAL: Manufacturing, warehouse.
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately $80 million.

Sterpa Development - Vice President (1975 - 1980) - **Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.

COMMERCIAL: Retail buildings, shopping centers, office buildings, tenant improvements.
INDUSTRIAL: Manufacturing.

Total budget for projects approximately $25 million.

Medical Planning Associates - Planner (1972 - 1975) - **Hospital Planning Consultant**

Responsible for planning and design of hospitals, health care centers, medical office buildings and related facilities; coordination of construction documents.

Project types include:
INSTITUTIONAL: Hospitals, medical centers, medical office buildings, intermediate- and long-term-care facilities, retirement villages, and residential care facilities.

Total budget for projects approximately $100 million.

University of Southern California - Teaching Assistant (1971 - 1972) - **Architecture TA**

Assist architecture professors in administration of curriculum in design course; associate researcher in gerontological architecture, including retirement residences and health care facilities. US Administration on Aging Fellowship 1969-71; AMA/AIA research grant for effects of climate bearing on buildings used by ambulatory seniors and non-ambulatory long-term care patients.

PROFESSIONAL AFFILIATIONS (past & present*)

American Institute of Architects Corporate Member (Emeritus)*
AIA Code & Legislative Liaison Committee Member, Health Facilities Committee Member

Architectural Guild of University of Southern California
Building Industry Association
Burbank Chamber of Commerce - Board Chairman; Transportation Committee; Development Committee
California Chapter AIA*
City of Burbank Commercial & Industrial Standards Advisory Committee; Transportation Board; Multi-Family Housing Task Force; Media District Blue Ribbon Committee
Construction Specifications Institute
Gerontological Society
International Conference of Building Officials (ICBO)
National Council of Architectural Review Boards (NCARB)
National Fire Protection Association (NFPA)
National Frame Builders Association (NFBA)
National Roofing Contractors' Association (NRCA)
San Fernando Valley Chapter AIA*
Western Gerontological Society

SELECT PROFESSIONAL PRESENTATIONS & PUBLICATIONS

MACA Contractor & HOA Series of maintenance & repair protocol with ***Master Manuals***.

MACA Seminar Series (Lawyer, Contractor, Architect, Realtor in-house presentations): *How to Read Building Plans; Avoiding Defects in Design/Build Work; Construction Delay Claims; Disclosure Without Exposure & Due Diligence Inspections for Realtors.*

Understanding Construction Defects for Architects & Builders; CompuServe Architecture & Building Forum INTERNET ON-LINE SEMINAR, April, 1997.

Recognizing Construction Defects and Elements of Construction; Condo Management Magazine; September, 1996.

Construction Defect Claims and Litigation; Connell, Lee R Jr, and Callahan, Michael T; John Wiley & Sons, 1995, contributor.

Preliminary Review of Construction Defects from Foundations to Rooftops; A periodically-scheduled program of in-house seminars for insurance carriers, attorneys and property managers.

Contributing editor: *HOA & Homeowner Maintenance Manuals* (Pacific Northwest component) for Master Manuals, Inc, 2005-2007.

Apportioning Liability in Construction Defects Litigation for Attorneys, Property Managers,

*Contractors & Developers;*April, 1996.

Insurance Knowledge Can Take the Horror Out of Construction Defects; Condo Management Magazine; January, 1996.

Construction Defects for Attorneys and Property Managers; April 1995, October 1995.

Management Topics for General Contractors; April 1995.

Lecture Series: Quality Assurance/Quality Control (QA/QC) *in the Construction Industry; Climatic Effects on Buildings in the Persian Gulf;* ***Total Quality Management (TQM)*** *in the Construction Industry; Construction Defects*; Dubai, UAE; January 1995.

Nursing and the Aged; Burnside, Irene M., ed.; *Environment and the Aged Person (Chapter 33)*, with R. Newcomer; McGraw-Hill; 1981, 1976.

Presentation and Professional Paper at the 25th Anniversary Gerontological Society Convention: *Bioclimate and Recreation Facilities for the Elderly; Health Care Facilities for the Elderly; Landscaping in Health Care Facilities;* San Juan, Puerto Rico; December 1972.

Delegate: White House Conference on Aging; 1971-72

Presentation Abstract at Gerontological Society Convention: *Effects of Climate on Buildings used by Seniors: Meteorological Effects on Balconies, Terraces & Decks;* Kiev, USSR; 1971.

Guest Lecturer at University of Southern California Gerontology Center: Biology & The Elderly [R. Weg, PhD]; Physiology of Aging [D. Woodruff, PhD]; City Planning for the Elderly [R. Newcomer PhD]; Architecture Environment for Seniors [E. Pawley, PhD]; Meteorological Effects on Buildings Used By Seniors [L Gelwicks, AIA]; et al, 1969-72.

Unpublished Master of Architecture thesis retained at Mudd Hall Library, USC (Los Angeles): *Meteorology and Bioclimate on Balconies, Terraces & Decks in Buildings for Seniors*; 1971. Masters Thesis Committee Chairman: James G Edinger, PhD, Chairman of UCLA Meteorological Department (Los Angeles).

Unpublished Design Project Report: *Wind, Rain and Sun and Their Effects on Buildings* (USC School of Architecture, Third-year Design Studio with Ralph Knowles, Phd, Pierre Koenig, FAIA); One-year project analysis of wind effects on and by topography and buildings, including comprehensive wind-tunnel testing; 1967-68.

Senior Citizen Board
(Unexpired Term)

Application Form

Profile

JAMES
First Name

M
Middle Initial

SARTORIS
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

BURBANK
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Glendale Community College
Employer

Professor of Health and Physical Education / Athletic Coach/Administrator
Job Title

Teacher/Coach/ Administrator
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

81 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Would like to serve the Burbank community in some capacity, as a longtime resident of our great city.

Education

B.A. - University of Washington M.A - Cal State University -- Los Angeles

Additional Pertinent Courses or Training

Have served on several Board of Directors, including Providence High School, California Community College Athletic Association, California Community College Athletic Directors and Football Coaches Associations. Alos served as Commissioner to the Southern California Football Association for 17 years.

Other Pertinent Skills, Experience or Interests

Interested in providing meaningful activities for senior citizens of Burbank.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

Pickleball Ambassador to Burbank Parks and Recreation Department.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Multiple administrative positions, as well as teaching/coaching positions in various activities and sports.

What are your goals in serving on this Board/Commission/Committee?

Interested in providing meaningful activities for senior citizens of Burbank.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

JAMES M SARTORIS

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

JAMES M SARTORIS

James (Jim) Sartoris
[redacted]
Burbank, CA 91506
[redacted]

Background Profile

Personal

- Residency : Burbank, California – 1944 to present
- Family : Wife – Karen – Married 51 years
- Children: Lisa, Nichloas, Steven

Education

- ST Finbar Elementary School 1951-1958
- Notre Dame High School 1958-1962
- Glendale College 1962-1963
- Univ. of Washington 1964-1967 – B.A. History
- Cal State Los Angeles 1971 – M.A. Physical Education

Employment/ Organizations

Glendale Community College 1967 – 2007

- Professor of Health and Physical Education 1969-2007
- Asst. Football and Baseball Coach – 1967-1971
- Head Football Coach – 1972- 1987
- Physical Education Department Chairperson- 1985-2007
- Athletic Director 1985- 2007

California Community College Athletic Association (3C2A) Administrative positions/memberships

- 3C2A Management Council – Football Rep 1999-2007
- 3C2A Management Council Chair 2006-2007
- Past- President of Western State Athletic Conference - 1991
- California Community College Athletic Directors Association – member 1988-2006
- Member of the California Community College Football Coaches Association – 1978 to present
- Past President – California Community College Football Coaches Association – 1987
- Commissioner of the Southern California Football Association (SCFA) 2008-2025

Honors and Distinctions

- Honored by Glendale Community College for 40 years of service by having their new on-campus stadium named ; SARTORIS FIELD. 2005
- Selected to the California Community College Football Coaches Hall of Fame – 2008
- Recipient of the California Community College Athletic Director's Distinguished Service Award - 2009
- Selected to the Glendale Community College Athletic Hall of Fame – March 2012
- Selected to the California Community College Athletic Association (3C2A) – Hall of Fame – 2023

Community

Member of the Board of Regents – Providence High School (Burbank, Ca) 2003-2015

Member of the Board of Directors – American Red Cross – Glendale Chapter 2005-2008

Member of the Board of Directors – Glendale Community College Foundation 2009 -Present

Pickleball Liaison to Burbank Parks and Recreation Dept. 2016 - present

Application Form

Profile

John
First Name

Middle Initial

Medici
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Retired.
Employer

Adjunct Associate Professor
Job Title

Instructor LA City College ... Actor, SAG/AFTRA, Actors Equity Assoc. a
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

29 + years in June 2026

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My education and work have involved me intimately with Reading, Expression. Research, and Writing. A library is where people, no matter what age, learn these tools, get a chance to practice them. If I can assist people to better appreciate and/or to better develop skills in these areas, that wouild be a good fit for me. As a member of the Burbank Senior Citizen Board, the same principle has applied; to use my skills to make life better for Seniors. I've attended monthly Board meetings since January 2023, as well as attended special events at the Tuesday City Council meetings. As a result, I've learned a lot about the needs of manyBurbank residents. Serving people directly is definitely a learned skill, which I've experienced.

Education

Fordham University, School of Education: BS Secondary Education. New York University, Master of Arts in Educational Theater. California State University, Northridge. Master of Arts in English.

Additional Pertinent Courses or Training

My familiarity with theater, movies and TV has helped me as a teacher and as a literate person. I have acted and directed, in NYC, Los Angeles, Chicago and in other regions. I have studied acting with Lee Strasberg,in NYC, in Los Angeles with Allan Miller (90 + is still active), I have been an intern at the Actors Studio, NYC.

Other Pertinent Skills, Experience or Interests

I taught English, with an emphasis on writing, in community colleges: Pierce, Santa Monica and LA City. I taught Theater history.Directing and Acting in community colleges. I wrote a memoir of childhood, self published in 2017. "Pleasant Avenue, A place, A boy, A family." It is still selling and available on Amazon. I have directed many theater productions at schools and professionally.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have been serving on the Burbank Senior Board (Commission) since January 2023.

List Community activities in which you are involved:

I have been evaluating written essays for a Scholarship committee at the SAG Foundation. I've done volunteer work with Union committees, especially SAG-AFTRA. I have been a poll worker for elections. I walked the streets and did door to door US Census interviews.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No relationships with any Burbank city employees.

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In the earlier part of this application, I expressed how my education, a professional life in teaching English and Writing at an adult level and my personal work in Theater, were situations in which I learned to work with others and to help people to express themselves. My experience in writing a memoir is very pertinent in library work. I hace published a memoir available on Amazon, "Pleasant Avenue ...A Place, A Boy, A Family ... An Italian American Story." I have two Master of Arts, 1. New York University, 2. California State University, Northridge May I mention that a teacher is taught by their students; I like to be challenged, and to share whatever experiences I have, back to others.

What are your goals in serving on this Board/Commission/Committee?

Serving on Library Commission/Committee, I would want to expand the library's outreach to communities which are lacking in either knowledge of what a library has to offer, and/or for those who may need encouragement to use the library. In short, I'd like assist library management in whatever its goals are.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

I have already served on The Senior Commission/Committee for the past 4 years ...

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have a resume of my teaching career. It lists how I started teaching in Community College as far back as 1978, all the places I taught at and the varieties of subjects in English (mostly Writing) and Theater, acting and directing. Thank you very much for your attention to this present application.

What are your goals in serving on this Board/Commission/Committee?

To be of service in any way I can; to use my literary skills in helping others; in short, I enjoy working with other people.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

John Medici

JOHN MEDICI AFTRA SAG, AEA

[redacted]

TELEVISION:

Comedy Central: Kroll show	*Murphy Brown*	*Benson*
Moonlighting	*Who's The Boss*	*Daddy Dearest*
Oh Madeline	*General Hospital*	*Quincy*
Soap	*Cagney and Lacey*	*Hill Street Blues*
Washingtoon	*Mike Hammer*	*Baby Comes Home*
Gangster Chronicles	*Jayne Mansfield Story*	

FILM: Serpico My Favorite Year The Mask

STAGE: L.A.

Solo Performances, Self – written.

AKA MEDICI PASTA, DREAD & MAZEL @ Back Alley Theater, Theater East, No Ho Renegade

Are You Now or Have You Ever Been The Journalists @ Back Alley Theater.

Dead End at Sunset @ Theater East I Won't Pay You @Renegade West Theater.

The Lucky O'Learys @ El Portal Theater. Skaters @ L A Actors Theater.

St. Jack @ Matrix Theater. Nevada @ Taper Forum LA.

Director: 40th Anniversary, 2008 Lovers and Other Strangers @ 69 Cent Theater.

BROADWAY: NYC. Lenny Lovers and Other Strangers

A D R: Rapid Fire IKE Rhinestone

REGIONAL & OFF-B'WAY:

Scapin	The Odd Couple	The Apple Tree
The Owl &The Pussycat	Cactus Flower	Torchbearers
Magic of Jolson	The Typists	Star Spangled Girl
The Mandrake	Arms and The Man	The Knack

Application Form

Profile

Jason
First Name

Middle Initial

Napolitano
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed
Employer

Therapist
Job Title

Clinical Hypnotherapy
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

24 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving because I would like to give back to the community and help make a great city even better. I am concerned about our economic, ecological and political future in the U.S. and I believe that positive change starts at home.

Education

BA communications, MA in Comparative Theology From Loyola Marymount. Currently studying for MS in Psychology.

Additional Pertinent Courses or Training

Courses in Human Lifespan, Gerontology and Aging, Midlife Issues, Social Advocacy and Therapy. I am currently studying to be a licensed MFT and plan on working with older folks in my work. I am over 55 myself so I also have lived experience.

Other Pertinent Skills, Experience or Interests

Midlife issues, Aging, Library and Research Skills, Writing, Group Therapy, Advocacy, Public Speaking, Communications.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Mental Health Volunteer, Recovery Coach (12 Step), Pro Bono Therapeutic Coaching.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Psychology classes, Aging and Advocacy classes, volunteer experience at Jewish Family Services Adult Facility, Peer Support training.

What are your goals in serving on this Board/Commission/Committee?

To serve the needs of the board. I would also be very interested in working on providing more outdoor and interactive experiences for Seniors. In addition, I would be interested in working with local farmers to get free or affordable fresh fruit and produce to Seniors.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Leadership and speaking skills, Research and Library skills, Master's degree, experienced with technology and research tools online. Previous experience as a bookseller and book collector.

What are your goals in serving on this Board/Commission/Committee?

I would like to serve on this board an ethical and committed member. I would also like to see more in person events for families and children. I would love to see people reading physical books again and would like to create some sort of program to encourage reading among all ages.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jason Napolitano



MENTAL HEALTH COUNSELOR

JASON NAPOLITANO

Counselor-in-training and researcher pursuing a Master's in Psychology at Western Association of Social Research, WISR, with dual emphasis in Marriage and Family Therapy (MFT) and Licensed Professional Clinical Counseling (LPCC).

CONTACT

[redacted]

[redacted]

Burbank, CA

ASSOCIATIONS

- California Association of MFTs
- American Hypnosis Association

CERTIFICATIONS

- Meditation Teacher
- Medi-Cal Peer Support Specialist
- Trauma Recovery Hypnosis
- Hypnosis and Pain Mgmt
- Motivational Interviewing for Adolescents.

SKILLS

- 12-Step work
- Comparative Religion & Multicultural Knowledge
- Folk/Traditional Healing
- Drama, Writing, Media

EDUCATION

2025- Present
WESTERN INSTITUTE OF SOCIAL RESEARCH, BERKELEY, CA
Master's in Psychology. MFT / PPC

2018 - 2019
HMI COLLEGE OF HYPNOTHERAPY, TARZANA, CA
Diploma in Clinical Hypnotherapy

2012 - 2016
LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA
Master's in Comparative Theology

2009 - 2012
THOMAS EDISON UNIVERSITY, TRENTON, NJ
Bachelor's in Communication with a Minor in Religious Studies

VOLUNTEER EXPERIENCE

2025 - 2026
CRISIS TEXT LINE
- Crisis and suicide prevention volunteer

2024 - 2025
7CUPS OF TEA MENTAL HEALTH SUPPORT
- Online mental health peer support

2024 - 2025
PINEAPPLE SUPPORT
- Online mental health support for sex workers

Application Form

Profile

MICHAEL
First Name

A
Middle Initial

CAGGIANO
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

BURBANK
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

retired
Employer

Forensic architect (most recent professional activity).
Job Title

architect, general contractor, realtor-associate
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

75 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Contribute to quality environment for seniors in our community.

Education

See attached resume.

Additional Pertinent Courses or Training

See attached resume, i.e., gerontological architect, forensic architect (20 years).

Other Pertinent Skills, Experience or Interests

Gerontologist.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Media District/West Olive Blue Ribbon Committee, Chairman. Design Review Board, Chairman. Transportation Board. Various others listed in attached resume.

List Community activities in which you are involved:

Most recent previous activities: Burbank Sunrise Kiwanis: Mayors Cup Golf Tournament (20 year committee member). Providence Saint Joseph Foundation Board member. Developer: portion of Burbank Hills Estates. Burbank Chamber of Commerce, President, 1987.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

See resume attached.

What are your goals in serving on this Board/Commission/Committee?

Contribute to quality environment for seniors in our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

MICHAEL A CAGGIANO

MAC Associates CONSTRUCTION CONSULTANTS, Inc

Los Angeles • Portland

January 2017

[Tax I.D. 95-4754700
Closed Corporation 2014]

MICHAEL A. CAGGIANO, AIA
President

PROFESSIONAL LICENSES/REGISTRATION (CURRENT):

Registered Architect -California (1980), Oregon (1981) (Both Licenses Retired/Inactive 2014)
General Contractor - California (1980) Retired License 2014
Real Estate Salesman - California (1975) Retired License 2005
Community College Life Teaching Credential [Architecture] - California (1971)
Governor's Office of Emergency Services (OES) Building Inspector/Structural Engineering Associate - California (1996) License Allowed to Expire/Not Renewed

EDUCATION

Associate of Arts, Glendale City College (1964)
Bachelor of Architecture, University of Southern California (1969)
Master of Architecture, University of Southern California (1971)
Post-graduate: Gerontology, Ethel Percy Andrus Gerontology Center, University of Southern California (1971-73)
AIA Continuing Education: Various resources, annually

PROFESSIONAL EXPERIENCE

MAC Associates (1998 -2014) - Forensic Architect/Contractor/Realtor
formerly VP of CCL Construction Consultants, Inc. ***(1991 - 1998)*** *- Forensic Architect/Contractor/Realtor*

Trial experience: California & Oregon courts qualified. Construction defects and claims analysis. California Civil Code §2079 transfer disclosure & Realtor® standard of care. Evaluate designers', contractors' and Realtors'® respective performance to determine responsibilities for

design and construction defects; evaluate planned v. as-built conditions with cost accounting and scope analysis; determine compliance and non-compliance with applicable building codes and ASTM & industry standards; evaluate foundation-to-rooftop building problems; and prepare remedial recommendations with repair cost estimates. Specialties: meteorological analysis, soil/grading, concrete, framing, stucco/drywall, siding, roofing, and water intrusion.

Review of design for quality control and constructability; monitor construction project compliance with plans and specifications and construction loan disbursements; preparation of management schedules and construction repair cost estimates. Owner's representative/construction management services.

Forensic investigation, testing and inspection of residential, commercial, industrial and institutional buildings to collect and analyze documentary evidence for construction litigation, real estate matters, and construction-related climatology matters, personal injury cases & safety issues; engage in arbitration, mediation, depositions, trial testimony; and negotiate claims involving ADR mediation and arbitration. Court- & AAA/JAMS-qualified. Testified more than 400 occasions (trials, mediations and depositions).

Evaluate documentation for delay analysis; analyze construction scheduling using Critical Path Method Scheduling to prove and refute delay.

SC Construction & Architecture - President (1983 - 1991) - **Architect/Contractor**

Responsible for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management; construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL:	Single-family tracts, single-family custom, apartments, condominiums, PUDs.
COMMERCIAL:	Retail buildings, office buildings, tenant improvements.

INDUSTRIAL: Manufacturing, warehouse.
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately $50 million.

DMT International USA - Vice President (1980 - 1983) - **Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.
COMMERCIAL: Retail buildings, office buildings, tenant improvements
INDUSTRIAL: Manufacturing, warehouse.
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately $80 million.

Sterpa Development - Vice President (1975 - 1980) - **Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services:*** site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services:*** planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services:*** model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.

COMMERCIAL: Retail buildings, shopping centers, office buildings, tenant improvements.
INDUSTRIAL: Manufacturing.

Total budget for projects approximately $25 million.

Medical Planning Associates - Planner (1972 - 1975) - **Hospital Planning Consultant**

Responsible for planning and design of hospitals, health care centers, medical office buildings and related facilities; coordination of construction documents.

Project types include:
INSTITUTIONAL: Hospitals, medical centers, medical office buildings, intermediate- and long-term-care facilities, retirement villages, and residential care facilities.

Total budget for projects approximately $100 million.

University of Southern California - Teaching Assistant (1971 - 1972) - **Architecture TA**

Assist architecture professors in administration of curriculum in design course; associate researcher in gerontological architecture, including retirement residences and health care facilities. US Administration on Aging Fellowship 1969-71; AMA/AIA research grant for effects of climate bearing on buildings used by ambulatory seniors and non-ambulatory long-term care patients.

PROFESSIONAL AFFILIATIONS (past & present*)

American Institute of Architects Corporate Member (Emeritus)*
AIA Code & Legislative Liaison Committee Member, Health Facilities Committee Member

Architectural Guild of University of Southern California
Building Industry Association
Burbank Chamber of Commerce - Board Chairman; Transportation Committee; Development Committee
California Chapter AIA*
City of Burbank Commercial & Industrial Standards Advisory Committee; Transportation Board; Multi-Family Housing Task Force; Media District Blue Ribbon Committee
Construction Specifications Institute
Gerontological Society
International Conference of Building Officials (ICBO)
National Council of Architectural Review Boards (NCARB)
National Fire Protection Association (NFPA)
National Frame Builders Association (NFBA)
National Roofing Contractors' Association (NRCA)
San Fernando Valley Chapter AIA*
Western Gerontological Society

SELECT PROFESSIONAL PRESENTATIONS & PUBLICATIONS

MACA Contractor & HOA Series of maintenance & repair protocol with ***Master Manuals***.

MACA Seminar Series (Lawyer, Contractor, Architect, Realtor in-house presentations): *How to Read Building Plans; Avoiding Defects in Design/Build Work; Construction Delay Claims; Disclosure Without Exposure & Due Diligence Inspections for Realtors.*

Understanding Construction Defects for Architects & Builders; CompuServe Architecture & Building Forum INTERNET ON-LINE SEMINAR, April, 1997.

Recognizing Construction Defects and Elements of Construction; Condo Management Magazine; September, 1996.

Construction Defect Claims and Litigation; Connell, Lee R Jr, and Callahan, Michael T; John Wiley & Sons, 1995, contributor.

Preliminary Review of Construction Defects from Foundations to Rooftops; A periodically-scheduled program of in-house seminars for insurance carriers, attorneys and property managers.

Contributing editor: *HOA & Homeowner Maintenance Manuals* (Pacific Northwest component) for Master Manuals, Inc, 2005-2007.

Apportioning Liability in Construction Defects Litigation for Attorneys, Property Managers,

*Contractors & Developers;*April, 1996.

Insurance Knowledge Can Take the Horror Out of Construction Defects; Condo Management Magazine; January, 1996.

Construction Defects for Attorneys and Property Managers; April 1995, October 1995.

Management Topics for General Contractors; April 1995.

Lecture Series: Quality Assurance/Quality Control (QA/QC) *in the Construction Industry; Climatic Effects on Buildings in the Persian Gulf;* ***Total Quality Management (TQM)*** *in the Construction Industry; Construction Defects*; Dubai, UAE; January 1995.

Nursing and the Aged; Burnside, Irene M., ed.; *Environment and the Aged Person (Chapter 33)*, with R. Newcomer; McGraw-Hill; 1981, 1976.

Presentation and Professional Paper at the 25th Anniversary Gerontological Society Convention: *Bioclimate and Recreation Facilities for the Elderly; Health Care Facilities for the Elderly; Landscaping in Health Care Facilities;* San Juan, Puerto Rico; December 1972.

Delegate: White House Conference on Aging; 1971-72

Presentation Abstract at Gerontological Society Convention: *Effects of Climate on Buildings used by Seniors: Meteorological Effects on Balconies, Terraces & Decks;* Kiev, USSR; 1971.

Guest Lecturer at University of Southern California Gerontology Center: Biology & The Elderly [R. Weg, PhD]; Physiology of Aging [D. Woodruff, PhD]; City Planning for the Elderly [R. Newcomer PhD]; Architecture Environment for Seniors [E. Pawley, PhD]; Meteorological Effects on Buildings Used By Seniors [L Gelwicks, AIA]; et al, 1969-72.

Unpublished Master of Architecture thesis retained at Mudd Hall Library, USC (Los Angeles): *Meteorology and Bioclimate on Balconies, Terraces & Decks in Buildings for Seniors*; 1971. Masters Thesis Committee Chairman: James G Edinger, PhD, Chairman of UCLA Meteorological Department (Los Angeles).

Unpublished Design Project Report: *Wind, Rain and Sun and Their Effects on Buildings* (USC School of Architecture, Third-year Design Studio with Ralph Knowles, Phd, Pierre Koenig, FAIA); One-year project analysis of wind effects on and by topography and buildings, including comprehensive wind-tunnel testing; 1967-68.

Application Form

Profile

Dianna
First Name

Middle Initial

Encarnacion
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

BUSD
Employer

FSA
Job Title

Food Service
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

20+

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am currently serving on the Senior Citizen Board. My current term will come to an end on June 30th. the current board is working on some outreach projects and I would like to continue participation with this project. I also, volunteer with the nutrition program delivering food to inbound seniors there is more to do, and its important to represent the diverse and important group in Burbank, our city.

Education

LAVC - AS Early Child Development/Director Pre-school Administration John Marshall High School - Diploma Southern California Health Institute - Medical Massage Therapy Certification

Additional Pertinent Courses or Training

Just completed my Serv Safe Manager certification for restaurant and Food Service kitchens. I currently work in Food Service for the Burbank Unified School District at Dolores Huerta Middle School.

Other Pertinent Skills, Experience or Interests

I have a long work history in Administration and management and feel that this experience helps any project or board i may serve currently.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

current Senior Board Member. term ending June 2026

List Community activities in which you are involved:

Senior Nutrition volunteer Community Conversations (Senior Board Outreach project) Senior Board Member

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

N/A

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Board Member

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Strong Office Administration Former Office Manager BUSD Former Event Manager Universal Studios Food Retail/Food Service Trainer Amazon Fresh

What are your goals in serving on this Board/Commission/Committee?

To continue work this board has started and see it to fruition. As well as other projects that this board would like to venture. Always giving a voice to our senior community in Burbank which can sometimes be silent.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

IN/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Dianna Encarnacion

Application Form

Profile

Gloria
First Name

Middle Initial

Salas
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Retired (Oakmont Corporation)
Employer

Executive Legal Assistant
Job Title

Legal
Occupation

Which Boards would you like to apply for?

Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

28 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am a community service minded person who wants to participate in my local government and wants to make a personal contribution to the improvement of my city and, hopefully, results in a more responsive and effective local government.

Education

Bachelor of Arts - Legal Studies

Additional Pertinent Courses or Training

Corporate/General paralegal courses

Other Pertinent Skills, Experience or Interests

Involved in various anti-human trafficking and domestic violence education projects through nonprofits, such as National Council of Jewish Women, Journey Out and Zonta Club of Burbank Area. Volunteer in the "anti-human trafficking poster compliance" projects through the City of Los Angeles. Involved in Social Justice issues through my faith community.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

2016-2017 - Municipal Charter Review Commission 2022-2024 - Municipal Charter Review Commission

List Community activities in which you are involved:

Zonta Club of Burbank - 16 Days of Activism in which the City of Burbank lights up City Hall and BWP to bring attention to gender violence; Burbank Domestic Violence Task Force representing Zonta Club of Burbank; Host Human Trafficking presentations for the benefit of the community; Anti-gender violence march in cooperation with Burbank Police Dept; Participated in Zonta Club of Burbank's efforts to obtain a City Ordinance mirroring State of CA anti-human trafficking poster law; Participated in community Red Sand anti-human trafficking project; Participate at Farmer's Market displaying domestic violence resources (Zonta); Burbank Human Relations Council - supports and facilitates community dialogue and forums; presence at MLK Breakfast, National Night Out and Days of Remembrance

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizen Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Previously appointed (twice) to the Municipal Charter Review Commission

What are your goals in serving on this Board/Commission/Committee?

Bring attention to the needs and concerns of older adults to our city council and pertinent departments; Raise awareness about elder abuse, fraud prevention, and safety; Provide information of existing services to older adults who may not be aware of these services.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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☑ I Agree

Gloria Salas

Heritage Commission

Application Form

Profile

Louise — First Name
M — Middle Initial
Gill — Last Name

[redacted] — Email Address

[redacted] Birmingham Road — Home Address
Suite or Apt

Burbank — City
CA — State
91504 — Postal Code

[redacted] — Primary Phone
Alternate Phone

D & T Gill Investments — Employer
CEO — Job Title
Property investment and management — Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted
Heritage Commission: Submitted

Length of time as a Burbank Resident:

20 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

"I'm deeply motivated to serve on the Landlord-Tenant and Heritage Commission because I've lived both sides of the equation—as a tenant early in my life and now as a landlord. Over the years, I've managed properties, ensuring fairness and safety for all. I also bring a bilingual skill set, allowing me to bridge communication gaps and advocate for diverse voices. I'm committed to creating a balanced, respectful environment for both landlords and tenants in Burbank.

Education

Graduated from Providence High School, Glendale Community College University of La Verne AA in Psychology and minor in Business

Additional Pertinent Courses or Training

Real Estate DEA Citizens Academy Glendale Police Citizens Academy

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I serve on the Hollywood Community Police Advisory Board, the DEA Citizens Academy Board, The World Children's Transplant Foundationan. I am also on the Hollywood PAL Program. I am the current president of the American Armenian Theatrical and Musical Society, founded in 1963. I also graduated from the LAPD and Hollywood Citizens Academy. I'm dedicated to fostering balance, trust, and representation in these important civic spaces.

List Community activities in which you are involved:

As listed above I also have organized many fundraisers for political and non profit organizations. I am on the board on the Armenian Hearing Aid Project

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord-Tenant Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I hold a degree in Business, with focused coursework in real estate, giving me a solid foundation in property management and financial operations. As a landlord for many years, I have direct experience in managing properties, addressing conflicts, and ensuring compliance with all local regulations. This combination of education and real-world experience uniquely positions me to serve effectively on the commission.

What are your goals in serving on this Board/Commission/Committee?

My goal, once elected to the Landlord-Tenant Commission, is to foster a community where both tenants and landlords feel heard, respected, and empowered. I aim to create more transparent communication channels, ensuring that disputes are addressed fairly and promptly. I also want to implement educational programs for both parties, so everyone understands their legal rights and responsibilities. By doing so, I hope to build a foundation of trust, fairness, and long-term stability in our city.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I am honored to apply for the Heritage Commission, bringing with me a lifelong dedication to preserving culture and tradition. As the current president of the American Armenian Theatrical and Musical Society, founded in 1963, I have been at the forefront of showcasing talent from across the globe, recognizing the beauty and significance of art, and ensuring these artistic traditions thrive. I have also been involved in numerous organizations dedicated to preserving ancestral customs, and I believe my passion and experience will help keep Burbank’s rich heritage alive for generations to come.

What are your goals in serving on this Board/Commission/Committee?

My goal on the Heritage Commission, if elected, is to ensure that Burbank's diverse cultural heritage is not only preserved but actively celebrated. I plan to create initiatives that spotlight our community's history, bring forward untold stories, and connect residents of all backgrounds to their roots. I hope to foster educational programs, public art installations, and community events that bring our past into the present, enriching Burbank for all future generations.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Louise M Gill

LOUISE M. GILL

Experience and Dedication

[redacted] @ [redacted] [redacted] Burbank, CA 91504



MY PASSION IS HELPING PEOPLE

Dear Hiring Manager,

I am writing to express my interest in working in your organization. With a longstanding dedication to public safety and a profound ability to foster community relations, I am eager to bring my expertise to your team. My initiatives with Lights On LA have afforded me the opportunity to produce content that resonates in depth with community ethos, aligning seamlessly with your organizational values.

In leading Lights On LA, I have actively engaged in dialogues that bridge the gap between law enforcement and the community. One of my key accomplishments has been scripting and hosting over 200 episodes of our program, each designed to elevate civic engagement and public awareness. This has involved intricate coordination, from pre-production meetings with diverse community leaders to on-air interviews with influential public figures. These tasks have honed my skills in managing communications at multiple levels, ensuring that each message is tailored effectively to evoke viewer engagement and initiate meaningful discussions.

Moreover, my fundraising acumen, having raised over $1.5 million across various campaigns, demonstrates my strategic prowess and commitment to making impactful contributions. My work extends beyond media and into the realm of direct community impact, evidenced by my history of successful collaboration with local government and nonprofit organizations. This dual focus on communication and actionable outcomes is the cornerstone of my professional ethos, ensuring that the message not only reaches but also makes a tangible difference.

I welcome the opportunity to further discuss how my unique background in public relations and community engagement can significantly benefit your organization. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you soon.

Sincerely,

Louise M. Gill

LOUISE M. GILL

Communications Specialist & Public Safety Advocate

[redacted] [redacted]
[redacted] Burbank, CA 91504



EXPERIENCE

Founder & TV Host

Lights On LA

03/2012 - Present Burbank, CA

- Established and currently host Lights On LA, producing and presenting content centered on public safety, law enforcement, and community issues
- Conducts interviews with law enforcement leaders, public officials, and community figures to foster awareness and dialogue around safety and civic responsibility

Fundraising Organizer & Volunteer

Various Campaigns (1991-Present Day)

1991 - Present Glendale

- Spearheaded fundraising efforts for high-profile public servants, including Xavier Becerra, Eric Garcetti, Los Angeles Sheriffs Lee Baca and Jim McDonnell, Judge Carol Rose, and numerous local school board and city council candidates in Glendale and Burbank
- Initiated community outreach and public safety initiatives in collaboration with local government and nonprofit stakeholders
- Responsible for raising over $1.5 million dollars for various charities and individuals.

EDUCATION

Bachelor of Arts in Psychology

University of La Verne

1997 - 2001 La Verne, California

- completed B.A. while working and volunteering full-time

VOLUNTEERING

Volunteer Coordinator and Fundraiser

Armenian American Theatrical & Musical Society

04/2006

Worked with various agencies and immigration professionals to assist international artists visiting the United States for performances and cultural exchanges

Citizens Academy Participant

Los Angeles, Glendale and Burbank Police Departments, US Drug Enforcement Agency

04/2018

Completed program for citizens academy for local law enforcement agencies.

SUMMARY

Dedicated public safety advocate and media professional with over 30 years of experience in law enforcement volunteerism, community outreach, political fundraising, and public relations. Founder and host of Lights On LA, a long-running TV program focused on public safety and civic engagement. Skilled in leadership, crisis management, strategic planning, and program delivery.

KEY ACHIEVEMENTS

Interview Host Success

Featured over 100 interviews with key law enforcement figures.

Fundraising Achievements

Raised over $1,500,000 for political campaigns and community initiatives.

Viewer Engagement Boost

Increased viewer engagement by 25% through interactive community segments.

TV Program Production

Produced 200 episodes of Lights On LA focused on safety and civic duties.

LANGUAGES

English
Native

Armenian
Native

SKILLS

- Microsoft Office
- Gmail and Google Applications

Application Form

Profile

Richard
First Name

Middle Initial

Schmidt
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Boeing Co.
Employer

Sales Director
Job Title

Account Director of Federal Express Corp. & other Airlines
Occupation

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

12 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Long History of Public Service

Education

Masters in Internation Business Managment.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

NA

List Community activities in which you are involved:

NA

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Technical Background in Project and Program Managment with an emphasis in Maintenance and Logistics. Primary project types were in for Government including Department of Energy and DOD.

What are your goals in serving on this Board/Commission/Committee?

Assist the city of Burbank by providing oversight of Contractors and elected officials in the distribution and realization of infrastructure project & funding.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Lifelong interest in History and Architecture. Owner of a 200 year old home that was nominated as a Historical site.

What are your goals in serving on this Board/Commission/Committee?

NA

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

NA

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

Project Management and Maintenance supervision for large Industrial plants and Aerospace structures.

Acknowledgment

Please Read

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☑ I Agree

Richard Schmidt

Application Form

Profile

Lynn (First Name) | C (Middle Initial) | Kronzek (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91504 (Postal Code)

[redacted] (Primary Phone) | [redacted] (Alternate Phone)

Lynn C. Kronzek & Associates (Employer) | Principal/Owner - Retired (Job Title) | Consultant/Historian (Occupation)

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

21 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am a self-described "history nerd" fortunate to have been self-employed in the field since 1989 and now retired. A practitioner of (almost) "Everything to do with History," I'm convinced that preservation-related activities mobilize residents to the greatest extent-- and keep them tightly bound in the fulfillment of public goals. I would be honored to continue to serve!

Education

M.P.A., Policy Analysis & Evaluation; George Washington University, Washington, DC; University Fellowship B.A., History, Journalism (double majors); University of Michigan, Ann Arbor, MI

Additional Pertinent Courses or Training

Adjunct Faculty, M.B.A. in Nonprofit Management Program, American Jewish University, 1990-1996 The Basics of Archives, American Association of State and Local History, 2014

Other Pertinent Skills, Experience or Interests

National Editorial Board, THE PUBLIC HISTORIAN, National Council on Public History, 2018-present Contributing Editor, CALIFORNIA EDUCATION FUNDING ALERT (later, Thomson Reuters) Senior Editor, Windsor Publications, illustrated history books for general audiences.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Member, Burbank Heritage Commission, 2022-present; Vice-Chair (2025-present) Member, Burbank Water and Power Board, 2007-15; Vice Chair (2010-11), Chair (2011-12) Vice Chair, Burbank Charter Review Commission, 2005-06

List Community activities in which you are involved:

Advisory Board Member, Family Promise of the Verdugos (recently renamed Home Again L.A.), 2010 - 2019

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

HERITAGE COMMISSION

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Beside History and Public Administration degrees, as the owner of a small company, I have engaged in "Everything to do with History": studies, book authorship, editorial/peer review, digital archives, expert witness testimony, exhibit curation, and more.

What are your goals in serving on this Board/Commission/Committee?

I will continue to work closely with colleagues on the Heritage Commission as public advocates for historic preservation generally and for the acquisition of public land to build Burbank's park resources.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

n/a

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Lynn C Kronzek

Lynn C. Kronzek – Historical Resources Background

Major Publications

Los Angeles - Place of Possibilities (Los Angeles Conservancy, 1998)
Fairfax: A Home, A Community, A Way of Life (Jewish Historical Society of Southern California, 1990)
Down by the Station – Los Angeles Chinatown, 1880-1933 (historical contribution) (Institute of Archaeology – UCLA, 1996)

Professional Memberships and Activities

Member, National Council on Public History

National Board of Editors, The Public Historian (National Council on Public History and University of California Press)

Former Senior Editor, History Books Division, Windsor Publications, Northridge, California

Los Angeles Conservancy Special Award for Fairfax history
National Jewish Book Award nominee

Former member, Board of Directors, Santa Monica Mountains Fund (2013-present); Development Committee Chair, (2013-2016)

Former member, Board Committee on Advocacy, National Council on Public History (2013-2017)

Former Member, Board of Directors, Jewish Historical Society of Southern California, (1992-2010)

Awards and Honors

Los Angeles Conservancy Special Award for Fairfax history
National Jewish Book Award nominee

Application Form

Profile

Laura
First Name

Middle Initial

Strobl
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Semi-Retired Central Casting
Employer

Manager of Casting Development
Job Title

Entertainment Industry
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Heritage Commission: Submitted

Length of time as a Burbank Resident:

59 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am seeking to join a volunteer service board because I want to deepen my involvement in the community. A recent career transition gave me the opportunity to find passion in service. I love our city and would love to support initiatives that strengthen our city. I believe my experience, dedication and commitment to service and my ability to work well with others, would make me an excellent board member.

Education

I attended Burbank Schools graduating from John Burroughs High School. I attended Valley College earning an Associates Degree. I attended Catherine College in Burbank to earn an office Administration certificate. I attended UCLA extension certificate programs for Human Resources and Public Relations. I attended numerous workshops and classes throughout my adult life. I attended the Hynosis Institute and received my certification as a Certified Hynotherapist.

Additional Pertinent Courses or Training

I was a training facilitator for my workplace and took many classes in adult education and training.

Other Pertinent Skills, Experience or Interests

I am currently serving as President of the Burbank Human Relations Council. I worked in the Entertainment Business (Casting) for 23 years. The company I worked for has a long history in the Entertainment Business. Part of my job was researching and highlighting the company's history, creating presentations and documenting historical achievements.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have not participated in a City Commission or Committee.

List Community activities in which you are involved:

I served on the Board of Burbank Human Relations Council for 2 years and now serve as President. I was an active member of the JBHS VMA family. I served as chaperone, chairperson and board member. I was the DEI representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from throughout the USA (CA, GA, NY, LA, NM, AZ) Canada, and England. I was the Client Service representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from the the USA (CA, GA, NY, LA, NM, AZ) Canada, and England.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a strong work ethic and am used to wearing many different hats. I feel that my ability to learn quickly and to adapt my transferable skills to every new task I undertake will allow me to have an impact on any organization. I am a team-oriented person. I have had the opportunity to work with people of all different ages and personalities. My understanding of people has allowed me to adapt quickly and achieve whatever goal I am seeking to achieve.

What are your goals in serving on this Board/Commission/Committee?

I want to join the Heritage committee because I have a deep respect for historical places and the stories they hold. Preserving our city's history is important. Not only because it honors those who came before us, but to ensure future generations understand and appreciate the foundations of our community. I have lived in Burbank my whole life. I am a 2nd generation born in Burbank. My grandmother arrived in Burbank in the 1920's and lived her until she passed. I feel like I have a good understanding of the community what is important to the older generation. I also believe I have the ability to build bridges of understanding to younger generations so that they may learn and respect our city's history.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I worked for many years as Manager of Employee Development for the Casting office. In my job I hired and trained all new employees. This included all company and department policies and procedures. In my role I was responsible for helping to create policies and procedures in order to ensure company compliance and efficiency. I also worked with Talent Relations, in this role I researched incidents, took witness statements and helped determine disciplinary actions.

What are your goals in serving on this Board/Commission/Committee?

I feel this role will allow me to gain a better understanding of the operation of the city. I feel like my ability to work well with people. Gather information and listen to understand will be an asset.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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Laura Strobl

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Laura Strobl

Laura Strobl

Burbank, CA • [redacted] • [redacted] • [redacted]

Staff Development and Training Manager

Personnel Leader and Coach who designs, develops and delivers in-person and remote training to staff. Ability to work productively on multiple projects simultaneously. Excellent verbal, written and presentation skills that support effective workshops, classes and individual mentoring. Demonstrated analytical, critical thinking, and problem-solving skills. Exceptional customer service skills. Self-motivated, high-level of enthusiasm, and passionate about learning and development.

KEY EXPERTISE

- ✓ Client Relations
- ✓ Change Management
- ✓ Mentoring & Coaching
- ✓ Creative Problem Solving
- ✓ Emotional Intelligence
- ✓ People Development
- ✓ Learning & Development
- ✓ Entrepreneurial
- ✓ Client-Focused Trainings
- ✓ Zoom & Virtual Meetings
- ✓ In-Person Workshops
- ✓ Microsoft Office & G Suite

PROFESSIONAL EXPERIENCE

Central Casting | Burbank, CA — July 2002 – March 2025

Manager of Casting Development

- Created and presented a training classes to 1200+ actors annually across Los Angeles, New York, Louisiana and Georgia.
- Developed company's reputation by providing industry-leading background actors to companies such as Disney, WarnerMedia, Netflix, and others.
- Onboarded and trained 50+ new employees annually while heading training development, knowledge progression, and aligning to industry standards for over 200+ employees annually across all offices in several states.
- Accommodated varying needs for both union and non-union productions.

Universal Studios Hollywood | Universal City, CA

Project Coordinator

- Provided support for the initial development of a Japan-based theme park based on trademarked designs from the Hollywood and Florida parks.
- Liaised between operations and project management to schedule architects, designers and construction crews to complete upgrades such as a new front entrance, a new animal show stadium, Jurassic Park: The Ride, and numerous food, retail, façade and sign enhancements.

EDUCATION

Hypnosis Certification | Hypnosis Motivation Institute

Coursework | UCLA Extension

Associate of Arts | Los Angeles Valley College

Application Form

Profile

Patricia
First Name

Middle Initial

Tomaszewski
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed Motion Picture
Employer

Producer
Job Title

Writer Producer
Occupation

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

47 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am a Native Angeleno who's family here dates back to the 1800's. Seeking to preserve the high quality of our City of Burbank. Wanting to help in sustaining the old with the new, retaining our collective story's depth and character. I am believer in building a better future is to retain and grow from it's preserved past.

Education

Extension courses in: Architecture, Design, Color Study, Film & Film Lighting, Master Gardening, Alternative Medicine, Western Medicine.

Additional Pertinent Courses or Training

Have restored many older homes from tghe 1800's through the 1970's to thier original beauty and function. Including additions that fit flawlessly with those origional builds.

Other Pertinent Skills, Experience or Interests

World traveler who studies architecture, traditional food and farming practices as a hobby.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

LA County & regional assistance in major emergencies. I am a private counselor advisor on numerous issues to fix problems, mostly business functions, some personal.

List Community activities in which you are involved:

Cultural preservation, Farmer's Markets, local regional specific gardening, xeriscaping, home food preservation and cultivation, the slow food movement. Most things community oriented, I am doing it. That would include events in the greater Los Angeles and Southern California region.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Historical Commissioner and advisor.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Please see previous experience above.

What are your goals in serving on this Board/Commission/Committee?

Would like to assist in the City of Burbank with my vast experience to help the City solve problems and make it even better.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Patricia Tomaszewski

City of Burbank Boards, Commissions & Committees

Application Form

Resubmitted for City Council Consideration: May 21, 2026

BBK City Clerk 12:02 25MAY1:59

Profile

Tony F. Anselmo

First Name | Middle Initial | Last Name

[redacted]

Email Address

[redacted]

Home Address | Suite or Apt

Burbank,

City

CA. 91505

State | Postal Code

[redacted]

Primary Phone | Alternate Phone

Disney V.P. Design Dock & Art Director

Employer | Job Title | Occupation

Which Boards would you like to apply for?

Heritage Commission: Not Submitted

Length of time as a Burbank Resident: 40 years

Burbank Registered Voter?

● Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

To Preserve historic Architecture in Burbank

Education

Masters in Fine Arts

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests Archival Sciences, Preservation & Architecture

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.: N.A.

List Community activities in which you are involved: N.A.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A. N.A.

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ● No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Historic Preservation in Park City, UTAH
work with Smithsonian, and Autry Family Museum

What are your goals in serving on this Board/Commission/Committee?

Protect and Preserve Historical Architecture in Burbank

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgement

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Application Form

Profile

Corey
First Name

Middle Initial

Mensing
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Bur-Cal Management
Employer

On-Site Property Manager
Job Title

On-Site Property Manager
Occupation

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

13 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have been a Burbank resident for more than 13 years and care deeply about the city's history, character, and future. Since being appointed to the Heritage Commission in December 2025, I have gained an even greater appreciation for the important role historic preservation plays in strengthening community identity, civic pride, and public understanding of our shared history. Professionally, I work in entertainment and media, leading communications, brand, and cultural initiatives that often involve preserving and celebrating creative legacy. Locally, I have conducted archival research through the Burbank Public Library to better understand the people, places, and events that have shaped our city. During my service on the Commission, I have worked to support community outreach, public engagement, and preservation education efforts, including initiatives to improve accessibility, encourage public feedback, and broaden awareness of the Commission's work. I have also engaged with local stakeholders and cultural organizations to better understand the diverse stories that contribute to Burbank's heritage. I am interested in continuing to serve because I believe the Heritage Commission can play an important role not only in preserving historic resources, but also in helping residents better understand, appreciate, and connect with Burbank's unique history.

Education

Education Bachelor of Arts — Communication University of Colorado

Additional Pertinent Courses or Training

Diversity, Equity & Inclusion initiatives; heritage and cultural history research; archival documentation; community engagement and public outreach; cultural storytelling and preservation communications.

Other Pertinent Skills, Experience or Interests

Communications and public engagement; global brand and marketing strategy; cross-functional stakeholder collaboration; preservation and legacy storytelling; archival research; community outreach; public education initiatives; partnership development with community and cultural organizations.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Heritage Commission, City of Burbank (December 2025 – Present)

List Community activities in which you are involved:

Current member of the Burbank Heritage Commission. Ongoing archival and historical research through the Burbank Public Library. Community engagement related to historic preservation, cultural heritage, and civic participation. Collaboration with local stakeholders and cultural organizations to better understand and promote Burbank's history and heritage.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Since my appointment to the Heritage Commission in December 2025, I have actively participated in Commission discussions regarding historic preservation, preservation education, and community outreach. During my service, I have worked to strengthen public engagement efforts by contributing ideas related to educational materials, public feedback opportunities, accessibility, and broader community participation. I have also engaged with local stakeholders and cultural organizations to better understand the many stories that contribute to Burbank's heritage, including conversations with representatives of the Fernandeño Tataviam Band of Mission Indians regarding opportunities for public education and historical awareness. Professionally, I bring extensive experience in entertainment, communications, and brand strategy, with a focus on cultural storytelling, audience engagement, and preservation of creative legacy. Combined with my ongoing archival research and deep interest in local history, these experiences support my ability to help advance the Commission's mission of preserving, promoting, and educating the public about Burbank's heritage.

What are your goals in serving on this Board/Commission/Committee?

If reappointed, I hope to continue building upon the progress made during my partial term by supporting historic preservation efforts, expanding public awareness of Burbank's heritage, and strengthening the Heritage Commission's role as an educational resource for both the City Council and the community. I am particularly interested in encouraging thoughtful community engagement, improving opportunities for public participation, fostering partnerships with local cultural and historical organizations, and helping ensure that the stories, places, and traditions that have shaped Burbank are preserved and shared with future generations. I also believe it is important that communities connected to Burbank's history have meaningful opportunities to participate in how that history is interpreted, contextualized, and communicated to the public. Historic preservation is most effective when it is paired with education, outreach, and authentic community engagement, and I would welcome the opportunity to continue contributing to those efforts as a member of the Heritage Commission.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Corey Mensing

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Corey Mensing

Resume available upon request or during an in-person meeting.

Application Form

Profile

Joseph
First Name

J
Middle Initial

Morales
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

United American Indian Involvement
Employer

In-Home Outreach Counselor
Job Title

Family Counselor
Occupation

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

2 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Though our city boasts a population of over 100,000 people, I admire Burbank's small town energy, in that it's easy to run into neighbors that geniunely care for one another and the overall well being of our neighborhoods. As I round out my 20s and look forward to my early 30s I am eager to dig roots into this community. I hope to become a future elder and guide, similar to those I have so greatly benefited from. After enrolling in the Waste Warrior program through Public Works, I am inspired to learn more about city operations and advance my civil engagement.

Education

B.A. in Cultural Anthropology Minor in Biblical Studies

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Conversational in Spanish // Beginner ASL Interests Include: politics of the past, social change, community identity

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Co-founded Burbank Community Defense Coalition (BCDC) - engaging in legal observing of ICE in support of vulnerable community members and supporting remaining family after a detention. Enrolled in the 2026 Cohort of Waste Warriors through Public Works - to be completed after 30 hours of volunteering A member of Burbank Tenants Union providing support around facilitating community discussions and conflifct resolution A regular attendee of First Christian Church of Burbank Currently enrolled in Sierra Club's Activist Academy - set to graduate in August

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My background is rooted in trauma-informed care, advocacy, and creative problem-solving. I am practiced at communicating complex information clearly and compassionately, whether explaining a client's treatment plan or helping a family navigate a government agency. During my undergrad years studying Cultural Anthropology I had the oppertunity to serve as a research assistant in Quito Ecuador studying gentrification. There I learned how historical preservation can serve as a powerful tool in shaping local economies, identity, and positions towards development. Additionally, I bring an open-mind and positive energy that is not afraid of a challenge and the occasional conflict resolution.

What are your goals in serving on this Board/Commission/Committee?

Burbank is unique city with a layered history and legacy. Should I be chosen to serve on this comission, one of my primary goals will be to honor our story by refusing to shy away from aspects that may be uncomfortable to talk about. We are only able to learn and benefit from our past if we are telling the full story. Additionally, I want to explore avenues to continue to make this history accessible to the general public.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Joseph J Morales

JOSEPH MORALES

[redacted]
@ [redacted]
[redacted] North Hollywood, CA 91601

Work Experience

LIGHTFULLY BEHAVIORAL HEALTH — MAY 2022 - CURRENT

- Respond to crisis situations with evidenced-based suicide specific interventions
- Ensure that client conditions and noteworthy observations are reported to the clinical staff
- Support clients' physical and psychological safety within a residential treatment facility setting

UNITED AMERICAN INDIAN INVOLVEMENT: IN-HOME OUTREACH COUNSELOR — MAR 2021 - CURRENT

- Assess for child in-home safety via a monthly bio-psychosocial assessment (Family Assessment Form)
- Provide parent-training, teaching and demonstration, and child-focused activities to a case load of 8 families
- Document families' progress, strengths, and needs (e.g. weekly progress notes, DCFS correspondence, monthly reports, etc.) that are consistent with LA county contractual requirements

KADIANT: REGISTERED BEHAVIORAL TECHNICIAN — OCT 2020 - MAR 2021

- Provided quality behavioral intervention to clients, under the direct supervision of Clinical Supervisors
- Collected accurate skill acquisition and behavior reduction data on all areas targeted for intervention
- Implemented evidence-based behavioral interventions virtually, while maintaining a person-centered approach

BIOLA STUDENT DEVELOPMENT: CHAPEL ACCOUNTABILITY COORDINATOR — JAN 2018 - AUG 2020

- Recruited, hired, trained and supervised 20-30 Student Chapel Workers each semester
- Maintained accurate attendance records for 4000 undergraduates attending over 24 events per semester
- Provided logistical support for implementing co-curricular learning outcomes

BIOLA STUDENT DEVELOPMENT: LGBTQ+ DIVERSITY CONSULTANT — JAN 2018 - MAY 2019

- Served as a liaison between LGBTQ+ students and university administration
- Advocated for LGBTQ+ students in the development of co-curricular student learning outcomes
- Orchestrated SOGI trainings for student leaders and various staff/faculty

Education

BIOLA UNIVERSITY — AUG 2015 - MAY 2019

La Mirada, CA (GPA 3.0) BA in Anthropology. Minor in Biblical and Theological studies

- Relevant Courses: Ethnographic Field Methods, Anthropology of Health and Race, Diversity in Communication
- Anthropology Department: Awarded Cross-Cultural Service Award for research in Deaf-ethnicity
- Extracurricular Activity: Salam (Interfaith Peace Leader), Student Congress on Racial Reconciliation Coordinator (SCORR), Queer small-group leader

SEMESTER ABROAD: QUITO, ECUADOR— AUG 2017 - DEC 2017

Living and Learning International: Service-learning as a Research Assistant, identified culturally specific beliefs and practices affecting tourism, gentrification, and public space.

Additional Skills

- Proficient in Google Drive, Microsoft Office, and Apple's iWork services
- Conversational in Spanish // Basic in American Sign Language
- Trained in Motivational Interviewing
- Familiar with Kipu EMR
- Crises Prevention Institute (CPI) certification

Application Form

Submit Date: Dec 07, 2025
Resubmited for Council Consideration: June 1, 2026

Profile

Zach (First Name) | o (Middle Initial) | Martin (Last Name)

[redacted] (Email Address)

[redacted] (Home Address) | (Suite or Apt)

Burbank (City) | CA (State) | 91505 (Postal Code)

[redacted] (Primary Phone) | (Alternate Phone)

Formosa (Employer) | Sound Mixer (Job Title) | Sound Mixer (Occupation)

Which Boards would you like to apply for?

Heritage Commission: Submitted

Length of time as a Burbank Resident:

5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I live and work in Burbank and I love this city. I am interested in serving on the heritage because I Burbank has such a unique and under stated history. For a city named after a Dentist it has hosted so many giants from history. It instantly feels so familiar because it has been the backdrop from so much film and television. I would love to be a part of celebrating and preserving that history.

Education

I graduated from the Art Institute of Seattle with an associates in arts degree.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I graduated from the 2025 Burbank Rise Program. Rise has given me the skills, confidence, and knowledge to participate more actively in my community.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have no prior involvement on a board, commission, or committee.

List Community activities in which you are involved:

I am a member of the Burbank volunteer group and I volunteered last summer at the Burbank Animal Shelter.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

Zach o Martin

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am an avid reader and researcher. I think this would applicable for researching aspects of the city that should be protected.

What are your goals in serving on this Board/Commission/Committee?

To preserve and celebrate Burbanks heritage.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Zach o Martin

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Zach o Martin

Application Form

Profile

Jeffrey
First Name

A
Middle Initial

Barnett
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Retired
Employer

Creative Director
Job Title

Entertainment Advertising
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

25 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I raised my family here. We all love Burbank and Burbank has been good to us. It will always be our home. Now that I'm retired I have some time and I'm ready to give back.

Education

LAVC Music School Dick Grove Music Workshop Otis/Parsons Art and Design

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I work and play well with others and I believe people generally like working with me. I've had to work with some difficult personalities in my career and I believe that experience will help work with people diplomatically. Less pertinent interests: Family, gardening, cooking, cycling, fitness music.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None so far

List Community activities in which you are involved:

I have volunteered with PTA, High School Show Choir, Church

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

My wife Hilary Barnett works for BUSD

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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Burbank

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Although I am aware that I will not have any influence over the artistic content, my background leads me to believe I could be a good candidate for this position.

What are your goals in serving on this Board/Commission/Committee?

I’m ready to jump in and give back to my community and to become more directly involved besides voting. This seems like a good place to start.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

As a 67 year native, I have a great personal interest in the history, art, architecture, geography and watershed of Los Angeles, Burbank and surrounding areas. I have an interest in preserving and maintaining worthy landmarks as well as making way for sensible change.

What are your goals in serving on this Board/Commission/Committee?

I’m ready to jump in and give back to my community and to become more directly involved besides voting. This seems like a good place to start.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Jeffrey A Barnett

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☑ I Agree

Jeffrey A Barnett

JEFF BARNETT

Burbank, California | [redacted] | [redacted]

Creative Director / Art Director / Entertainment Advertising / Digital Design Education

PROFESSIONAL PROFILE

Burbank-based creative director and art director with more than 30 years of experience in entertainment advertising, key art, brand identity, and integrated campaigns for major film, television, animation, and streaming clients. Early digital-design educator at Otis/Parsons who helped develop curriculum and teach Photoshop, Illustrator, typography, color theory, and computer literacy during the shift from traditional to digital design. Experienced creative lead with a career spanning studio campaigns, streaming platform branding, and arts education.

SELECTED CLIENTS, CAMPAIGN WORK & RECOGNITION

- **Clients:** Warner Bros., Paramount, Fox, Universal, Sony, Disney, HBO, Netflix, FX, Amazon Prime, YouTube, ABC, and Nickelodeon.
- **Selected campaign work:** *Titanic*; *Indecent Proposal*; *Mission: Impossible*; *Spider-Man*; *Iron Man*; *The Sopranos*; *Six Feet Under*; and *Lost*.
- **Branding/identity:** YouTube Red platform branding; DreamWorks logo and splash-screen storyboard concept work.
- **Recognition:** Clio-recognized key art campaigns for *Finding Dory* and *Whiplash*.

PROFESSIONAL EXPERIENCE

LEGION CREATIVE GROUP — *Art Director / Creative Director* 2019–2024

- Led art direction and creative development for entertainment advertising and marketing, with increased focus on animated features and reality series.
- Developed campaign concepts, key art, branding, and integrated creative materials for theatrical, television, and streaming properties.

COLD OPEN — *Art Director / Creative Director* 2008–2018

- Led branding and 360 advertising campaigns for theatrical, television, and emerging streaming platforms.
- Created and directed campaign work for Disney, Warner Bros., Sony, HBO, Netflix, FX, Amazon Prime, and YouTube.
- Developed YouTube Red platform branding and contributed to Clio-recognized key art campaigns for *Finding Dory* and *Whiplash*.

BLT COMMUNICATIONS — *Art Director / Creative Director* 1992–2008

- Began in IT and digital transition, setting up the interoffice network and helping art directors translate traditional design skills to Photoshop, Illustrator, and emerging digital workflows.
- Promoted to Art Director and Creative Director, leading design teams on branding, key art, and high-profile campaigns for major studios and television networks.
- Worked with clients including Warner Bros., Paramount, Fox, Universal, Sony, ABC, Nickelodeon, and HBO.
- Selected campaign work included *Titanic*, *Indecent Proposal*, *Mission: Impossible*, *Spider-Man*, *Iron Man*, *The Sopranos*, *Six Feet Under*, and *Lost*.
- Contributed logo design, brand identity and theatrical intro sequences for DreamWorks and Sony Pictures Anamation.

ARTS EDUCATION & EARLY DIGITAL DESIGN

OTIS/PARSONS — *Adjunct Faculty, Continuing Education / Curriculum Development* 1989–1994

- Helped develop the school's first digital art computer lab and related Continuing Education curriculum during the early adoption of Adobe Illustrator and Photoshop.
- Taught evening adult classes in computer literacy, digital design, color theory, typography, Photoshop, and Illustrator.
- Helped adult students, artists, and working designers bridge traditional design practices into emerging digital tools.

CULTURAL ARTS RELEVANCE

Combines entertainment-industry creative leadership with early digital-design teaching experience, offering practical perspective on public-facing visual communication, arts education, branding, and the role of Burbank's film, television, and streaming community in local cultural life.

CREATIVE & TECHNICAL FOCUS

Key art • entertainment advertising • brand identity • 360 campaigns • theatrical, television, and streaming marketing • typography • color theory • Photoshop • Illustrator • digital design education • creative team leadership • traditional-to-digital workflow transition

Infrastructure Oversight Board

Application Form

Profile

Alexander
First Name

Middle Initial

Keledjian
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

Husch Blackwell LLP
Employer

Associate Attorney
Job Title

Attorney
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

1 year

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving on the Civil Service Board because my experience managing staff recruitment, hiring, and supervision in a Congressional office, combined with my legal training in conducting hearings and analyzing complex disputes, has given me a deep appreciation for fair personnel systems and due process protections that are essential to effective government. My background in both legislative operations and legal practice has equipped me to provide thoughtful oversight on personnel administration matters while ensuring employees receive fair consideration in appeals. As to the Infrastructure Oversight Board, I believe well-maintained infrastructure is foundational to community quality of life and economic prosperity. My experience managing policy portfolios that included project labor agreements and prevailing wage requirements for public works, combined with my legal expertise in regulatory compliance and contract disputes, positions me to effectively review capital projects, assess funding priorities, and ensure infrastructure investments align with the City's long-term planning goals while maintaining accountability to Burbank residents.

Education

American University, Washington College of Law, Washington, D.C. Juris Doctor, May 2025
California State University, Northridge, Northridge, CA Bachelor of Arts, Political Science, May 2017

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

N/A

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

None

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I bring a unique combination of personnel management experience, legal expertise, and public service background to the Civil Service Board. As Deputy Chief of Staff in the U.S. House of Representatives, I served on the senior leadership team and directly managed staff recruitment, hiring, and supervision. This hands-on experience gave me practical insight into employment relations, the importance of clear personnel policies, and the challenges of balancing organizational needs with employee protections. My legal training and current practice as an Associate at Husch Blackwell have equipped me with the analytical and procedural skills essential to the Board's quasi-judicial functions. I regularly conduct depositions, examine witnesses, review complex documentation, and analyze disputes, experience that directly translates to hearing employee appeals and evaluating evidence. My work involves extensive regulatory compliance analysis and legal research, enabling me to provide well-reasoned recommendations on personnel administration matters. I have also assisted in white collar criminal defense matters involving Department of Justice investigations, which has deepened my understanding of due process, evidentiary standards, and fair hearing procedures. I hold a law degree and have demonstrated ability to draft comprehensive legal memoranda, analyze complex regulatory frameworks, and apply legal principles to practical situations, all critical skills for advising the City Manager and Council on personnel policies and rules.

What are your goals in serving on this Board/Commission/Committee?

My primary goal in serving on the Civil Service Board is to ensure that Burbank maintains a fair, transparent, and legally sound personnel system that serves both the City and its employees effectively. I aim to bring rigorous analytical thinking and a balanced perspective to employee appeals, ensuring that due process is upheld while supporting the City's operational needs. I am committed to providing thoughtful recommendations to the City Manager and Council on personnel administration matters that promote consistency, equity, and best practices. Additionally, I hope to contribute to the development and refinement of personnel rules that foster a positive work environment, protect employee rights, and enhance organizational effectiveness. Ultimately, I believe strong civil service systems are foundational to effective government, and I want to help ensure Burbank's personnel policies reflect the highest standards of fairness and professionalism.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I bring a combination of policy development experience, legal expertise in regulatory compliance and contract matters, and analytical skills that are directly applicable to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I managed complex policy portfolios and worked extensively on labor-related infrastructure issues, including project labor agreements and Davis-Bacon prevailing wage requirements for public works projects. This experience taught me how infrastructure decisions impact communities and the importance of balancing stakeholder interests in the public interest. My legal practice at Husch Blackwell has further developed my capacity for infrastructure oversight. I manage a caseload of 50+ complex matters involving real estate litigation, contract disputes, and regulatory compliance, skills directly applicable to reviewing capital improvement projects, assessing contract performance, and ensuring adherence to adopted plans and regulations. I have conducted comprehensive 50-state surveys of regulatory requirements and compiled compliance frameworks for multi-jurisdictional transactions, demonstrating my ability to analyze complex systems, synthesize large amounts of information, and identify best practices. Additionally, my operational management experience coordinating budgets, schedules, and personnel in a Congressional office has given me practical insight into project management, budget planning, and performance monitoring. I understand the importance of tracking expenditures against goals, conducting regular reviews, and ensuring accountability, all core functions of the Infrastructure Oversight Board. I hold a law degree and have demonstrated the ability to conduct comprehensive research, analyze complex technical and legal issues, and provide strategic recommendations to leadership, all skills essential for effective infrastructure oversight and policy development.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Infrastructure Oversight Board is to help ensure that Burbank's infrastructure investments are strategically planned, properly maintained, and accountable to residents. I aim to provide rigorous oversight of capital projects and maintenance programs, ensuring they align with the City's long-term planning goals and deliver value to the community. I am particularly interested in reviewing funding prioritization to ensure resources are allocated effectively and that projects meet their scope, schedule, and cost objectives. Additionally, I hope to contribute to the Board's role in communicating with the community about infrastructure needs and the importance of maintaining our City's assets. I believe thoughtful infrastructure investment not only preserves existing systems but also shapes the kind of community we want to be: sustainable, accessible, and forward-thinking. I am committed to helping Burbank achieve that vision.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

My professional experience has provided me with transferable expertise highly relevant to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I worked extensively on infrastructure-related labor policy, including project labor agreements (PLAs) and Davis-Bacon prevailing wage requirements that govern public works projects. This work gave me insight into the regulatory frameworks, stakeholder considerations, and compliance requirements that shape infrastructure development and maintenance. In my legal practice, I have managed complex matters involving real estate, contract disputes, and regulatory compliance, skills directly applicable to reviewing infrastructure contracts, assessing project performance, and ensuring adherence to legal and regulatory requirements. I have conducted comprehensive multi-jurisdictional regulatory surveys and compiled compliance frameworks, demonstrating my ability to analyze complex systems, identify best practices, and synthesize technical information for decision-making. My operational management experience coordinating budgets, schedules, and multi-office operations has equipped me with practical knowledge of project planning, resource allocation, and performance monitoring. I understand the importance of tracking expenditures against goals, maintaining schedules, and ensuring accountability, principles that apply equally to infrastructure project oversight. I am committed to learning the specific processes and procedures governing Burbank's infrastructure projects and bringing my analytical skills and attention to detail to ensure effective oversight.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

Budget/Financing: My experience includes coordinating office budgets and supporting operational planning in a Congressional office, where I learned the importance of aligning expenditures with strategic priorities and ensuring fiscal accountability. In my legal practice, I regularly review financial documentation, analyze cost structures, and assess contractual obligations in complex commercial disputes. I have conducted comprehensive surveys of financial and regulatory requirements across multiple jurisdictions, demonstrating my ability to analyze funding mechanisms and compliance frameworks. These skills position me to effectively review infrastructure funding prioritization, assess the adequacy of budget allocations, and evaluate whether expenditures align with planned project goals. Other related and pertinent experience: My legal training and practice have equipped me with strong analytical, research, and problem-solving skills essential for infrastructure oversight. I regularly review complex contracts, assess regulatory compliance, and analyze disputes involving real estate and construction-related matters. My experience with Davis-Bacon prevailing wage requirements and project labor agreements has given me familiarity with the labor and regulatory considerations that affect public works projects. Additionally, my work conducting depositions, examining evidence, and preparing strategic memoranda has developed my ability to ask probing questions, identify issues, and provide well-reasoned recommendations to leadership, skills critical for effective board service and oversight of City infrastructure programs.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

ALEXANDER S. KELEDJIAN

[redacted] | [redacted] Burbank, CA 91504

EDUCATION

American University, Washington College of Law, Washington, D.C.
Juris Doctor, May 2025
Journal: American University Law Review, *Staff Member*
Comment: "*Split: Domestic Transactions and the Impact on Federal Securities Law*"
Certificate: Financial Institutions Compliance

California State University, Northridge, Northridge, CA
Bachelor of Arts, Political Science, May 2017

EXPERIENCE

Husch Blackwell LLP, Los Angeles, CA
Associate, September 2025 – Present

- Manage active caseload of 50+ matters, including tracking critical deadlines, coordinating discovery, and drafting pleadings and motions;
- Support trial team through all phases of preparation, including conducting depositions, drafting motions in limine and summary judgment motions, and performing comprehensive evidence review and analysis;
- Spearhead strategy and motion practice by preparing critical pleadings including discovery requests/responses and oppositions, *ex parte* applications, removal papers, demurrers, summary adjudication and summary judgment motions;
- Conduct legal research and analysis on complex issues involving real estate litigation, contract disputes, and regulatory compliance;
- Assist in white collar criminal defense matters, including Department of Justice investigations related to healthcare fraud in hospice billing and securities fraud allegations, conducting document review and legal research;
- Conduct comprehensive 50-state surveys of creditor financial requirements and compile regulatory compliance frameworks for multi-jurisdictional transactions.

Summer Associate, May 2024 – July 2024

- Drafted complex legal motions including motions in limine, motions for summary judgment, and initial case filings;
- Conducted comprehensive legal research and prepared strategic memoranda for partners that analyzed relevant case law and predicted judicial outcomes;
- Co-authored article, "*Vanishing Acts: Navigating the Challenges of Disappearing Commercial Tenants*," examining emerging issues in commercial tenancy law.

United States House of Representatives, Washington, D.C.
Deputy Chief of Staff, August 2024 – May 2025

- Managed Congresswoman's education and labor policy portfolio, including the introduction of the Understanding the True Cost of College Act, Data Science and Literacy Act, and Accounting STEM Pursuit Act;
- Negotiated with labor unions and chambers of commerce on critical legislation, including bills related to project labor agreements (PLAs), Davis-Bacon prevailing wage requirements, workers' right to organize, and collective bargaining rights;
- Served as primary liaison to all K-14 educational institutions within the Congressional District and greater Los Angeles area, fostering partnerships and addressing constituent concerns;
- Coordinated Congresswoman's Washington, D.C. and District schedules while supporting Chief of Staff in managing D.C. office operations and personnel;
- Functioned as senior leadership team member, assisting with recruitment, hiring, and supervision of staff.

Director of Operations, August 2021 – August 2024
Staff Assistant, June 2021 – August 2021
Legislative Intern, June 2018 – August 2018; February 2021 – May 2021

ADDITIONAL INFORMATION

Bar Admission: *California* (No. 365221), U.S.D.C., Central District of California
Activities: Armenian Bar Association

Application Form

Profile

James
First Name

A
Middle Initial

Correa
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Superior Awnings
Employer

CEO
Job Title

Business Owner
Occupation

Which Boards would you like to apply for?

Community Development Block Grant Committee: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

1.5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have lived in Burbank, built a career in Southern California, and I am raising my family here. I would like to put my experience to work for the city, not just benefit from it. My background is operational and public-spirited: I served as a U.S. Army logistics officer and Captain across two combat tours — a 15-month tour in Iraq and a 12-month tour in Afghanistan; I advised the Mayor of Sacramento on innovation and economic development; and I have run multi-site operations across Southern California — including HVAC, plumbing, and electrical field services businesses that serve Burbank — and now operate a custom manufacturing business. Each taught the same lesson: the infrastructure underneath an organization — how it is planned, funded, and maintained — decides whether everything built on top of it holds. Burbank is well run, and I want to help keep it that way by bringing a disciplined, numbers first approach to how the city plans and spends.

Education

Harvard Business School — Master of Business Administration (M.B.A.), 2015. The George Washington University — B.A., International Affairs, cum laude (Elliott School of International Affairs), 2007.

Additional Pertinent Courses or Training

U.S. Army Transportation Basic Officer's Course — Distinguished Honor Graduate. U.S. Army Psychological Operations Advanced Individual Training. USC Viterbi School of Engineering Six Sigma Green Belt.

Other Pertinent Skills, Experience or Interests

Operations and logistics leadership; multi-site P&L ownership; capital and operating budget planning; municipal grant-program design and economic development; HVAC, plumbing, and electrical field-services operations; manufacturing and facilities operations; contract, procurement, and vendor management; project scheduling and execution; operational risk assessment; and team leadership under demanding conditions. Reading budgets and project plans, and pressure-testing scope, cost, and timelines, is my daily work.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None. This would be my first appointment to a City of Burbank board, commission, or committee. (For relevant board experience outside city government, I previously served on the Board of Directors of the George Washington University Alumni Association — noted under Community activities below.)

List Community activities in which you are involved:

Habitat for Humanity — I volunteer on home-construction builds with the Los Angeles, San Gabriel Valley, and Ventura County affiliates. Veterans of Foreign Wars (VFW) — member, Post 8310, here in Burbank. George Washington University Alumni Association — former member of the Board of Directors. As a Burbank family, we are also active in city institutions: my son's programs at Burbank Adult School, where my mother-in-law attends ESL classes, and youth swim instruction at the Verdugo Aquatic Facility.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

◉ Yes ○ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

I am in the process of acquiring Superior Awning, a custom awning and shade-structure manufacturer based in Panorama City. I am not aware of any current contract between the company and the City of Burbank, but a manufacturer of this type could conceivably bid on or supply City projects in the future. I also hold a meaningful amount of stock in Metropolis Technologies, Inc. — one of the largest parking operators in the United States — acquired as an early employee of the company. Metropolis or its subsidiaries may operate parking on behalf of the City or at nearby City-owned assets, though I am not aware of any specific relationship. Because this board makes recommendations on parking, I am noting it here. I also own my home in Burbank, at 1631 N. Maple Street. I would disclose all three interests fully on my Statement of Economic Interests (Form 700) and would recuse myself from any matter before the board in which Superior Awning, Metropolis Technologies, or my property had a financial interest.

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My experience maps onto this board's core work — the high-level review of scope, schedule, cost, and risk on infrastructure projects, and the adequacy of maintenance programs — and includes time inside city government. As a Harvard Business School fellow in the Office of the Mayor of Sacramento, I co-founded the Mayor's Office of Innovation and shaped the policy for an $8 million city fund, so I understand how a municipality plans and funds initiatives. As a U.S. Army logistics officer and Captain, I led a 30-person team sustaining a 5,000-person brigade across 22 bases — directing maintenance for 1,000 vehicles, 22 fuel points, and facilities under hard constraints. I have since run HVAC, plumbing, and electrical field services operations — the building systems at the center of a city's programmatic capital and maintenance — and stood up a manufacturing facility end to end, from capital equipment to vendor onboarding. My Harvard M.B.A. and ownership of multi-site P&Ls anchor the budget and risk side. I am not a licensed engineer; my value to this board is the management, oversight, and finance lens its establishing ordinance asks the Council to seek.

What are your goals in serving on this Board/Commission/Committee?

To help the city get full value from every infrastructure dollar. Concretely: hold the annual capital and maintenance prioritization to a clear scope-cost-risk standard; make sure routine maintenance is not deferred into far larger future bills; check that funded projects deliver what was promised, on the schedule and budget set; and help explain to residents, plainly, why maintaining the city's assets matters. I would bring rigor and follow-through, and decisions made in the city's interest — not a personal agenda.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

CDBG Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

This committee's work is grant administration — reviewing funding applications, analyzing performance, and ensuring federal compliance — and I have done closely related work inside city government. As a Harvard Business School Service Leadership Fellow in the Office of the Mayor of Sacramento, I co-founded the Mayor's Office of Innovation and created the policy for an $8 million city fund that made grants to educators and equity investments in startups. I know what a credible funding proposal looks like, how to judge one on merit, and how to hold recipients to measurable results. Through volunteering on Habitat for Humanity home builds, I have also seen up close the kind of community work these federal dollars support. My Harvard M.B.A. and experience running businesses keep me fluent in budgets and outcomes, and as a combat veteran I bring a perspective the committee's own appointment criteria specifically call for.

What are your goals in serving on this Board/Commission/Committee?

To make sure Burbank's limited federal dollars go to the highest-impact uses, and that the organizations receiving them are held to measurable results. I would focus on rigor in the review — clear criteria, honest performance assessment, and careful stewardship of public money.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

My experience is not with Burbank infrastructure specifically, but it is closely related. I have worked inside city government — as a Harvard Business School fellow in the Office of the Mayor of Sacramento, where I co-founded an innovation office and shaped the policy for an $8 million city fund — so I understand how a city plans, funds, and prioritizes. As a U.S. Army logistics officer and Captain, I led a 30-person team sustaining a 5,000-person brigade across 22 bases, directing maintenance operations for 1,000 vehicles, 22 fuel points, and supporting facilities. I have run HVAC, plumbing, and electrical field-services operations — direct, daily exposure to the building systems and maintenance cycles that make up much of a city's programmatic capital. And as the operator of a manufacturing business, I own the full cycle this board reviews: major capital projects; routine and programmatic capital — the recurring maintenance and replacement that keeps a facility running; and the annual call on how to prioritize limited funds, then checking the next year what was accomplished against what was planned. The scale and the public-funding rules differ; the discipline — scope, schedule, cost, risk, and honest after-the-fact review — does not.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

Project Management: Built repeatable launch and acquisition-integration playbooks across multi-site operations; planned and led logistics operations as a U.S. Army officer; manage production and installation projects end to end as a manufacturing operator. Structures / Buildings: Ran HVAC, plumbing, and electrical field-services operations — core building systems; operate a manufacturer that fabricates and installs structures attached to buildings; volunteer on Habitat for Humanity home builds. Construction Management: Stood up a manufacturing facility end to end (capital equipment, vendor onboarding); run a fabrication and installation operation; volunteer on Habitat for Humanity home-construction builds. Budget / Financing: Harvard M.B.A.; owned regional operations supporting $330M in revenue and a $10M+ branch P&L; capital budgeting for a manufacturing facility; shaped the policy for an $8M municipal innovation fund for the City of Sacramento. Other related / pertinent experience: U.S. Army Captain and logistics officer — sustained a 5,000- person brigade across 22 bases; Harvard Business School fellow in the Office of the Mayor of Sacramento. A numbers-first approach to scope, cost, and risk.

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

JAMES A. CORREA

Burbank, California · [redacted] · [redacted] · [redacted]

Operations Executive · U.S. Army Captain · Harvard MBA

SUMMARY

Operations executive and U.S. Army veteran with nearly two decades of leadership across military service, city government, and multi-site operations. Served as a logistics officer and Army Captain across two combat tours; awarded two Bronze Star Medals. As a Harvard Business School fellow in the Office of the Mayor of Sacramento, co-founded the Mayor's Office of Innovation and shaped the policy for an $8M city innovation fund. Has since owned regional P&Ls and centralized operations for HVAC, plumbing, and electrical field-services businesses, a wildfire-protection manufacturer, and venture-backed marketplaces — work spanning capital planning, facilities, procurement, and field operations. Harvard MBA. Burbank resident.

EXPERIENCE

Superior Awning — Greater Los Angeles, CA

Operator (acquisition in progress) — 2026 – Present

- Lead day-to-day operations of a Southern California custom awning and shade-structure manufacturer while directing its acquisition alongside SIG Partners.

FireFoil — Los Angeles, CA

Wildfire structure-protection manufacturer supplying the U.S. Forest Service, BLM, and National Park Service.

Chief Operating Officer — 2025

- Stood up a new manufacturing, fulfillment, and commercial operation end to end — facility, ERP, capital equipment, production hiring, and vendor onboarding — for a multi-channel launch in a regulated category.

Apex Service Partners — Los Angeles, CA

The largest residential HVAC, plumbing, and electrical services business in the U.S.; Alpine Investors–backed.

Vice President, Operations Support — Pacific Region — 2024 – 2025

- Owned centralized operations and shared services — M&A integration, procurement, inventory, licensing, financing, real estate, fleet, and IT — across 19 brands in 7 markets, supporting $330M in revenue and 1,500+ field operators.
- Built the acquisition-integration and operator-onboarding playbook adopted as the regional standard, training 300+ employees across 10 acquired companies and supporting $100M+ of growth.

Head of Marketing — California & Hawaii — 2024

- Rebuilt operator confidence in centralized marketing during a leadership transition, raising branch satisfaction with the function from 4.2 to 8.5 (of 10) in four months.

Market Area President — Los Angeles — 2023 – 2024

- Owned a $10M+ branch P&L and 30+ employees across five Southern California counties in residential HVAC and plumbing field operations, improving EBITDA by roughly 300 basis points quarter over quarter.

Angi — Los Angeles, CA

National home-services marketplace; $100M managed-projects business unit.

Senior Director, Strategy & Operations — Managed Projects — 2022 – 2023

- Built and ran post-sale operations — project management, customer service, claims, payments, and compliance — for a 45-person team managing roughly 3,000 projects ($30M) in flight at any time.
- Cut cost of sales from 6.7% to 3.2% of revenue through tighter sales-operations controls and disciplined payment workflows.

Metropolis Los Angeles, CA

Computer-vision-powered parking technology and marketplace.

Head of Operations 2020 – 2021

- Joined pre–Series A and led more than half the company (70+ employees) through a $41M Series A close, reporting to the CEO and owning operations, customer service, account management, and launch.
- Built the launch operating model — technical operations team, vendor ecosystems, and a repeatable site-launch playbook — shipping 50+ new sites and growing the platform footprint 300%.

Regional General Manager 2019 – 2020

- Pioneered first-of-kind product launches and led expansion into adjacent verticals, building the model for standing up net-new business units.

Getaround Los Angeles, CA

National peer-to-peer and B2B carshare marketplace.

Regional General Manager — West Coast 2017 – 2019

- Launched the Los Angeles market as the first employee on the ground — hiring and training a 20+ person team — and within a year was promoted to run all West Coast markets.
- Negotiated and executed a major carshare parking partnership with LA Metro.

City of Sacramento — Office of Mayor Kevin Johnson Sacramento, CA

Direct report to the Mayor on workforce, economic development, and the regional innovation ecosystem.

Harvard Business School Service Leadership Fellow 2015 – 2016

- Co-founded and piloted the Mayor's Office of Innovation, building partnerships for the local entrepreneurial ecosystem and driving City Hall projects that improved services and reduced costs.
- Created the policy for an $8M Innovation & Growth Fund, providing grants to educators and equity investments in startups and strategic organizations.

United States Army Germany · Iraq · Afghanistan

Captain, Logistics Officer 2007 – 2012

- Led a 30-person team sustaining a 5,000-person combat brigade across 22 bases — directing maintenance for 1,000 vehicles, 22 fuel points holding 3M+ gallons, food service for 12,000 people a day, and an aerial-delivery operation supplying 1,500 personnel across nine bases.
- As a platoon leader, ran transportation logistics across Northern Iraq and Germany; the unit was named Unit of the Year by the National Defense Transportation Association and cited by the U.S. Army for the best maintenance record and a perfect safety record on a combat deployment.
- Awarded the Bronze Star Medal twice. Earlier service: U.S. Army Reserve, 2004 – 2007.

COMMUNITY & CIVIC INVOLVEMENT

- Habitat for Humanity (Los Angeles, San Gabriel Valley & Ventura County) — home-construction volunteer.
- Veterans of Foreign Wars (VFW), Post 8310, Burbank — member.
- George Washington University Alumni Association — former member, Board of Directors.

EDUCATION

Harvard Business School — Master of Business Administration (M.B.A.) 2015

The George Washington University — B.A., International Affairs, cum laude 2007

HONORS, CERTIFICATIONS & LANGUAGES

- Bronze Star Medal (×2) — United States Army.
- Distinguished Honor Graduate — U.S. Army Transportation Basic Officer's Course.
- Six Sigma Green Belt — USC Viterbi School of Engineering.
- Spanish — professional working proficiency.

Application Form

Profile

Lindsey
First Name

Middle Initial

Francois
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Mote, Inc
Employer

Senior Engineer
Job Title

Engineering
Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Our beautiful community doesn't just happen, it is the generous giving of its citizens valuable time that is necessary to create and maintain a desirable and welcoming place to live. I wish to be of service to our community.

Education

Bachelor of Science in General Engineering from the University of Illinois Master of Arts in Secondary Education from Alliant University

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

no prior service on a city board, commission or committee

List Community activities in which you are involved:

I have been a member of Inspire Martial Arts for 7 years, and am now an instructor at the school.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on infrastructure projects.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank’s infrastructure projects to be completed efficiently with community needs being met being the top priority.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Water and Power Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

As an engineer in a variety of fields, I am well equipped to review, understand, and make recommendations on water and power needs. My current position is with a Carbon Capture and Storage start-up, as a result I have special insight into efforts to combat global warming, many of which look to energy generation.

What are your goals in serving on this Board/Commission/Committee?

I want Burbank residents to have clean water and affordable energy while simultaneously doing its part to curb climate change.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

I have not worked with the City on infrastructure projects. I have worked with various entities that have had their own sets of guidelines and specifications, which I then applied while devising creative solutions for their projects.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

I have performed architecture functions in the designing of theme part facades. I have performed civil engineering functions evaluating of theme park attractions for safety. I have managed product projects from concept to fabrication, staying on budget.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Lindsey Francois

Lindsey François
Burbank, California [redacted] [redacted]

Experience – Entertainment

Senior Engineer May 2026 – present
Mote, Inc Los Angeles, California
Design calculations, develop mechanical data sheets, produce fabrication drawings, specify equipment and materials for gasification systems. Solicit, review and evaluate vendor proposals

Senior Mechanical Engineer (Contract) March 2024 – April 2026
Adirondack Studios Argyle, New York
Honoring client concept art, and adhering to material and safety parameters, independently devised and documented fabricable mechanical assemblies for themed entertainment elements. Prototypes were often first constructed out of wood for proof of concept to highlight unresolved or problematic areas. Specified some components from sheet metal: material, dimensions, breaks, welds. Other components were designed to be CNC'ed wood, metal or plastics or 3D printed.

Engineer (Contract) August 2022 – December 2023
Technifex Valencia, California
Part of the installation and testing team, conducted and troubleshot controls testing, both in the factory and onsite, of an Allen-Bradley system of a steam effect; invented custom automated solutions to quickly correct and adapt tests as needed and upon customer request. New product electro-mechanical pneumatic design of themed attractions, specified motor sizes and actuators, used SolidWorks to generate FEA analysis of components and assemblies, created water, wind pressure and seismic force-calculation deliverables, created drawing packages following GD&T, BOM's and other project related documentation.

Designer 2 (Contract) November 2021 – April 2022
The ATS Team Chatsworth, California
From concept art, took design ownership with short timeline deliverables ranging from rough concept SketchUp renderings, to demo documentation, to conceptualized aesthetic, to final full-scale assembly documentation – from hardware to full rigging. Identified, defined, and analyzed problems discovered both independently and through collaborating, and came up with innovative design solutions.

Contract Engineer (Contract) July 2019 – March 2020
Lee Romaire Studios & Sky Castle Studios Los Angeles Metropolitan
Devised design solutions to integrate artistic improvements, across multiple iterations and functions, to transition robotic prototype into functional electro-mechanical deliverable. Insured compliance with SOW, engineering specifications, guidelines and applicable standards. Assisted with component fabrication. Working in Maya, analyzed the product space, prior art and relevant specifications to define the design space for 3D color printing technology implementation.

R&D Mechanical Engineer (Contract) January 2019 – July 2019
Walt Disney Imagineering Glendale, California
Designed and developed complex mechanical systems for theme parks, with broad responsibilities to mature conceptual designs to well define deliverables with validated test results. Created finite element models of components and assemblies, assessed and modified these components to meet design requirements. Prepared detailed manufacturing drawings applying relevant standards. Executed complex computational evaluations, authored and performed test plans and specifications. Worked independently and in highly diverse and multidisciplinary project teams. Provided real-time, transparent communication covering overall status against agreed project timelines. Molded, and machined critical components in the in-house shop. Tested assemblies and materials to failure.

New Product Development Engineer & Project Engineer (Contracts) August 2015 - June 2016
The Attraction Services Co & Tiffen Steadicam Burbank & Valencia, California
Created and implemented project management (WBS), product brief, QC and purchase process tracking. Set in place practices of GD&T, DVP&R, DFMEA and design tolerance analysis. Planned, prepared and monitored engineering development projects, tracked progress, expected milestone completion, expenses, analyzed downtime and communicated its impact on meeting deadlines – leading to a more efficient and transparent concept-to-production process. Oversaw team progress, assigned next steps, and set task guidelines. Developed products, from concept to manufacturing, assembly and installation.

Experience – Lighting

Senior Product Engineer April 2018 - December 2018
Cordelia Lighting Rancho Dominguez, California
Led engineering focused product development managing and prioritizing multiple projects including detailed design development, fabrication and testing of prototypes. Developed, implemented and executed testing and evaluation metrics and processes to verify and optimize product materials and manufacturing processes. Communicated design details about material selection, design for performance, risk analysis and specification compliance. Documented and maintained records of analysis objectives, assumptions, conclusions, results, associated CAD models and drawings.

Senior Design & Development Engineer June 2016 – April 2018
Deco Lighting Commerce, California
Designed and developed new products and product families with broad responsibilities to mature conceptual designs to well define products with validated test results. Designed with an understanding of manufacturing processes to reduce fabrication costs, with attention to end user experience. Created Solidworks 3D models, 2D drawings GD&T, nested BOM's and submitted designs to appropriate testing for failure analysis and certification. Oversaw and coordinated in-house Goniophotometer and LED Component testing. Selected, specified, and integrated electrical components. Instituted standards for product and part identification, specification and documentation. Negotiated with vendors to improve design for cost -efficiency.

New Product Development Engineer October 2012 – July 2015
Prudential Lighting Los Angeles, California
Extensively used Inventor, Excel and VBA. Designed mechanical components, created parts and assembly drawings, BOM's, flat patterns, metal & plastic extrusions. Created testing and tracking protocol for LED's. Worked closely with manufacturing for optimal designs, to ease assembly and to reduce production cost. Created prototypes and installation instructions. Created a system to organize parts and options, made it easier to use and specify the largest, most customizable product Prudential has released. Merged product lines, reused parts, improved production efficiency, and reduced cost.

Mechanical/Manufacturing Engineer August 2011 – May 2012
Integrated Design Tools Pasadena, California
Extensively used SolidWorks. Designed opto-mechanical components for camera hubs and cable fixtures. Reviewed all design data and research for mechanical documentation, approved for release to production. Improved retired designs as customer demands for products re-surged. Interacted with vendors to procure prototypes and refined processes for procuring machined parts for production (Advanced Quality Planning), initiated improvements in the development of new manufacturing and production techniques. Collaborated with co-workers to improve delivery time for IDT products. Facilitator for system layouts. Implemented Kanban system.

Education

Bachelor of Science, General Engineering August 1998-May 2002
University of Illinois Champaign, Illinois
Specialization: Entrepreneurship
Redesigned a drilling and tapping machine to cut cost of production by 50%. Took original inventions from idea to design to prototype, looked at patents, then created business plans and cost projections. Explored programming languages C and C++.

Master of Arts, Education January 2008-January 2011
Alliant International University Los Angeles, California
Explored effective methods of implementing technology into the classroom. Created classroom materials using HTML, Inventor, Matlab and Microsoft Office. Evaluated teaching effectiveness based on student achievement and engagement.

Licenses/Certificates

Professional Engineer Intern, EIT/FE February 2002
State of Illinois Department of Professional Regulation
Product Safety Training January 2018
Intertek - Certificate of Achievement
Arena Advance Course July 2017
Arena Simulation Software - Certificate of Completion
Mig Welding Basics & Woodshop Basics January 2017
Urban Workshop - Certificate of Completion
Microsoft Project October 2015
Training Connection - Certificate of Completion
Fundamentals of Lighting September 2013
IESLA – Certificate of Completion
Preliminary Mathematics & Physics (all levels) Teaching Credential July 2009
Teach all Mathematics and Physics courses at the secondary level

Accomplishments / Hobbies

MIG, TIG, Oxy-Acetylene Welding GCC Glendale, California
Completed full courses in a variety of welding techniques. Working towards MIG certification

C++, Java, Python GCC Glendale, California
Courses and independent study of programming languages. Arduino tinkering

Mixed Martial Arts – Black Belt 3rd Dan Inspire Martial Arts Burbank, California
Seven years of training and practice. Lead the school's demo team, composed of students ages 10-45

ADU Burbank, California
Learning while doing, creating plan set for a two-story ADU to be located Burbank. With plans to serve as owner-builder/general contractor

Computer Skills

Drafting: AutoCAD, Maya, SolidWorks, Inventor (3D modeling), Photoshop, SketchUp
Programming: C++, Java, BASIC, Matlab, Mathematica, HTML, VBA
Office: Access, ACT, Arena, E-mail, Excel, MathCAD, Outlook, PowerPoint, Project, SAP, Word

Application Form

Profile

Arno
First Name

Middle Initial

Dionysian
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Student
Employer

Student
Job Title

Student
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

20

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've been a member of this community all my life. I've spent my young adult life learning what I can about my city, and how my community makes the decisions it can. Through the last several months, I've watched my city make an effort to grow as disciplined as possible, while accomodating an inevitably growing city. I would love to contribute to that conversation, as both a lifelong resident and one who hopes to call Burbank home for the foreseeable future. I would love the opporunity to offer some input as someone who's both the beneficiary and cost-bearer of the decisions the city makes

Education

High school diploma, 2024. Currently studying economics, towards a bachelor's degree. In this capacity, I've learned rudimentary financial management.

Additional Pertinent Courses or Training

Interesting in traffic engineering and transportation policy, in a non-professional capacity. While I have no hard technical experiencing in these fields, have a reasonable understanding of the topics at an amateur level, as a personal passion - not a career experience.

Other Pertinent Skills, Experience or Interests

I have no technical experience in urban planning or design and am not an expert in any engineering related field, I only have a strong layman's understanding of the city's infrastructure policy and capital improvement program - as a non-professional community member. No professional experience in financial management or fiscal no except any publicly available information on measure p and it's revin to the city.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

No prior service on City board or commission.

List Community activities in which you are involved:

I try to stay as active in my community as I possibly can. I volunteer at Burbank's Pride in the Park event and other community events. I keep up to date with local community organization events, and I do my best to keep up with Burbank's public input sessions, such as on the City's Central Library rennovation project, and others.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

NA

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have no technical experience in urban planning or design and am not an expert in any engineering related field, I only have a strong layman's understanding of the city's infrastructure policy and capital improvement program - as a non-professional community member. No professional experience in financial management or fiscal no except any publicly available information on measure p and it's revin to the city.

What are your goals in serving on this Board/Commission/Committee?

I've seen the city council has spent the last several years doing its best to accommodate a growing city, in a way respectful to the concerns of residents worried their city is losing its charm. As someone who contributes to Burbank's infrastructure tax pool, and hopes to inherit the debts and progress of my city in the future, I hope to help advise council to spend our infrastrcuture dollars in a disciplined and reserved way. Over the last few years, it's become clear Burbank cannot rely on the support of governments above us to fund our infrastructure ambitions; Burbank will need to be more disciplined in the way we go about spending our Measure P dollars. Our Measure P dollars will have to support our infrastructure ambitions more independently. I would advise council to encourage more private-public partnership developments to the effect of growing our city in a financially disciplined way, in an ever more stringent funding environment. Anywhere we can apply the Central library's P3 model we should. Burbank will need to build now, and fast, while we can, to keep the benefit of funding we're awarded from the federal government before we lose access to the ever-fleeting dollars from above. I would recommend city council to build now, while we can - and spend what we can to maintain the infrastructure Burbank already has as opposed to new projects that may not be disciplined and receptive to the concerns of a worried taxpayer.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Library Board of Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I'm currently a bachelor's student working towards an economics degree. In this capacity, I've learned rudimentary financial management. I'm intimtely familiar with the library's programs and services I've grown up in Burbank Libraries, participating in their summer reading programs and services anytime I had an assignment to get done I thought was tough. I have certifications in fincanial management courses and fiscal competence in budgeting and other accounting processes.

What are your goals in serving on this Board/Commission/Committee?

As someone who's spent a lifetime benefitting from the services of a world-class library system, I would love the opportunity to integrate Burbank library's services to Burbank schools. For example, Burbank Public Libraries offer a digital media program to any member of the public, in a digital media lab built into Burbank's Central Library. This is known as the Sparks Lab. I would encourage city staff to work directly with the BUSD, to encourage Burbank's digital media programs in Burbank's school to integrate them with an amazing public service block away on Orange Grove. I would encourage the city to connect the library's digital media services with BUSD's digital media programs and introduce students in animation, photography, and film programs to an indispensable public service in the media capital of the world. I've grown up in Burbank Libraries, participating in their summer reading programs and services anytime I had an assignment to get done I thought was tough. I would love the opportunity to integrate the services of Burbank Libraries into the BUSD to offer Burbank students the opportunity to use services that already exist - like the Sparks lab - to the greatest capacity there is. I understand the Burbank Central Library is undergoing a significant renovation into the Burbank Civic Center. I understand the Library board of trustees will have a significant role in guiding that process as the city takes input from the public community members, and decides how to go about one of the largest changes in Burbank services in recent memory. I strongly believe the greatest beneficiaries of the services the City offers are those that are not particularly aware of them. I would encourage the city to integrate input from the greatest beneficiaries of Burbank Public Library services, Burbank students. The City should ask the district to advertise the library's renovation to Burbank's student body, and encourage participation in the public input sessions that will dictate one of the most significant changes Burbank students will experience as - hopeful-lifelong residents of our city. maintain the feature that characterizes Burbank all over Southern California - our great city services.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

I have a personal interest in urban planning and traffic engineering, and have done what I can to learn about my city in these spheres. I have no technical experience in the above fields. I have certifications in financial management courses and fiscal competence in budgeting and other accounting processes. I have a strong understanding of personal financial planning, and agency budgeting. I have a personal level passionate interest in traffic engineering, and urban planning as a citizen.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

I have no technical experience in the above fields. I have a personal amateur level passionate interest in traffic engineering, and urban planning as an a resident.

Acknowledgment

Please Read

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6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Arno Dionysian

Arno Dionysian

[redacted]
Burbank, CA 91501
[redacted]

EXPERIENCE

City of Burbank, — *Basketball Scorekeeper*

September 2019 - February 2020

Recorded game progression for consecutive matches, over a collective 3 hour duration on any given work day.

Nick Schultz for State Assembly — *Intern*

June 2024 - November 2024

Interned for state-level campaign, spoke to voters, conducted policy research, regular office duties

- Communication (knocking on doors, talking to voters)
- Phone banking, canvassing
- Policy research

EDUCATION

Pasadena City College — *Economics (AA-T)*

May 2026 [Expected]

Burbank High School — *High School Diploma*

May 2024

Coursera, University of Geneva — *Certificate of Completion*

Received July 26, 2019

Understanding Financial Markets

VOLUNTEER WORK

Homenentmen Ararat, Glendale — *Coach | Youth Teams* June 2019 - August 2019

Coached teams in youth leagues through multiple consecutive seasons of play.

PROJECTS

Burbank Student Alliance — *President*

An democratically operated lobbying body, with the chief goal of representing Burbank students to maintain a strong voice in our education.

SKILLS

- Experience with web page construction
- Proficient in Microsoft Excel
- Video Editing
- Fiscal Competence
- Leadership of small teams
- Understanding of Equity Market
- Saxophone | 6 Years

AWARDS

President's Award for Ed. Excellence
Received 2020

Nomination | American Legion Award.
Selected 2020

LANGUAGES

English - Fluent

Armenian - Fluent comprehension

Activities

Civil Air Patrol — *Cadet Airman Basic*

Active member of United States Air force Auxiliary cadet program, practice

- Military protocol
- Community service [in training to work on search/rescue ops.]
- Learn basic aerospace + mechanisms of space travel

City of Burbank Boards, Commissions & Committees

Application Form

BBK City Clerk 05-29-'26PM03:00

Profile

First Name	Middle Initial	Last Name
KENNETH	H.	SAN MIGUEL

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

City	State	Postal Code
BURBANK	CA	91506

[redacted]
Primary Phone

Alternate Phone

Employer	Job Title	Occupation
RETIRED		

Which Boards would you like to apply for?

None Selected

BUILDING CODE & FIRE CODE APPEALS BOARD

Length of time as a Burbank Resident: 49 YEARS

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I HAVE BEEN WITH THE PLANNING BOARD FOR 2 TERMS

Education AND BUILDING CODE APPEALS BOARD FOR 3 YRS.

RETIRED FROM COUNTY SERVICE AS A BUILDING

Additional Pertinent Courses or Training INSPECTOR

PLEASE SEE MY PRIOR APPLICATIONS FOR OTHER

Other Pertinent Skills, Experience or Interests DETAILS

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

PLANNING BOARD 2 TERMS & BUILDING CODE APPEALS BOARD FOR 1 TERM

List Community activities in which you are involved:

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ✓ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

BUILDING CODE APPEALS BOARD

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

B.S. ARCHITECTURE

What are your goals in serving on this Board/Commission/Committee?

TO LEARN MORE ABOUT CITY ACTIVITIES

Second Choice INFRASTRACTURES

SECOND choice for Board/Commission/Committee appointment:

SAME AS PRIOR ACTIVITIES IN THE COUNTY INSPECTING RESIDENTIAL & COMMERCIAL BUILDINGS

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

KEEP ME MENTALLY ACTIVE AND TO KNOW MORE ABOUT CITY ACTIVITIES

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Art in Public Places Committee

Application Form

Profile

Philippe
First Name

Middle Initial

Gompel
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

MANNY FILMS
Employer

Film Producer
Job Title

Film Producer
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

6 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Help the community, meet people, and share beauty of visual art with our community

Education

Master's Degree in Data Science & Information Systems Management, Paris (France) 3-year Engineering Degree after a 2-year elite preparatory program in advanced mathematics & physics (Math Sup/Math Spé). Specialized in networks, data science & applied analytics.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Film Producer | 20+ yrs launching award-winning features (Cannes, TIFF, Berlin) | Expert in Intl Co-Productions & Financing | Driving bold auteur projects to screen. Produced 30+ international features and series, earning multiple “Best Film” awards.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

Vice President HOA - 26 units

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

None

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places Commitee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I bring over 20 years of experience as an international producer and creative executive working across film, visual storytelling, and public-facing cultural projects in both the United States and Europe. My work has involved developing, financing, and producing films that have been presented at major international festivals including Cannes, Venice, Toronto, and Tribeca, giving me extensive exposure to high-level artistic standards, curatorial decision-making, and audience engagement. Throughout my career, I have collaborated closely with directors, writers, visual artists, designers, and public institutions, often evaluating creative proposals and guiding projects from concept through completion. This includes assessing artistic merit, feasibility, budget alignment, and cultural relevance—skills directly applicable to reviewing and selecting public art installations. I also served on the board of a major international film distribution company, where I participated in strategic and artistic decisions regarding a diverse catalog of works. This experience strengthened my ability to balance artistic integrity with public impact, accessibility, and community value. My technical and professional background includes: Project development and creative evaluation Budgeting, financing structures, and resource allocation Coordination with municipalities, funding bodies, and cultural organizations Oversight of production design, visual aesthetics, and location-based storytelling Understanding of how visual works interact with physical environments and public audiences In addition, my international background and dual US–European perspective allow me to bring a broad, inclusive view of contemporary art practices and public space integration. While my formal education is complemented by extensive hands-on industry experience, my career has required continuous engagement with evolving artistic, technical, and cultural frameworks, making me well-equipped to contribute thoughtfully to the Art in Public Places Committee. I am particularly interested in supporting projects that enhance community identity, encourage public engagement, and reflect the diversity and creativity of the local population.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Art in Public Places Committee is to help shape a public environment where art meaningfully enhances daily life, reflects the identity of the community, and remains accessible to a broad and diverse audience. I am particularly interested in supporting projects that: Integrate thoughtfully into their physical surroundings Foster a strong sense of place and community pride Encourage engagement from residents of all ages and backgrounds Balance artistic ambition with long-term durability and public value I also aim to contribute a professional perspective on evaluating proposals—bringing experience in creative development, budgeting, and project execution to help ensure that selected works are both impactful and realistically achievable. Beyond project selection, I see this role as an opportunity to support a transparent and forward-thinking process that welcomes a range of artistic voices, including emerging and underrepresented artists. Ultimately, my goal is to help curate a program of public art that is visually compelling, culturally relevant, and enduring—work that residents encounter not just as decoration, but as part of their shared civic experience.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Philippe Gompel

Philippe Gompel

Burbank, CA • Dual US/French Citizen • [redacted] • [redacted]

International Producer | Creative Executive | Film, Animation & Emerging Media

Professional Summary

Award-winning international producer and media executive with 20+ years of experience across **feature films, animation, and digital content** in the US and Europe. Proven track record delivering projects at top-tier festivals (Cannes, Venice, TIFF, Tribeca), while managing to bridge artistic ambition and operational execution **talent, financing, budgets, schedules,** and complex, multi-stakeholder productions. Deep expertise in **emerging storytelling workflows**, digital innovation, and creative technology, with strong ability to bridge artistic ambition and operational execution.

Professional Experience

Founder & Producer

Manny Films | Paris / Los Angeles | 2007–2025

- Produced international feature films selected at **Cannes, Berlin, Venice, TIFF**
- Managed budgets from **<$1M to $10M+**, leading multi-country teams
- Negotiated talent deals, financing structures, presales, and distribution agreements (films sold to Canal+, Netflix, and Amazon)
- Oversaw full pipeline: development, financing, production, delivery, legal, and finance

Highlights:

- **Lascars** (Animation feature ~$10M) — Producer
  - Cannes selection; led large-scale animation pipeline & studio coordination
- **Human Capital** — Producer
  - 7 David di Donatello Awards; Italy's Oscar submission

Digital Producer

Manny Films USA | Blackpills | Los Angeles | 2016–2018

- Produced **short-form, mobile-first scripted content** for a digital-native platform
- Built **fast-turnaround production workflows** for serialized formats
- Collaborated with US creative talent and tech teams to deliver **serialized, experimental formats**
- Early exposure to **data-driven content creation and fast iteration cycles**, aligning with current GenAI-driven approaches

Board Member

BAC Films | Paris | 2005–2013

- Contributed to strategy of major distribution/sales company (500+ titles, including Palme d'Or winners)
- Strengthened expertise in global distribution & content positioning

Procirep (French Producers' Collective Rights Society) | Paris | 2020–Present

- Oversees funding and support for the creation of cinematographic works in France

UPC (Union of Film Producers) | Paris | 2014–Present

- Represents 260+ production companies; interface with CNC & government; negotiates industry agreements with broadcasters and platforms

Earlier Experience

EMI Records / Millimages Animation Studio | Paris

Early career in content production and media, building foundational expertise in creative industries and IP development

Education

Bachelor's Degree
Master's Degree in Data Science & Information Systems Management | Paris

Languages

French (native) • English (fluent)

Application Form

Profile

Dean
First Name

Middle Initial

Karasinski
Last Name

[redacted]
Email Address

[redacted]

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Unemployed / Self-Employed / Freelance
Employer

Art Director / Graphic Designer
Job Title

Art Director / Graphic Designer
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

2011

Burbank Registered Voter?

◉ Yes ○ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

After going through the Burbank RISE program I really want to get more involved with things I care deeply about in the city. I care deeply about Art and Design and specifically would love to help choose artists and art that appears in public places around our city.

Education

I have a Bacehlors degree in Marketing From Elon University in North Carolina, I also have been a Graphic Designer and Art Director the majority of my career.

Additional Pertinent Courses or Training

Burbank RISE Program, Years of Art Classes, Years of working in the creatier industry

Other Pertinent Skills, Experience or Interests

I have taken many art classes here in Burbank, life drawing classes, painting classes. I have a well trained eye for design and art based on my years of experience in the creative industry, I can look at things objectively and separate personal preference from what will be best for the outcome. I grew up around art and design (my Dad was an architect), I care deeply about it. I would love to help raise up voices of artists and help them to get their art seen especially as the art in publlic places program continues to grow.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

Burbank RISE program, Volunteer at BASE program

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art In Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As stated above, I have been in the creative indusatry in some form my entire life. My Dad was an architect so I grew up around so much art and design (objects, paintings, drafting, drawing, art books, etc...). I have been working as a Graphic Designer and Art Director for the last 15 years of my career. I have experience working on and leading a team. I love collaboration, and figuring out how to make things work with other members.

What are your goals in serving on this Board/Commission/Committee?

I would love to help bring to life the vision of talented artists around Burbank, I love all the public art in Burbank, I think it would be cool to do an Art Walk or walking tour of it too. My goals are basically to get the best art up around Burbank and for as many people to see it as possible. I also really want to get involved in my community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Dean Karasinski

DEAN KARASINSKI

SENIOR ART DIRECTOR

[redacted] | [redacted] | Burbank, CA
portfolio: [redacted] | [redacted]

PROFESSIONAL OVERVIEW

Creative Strategist and Senior Art Director with a track record of shaping campaigns for global brands and major studios. Highlights include the For Your Consideration campaign for Get Out (Oscar winner, praised by the LA Times), plus key art and marketing for Star Wars, Alien, and X-Men. Adept at blending design thinking with data-driven insights to craft high-performing visual storytelling across digital, print, and experiential channels. Experienced in leading cross-functional teams, optimizing workflows, and delivering impactful, scalable creative at the intersection of brand, technology, and culture.

CORE COMPETENCIES

Design Thinking & Creative Strategy • Brand & Campaign Development • Key Art & Visual Storytelling • Cross-Platform & Omni-Channel Campaigns • Campaign Analytics & Performance Optimization • Creative Team Leadership & Mentorship • Storyboarding & Concept Development • Digital & Print Design • Adobe Creative Suite (Photoshop, Illustrator, After Effects, InDesign, Lightroom) • AI-Enhanced Design Workflows • HTML & CSS • UX/UI Design • E-commerce • Motion Graphics • Brand Guidelines & Visual Identity Development

PROFESSIONAL EXPERIENCE

Essendant | Pasadena, CA, Associate Director of Creative (Remote) Jan 2024 - Present

- Apply design thinking and creative strategy to supplier campaigns, securing millions in funding from Target, Clorox, BIC, and 3M.
- Lead a team of 8 designers and writers, mentoring and coordinating efforts across in-house and remote contributors.
- Guide account-based marketing initiatives that contribute to multi-million-dollar contract wins.
- Optimize workflows using Miro and Wrike, improving efficiency and collaboration.
- Create motion graphics for digital campaigns, enhancing visual storytelling and audience engagement.

Essendant | Pasadena, CA, Senior Art Director (Remote) Jul 2018 - Jan 2024

- Partnered with suppliers and internal stakeholders to develop cohesive, on-brand campaign assets across print and digital.
- Led an in-house and freelance team, refining workflows and digital collaboration.
- Managed creative campaigns for supplier partnerships, supporting multi-million-dollar account wins.

DEAN KARASINSKI

PROFESSIONAL EXPERIENCE CONTINUED

InSync Plus | Los Angeles, CA, Junior Art Director — Jan 2017 - Jul 2018

- Concepted and designed the For Your Consideration campaign for Get Out, supporting its Academy Award win; campaign book praised by LA Times as the "Collectible of the Season."
- Assisted in key art and marketing campaigns for Star Wars, Alien, and X-Men.
- Executed photo manipulation, digital compositing, and produced photoshoots to create missing assets.
- Supported pitch decks and client presentations.

CPO Commerce | Pasadena, CA, Senior Graphic & Web Designer — May 2013 - Jan 2017

- Led responsive redesign for 45 websites using human-centered design principles, boosting engagement across devices.
- Art-directed branded campaigns and photoshoots for Milwaukee, DeWalt, Makita, and Bosch.
- Mentored junior designers and maintained design standards across digital and print projects.

Freelance | Burbank, CA, Freelance Graphic Designer — Jan 2009 - Present

- Designed creative campaigns for independent films, theater productions, and corporate clients.
- Built long-term client partnerships and produced impactful visuals.

7evenLeafClover | Burbank, CA, Designer — Mar 2008 - May 2013

- Developed digital marketing banners and launched company website.
- Supported e-commerce growth for brands including 7 For All Mankind, DKNY, Seattle's Best Coffee, and eBay.

Pepperjam | Wilkes Barre, PA, Affiliate Marketer / Media Buyer — Mar 2006 - Mar 2008

- Managed marketing campaigns for DKNY, 7 For All Mankind, Seattle's Best Coffee, and The Lord of the Rings Online ($125K launch campaign).
- Developed digital marketing materials and cross-channel creative assets.

EDUCATION

Elon University | Elon, NC - Bachelors of Science, Business Administration, Marketing Concentration

ADDITIONAL INFORMATION

- **Professional Development:** Franklin Covey Ascending Leaders Program (2025); ongoing learning in design strategy and AI workflows.
- **Interests:** Guitar (metal & classical), photography, collecting vinyl and vintage transformers
- **Availability:** Remote, hybrid, or on-site opportunities; references available upon request.

Application Form

Profile

Jean
First Name

Middle Initial

Marinelli
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

BUSD
Employer

Intervention Teacher
Job Title

Teacher/Musician
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

27 Years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am currently on the Art in Public Places Committee, and really want to continue in this role. I love my city, and always appreciate the art I see, big or small, public or private. Public art breaks up the view of business areas where money is all-important with something visual that is intended just for emotional pleasure. Because I am fortunate to have time to spend on my passions in life, namely visual arts and music, I am excited about giving my time to this committee to support my love of the arts. I am a member of the Burbank Rose Parade Association, Burbank Arts Association, and have been a musician in the Burbank Philharmonic.

Education

BA from Iowa State University, Masters in Music Performance classes from USC.

Additional Pertinent Courses or Training

All-American College Band, Disneyland

Other Pertinent Skills, Experience or Interests

As an employee of BUSD, I see citizens of our city moving through the stages of life and witness the young artists at work. I attend Museums in every city I visit, and also where I live. I infuse art into everything I do. I am an avid photographer, jeweler, painter and textile artist, and enjoy landscaping my yard and decorating my home.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Burbank Art in Public Places Committee Burbank Rose Parade Float Burbank Artists Association BUSD Music Programs

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Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am currently serving on the Burbank Art in Public Places Committee, but need to reapply at this time. I have spent my life experiencing art close-up and from afar, so I am familiar with many genres of art.

What are your goals in serving on this Board/Commission/Committee?

To work together with committee members and city staff to help beautify Burbank as appropriately as possible.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Jean Marinelli

Please Read

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☑ I Agree

Jean Marinelli

Jean Marinelli

Burbank, CA
[redacted]

Summary

I have worked as a professional French Hornist for over 30 years in Los Angeles and the world. I also have worked locally for BUSD for 19 years.

Education

Iowa State University

Music/Journalism • Ames, Iowa 06/1981

High Academic Scholarship 1977 1981

Selected from 5000 applicants for Disney All American College Band.

Press Intern Governor of Iowa 1977-1978

US Senate Intern and Aide 1978-1980

Skills

Pianist and French Hornist, Teacher, Amateur Painter, Jeweler, and Sketch Artist

Experience

Self

Freelance Musician 09/1993 - Present

Performed on every public stage in Los Angeles in contract orchestras, musicals, special concerts, all events. Toured with artist Adele.

Volunteer

President BHS IMA 2009-2015 08/2008 - 08/2015

I was President of the John Muir and the BHS Music Booster associations for the years my son was involved in their program. I created concert fund raisers, organized events, and worked with the students and the Music Directors at each school.

BUSD

Teacher/Substitute Teacher 08/2007

I have worked as a Music Coach, Substitute Teacher and Reading Intervention Teacher since 2007

Teen Magazine

Copy Editor • Los Angeles 09/1981

Copy edited national monthly fashion magazine for Teens.

Application Form

Profile

Lermont
First Name

Middle Initial

Khachikyan
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

BURBANK
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

Jet Propulsion Laboratory
Employer

Contract Technical Manager
Job Title

Avionics
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

19 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I would like to utilize my experience with spacecraft avionics, power, software engineering and contract management for the benefit of the city I love and have lived in the past 19 years.

Education

B.S. in Computer Science and Mathematics 1995 California State University, Los Angeles

Additional Pertinent Courses or Training

Contract Technical Management for government subcontracts

Other Pertinent Skills, Experience or Interests

Advising & contributing to Make/Buy determinations, identifying potential sources, supporting the development of acquisition plans, and securing funding authorizations. Monitoring progress, schedule and cost for internal or external projects.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Arts in Public Places member since 2022.

List Community activities in which you are involved:

Burbank Armenian Association board member.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A.

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My travels for work and pleasure to cities like Munich, Zurich, Nashville and many others, where public art invites you to think critically and constructively, on top of aesthetic appeal, will be beneficial in fulfilling the duties of this position.

What are your goals in serving on this Board/Commission/Committee?

My goals are to be brave and bold in capturing current social and political topics as public art in Burbank, that are aesthetic appealing and thought provoking.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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☑ I Agree

Lermont Khachikyan

LERMONT KHACHIKYAN

[redacted]

[redacted]
Burbank, CA 91501

Work [redacted]
Cell

Objective Seeking a volunteer board member position with city of Burbank

Education

Flight Software Developer Certificate — October 2012
Jet Propulsion Laboratory

B.S. in Computer Science and Mathematics — March 1995
California State University, Los Angeles

Certificate of three years course completion in Applied Mathematics — September 1989
Yerevan State University, Armenia

Skills

LANGUAGES:	Ada, Perl, C, Assembly, Lisp, Pascal, Java, Matlab, SQL, Shell, REXX, Visual Basic, Visual C++
SYSTEMS:	Linux, UNIX, Windows, TLD Run Time System, VxWorks
HARDWARE:	SUN, IBM, MIL-STD-1750A, MIL-STD-1553B, Motorola 68K family, RAD6000, RAD750

Experience

Jet Propulsion Laboratory — June 1995 - Present

Cost Account Manager for NISAR Project. Managing a contract with ZIN Technologies to manufacture, test and deliver the Deploy Cross-Strap Box (XBOX), as well an item of ground support equipment to allow one PDS to be tested by itself in a flight-like manor, the "XBOX simulator" (XBOX-Sim).

Product Delivery Manager, Systems Engineer and Testbed Lead for NISAR Payload Data Subsystem. Managing H/W, FSW and SSE teams. Responsible for System requirements and Interface tests. Organized and interfaced with domestic and international partners India Space Research Organization (ISRO), Airbus, GPS, Radar Instrument and Payload Communication teams for ICDs, compatibility and functional tests.

Avionics Systems Engineer for Europa Clipper. Responsible for Intercommunication requirements, including 1553B, SpaceWire and Remote Serial Bus (RSB).

Cognizant Engineer for InSight SEIS and APSS instrument FSW. Managed a team of software and system engineers through a complete software development cycle of requirement definition, design, implementation and test. Lead development and delivery of test environments with support equipment and two instrument simulations. Organized and conducted multiple reviews with stakeholders. Worked with domestic and international partners Lockheed Martin, CNES, ETH and IV&V on S/C and instrument related interfaces.

Managed DAWN Flight Software and Fault Protection Team. Lead the FSW load development, delivery and installation. Supporting DAWN S/C Real Time Operations in FSW, Fault Protection and C&DH areas.

Assumed leadership position for DAWN FSW. Monitored FSW build and patch deliveries to ensure successful DAWN Launch, Cruise and Vesta Operations. Administered DAWN ACE FSW patch design, development and delivery by OSC. Organized and managed DAWN Uplink Card FSW Cruise Load development and delivery. Supported S/C Real Time Operations for DAWN OBC, Uplink Card FSW and Patch Uploads. Coordinated with IV&V analysts and OSC Engineers on problem resolutions. Coordinated VML, Framing Camera and DCIU FSW deliveries to DAWN project. Organized DAWN FSW anomaly resolution effort with OSC and JPL Software Reliability Group.

Worked with TLD Run Time System, interrupt handlers, low-level I/O services, timer management and fault handling in an embedded computer system such as the 1750A. Provided support for spacecraft anomaly reporting, investigation and recommendation. Presented data accountability for Probe Relay and all related activities. Supported Cassini Command and Data Subsystem operations in spacecraft and Integration and Test Lab (ITL) environment.

As Configuration Management Engineer, tailored process requirements for over 20 critical software products that are used for Cassini Spacecraft Operations. Implemented and applied configuration control on each tool. Managed and administered the tools under development.

Supported the Ion and Neutral Mass Spectrometer (INMS) instrument team to upgrade the compiler and operating system of the instrument flight software. Helped debug and test the software in ITL environment.

Developed and implemented an algorithm for collecting and packetizing subsystem internal engineering data. Implemented a synchronization of Cassini Critical Sequences for redundant computer strings. Played a lead role for implementing over 30 Telemetry modes. Implemented the Sequencing, Telemetry, Solid State Recorder, Uplink and Redundancy components of the ERAM Flight Software.

Developed, implemented and tested flight software for Interferometry Program Experiment #2 (IPEX2). IPEX2 was an instrument consisted of micro-g accelerometers, load cells, temperature censors, latch clutch, latch motor and proof mass actuators, with its associated electronics. It was installed on the German free flying astronomy pallet ORFEUS-SPAS flown on Shuttle Columbia STS-80.

CSULA, Auxiliary Services, Inc. May 1993 - May 1995

Worked with researchers in MCC, Texas and NSA, Washington to develop and demonstrate technology that would expedite the process of searching for pertinent information in a geographically distributed and constantly growing network of information resources. Developed semantic model based query tool that shields non-technical analysts from technical aspects of managing databases.

Developed a program that constructs general purpose networks for the prediction of time series, when the number of independent variables is known in advance. Demonstrated the construction of neural networks evaluating a squashing function or a radial basis function for optimal approximation of Sobolev spaces.

CSULA, Academic Technology Support Oct. 1993 - June 1994
Provided technical support to computer lab users, including students, faculty and staff in technological realm. Diagnosed and trouble-shot hardware, software and network problems. Managed the lab which consisted of 16 SUN Workstations and over 100 PCs and Macintosh computers. Maintained and upkept computers on variety of platforms. Created and processed NIS accounts. Utilized PC-NFS network software.

Bytec Computers Dec. 1990 - Oct. 1993
Designed and developed a centralized voicemail program to service the employees of small companies. Provided technical support to small business owners. Administered the system that provided network connections to customers. Setup Local Area Network for customers. Trouble-shot hardware, software and LAN problems. Upgraded and maintained business specific software. Assembled personal computers.

Publication "Neural Networks for Function Approximation", Proceedings of the 1995 IEEE Workshop, (1995), 21-29

Awards
Exceptional Achievement Medal 2013
Mariner Award 2007, 2008, 2009, 2010, 2011, 2013
Outstanding Accomplishment 2001, 2005
Group Achievement Award, NASA 2000, 2003, 2004, 2006, 2007, 2009, 2010, 2012, 2013
Space Flight Awareness, NASA 1998
NOVA, JPL 1997
Dean's List, CSULA 1992,1993

References Available Upon Request

Application Form

Profile

Karen
First Name

L
Middle Initial

Bradfield
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Zombie Platforms, LLC
Employer

Owner/Founder
Job Title

Software Solutions
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

45

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have previously served on the Art in Public Places Committee, but had to step away due to work commitments at that time. I am excited for the opportunity to serve my community again, especially in an area with which I am familiar. Burbank has always been home for me, even when I was living outside of its borders for a short time. I am the third generation to live here since my grandparents made it home in the 1950s, and have seen so many changes over the last few decades. Art has always influenced my life, and I gravitate easily toward the creative areas of my work.

Education

High school diploma from John Burroughs in Burbank.

Additional Pertinent Courses or Training

I currently work on software development for my LLC, Zombie Platforms where I design my own sites, logos, and branding. When I was last on the committee, I triggered the review of the Art in Public Places Ordinance to ensure it was current and up to date. I had also created a sample "handout" for all the art pieces in the city for the Committee to comment, review and determine if this was something they wanted to pursue for the public. Now as a web designer, I see even more possibilities for the City of Burbank to utilize technology for the public to know more about each piece of art that lives in our community.

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Art in Public Places Committee, approximately 2012-2018.

List Community activities in which you are involved:

None at this time.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Previous experience with the committee and the committee members; participation in a variety of art contests including the Friends of the Burbank Public Library, and two years submissions for the Ventura County Strawberry Festival logo contest.

What are your goals in serving on this Board/Commission/Committee?

I think the biggest gap for this committee has always been public visibility. Not a lot of residents are aware of what the committee does, nor the availability of numerous art pieces throughout the community. At the very least, aside from reviewing the standard ordinance submissions, I'd like to encourage the committee and city to have more visibility for all the work the committee does.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Karen L Bradfield

KAREN LYNN BRADFIELD

Administrative Professional | Office Operations | Accounting & Payroll | 60+ WPM

[redacted] • [redacted] • Burbank, CA 91505

PROFESSIONAL SUMMARY

Focused on customer service and office operations for over 30 years, I have built strong experience in clerical support, payment processing, cash reconciliation, records management, and team supervision. I am consistently recognized for accuracy and thoroughness, and have a track record of identifying process problems and building practical solutions to fix them. I am proficient in Microsoft Office, type 60+ WPM, and have hands-on experience with 10-key numeric entry. As a longtime Burbank resident and former member of the City's Art in Public Places Committee (May 2012 - March 2018), I am eager to continue contributing to the City of Burbank.

CORE COMPETENCIES

Administrative:	Document preparation, correspondence, records management, scheduling, report preparation
Clerical:	Data entry, 10-key numeric entry, filing, multi-line phones, mail processing
Accounting:	Cash reconciliation, payment processing, payment reconciliation, vendor payments, collections
Supervision:	Staff training and coaching, performance accountability, scheduling, union grievance documentation
Systems:	Microsoft Office Suite (Word, Excel, PowerPoint, Access), database design and management
Typing:	60+ WPM

PROFESSIONAL EXPERIENCE

Product Manager / Senior Staff Support Representative | **Entertainment Partners** | Feb 2022 – Apr 2026 | Burbank, CA

- Within a few months of being hired, I was tasked with training new employees on SmartTime, EP's digital timecard platform used by film and television productions to collect crew timecards, manage approval workflows, and submit payroll batches.
- Created and delivered recurring training demos covering common client issues and how to resolve them.
- Consistently rated at the top of all team metrics for accuracy and responsiveness.
- Served as Product Owner for EP's SmartTime, SmartStart, and Internal Payroll System, responsible for managing the product backlog and prioritizing features for the engineering team.
- Translated feedback from payroll teams, studios, and productions into user stories and technical requirements for developers.
- Acted as subject matter expert on SmartTime and SmartStart, validating that completed developments met the intended requirements before sign-off.
- Introduced AI tools to the product team, creating workflows and analyzing large-scale data to identify opportunities for improved job efficiency, and trained peers on practical AI usage.

Technical Support Specialist | **AT&T Mobility** | Jan 2021 – Feb 2022 | Southern California

- Provided technical and account support to customers, resolving billing issues, account questions, and service problems accurately and professionally.
- Processed account adjustments, payments, and billing corrections, and maintained detailed case records for each interaction.
- Handled sensitive customer and account information in compliance with company privacy and security standards.
- Consistently met or exceeded performance benchmarks for quality and accuracy.

Sales & Internet Specialist | **Oasis Garden & Patio** | Jan 2020 – Jan 2021 | Santa Clarita, CA

- Provided all the technology support for a high-end patio furniture store.
- Created and maintained an Excel spreadsheet to track all custom orders for clients and vendors, which allowed for easy data sorting for customer updates and vendor follow-ups.
- Created and monitored two company websites, including the store's first online sales site.

Field Manager (Outside Crew Manager) | **AT&T** | Jan 2013 – Jul 2018 | Southern California

- Managed a team of installation technicians, responsible for hiring, training, scheduling, and holding employees accountable to company standards.
- Provided constant coaching to employees and maintained detailed records of crew performance, assignments, and project completion across a large regional territory.
- Documentation was always thorough and detailed, which was critical when representing the company during union grievance meetings.
- Served as Subject Matter Expert during new program rollouts, coordinating with departments to make sure the transition was documented and communicated accurately.

Staff Associate / Payment Processor / Utilities Locator / Operator | **AT&T** | Aug 1997 – Jan 2013 | Southern California

Various roles over 15 years spanning clerical operations, payment processing, database development, utilities coordination, and customer phone support.

- Reduced a vendor payment process from 80 hours per month to 4 hours per month by creating a Microsoft Access database that logged and tracked hundreds of monthly payments to retail centers accepting bill payments on behalf of Pacific Bell.
- While working in the Order Writing department, was tasked with being the Subject Matter Expert for a new program (API) designed to interact with older software and reduce manual effort on orders.
- Performed a range of clerical duties across multiple roles including data entry, records filing, multi-line phone coverage, and report preparation.

Office & Retail Associate | **Lumber City Corp** | Jan 1994 – Aug 1997 | Southern California

- Originally hired as a cashier and worked my way to the back office, where I handled daily cash reconciliation and mastered 10-key numeric entry.
- Moved to the corporate office where I upgraded a hand-written collections process into a database that populated professional collection letters.
- Collaborated with the print advertising manager on the design and layout of sales fliers for multiple California store locations.
- Managed multiple store weekend sale events in California.

EDUCATION & CERTIFICATIONS

John Burroughs High School, Burbank CA | General Studies, 1993

Certifications (12 total) -- Areas include: Production Accounting, Payroll Systems, Change Management

COMMUNITY INVOLVEMENT

Youth Soccer Coach | AYSO (American Youth Soccer Organization) | Burbank, CA | Aug 2009 - Dec 2013

Volunteer coach developing teamwork, communication, and leadership skills in young athletes in the local Burbank community.

Art in Public Places Committee | City of Burbank | May 2012 - March 2018

City Council-appointed committee member. Reviewed proposed public art plans for compliance with Burbank Municipal Code and made recommendations to City Council on expenditures from the Art in Public Places Fund for art projects on public buildings and grounds.

References available upon request

Application Form

Profile

Jose
First Name

A
Middle Initial

Pimienta
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

self employed
Employer

author/illustrator
Job Title

graphic novelist
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

3 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I believe public art gives our city distinctive features that contribute to our visual identity and I would like to see more of it. As a member of the community, I like to participate as often as possible. Serving on a commission is a big commitment and I would like to take on the opportunity to contribute to our city.

Education

Masters of Fine Art from Savannah College of Art and Design (2007-2009) Bachelors of Fine Art from Savannah College of Art and Design (2003-2007)

Additional Pertinent Courses or Training

I attended Concept Design Academy for three trimesters.

Other Pertinent Skills, Experience or Interests

Speaker and presenter at various colleges, school districts, and library programs. Life Drawing sessions co-host and coordinator for Model Drawing Collective (2018-2020) Illustrator for exhibit at Los Angeles Public Library.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have never served on any other City Board, Commission, or Committee.

List Community activities in which you are involved:

I attend City Council meeting on regular basis. Participant with Burbank Tenants Union. Attendant with Burbank for Palestine. Canvasser for City Council candidates. illustrator and advocate for Chandler 20th anniversary celebration. Participant with Walk Bike Burbank.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am a visual artist with a background in Comics, Storyboarding for Film, Animation, and Commercials with over twenty years of experience. I have worked with traditional publishers from big companies (Random House, Candlewick Press, Dark Horse Comics) to smaller niche publishing houses (Top Shelf Comics, SLG Publishing). I have also worked with big entertainment companies (Disney Digital Network) as well as with independent creators to put together installations, and shows (Merge Conceptual Design). During my time as a storyboard artist I got to work with productions of all sizes, learning about the logistics that go into managing an artistic project, while trying to retain focus on the artistic vision. My academic education was acquiring my BFA and MFA from the Savannah College of Art and Design.

What are your goals in serving on this Board/Commission/Committee?

Find project that reflect Burbank's multifaceted identity and make it possible to bring them into fruition.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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☑ I Agree

Jose A Pimienta

[redacted]

• *SKILLS*

Workshop instructor
Comics and Book Illustration.
Storyboarding, Visual Development, Background Design.
Bilingual: English and Spanish.

• *EXPERIENCE*

2007- present Instructor:

2026	BIPOC POP workshop instructor (University of Texas, Austin.)
2025-26	Mentor for the Street, Art, SAFE program.
2022	Mentor for Latinx in Publishing Writers Mentorship Program.
2017-present	Workshop instructor and lecturer with LAPL, NYPL, and various schools.
2018-20	Co-host Life Drawing sessions with Model Drawing Collective.
2007-09	Savannah College of Art and Design. Teacher's Assistant for various professors.

2006- present Comics Author and Illustrator:

Penguin Random House (Random House Graphic, Viking Press, Rise)
Iron Circus Comics
Dark Horse Comics
Candlewick Press
Top Shelf Comics
SLG Publishing
Self published works.

2009- 2024 Storyboard Artist for commercials, short films, and animation:

Disney Digital Network
We Are Mitú
Psychic Bunny
Small AX productions
Merge Conceptual Design
Boxel Studios

• *EDUCATION*

MFA Magna Cum Laude Sequential Art, Savannah College of Art and Design (SCAD), 2009
BFA Sequential Art, Cum Laude (SCAD), 2007

• *PUBLICATIONS as a Comics Illustrator*

2025 **Let's Rumble** *(Written by Rachel Payne.) Rise Penguin Random House.*
2025 **The Vanishing of Lake Peigneur** *(Written by Allan Wolf). Candlewick Press.*
2025 **Halfway to Somewhere** *(Written by Jose Pimienta). Random House Graphic.*
2024 **Luminous Beings** *(Written by David Arnold.) Viking Press.*
2022 **Twin Cities** *(Written by Jose Pimienta). Random House Graphic.*

2021 **Stars, Hide Your Fire** *(Written and colored by Kel McDonald). Iron Circus Comics*.
2020 **Suncatcher** *(Written by Jose Pimienta). Random House Graphic edition.*
2019 **Suncatcher** *(Written by Jose Pimienta). Self Published.*
2017 **Soupy Leaves Home** *(Written by Cecil Castellucci). Dark Horse Comics.*
2016 **The Story of the Rainbow** *(Cautionary Fables and Fairy Tales: Africa). Self-published.*
2014 **The Leg** *(Written by Van Jensen.) Self-published.*
2014 **Anansi Steals the Knowledge** *(Cautionary Fables and Fairy Tales: Africa). Self-published.*
2012 **The Pied Piper** *(Cautionary Fables and Fairy Tales: Europe). Self-published.*
2010 **From Scratch** *(Written by Kel McDonald.) Self-published.*
2010 **A Friendly Game.** *SLG Publishing.*
2006 ***The Procedure*** *(Science: Sequential Art Anthology). Savannah College of Art and Design.*

• AWARDS and OTHER ACTIVITIES

2026	Winner of Stonewall Award by ALA for “Halfway to Somewhere.”
2023-present	Community Organizer with Burbank Tenants Union.
2021-23	Community Organizer with Glendale Tenants Union.
2010-15	Concept and sketch artist for Sypher Arts Studio.
2010-12	Goethe International Charter School. Campus Ambassador & Aftercare Staff.
2009	Outstanding Achievement Award by Sequential Art Department. SCAD.

Application Form

Profile

Monica
First Name

Middle Initial

Caram
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

BURBANK
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self Employed - Moonstone Craft
Employer

Owner
Job Title

Artist - Multi-media and Sustainable Art Designs
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

20 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a member of the Art community in Burbank, I am part of Burbank Art Association, chair of events for California Creative Arts and participant at the vendors commission for Burbank Pride Inc. for their annual event Family Pride in the Park. I believe I can humbly bring my expertise and knowledge to the Burbank Art in Public places commission with the great joy for arts and love for the amazing city of Burbank that I am grateful to call my home for the past 20 years. I strongly believe Art is an instrumental piece in our lives bringing connection, understanding and hope on a daily basis. It will be a great pleasure to me if I get granted this opportunity.

Education

I have a degree in Arts (Ceramicist) form the UNT-Arts School (Argentina)

Additional Pertinent Courses or Training

Please see resume attached

Other Pertinent Skills, Experience or Interests

Used to teach Art and Spanish from K-6th grade at Lutheran Burbank School and Concordia School

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I am an instructor for the Burbank Parks & Recreation teaching children classes on recycled art and fine arts

List Community activities in which you are involved:

I was invited in the past to teach art at the summer camp with Burbank Parks & Recreation

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am an awarded local artist involved in the community as a member of 2 arts associations in our city who have participated in numerous art shows and galleries within our city and through Southern California in over a decade. I would love to do more with my expertise in my Burbank City home.

What are your goals in serving on this Board/Commission/Committee?

My goal is to help our city allocate a variety of Art in Public Places giving artist in our community more opportunities to display their art for the visitors and residents. I strongly believe Art is a great medium to inspire the younger generations connecting people and feed their minds with hope and love through the art itself. It will be a great pleasure for me to get this opportunity to do more for the city I chosen over 20 ears ago to settle with my family. Thank You. Monica Caram

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Monica Caram

Monica Caram Vallejo - [redacted] Burbank, CA 91506
Ceramist/Artist – Moonstone Craft Studio | [redacted] | [redacted]

Degree:
Business Administration – Institute NS de Montserrat – 1981
Ceramist Technician – School of Arts - UNT (Tucuman's National University) – 1986
3 years Electrical Engineer – UTN (National Technologies University) – 1985

Trainings:
Arawak Atelier, Ancient clay techniques under the supervision of Emilia Rayey Salim, recognized artist in this media in Yerba Buena, Tucuman- Arg. 1985
Studies of pre-Columbian designs in the Northwestern of Argentina - Training in field under the supervision of Rodolfo Bravo, a recognized Archeologist in the city of Cafayate- Salta- Argentina 1988
Cristofani Atelier, Hand building of XL vessels under the supervision of Victor Cristofani, in Cafayate-Salta – Argentina - 1989 to 1993
Cruz Atelier - Pre-Columbian paintings on clay, analyzing the significance of the painting on clay under the supervision of artist Manuel Cruz - 1993-1995
Graphics Arts Seminars and expositions in Argentina and USA 1989-2003

Skills: Hardworking, nurturing, self-driven, problem-solver, quick learner and positive attitude.
Languages: Bilingual English / Spanish
PC: Adobe Photoshop, Flexisigns, Microsoft Office, Quickbooks
Profile: Multitasking-oriented, wife and mother. Love to teach manual arts and craft.
Manual Techniques: Ceramics, painting, drawing, knitting, weaving, sewing, embroidery, silkscreen, decoupage, patina and glass up-cycling.
Memberships: BBA (Burbank Art Association), CCA (California Creative Arts

Labor Experience:

Own a studio, creating ceramics and painting on glass and acrylics on canvas, as well as home décor from up-cycled glass bottles.
Over 10 years of experience teaching Art, mostly in private schools, and private sessions for small group of students working through my own business at the school's facilities and Burbank Parks and Recreations.

Moonstone Craft: Art Studio (Burbank, CA)

Art Shows
- California Creative Arts 2022-2024
- Burbank Art Association 2021-2023
- San Fernando Valley Art Gallery 2015
- Artist Who Teach Exhibition at the Santora building (Santa Ana) 2014

Craft Shows
- Multiple venues 2015-2024

E-commerce
- Amazon, Etsy, eBay, Poshmark, own website, and actively participate on social media platforms like Facebook, Instagram, Pinterest, Twitter and LinkedIn.

Teaching
- Recycling to Build Robots and Great masters (Children Classes) at Burbank Parks and Recreations | 2017-2021
- Private Art Workshops at Our Savior's Granada Hills 2014 -2016
- Art teacher (K-6th grades) at Concordia Granada Hills – 2013-2014 | 2014-2015 | 2015-2016
- Teacher assistant (K) 2012-2013
- Art/Spanish teacher (K-5th grades) at First Lutheran School – 2012-2013
- Art classes as a volunteer at Concordia School Burbank – 2012-2013
- Art classes as a volunteer at First Lutheran School Burbank – 2011-2012
- Homeschooling Kindergarten level – 2010-2011
- Volunteer teacher assistant at Edison School Burbank (K) 2010
- Arts techniques training for graphic arts – 1991 – 2001
- Clay techniques training for kids – 1987- 1989

Application Form

Profile

Jeffrey
First Name

A
Middle Initial

Barnett
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

Retired
Employer

Creative Director
Job Title

Entertainment Advertising
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

25 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I raised my family here. We all love Burbank and Burbank has been good to us. It will always be our home. Now that I'm retired I have some time and I'm ready to give back.

Education

LAVC Music School Dick Grove Music Workshop Otis/Parsons Art and Design

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I work and play well with others and I believe people generally like working with me. I've had to work with some difficult personalities in my career and I believe that experience will help work with people diplomatically. Less pertinent interests: Family, gardening, cooking, cycling, fitness music.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None so far

List Community activities in which you are involved:

I have volunteered with PTA, High School Show Choir, Church

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

My wife Hilary Barnett works for BUSD

Conflict of Interest

Conflict of Interest:

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Burbank

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Although I am aware that I will not have any influence over the artistic content, my background leads me to believe I could be a good candidate for this position.

What are your goals in serving on this Board/Commission/Committee?

I'm ready to jump in and give back to my community and to become more directly involved besides voting. This seems like a good place to start.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

As a 67 year native, I have a great personal interest in the history, art, architecture, geography and watershed of Los Angeles, Burbank and surrounding areas. I have an interest in preserving and maintaining worthy landmarks as well as making way for sensible change.

What are your goals in serving on this Board/Commission/Committee?

I'm ready to jump in and give back to my community and to become more directly involved besides voting. This seems like a good place to start.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Jeffrey A Barnett

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☑ I Agree

Jeffrey A Barnett

JEFF BARNETT

Burbank, California | [redacted] | [redacted]

Creative Director / Art Director / Entertainment Advertising / Digital Design Education

PROFESSIONAL PROFILE

Burbank-based creative director and art director with more than 30 years of experience in entertainment advertising, key art, brand identity, and integrated campaigns for major film, television, animation, and streaming clients. Early digital-design educator at Otis/Parsons who helped develop curriculum and teach Photoshop, Illustrator, typography, color theory, and computer literacy during the shift from traditional to digital design. Experienced creative lead with a career spanning studio campaigns, streaming platform branding, and arts education.

SELECTED CLIENTS, CAMPAIGN WORK & RECOGNITION

- **Clients:** Warner Bros., Paramount, Fox, Universal, Sony, Disney, HBO, Netflix, FX, Amazon Prime, YouTube, ABC, and Nickelodeon.
- **Selected campaign work:** *Titanic*; *Indecent Proposal*; *Mission: Impossible*; *Spider-Man*; *Iron Man*; *The Sopranos*; *Six Feet Under*; and *Lost*.
- **Branding/identity:** YouTube Red platform branding; DreamWorks logo and splash-screen storyboard concept work.
- **Recognition:** Clio-recognized key art campaigns for *Finding Dory* and *Whiplash*.

PROFESSIONAL EXPERIENCE

LEGION CREATIVE GROUP — *Art Director / Creative Director* 2019–2024

- Led art direction and creative development for entertainment advertising and marketing, with increased focus on animated features and reality series.
- Developed campaign concepts, key art, branding, and integrated creative materials for theatrical, television, and streaming properties.

COLD OPEN — *Art Director / Creative Director* 2008–2018

- Led branding and 360 advertising campaigns for theatrical, television, and emerging streaming platforms.
- Created and directed campaign work for Disney, Warner Bros., Sony, HBO, Netflix, FX, Amazon Prime, and YouTube.
- Developed YouTube Red platform branding and contributed to Clio-recognized key art campaigns for *Finding Dory* and *Whiplash*.

BLT COMMUNICATIONS — *Art Director / Creative Director* 1992–2008

- Began in IT and digital transition, setting up the interoffice network and helping art directors translate traditional design skills to Photoshop, Illustrator, and emerging digital workflows.
- Promoted to Art Director and Creative Director, leading design teams on branding, key art, and high-profile campaigns for major studios and television networks.
- Worked with clients including Warner Bros., Paramount, Fox, Universal, Sony, ABC, Nickelodeon, and HBO.
- Selected campaign work included *Titanic*, *Indecent Proposal*, *Mission: Impossible*, *Spider-Man*, *Iron Man*, *The Sopranos*, *Six Feet Under*, and *Lost*.
- Contributed logo design, brand identity and theatrical intro sequences for DreamWorks and Sony Pictures Anamation.

ARTS EDUCATION & EARLY DIGITAL DESIGN

OTIS/PARSONS — *Adjunct Faculty, Continuing Education / Curriculum Development* 1989–1994

- Helped develop the school's first digital art computer lab and related Continuing Education curriculum during the early adoption of Adobe Illustrator and Photoshop.
- Taught evening adult classes in computer literacy, digital design, color theory, typography, Photoshop, and Illustrator.
- Helped adult students, artists, and working designers bridge traditional design practices into emerging digital tools.

CULTURAL ARTS RELEVANCE

Combines entertainment-industry creative leadership with early digital-design teaching experience, offering practical perspective on public-facing visual communication, arts education, branding, and the role of Burbank's film, television, and streaming community in local cultural life.

CREATIVE & TECHNICAL FOCUS

Key art • entertainment advertising • brand identity • 360 campaigns • theatrical, television, and streaming marketing • typography • color theory • Photoshop • Illustrator • digital design education • creative team leadership • traditional-to-digital workflow transition

Application Form

Profile

Ann
First Name

E
Middle Initial

Mitchell
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self Employed
Employer

Artist and Curator
Job Title

Fine Art Photography and Curation
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

35 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I'm a recent graduate of the RISE program and it was a terrific way to learn about the City. Now I'd like to continue my civic engagement in an area that is geared to my specific experiences and interests. I'm an artist, curator and educator and I'd like to work with the visual and performing arts in the city.

Education

BFA Art Center College of Design, Pasadena, CA MFA Claremont Graduate University, Claremont, CA

Additional Pertinent Courses or Training

Growing up, my experience as the daughter of an CSUChico Art History Professor meant I was raised in museums, galleries, concerts and performances. During my time as a Professor of Art at Long Beach City College I took a wide range of workshops related to: photography, computer graphics, online teaching. I've worked with a wide range of media. Since my retirement I have continued to teach online webinars as well as take workshops in a wide variety of visual art practices such as encaustic and mixed media.

Other Pertinent Skills, Experience or Interests

For 10+ years I had an editorial and advertising photography studio here in Burbank. I worked with suppliers and other vendors to produce studio photography related to food and product. For 20+ years I was a Professor of Art at Long Beach City College, where I taught art, photography and computer graphics. I also was an Academic Senator and Department Head. For 40+ years I've been a visual artist, mostly in photography but also including ceramics. I've also worked in film as an art director.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

This would be my first experience

List Community activities in which you are involved:

I am a graduate of the 2026 RISE program, I've taken many classes through the Burbank Parks and Rec (art & ceramics), been a member of the Burbank Art Association and attended Commission meetings as well as the City Council. I vote every election.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I've got administrative and creative experience, and I'm reliable and professional. I've had administrative experience as a Professor of Art, Department Head and Academic Senator. All of these required me to be familiar with the rules and regulations of the college and state. During my 20+ years at Long Beach City College, I wrote a wide range of grants, wrote new courses and programs, evaluated existing courses and programs, participated in hiring committees. I've also learned how to work with a diverse group of individuals. In terms of the visual and creative arts, I've got the practical experience of running a photography studio which involved: bidding on jobs, working with budgets, propping and styling, having sets built, working with a crew of assistants and stylists (and clients!).

What are your goals in serving on this Board/Commission/Committee?

I'd like to continue my process of learning about and giving back to the Burbank community. Burbank's wide range of public art is one of the things that makes the city special, and I would enjoy helping ensure that public art funding is used thoughtfully so that art continues to enrich the experience of living, working, and visiting here. I'm particularly interested in how public art can encourage people to engage more deeply with a city. An idea that I find interesting is in Budapest, Hungary where they have hidden a network of small historical sculptures throughout the city. Searching for these, learning about the city, and its history, has become a very popular attraction. I could imagine similar opportunities in Burbank that build on our existing public art, murals, and cultural resources. I also have a long-term interest in strengthening connections among local artists and the community, including the possibility of a citywide Open Studios event. Serving on this Committee would help me better understand the City's relationship to the arts while allowing me to contribute to an area I care deeply about.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Ann E Mitchell

Ann Mitchell

Artwork: [redacted]
Curation: [redacted]
Writing: [redacted]
Email: [redacted]

EDUCATION:

1997 Claremont Graduate University, Claremont, CA. M.F.A.

1984 Art Center College of Design, Pasadena, CA. B.F.A.

SOLO EXHIBITIONS:

2023 *The Chance Chronicles*, Viewpoint Photographic Art Center, Sacramento, CA

2020 *Meditations: The Chance Chronicles*, Viewpoint Photographic Art Center, Sacramento, CA

Novellas, (with Siobhan McClure), Roswell Space, Eagle Rock, CA

2019 *The Chance Chronicles*, (with Rhonda Lashley Lopez), Emerald Art Center, Springfield, OR

2016 *The Chance Chronicles*, Groundspace Project, Los Angeles, CA

2015 *The Razor's Edge*, Viewpoint Photographic Art Center, Sacramento, CA

2014 *The Razor's Edge*, Stone Rose Gallery, Long Beach, CA

2013 *The Razor's Edge,* Chez Shaw Gallery, Long Beach, CA

2012 *Unmade & Winter's Light*, LA Harbor College, Los Angeles, CA

Resonance, Kamikaze 2012, POST, Los Angeles, CA

2011 *Ordinary Beauty*, Cypress College Photography Gallery, Cypress, CA

2010 *Family Stories*, Phantom Galleries, Long Beach, CA

American Triptych, Cypress College Photography Gallery, Cypress, CA

2009 *American Triptych*, Gallery 478, San Pedro, CA

Ann Mitchell, Val Verde, LBPG, Long Beach, CA

2008 *Val Verde* (with Beth Dow, *In the Garden*) Photographic Center NW, Seattle WA

2007 *A Sense of Place*, Metro Gallery, Los Angeles, CA

2006 *Ann Mitchell, Val Verde*, Fine Art Gallery, Golden West College, CA

2004 *Gardens & Graffiti*, Avenue 9 Gallery, Chico, CA

2002 *Spartus: Not Technicolor*, J. O. Gallery, San Pedro, CA

1999 *Ann Mitchell, recent work*, Photography Gallery, Santa Monica College, CA

1997 *Through a Glass*, Peggy Phelps Gallery, Claremont Grad School, Claremont, CA

1997 *Landscape Photography*, Vromans Gallery, Pasadena, CA

1994 *Ann Mitchell*, A & I Gallery, Los Angeles, CA

SELECTED GROUP EXHIBITIONS:

2026 Members' Juried Exhibition, & People's Choice Award winner, Juror Dr. Rebecca Senf, Center for Photographic Art, Carmel, CA

2025 *Searching for Serenity,* Sturt Haaga Gallery, La Cañada Flintridge, CA

Living Image 2025, Juror Adam Finkelston, The Halide Project, Philadelphia, PA

Many Views, The Museum of Northern California Art, Chico, CA

2024 *Correspondences / Corrispondenze*, Artists' Books, curated by Stefania Severi (Italia) and John David O'Brien & jonna lee (LA)

2022 *12th Anniversary Exhibition,* featuring Juror's Award winners, curated by Amanda Smith and Kevin J. Tully, A Smith Gallery, Johnson City, TX

Trees, Visitor's Award, Juror: Kevin J. Tully, A Smith Gallery, Johnson City, TX

Dreams and Imaginings, Juror: Susan Burnstine, PhotoPlace Gallery, Middlebury, VT

Afterglow, Curator: Jonna Lee, Roswell Space, Eagle Rock, CA

New Again, a group exhibition, Another Year in LA

2021 *Members Juried Exhibition*, Awarded 3rd Place, Juror: Susan Burnstine, Center for Photographic Art, Carmel, CA

Dusk to Dawn, Don't Take Pictures

2020 *domicile,* Jurors: Amanda Smith & Kevin Tully, A Smith Gallery, Johnson City, TX

Reimagined Landscapes, Juror: Ann Jastrab, Center for Photographic Art, Carmel, CA

Project 2020, Honorable Mention, Juror: Douglas Marshall, Los Angeles Center of Photography, Los Angeles, CA

Photomontage: Constructed Realities, Juror: Tom Chambers, PhotoPlace Gallery, Middlebury, VT

2019 *International Juried Exhibition,* Juror: Paula Tognarelli, Center for Photographic Art, Carmel, CA

Portal, Juror's Award, Juror: Ann Jastrab, A Smith Gallery, Johnson City, TX

Chasing the Ephemeral, Roswell Space, Eagle Rock, CA

4th Annual Alternative Process Exhibition, Jurors: Ann Jastrab, Christina Z. Anderson, Unai San Martin, The Image Flow, Mill Valley, CA

The Handmade Photograph, El Museo Cultural, Santa Fe, NM

The Curious Compendium, Bite Art Collective, Shoebox Projects, Los Angeles, CA

2018 *Foresome,* 515 Bendix, Los Angeles, CA

Practice and Pedagogy, Long Beach Museum of Art Xchange, Long Beach, CA

2017 *Secret Garden,* Seoul Museum of Art, Seoul, South Korea

It's a Wonderful World, Juror: Betty Ann Brown, Groundspace Projects, Los Angeles, CA
2016 *Imagined Realities,* Director's Award, Juror: Tom Chambers, Photo Place Gallery, MIddlebury, VT
Los Angeles: Detailed, Annenberg Beach House, Los Angeles, CA
POST Invitational Auction, , POST Gallery, Los Angeles, CA
2015 *Spring/Idiom*, Coastline Community College Art Gallery, Newport Beach, CA
Sarah Lee Projects, Photo LA, Los Angeles, CA
The Mandala Project, SCA Project Gallery, Pomona, CA
2014 *Photography 2015*, CSULong Beach Art Gallery, Long Beach, Ca
2013 *Family*, The Center for Fine Art Photography, Fort Collins, CO
Photography 2013, Another Year in LA, Los Angeles, CA
Dream a Dream, PYO Gallery LA, Los Angeles, CA
Stories, Memories and Histories, Center for Fine Art Photography, Fort Collins, CO
Mysterious Visions: Dreams, Fantasies, Mirages, PhotoPlace Gallery, Middlebury, VT
Group 4.5, Groundspace Projects, Los Angeles, CA
2011 *I Love LA,* Duncan Miller Gallery, Los Angeles, CA
The Los Angeles Collection, International Pink Art Fair, Seoul, Korea
Summertime, Duncan Miller Projects, Los Angeles, CA
Pro'Jekt LA Part Two - Pacific Resonance, MOPLA, Los Angeles, CA
2010 *Summer Mix*, Creative Photography Gallery, Los Angeles, CA
Family Stories, SlideLuck PotShow, Center for Photography, Woodstock, NY
2009 *Divas: A Group*, Robert V. Fullerton Art Museum, CSUSan Bernardino
Santa Monica Pier Project, Santa Monica, CA,
2008 *Photographer's Eye* Friends of Photography Series, LA Public Library, Los Angeles, CA
L.A.River Project, Bridge Gallery Los Angeles City Hall, Los Angeles, CA
Urban Landscapes, Topanga Art Gallery, Topanga, Ca
Amateur, BC Space Gallery, Laguna Beach
2007 *Urban: Public + Personal*, 3P Gallery, Long Beach, CA
American Triptych, Guest Artist, www.Filmwasters.com
2006 *Everyday LA*, Metro Gallery, Los Angeles, CA
2005 Gala Awards, Center for Photographic Arts, Carmel, CA
2004 *National 2004 Photography Now*, Juror Marita Holdaway, Larson Gallery, YVCC, WA
Through a Lens: Urban Landscapes, Juror Richard Newman, CAL Museum, Half Moon Bay, CA
In the Garden, Avenue Nine Gallery, Chico, CA

1999-12 *Group Views*, Long Beach City College, Long Beach , CA
1999-01 *Next Wave I & II*, Andrew Shire Gallery, Los Angeles, CA
1998 Faculty Exhibition, Santa Monica College, Santa Monica, CA
1997 *3 Weeks in L.A.*, Bergamot Station, Santa Monica, CA
1996 *The Scene*, West Gallery, Claremont Graduate School, Claremont, CA
New Photography, L. A. County, Pomona, CA
The House of Art, Claremont Graduate School, Claremont, CA
Dillingham/Caples Gallery, Claremont Graduate School, Claremont, CA
1995 West Gallery, Claremont Graduate School, Claremont, CA
Faculty Exhibition, Santa Monica College, Santa Monica, CA
1989 Women's Advertising Council, Los Angeles, CA
1988 *The Belding Exhibit* , Pacific Design Center, Los Angeles, CA
1987 *Best of the West*, Art Directors Club of Los Angeles
1984 Main Gallery, Art Center College of Design, Pasadena, CA
1983 Main Gallery, Art Center College of Design, Pasadena, CA
1982 *Western Artists and Their Work*, California State University, Chico, CA

BIBLIOGRAPHY:

2023 The Female Gaze: "Girl Gaze #4," ReadFrames.com
On Ann Mitchell's "Chance Chronicle Animations nos. 3 and 6", Poignant Pics, 112
2022 *Daily Inspiration, Meet Ann Mitchell*, VoyageLA.com
2021 *American Connection*, Black and White Photography Magazine UK
2020 *Reimagined Landscapes*, Lenscratch.com
Project 2020 at LACP, Lenscratch.com
2019 *Muse, Ann Mitchell*, AnotherYearInLA.com, January/February
Ann Mitchell: Chance Chronicles, FloatMagazine.com
Ann Mitchell: Invisible Body of Reality, Don't Take Pictures.com
2016 *The Razor's Edge, Ann Mitchell*, WomenArts Quarterly Journal, V6, Issues #2, #4
2014 *The Razor's Edge, Ann Mitchell*, Lensculture.com
2013 *Jill Enfield's Guide To Photographic Alternative Processes*, Focal Press
The Razor's Edge, Ann Mitchell, Lenscratch.com
2012 *The Revisiting Project, Ann Mitchell*, The Times Quotidian.com
2011 *Ordinary Beauty, Ann Mitchell*, New Landscape Photography.com
The Medium is the Message, Lenscratch.com
2010 *Still Life Photography*, Lenscratch.com

2009 *Impermanence Blog*, LensWork Newsletter, LensWork Publications

West Coast Photographers, Lenscratch.com

Austin Val Verde, The Photo Book, thephotobook.wordpress.com

2008 *Austin Val Verde, Impressions of a Montecito Masterpiece*, Hardcover Monograph, Balcony Press

American Triptychs, January/February, LensWork Extended Portfolios & Audio Interviews

Val Verde, January/February LensWork Magazine

Polaroid: Last, Best, Issue 11, Light Leaks Magazine

2007 *American Triptychs*, View Camera Magazine

2005 *Documentation & Interpretation: Ann Mitchell*, View Camera Magazine

2004 *Boundaries and Interpretation*, News & Review, Chico, CA

2004 *Pick of the Week*, Buzz, Enterprise Record, Chico, CA

2001 *Photography Salon*, EyeCarumba.com

Ann Mitchell, Canadian Photo Guide, Canada

1999 *Art Pick*, Fine Arts Calendar, News and Review Weekly, CA

1996 *Pair of Aging Houses now Modern Art*, Inland Valley Daily Bulletin, Ontario, CA

1996 *House of Art*, Orange County Weekly, CA

1996 *A Picture Perfect House*, Claremont Courier, CA

1988 *Design: Los Angeles* , Julie Prendiville.

1987 *Best of the West*. Art Directors Club of Los Angeles, CA

PROFESSIONAL ACTIVITIES:

2024 Lecturer, *Visual Storytelling through Composite Imaging*, Los Angeles Center for Photography, CA

Juror, *Interiors*, A Smith Gallery, Johnson City, TX

Instructor, *Photomontage Photography*, Viewpoint Photographic Art Center, Sacramento, CA

2023 - 2026, Writer, *The River: Notes from the Studio*

2021 - 2026, Curator, ThinkingAboutPhotography.com

2022 Lecturer, *History of Notable Women Photographers*, Los Angeles Center for Photography, CA

Lecturer, *Composite Imaging Part II: Themes and Practices*, Los Angeles Center for Photography, CA

2021 Lecturer, *Composite Imaging* webinar, Los Angeles Center for Photography, CA

2020 Lecturer, *Composite Imaging*, Los Angeles Center for Photography, CA

Guest Lecturer, *Visual Style as Narrative in Film*, OLLI at CSUChico, CA

2017 Presenter, *Chance Chronicles*, Open Show Pasadena East LA, Pasadena, CA

2015-17 Organizer & Lecturer, *Intersect Project*, Long Beach City College, CA
2008-12 Organizer & Lecturer, *PhotoFest @ LBCC*, Long Beach City College, CA
2010 Reviewer, *SPE Western Conference*, San Diego, CA
2007 Contributor, *PhotoVision Award*, The Photographic Center NW, Seattle, WA
Contributor, *Cultural Landscape Foundation*, San Francisco, CA
2004 Instructor, Polaroid Workshop, Avenue 9 Gallery, Chico, CA
2002, 2003, Organizer, *Spring Arts Exhibit*, Hellada Gallery, Long Beach, CA
1999 Curator, *A Mixed View*, Hellada Gallery, Long Beach, CA
1998 Curator, *Element Silver*, Gallery 1078, Chico, CA
1997 Contributor, *The Show* , Robert Miller Gallery, Los Angeles, CA
1996 Curator, *Search for Aesthetics*, Humanities Center, Claremont CA
Curator, *House of Art,* Claremont Graduate School, Claremont, CA
Curator, *Work of Body*, Claremont Graduate School, Claremont, CA

TEACHING & ADVISORY EXPERIENCE:

1998 - 2020: Professor of Art, Photography and Digital Media Coordinator, Visual and Media Arts Department, Long Beach City College, CA
2004-2005, 2010-2012: Chair, Art & Photography Department, LBCC, CA
2008 - Current: Advisory Board Member: Freestyle Photographic Supplies, Los Angeles, CA,
1989 - 1998: Adjunct Faculty & Lecturer: Art Center College of Design, Woodbury University, CSU Northridge, Claremont Graduate School, Santa Monica, Citrus, Santa Ana, Coastline and Antelope Valley Colleges.

COMMERCIAL EXPERIENCE:

1983 - 1995 *Ann Mitchell Photography*, Editorial and Advertising
Partial client list includes: Paramount and Universal Studios, Teleflora, Knudsen, Contadina, Xerox, Apple Computers, Los Angeles Times Magazine, Random House, Better Homes & Gardens & Victoria Magazines.

Application Form

Profile

Jordan
First Name

C
Middle Initial

Divecha
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self-Employed
Employer

Founder
Job Title

Entrepreneur & Advisor
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted
Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

11 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've lived in Burbank for 11 years and feel deeply connected to this city's creative and cultural identity. As a founder and entrepreneur working at the intersection of media, technology, and community, I want to contribute meaningfully to how Burbank grows, not just as a resident, but as an active civic participant.

Education

Bachelor of Business Administration, University of Miami, 2011 — Majors in Marketing and Entrepreneurship, minor in Music Business & Entertainment.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Music industry background (Sony, Warner, Universal); indie label founder and recording artist; podcast host (Everyday Innovation); entrepreneur and community builder in Burbank's creative-tech ecosystem.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

n/a

List Community activities in which you are involved:

Burbank Chorale member; speaker and participant at several Burbank Tech Talks (Burbank Economic Development); active participant in Burbank Parks & Recreation programs.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Bachelor of Business Administration, University of Miami, 2011 - concentrations in Marketing and Entrepreneurship, minor in Music Business & Entertainment. Over the course of my career I have worked at the intersection of art, commerce, and community - evaluating creative projects through both an artistic and commercial lens, developing artist branding and identity systems, managing distribution and production pipelines, and supporting artists in bringing their vision into the world at scale. My work across major labels (Sony, Warner, Universal) and independent ventures has given me a deep understanding of how creative work gets funded, positioned, and received by audiences. I also bring an entrepreneurial and design-informed framework to everything I do, understanding how to assess impact, allocate resources, and build sustainable creative ecosystems. Speaker, Burbank Tech Talks (2026).

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on this committee is to be a meaningful touchpoint in Burbank's cultural vibrancy... to get to know and champion local artists, and to help ensure public art reflects the creativity and diversity of our community. I have a genuine joy for giving back and a deep desire to support and elevate art and media in the spaces where people live their daily lives.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Bachelor of Business Administration, University of Miami, 2011 — concentrations in Marketing and Entrepreneurship, minor in Music Business & Entertainment. My career has spanned digital media, content strategy, platform building, and entrepreneurship. As a podcast host, writer, and creator of educational content, I have a deep appreciation for how knowledge resources shape opportunity and community. I have received multiple grants from the City of Miami and at the national level for entrepreneurial education initiatives, demonstrating both my commitment to accessible education and my ability to develop programming with real community impact. I understand how to create and curate content that serves diverse audiences, and how to build platforms that make information accessible and engaging. I bring both a creative and strategic lens to how public institutions can evolve to better serve residents.

What are your goals in serving on this Board/Commission/Committee?

I believe strong communities are built on strong education and access to knowledge and libraries sit at the heart of that. As a researcher, writer, and creator of educational content, I have a personal investment in seeing Burbank's library system thrive. I'm excited about the reinvestment happening in this space, including the evolution of the Central library, which is walkable from my home. I'd love to be part of that evolution- helping shape a library system that serves as a hub for creativity, research, innovation, and community connection for generations to come.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Jordan C Divecha

Application Form

Profile

May
First Name

S
Middle Initial

Chin
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

Alternate Phone

None - Retired
Employer

N/A
Job Title

Former legal secretary
Occupation

Which Boards would you like to apply for?

Art in Public Places Committee: Submitted

Length of time as a Burbank Resident:

27 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I would like to contribute to the Burbank community, and to learn about new subjects.

Education

B.S. in Business Administration from CSU - Los Angeles; Paralegal certificate from University of Maryland University College, College Park MD

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Worked as legal secretary for 30 years (including the large law firms Latham & Watkins, Paul Hastings Janofsky & Walker, and Gibson Dunn & Crutcher

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

Volunteer at Burbank Temporary Aid Center since July 2025

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Art in Public Places Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

No specific background in art or art-related

What are your goals in serving on this Board/Commission/Committee?

I would like to learn more about the city's Art in Public Places. I wasn't aware the ordinance existed until IKEA moved to its present location, and displayed the flower vase artwork to comply with the ordinance.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

May S Chin

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

May S Chin

Civil Service Board

Application Form

Profile

Matthew
First Name

E.
Middle Initial

Doyle
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91501
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Law Firm of Liebert Cassidy Whitmore
Employer

Senior Consultant
Job Title

governments on employment & labor relations matters.
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

36 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've worked in the Human Resources profession in City government for over 38 years. I am currently a Senior Consultant with the Law Firm of Liebert Cassidy Whitmore, providing advice and consultative services on public sector employment and labor relations matters to the firm's clients and attorneys. Prior to this position, I served as the Director of Human Resources for our neighboring City of Glendale and was employed in their HR Department for over 33 years. I wish to continue to share my extensive experience and insight on Human Resources and Civil Service for the City in which I reside. I have a great passion for this field and a significant desire to serve my city in this capacity.

Education

Master's Degree in Public Administration from Cal State University Long Beach - 1993
Bachelor's Degree in Political Science from Cal State University Northridge - 1989

Additional Pertinent Courses or Training

Master of Labor Relations Certification from California Public Employment Labor Relations Association (CALPELRA) - 1999 Graduate of Model Netics Management Training Program - 2004

Other Pertinent Skills, Experience or Interests

Served as Chief Examiner and primary staff to the Glendale Civil Service Commission Vice-President (and Past President) - Southern California Public Labor Relations Council (SCPLRC) Past Member - California Public Employment Labor Relations Association (CALPELRA)

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Current member of Burbank Civil Service Board (having served from 1997 to the present).

List Community activities in which you are involved:

Burbank Civil Service Board (1997-present) Active parishioner, Lector and Eucharistic Minister - St. Francis Xavier Church Softball coach for Burbank Ponytail League for both daughters (2000 - 2014)

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Currently a Senior Consultant to the Law Firm of Liebert Cassidy Whitmore. Was previously Director of Human Resources for the City of Glendale, and retired from that position in December 2021. In that capacity, I managed a full service Human Resources operation, which included serving as staff and advisor to the Glendale Civil Service Commission. I have over 33 years of Human Resources management experience, and have advanced degrees, certifications and have taught at the college level in this profession.

What are your goals in serving on this Board/Commission/Committee?

My goals are to assure that the high standards and levels of credibility that have been established by the Civil Service Board are maintained, and that the employees and managers who appear before the Board continue to have confidence that their issues and concerns are addressed in a fair and objective manner. The Civil Service Board exists to maintain the highest level of employment standards for our government workers, and I intend to continue to serve and uphold those standards for the benefit of our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Mr. Matthew E. Doyle

MATTHEW E. DOYLE
[redacted]
Burbank, CA 91501
[redacted]

EXPERIENCE

Senior Consultant – Law Firm of Liebert Cassidy Whitmore: March 2022 to present. Provide advice and counsel to the firm's public sector clients and attorneys on employment and labor relations matters. Conduct related training seminars, conflict resolution, and mediation. Perform organizational audits. Advise clients and attorneys on employment and labor relations matters.

Director of Human Resources - City of Glendale, California: July 2007 to December 2021. Managed and directed a comprehensive Human Resources Department operation, which includes recruitment, testing, classification, compensation, training, employee benefits, workers' compensation, and employee health. Served as Chief Examiner and primary staff to the Glendale Civil Service Commission. Oversaw all labor and employee relations including meet and confer and contract negotiations. Developed strategies for outreach recruitment and works with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and various leadership development initiatives. Conducts training programs on a variety of topics, including performance appraisal, discipline, leave policies, sexual harassment, and others. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FEHA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City's self-administered employee benefits program and employee health operation.

Assistant Director of Human Resources – City of Glendale, California: February 2004 to July 2007. Managed the Human Resources Division of the Administrative Services Department, including recruitment, testing, classification, compensation, training, employee benefits and Employee Health Services. Served as primary staff to Civil Service Commission. Oversaw all labor and employee relations including meet and confer and negotiations. Developed strategies for outreach recruitment and worked with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and the Supervisory Academy. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City's self-administered employee benefits program and Employee Health Service operation.

Human Resources Administrator – City of Glendale, California: December 2001 to January 2004. Exercised broad discretion over the general operational functions of the Human Resources Division, including recruitment, testing, classification, compensation, training and employee benefits. Developed the strategic community-wide outreach recruitment program. Managed Citywide employee training and development programs, including leadership development. Coordinated the department's budget, consisting of general Human Resources functions, Safety Administration, Workers' Compensation and Employee Health Services budgets. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Managed the City's self-administered employee benefits program.

Senior Personnel Analyst - City of Glendale, California: March 1998 to November 2001. Managerial position in charge of the coordination of recruitment, selection, testing, classification and job analysis activity for City of Glendale. Conducted personnel investigations. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Coordinated City training and development program and managed budget. Conducted training programs on supervision, performance evaluation, discipline and other subjects.

Associate Personnel Analyst – City of Glendale, California: January 1994 to March 1998. Mid-management position coordinating recruitment, selection and testing for City of Glendale. Counseled staff and employees on employee relations problems, grievances and disciplinary matters. Handled disciplinary investigations, classification and compensation studies. Sat on City's management team on negotiations and meet and confer sessions with employee associations. Coordinated Citywid

training program and conducted training sessions. Handled unemployment insurance claims.

Personnel Analyst - City of Glendale, California: November 1989 to December 1993. Mid-management position conducting recruitment, selection, classification and job analysis for City jobs. Counseled staff and employees on employee relations issues, grievances and disciplinary matters. Sat on City's management team on meet and confer issues with employee unions.

EDUCATION

California State University, Long Beach
Graduate Center For Public Policy & Administration
Master's Degree in Public Administration
May, 1993 Graduate With Honors

California State University, Northridge
Bachelor's Degree in Political Science/Public Administration
May, 1989 Graduate Cum Laude

CALPELRA Master of Labor Relations Certificate – 1999
Graduate – Model Netics Management Training Program – 2004
Certificate in Personnel Selection Techniques – 2005

AFFILIATIONS

Burbank Civil Service Commission – June 1997 to present
(Chairman 1999, 2003, 2005, 2008, 2012, 2015 & 2019)
Appointed by Burbank City Council

Southern California Public Labor Relations Council
(President 2003, 2004; Current Vice-President; Board Member 1997- present)
California Public Employer Labor Relations Association (CALPELRA) – Past Member
Southern California Personnel Management Association – Past Member
Personnel Testing Council of Southern California (PTC-SC) – Past Member
Western Region Intergovernmental Personnel Assessment Council (WRIPAC) – Past Member

REFERENCES

Provided upon request.

Application Form

Profile

Linda
First Name

Middle Initial

Barnes
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

self
Employer

Semi-retired Realtor
Job Title

Licensed Realtor/Broker
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

60 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have served on Civi Service Board for many years . I have been very interested in the workings of the city in many ways and this board allows me to serve the city where I can be of the most help. In years past, we held hearings some lasting several days a week for 2-3 weeks. I did this while working as a full time Realtor/Broker. It was very fascinating and I enjoyed it very much. Those hearings were the most educational of anything we did. I would like to continue on the Board for one more term.

Education

High School graduate Attained a degree in Radiologic Technology and became a registered Radiologic Technician. Post graduate studies at UCLA Owner Broker of 3 Real Estate Companies

Additional Pertinent Courses or Training

Continuing education courses in both Radiologic Technology and Real Estate

Other Pertinent Skills, Experience or Interests

Served as member on the Board of the Burbank Association of Realtors including the offices of Secretary/Treasurer, Vice President and President . Service on the California Association Boards for 2 years

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Over 20 years on the Civil Service Board. 6 years on Traffic Commission. Several special committees appointed by Mayor Luddy and past mayors.

List Community activities in which you are involved:

Founder of Burbank on Parade and Equestrian Chairman until the last parade we had. Serving popcorn at the Magnolia Park Christmas Evenings yearly

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

None

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As above

What are your goals in serving on this Board/Commission/Committee?

Continuing to bring my knowledge of the workings of the city and it's employees

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Linda Barnes

Application Form

Profile

Alexander
First Name

Middle Initial

Keledjian
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91504
Postal Code

[redacted]
Primary Phone

Alternate Phone

Husch Blackwell LLP
Employer

Associate Attorney
Job Title

Attorney
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

1 year

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving on the Civil Service Board because my experience managing staff recruitment, hiring, and supervision in a Congressional office, combined with my legal training in conducting hearings and analyzing complex disputes, has given me a deep appreciation for fair personnel systems and due process protections that are essential to effective government. My background in both legislative operations and legal practice has equipped me to provide thoughtful oversight on personnel administration matters while ensuring employees receive fair consideration in appeals. As to the Infrastructure Oversight Board, I believe well-maintained infrastructure is foundational to community quality of life and economic prosperity. My experience managing policy portfolios that included project labor agreements and prevailing wage requirements for public works, combined with my legal expertise in regulatory compliance and contract disputes, positions me to effectively review capital projects, assess funding priorities, and ensure infrastructure investments align with the City's long-term planning goals while maintaining accountability to Burbank residents.

Education

American University, Washington College of Law, Washington, D.C. Juris Doctor, May 2025
California State University, Northridge, Northridge, CA Bachelor of Arts, Political Science, May 2017

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

N/A

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

None

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I bring a unique combination of personnel management experience, legal expertise, and public service background to the Civil Service Board. As Deputy Chief of Staff in the U.S. House of Representatives, I served on the senior leadership team and directly managed staff recruitment, hiring, and supervision. This hands-on experience gave me practical insight into employment relations, the importance of clear personnel policies, and the challenges of balancing organizational needs with employee protections. My legal training and current practice as an Associate at Husch Blackwell have equipped me with the analytical and procedural skills essential to the Board's quasi-judicial functions. I regularly conduct depositions, examine witnesses, review complex documentation, and analyze disputes, experience that directly translates to hearing employee appeals and evaluating evidence. My work involves extensive regulatory compliance analysis and legal research, enabling me to provide well-reasoned recommendations on personnel administration matters. I have also assisted in white collar criminal defense matters involving Department of Justice investigations, which has deepened my understanding of due process, evidentiary standards, and fair hearing procedures. I hold a law degree and have demonstrated ability to draft comprehensive legal memoranda, analyze complex regulatory frameworks, and apply legal principles to practical situations, all critical skills for advising the City Manager and Council on personnel policies and rules.

What are your goals in serving on this Board/Commission/Committee?

My primary goal in serving on the Civil Service Board is to ensure that Burbank maintains a fair, transparent, and legally sound personnel system that serves both the City and its employees effectively. I aim to bring rigorous analytical thinking and a balanced perspective to employee appeals, ensuring that due process is upheld while supporting the City's operational needs. I am committed to providing thoughtful recommendations to the City Manager and Council on personnel administration matters that promote consistency, equity, and best practices. Additionally, I hope to contribute to the development and refinement of personnel rules that foster a positive work environment, protect employee rights, and enhance organizational effectiveness. Ultimately, I believe strong civil service systems are foundational to effective government, and I want to help ensure Burbank's personnel policies reflect the highest standards of fairness and professionalism.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I bring a combination of policy development experience, legal expertise in regulatory compliance and contract matters, and analytical skills that are directly applicable to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I managed complex policy portfolios and worked extensively on labor-related infrastructure issues, including project labor agreements and Davis-Bacon prevailing wage requirements for public works projects. This experience taught me how infrastructure decisions impact communities and the importance of balancing stakeholder interests in the public interest. My legal practice at Husch Blackwell has further developed my capacity for infrastructure oversight. I manage a caseload of 50+ complex matters involving real estate litigation, contract disputes, and regulatory compliance, skills directly applicable to reviewing capital improvement projects, assessing contract performance, and ensuring adherence to adopted plans and regulations. I have conducted comprehensive 50-state surveys of regulatory requirements and compiled compliance frameworks for multi-jurisdictional transactions, demonstrating my ability to analyze complex systems, synthesize large amounts of information, and identify best practices. Additionally, my operational management experience coordinating budgets, schedules, and personnel in a Congressional office has given me practical insight into project management, budget planning, and performance monitoring. I understand the importance of tracking expenditures against goals, conducting regular reviews, and ensuring accountability, all core functions of the Infrastructure Oversight Board. I hold a law degree and have demonstrated the ability to conduct comprehensive research, analyze complex technical and legal issues, and provide strategic recommendations to leadership, all skills essential for effective infrastructure oversight and policy development.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Infrastructure Oversight Board is to help ensure that Burbank's infrastructure investments are strategically planned, properly maintained, and accountable to residents. I aim to provide rigorous oversight of capital projects and maintenance programs, ensuring they align with the City's long-term planning goals and deliver value to the community. I am particularly interested in reviewing funding prioritization to ensure resources are allocated effectively and that projects meet their scope, schedule, and cost objectives. Additionally, I hope to contribute to the Board's role in communicating with the community about infrastructure needs and the importance of maintaining our City's assets. I believe thoughtful infrastructure investment not only preserves existing systems but also shapes the kind of community we want to be: sustainable, accessible, and forward-thinking. I am committed to helping Burbank achieve that vision.

Supplemental Questions (Infrastructure Oversight Board Only)

Question applies to Infrastructure Oversight Board

Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.

My professional experience has provided me with transferable expertise highly relevant to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I worked extensively on infrastructure-related labor policy, including project labor agreements (PLAs) and Davis-Bacon prevailing wage requirements that govern public works projects. This work gave me insight into the regulatory frameworks, stakeholder considerations, and compliance requirements that shape infrastructure development and maintenance. In my legal practice, I have managed complex matters involving real estate, contract disputes, and regulatory compliance, skills directly applicable to reviewing infrastructure contracts, assessing project performance, and ensuring adherence to legal and regulatory requirements. I have conducted comprehensive multi-jurisdictional regulatory surveys and compiled compliance frameworks, demonstrating my ability to analyze complex systems, identify best practices, and synthesize technical information for decision-making. My operational management experience coordinating budgets, schedules, and multi-office operations has equipped me with practical knowledge of project planning, resource allocation, and performance monitoring. I understand the importance of tracking expenditures against goals, maintaining schedules, and ensuring accountability, principles that apply equally to infrastructure project oversight. I am committed to learning the specific processes and procedures governing Burbank's infrastructure projects and bringing my analytical skills and attention to detail to ensure effective oversight.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

(Please type your response in the comment box below)

Question applies to Infrastructure Oversight Board

Budget/Financing: My experience includes coordinating office budgets and supporting operational planning in a Congressional office, where I learned the importance of aligning expenditures with strategic priorities and ensuring fiscal accountability. In my legal practice, I regularly review financial documentation, analyze cost structures, and assess contractual obligations in complex commercial disputes. I have conducted comprehensive surveys of financial and regulatory requirements across multiple jurisdictions, demonstrating my ability to analyze funding mechanisms and compliance frameworks. These skills position me to effectively review infrastructure funding prioritization, assess the adequacy of budget allocations, and evaluate whether expenditures align with planned project goals. Other related and pertinent experience: My legal training and practice have equipped me with strong analytical, research, and problem-solving skills essential for infrastructure oversight. I regularly review complex contracts, assess regulatory compliance, and analyze disputes involving real estate and construction-related matters. My experience with Davis-Bacon prevailing wage requirements and project labor agreements has given me familiarity with the labor and regulatory considerations that affect public works projects. Additionally, my work conducting depositions, examining evidence, and preparing strategic memoranda has developed my ability to ask probing questions, identify issues, and provide well-reasoned recommendations to leadership, skills critical for effective board service and oversight of City infrastructure programs.

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

ALEXANDER S. KELEDJIAN

[redacted] | [redacted] | [redacted] Burbank, CA 91504

EDUCATION

American University, Washington College of Law, Washington, D.C.
Juris Doctor, May 2025
Journal: American University Law Review, *Staff Member*
Comment: "*Split: Domestic Transactions and the Impact on Federal Securities Law*"
Certificate: Financial Institutions Compliance

California State University, Northridge, Northridge, CA
Bachelor of Arts, Political Science, May 2017

EXPERIENCE

Husch Blackwell LLP, Los Angeles, CA
Associate, September 2025 – Present

- Manage active caseload of 50+ matters, including tracking critical deadlines, coordinating discovery, and drafting pleadings and motions;
- Support trial team through all phases of preparation, including conducting depositions, drafting motions in limine and summary judgment motions, and performing comprehensive evidence review and analysis;
- Spearhead strategy and motion practice by preparing critical pleadings including discovery requests/responses and oppositions, *ex parte* applications, removal papers, demurrers, summary adjudication and summary judgment motions;
- Conduct legal research and analysis on complex issues involving real estate litigation, contract disputes, and regulatory compliance;
- Assist in white collar criminal defense matters, including Department of Justice investigations related to healthcare fraud in hospice billing and securities fraud allegations, conducting document review and legal research;
- Conduct comprehensive 50-state surveys of creditor financial requirements and compile regulatory compliance frameworks for multi-jurisdictional transactions.

Summer Associate, May 2024 – July 2024

- Drafted complex legal motions including motions in limine, motions for summary judgment, and initial case filings;
- Conducted comprehensive legal research and prepared strategic memoranda for partners that analyzed relevant case law and predicted judicial outcomes;
- Co-authored article, "*Vanishing Acts: Navigating the Challenges of Disappearing Commercial Tenants*," examining emerging issues in commercial tenancy law.

United States House of Representatives, Washington, D.C.
Deputy Chief of Staff, August 2024 – May 2025

- Managed Congresswoman's education and labor policy portfolio, including the introduction of the Understanding the True Cost of College Act, Data Science and Literacy Act, and Accounting STEM Pursuit Act;
- Negotiated with labor unions and chambers of commerce on critical legislation, including bills related to project labor agreements (PLAs), Davis-Bacon prevailing wage requirements, workers' right to organize, and collective bargaining rights;
- Served as primary liaison to all K-14 educational institutions within the Congressional District and greater Los Angeles area, fostering partnerships and addressing constituent concerns;
- Coordinated Congresswoman's Washington, D.C. and District schedules while supporting Chief of Staff in managing D.C. office operations and personnel;
- Functioned as senior leadership team member, assisting with recruitment, hiring, and supervision of staff.

Director of Operations, August 2021 – August 2024
Staff Assistant, June 2021 – August 2021
Legislative Intern, June 2018 – August 2018; February 2021 – May 2021

ADDITIONAL INFORMATION

Bar Admission: *California* (No. 365221), U.S.D.C., Central District of California
Activities: Armenian Bar Association

Application Form

Profile

Laura
First Name

Middle Initial

Strobl
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Semi-Retired Central Casting
Employer

Manager of Casting Development
Job Title

Entertainment Industry
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Heritage Commission: Submitted

Length of time as a Burbank Resident:

59 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am seeking to join a volunteer service board because I want to deepen my involvement in the community. A recent career transition gave me the opportunity to find passion in service. I love our city and would love to support initiatives that strengthen our city. I believe my experience, dedication and commitment to service and my ability to work well with others, would make me an excellent board member.

Education

I attended Burbank Schools graduating from John Burroughs High School. I attended Valley College earning an Associates Degree. I attended Catherine College in Burbank to earn an office Administration certificate. I attended UCLA extension certificate programs for Human Resources and Public Relations. I attended numerous workshops and classes throughout my adult life. I attended the Hynosis Institute and received my certification as a Certified Hynotherapist.

Additional Pertinent Courses or Training

I was a training facilitator for my workplace and took many classes in adult education and training.

Other Pertinent Skills, Experience or Interests

I am currently serving as President of the Burbank Human Relations Council. I worked in the Entertainment Business (Casting) for 23 years. The company I worked for has a long history in the Entertainment Business. Part of my job was researching and highlighting the company's history, creating presentations and documenting historical achievements.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have not participated in a City Commission or Committee.

List Community activities in which you are involved:

I served on the Board of Burbank Human Relations Council for 2 years and now serve as President. I was an active member of the JBHS VMA family. I served as chaperone, chairperson and board member. I was the DEI representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from throughout the USA (CA, GA, NY, LA, NM, AZ) Canada, and England. I was the Client Service representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from the the USA (CA, GA, NY, LA, NM, AZ) Canada, and England.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Heritage Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a strong work ethic and am used to wearing many different hats. I feel that my ability to learn quickly and to adapt my transferable skills to every new task I undertake will allow me to have an impact on any organization. I am a team-oriented person. I have had the opportunity to work with people of all different ages and personalities. My understanding of people has allowed me to adapt quickly and achieve whatever goal I am seeking to achieve.

What are your goals in serving on this Board/Commission/Committee?

I want to join the Heritage committee because I have a deep respect for historical places and the stories they hold. Preserving our city's history is important. Not only because it honors those who came before us, but to ensure future generations understand and appreciate the foundations of our community. I have lived in Burbank my whole life. I am a 2nd generation born in Burbank. My grandmother arrived in Burbank in the 1920's and lived her until she passed. I feel like I have a good understanding of the community what is important to the older generation. I also believe I have the ability to build bridges of understanding to younger generations so that they may learn and respect our city's history.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I worked for many years as Manager of Employee Development for the Casting office. In my job I hired and trained all new employees. This included all company and department policies and procedures. In my role I was responsible for helping to create policies and procedures in order to ensure company compliance and efficiency. I also worked with Talent Relations, in this role I researched incidents, took witness statements and helped determine disciplinary actions.

What are your goals in serving on this Board/Commission/Committee?

I feel this role will allow me to gain a better understanding of the operation of the city. I feel like my ability to work well with people. Gather information and listen to understand will be an asset.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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4. Applicants must be residents of the City of Burbank.
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6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
    - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Laura Strobl

Laura Strobl

Burbank, CA • [redacted] • [redacted] • [redacted]

Staff Development and Training Manager

Personnel Leader and Coach who designs, develops and delivers in-person and remote training to staff. Ability to work productively on multiple projects simultaneously. Excellent verbal, written and presentation skills that support effective workshops, classes and individual mentoring. Demonstrated analytical, critical thinking, and problem-solving skills. Exceptional customer service skills. Self-motivated, high-level of enthusiasm, and passionate about learning and development.

KEY EXPERTISE

- ✓ Client Relations
- ✓ Change Management
- ✓ Mentoring & Coaching
- ✓ Creative Problem Solving
- ✓ Emotional Intelligence
- ✓ People Development
- ✓ Learning & Development
- ✓ Entrepreneurial
- ✓ Client-Focused Trainings
- ✓ Zoom & Virtual Meetings
- ✓ In-Person Workshops
- ✓ Microsoft Office & G Suite

PROFESSIONAL EXPERIENCE

Central Casting | Burbank, CA — July 2002 – March 2025

Manager of Casting Development

- Created and presented a training classes to 1200+ actors annually across Los Angeles, New York, Louisiana and Georgia.
- Developed company's reputation by providing industry-leading background actors to companies such as Disney, WarnerMedia, Netflix, and others.
- Onboarded and trained 50+ new employees annually while heading training development, knowledge progression, and aligning to industry standards for over 200+ employees annually across all offices in several states.
- Accommodated varying needs for both union and non-union productions.

Universal Studios Hollywood | Universal City, CA

Project Coordinator

- Provided support for the initial development of a Japan-based theme park based on trademarked designs from the Hollywood and Florida parks.
- Liaised between operations and project management to schedule architects, designers and construction crews to complete upgrades such as a new front entrance, a new animal show stadium, Jurassic Park: The Ride, and numerous food, retail, façade and sign enhancements.

EDUCATION

Hypnosis Certification | Hypnosis Motivation Institute

Coursework | UCLA Extension

Associate of Arts | Los Angeles Valley College

Application Form

Profile

Eric
First Name

D
Middle Initial

McBride
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

ProducePay
Employer

Director of Revenue Operations
Job Title

Revenue Operations Executive
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

5 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have lived in Burbank for several years and want to contribute meaningfully to the community beyond simply being a resident. My interest in public service is not new - I began my career as a Staff Assistant in the United States Senate, and that experience shaped how I think about institutions, accountability, and the responsibility that comes with public roles. My background since then has been in operations and organizational governance, designing the systems and accountability frameworks that help institutions function well and treat people fairly. The Civil Service Board sits at exactly that intersection. I also have a longer-term interest in public service in California, and I believe the right way to earn that opportunity is to start locally, do the work, and build a record of genuine contribution.

Education

Bachelor of Arts in Political Science, University of Delaware

Additional Pertinent Courses or Training

Nine Salesforce professional certifications including Salesforce Certified Data Architect, Sharing and Visibility Architect, Advanced Administrator, and Sales Cloud Consultant. These certifications required deep study of organizational governance, data integrity, access controls, and system accountability - skills that translate directly to board responsibilities

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

I am a Burbank resident seeking to become more actively involved in the community. Applying for the Civil Service Board represents my first formal step toward civic engagement at the local level.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I studied Political Science at the University of Delaware and early in my career, I served as the personal aide to U.S. Senator Tom Carper of Delaware - based in his Wilmington office and regularly traveling to Washington, D.C. for official Senate business. The role required managing the Senator's schedule, logistics, and briefings while maintaining discretion and sound judgment in a high-stakes environment. That experience gave me a firsthand understanding of how public institutions operate and what principled public service demands in practice. Professionally, I have spent over a decade designing and managing the operational systems that govern how organizations hire, classify, compensate, and hold employees accountable. As Revenue Operations Director at ProducePay and previously as a Salesforce architect, I regularly built compensation frameworks, employment classification structures, and governance documentation that were consistent, auditable, and fairly applied. I understand what it means to evaluate employee situations against a defined set of rules, and I bring both the analytical discipline and the institutional respect for process that Civil Service Board work requires.

What are your goals in serving on this Board/Commission/Committee?

My primary goal is to serve the City of Burbank well by contributing a thoughtful, process-oriented perspective to the board's work. The Civil Service Board exists to ensure that city employment practices are fair, consistent, and transparent - and I want to help uphold that standard. My interest in public service goes back to the beginning of my career, and I see serving on this board as the right way to re-engage with it: by showing up, doing the work, and building a real record of local contribution.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

My B.A. in Political Science included study of federal grant programs and intergovernmental policy, and my early career in the U.S. Senate gave me direct exposure to how federal funding flows into communities and the accountability structures that govern it. Professionally, I have spent over a decade managing complex operational systems with strict compliance and reporting requirements - experience that translates well to administering a federally funded program like CDBG, where documentation, eligibility determination, and outcome tracking are central responsibilities. As a Burbank resident and small business owner, I also have a personal stake in seeing community development dollars deployed effectively toward housing, economic opportunity, and neighborhood improvement.

What are your goals in serving on this Board/Commission/Committee?

The CDBG program represents one of the most direct ways federal investment reaches working families and neighborhoods at the local level. I want to help ensure that Burbank's allocation is used strategically and accountably - that the community organizations and residents who need it most are the ones who benefit. More broadly, understanding how federal and local government interact at the program level is something I care about deeply, and this committee would give me a meaningful way to contribute to that work while learning the Burbank community from the inside.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Eric D McBride

Eric McBride

Burbank, CA | [redacted] | [redacted] | [redacted]

Burbank Resident | B.A. Political Science, University of Delaware

PROFESSIONAL SUMMARY

Burbank resident and operations executive with over 10 years building the systems, processes, and governance frameworks that make complex organizations run well. Began his career as a Staff Assistant in the United States Senate, serving Senator Tom Carper of Delaware - an experience that shaped a career-long commitment to institutional accountability and principled process. Holds a B.A. in Political Science from the University of Delaware. Seeking to apply that background in service to the Burbank community through the Civil Service Board, with a long-term interest in public service and civic leadership.

RELEVANT EXPERIENCE & SKILLS FOR CIVIL SERVICE SERVICE

The following professional competencies translate directly to Civil Service Board responsibilities:

- Employment systems governance: Designed and administered compensation structures, classification frameworks, and performance accountability systems across multiple organizations.
- Policy and process development: Built operational policies from scratch in fast-moving environments, balancing consistency, fairness, and organizational needs.
- Appeals and accountability: Experienced evaluating complex employee situations objectively, applying established frameworks rather than ad-hoc judgment.
- Cross-functional stakeholder management: Regularly partnered with HR, Legal, Finance, and executive leadership to ensure workforce decisions were documented, defensible, and equitable.
- Data integrity and record-keeping: Deep expertise in CRM governance and data systems, directly applicable to maintaining accurate civil service records and audit trails.

PROFESSIONAL EXPERIENCE

ProducePay | *Director of Revenue Operations* Oct 2025 – Present

- Lead Revenue Operations function as team lead and sole Salesforce SME, managing two direct reports plus agency partners and independent consultants.
- Own sales compensation governance and territory design in partnership with HR and Finance; built accountability systems from scratch after inheriting an undocumented org.
- Rebuilt operational discipline across the organization: established process standards, governance documentation, and cross-functional alignment frameworks.

SkyDog Ops | *Director of RevOps (Independent Consulting)* Mar 2025 – Jul 2025

- Architected enterprise Salesforce solutions for clients; served as technical escalation lead for complex organizational and platform governance issues.
- Mentored junior administrators on documentation, governance standards, and accountability practices.

Kicksaw | *Salesforce Solution Architect* Jul 2022 – Feb 2025

- Led complex enterprise engagements; owned full project lifecycle from discovery through deployment and post-launch accountability review.
- Designed and implemented process and data governance frameworks for enterprise clients across multiple industries.

Coursera | *Process Technology Manager* May 2020 – Jul 2022

- Senior Salesforce administrator for a 200+ user org; created governance standards, managed security reviews, and ensured long-term platform compliance.

HopSkipDrive | *Sales Operations Manager* Nov 2018 – May 2020

- Designed and implemented two end-to-end compensation plans including quota setting, commission structure, and payout automation — reducing manual admin work by 30%.

Earlier: Director of Sales Ops at Friendbuy (2017–2018); Sales Ops Manager at ServiceTitan (2015–2017).

Office of U.S. Senator Tom Carper (D-DE) | *Staff Assistant* 2009 – 2011

- Served as Senator Carper's personal aide and traveling staff member, based in the Wilmington, Delaware office with regular travel to Washington, D.C. for official Senate business.

- Managed the Senator's daily schedule, logistics, constituent interactions, and briefing preparation - a role requiring discretion, sound judgment, and close proximity to high-stakes decision-making.
- Gained direct exposure to federal legislative process, constituent services, and the day-to-day mechanics of public institutional governance.

EDUCATION

University of Delaware — Bachelor of Arts, Political Science

PROFESSIONAL CERTIFICATIONS

Salesforce Certified Sharing & Visibility Architect	Issued March 2023
Salesforce Certified Data Architect	Issued April 2022
Salesforce Certified Sales Cloud Consultant	Issued October 2022
Salesforce Certified Advanced Administrator	Issued February 2022
Salesforce Certified Business Analyst	Issued July 2022
Salesforce Certified Platform App Builder	Issued March 2020
Salesforce Certified Administrator	Issued November 2019
Salesforce Certified UX Designer	Issued November 2022

COMMUNITY INTERESTS

Burbank resident with a lifelong interest in public service, rooted in two years working in the United States Senate early in his career. Active interest in election systems, government transparency, and institutional accountability.

Landlord-Tenant Commission

Application Form

Profile

Anne
First Name

Middle Initial

Nahabedian
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self-Employed
Employer

Actress
Job Title

Actress
Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

8 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Serving on the Landlord-Tenant Commission for the City of Burbank over the past four years has given me a much deeper understanding of the issues affecting both tenants and landlords in our community. During my first term, I've gained valuable experience in mediating matters, assisting both parties in navigating their concerns, and contributing to the resolution of disputes in a fair and balanced way. My background in accountancy, administrative work, and legal coordination continues to support my role, particularly when reviewing documentation and understanding the financial and procedural aspects behind the cases we see. Just as importantly, this experience has strengthened my ability to listen carefully and approach each matter with objectivity. I would welcome the opportunity to continue serving in this capacity.

Education

I attended Concordia University in Montreal, Canada, majoring in Accountancy and minoring in Languages

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Served 3 years in the Canadian Navy.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Landlord/Tenant Commission 07/2022 - current

List Community activities in which you are involved:

Volunteer at the Burbank Youth Center. Organizing events such as film screenings, commemoration events as an ANCA-Burbank board member. AYF Youth Director

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord-Tenant Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In addition to my prior experience working for a real estate developer and landlord in both administrative and accounting roles—where I handled tenant-related matters involving current, prospective, and former tenants—I now bring nearly four years of direct experience serving on the Landlord-Tenant Commission for the City of Burbank. Through this role, I have worked closely with local residents, landlords, and tenants, assisting in the review and resolution of a wide range of housing-related matters. I have developed a strong working knowledge of key regulations, including AB 1482 and the Brown Act, and have applied this knowledge in evaluating cases, understanding procedural requirements, and ensuring matters are handled appropriately. This combination of industry background and commission experience has strengthened my ability to assess situations objectively, interpret relevant guidelines, and contribute effectively as cases come before the Commission.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Landlord-Tenant Commission for the City of Burbank is to continue assisting residents in navigating housing-related concerns in a way that is fair, balanced, and solution-oriented. I aim to build on the experience I've gained during my first term by contributing to the mediation and resolution of disputes, while ensuring that both tenants and landlords feel heard and understood. I also intend to continue applying my working knowledge of relevant regulations, including AB 1482 and the Brown Act, in a practical and consistent way as cases come before the Commission. At this stage, my focus is on being an effective and reliable contributor, and continuing to serve the community with greater experience and perspective

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Anne Nahabedian

Anne Bedian

[redacted]
Burbank CA 91506
[redacted]

Professional Summary

With a background in Accounting and Languages from Concordia University in Montreal, Quebec, and 3 years of services in the Canadian Armed Forces, I moved to the US in 2004 to New York. Although my work is mostly in television, I have worked with jewelers and in the jewelry industry from 2012 to 2016 in a strong administrative and organizational capacity.

Highlights

. Weekly Newsletter Editing
. Magazine Advertising/ Articles
. Event Coordinator/Promotion& Mrkting
. Accounts Receivable
. Database compilation & maintenance
. Secretary of Local AJA Chapter
. Social Media (FB, Constant Contact)
. Official correspondence/Letter drafting

Experience

Armenian Jewellers Association International (in coordination with office in Moscow)
AJA Western USA (local Los Angeles Chapter)
AJF – Armenian Jewellers Foundation (in coordination with Chairman in Montreal)
Volunteer at Burbank Youth Center
ANCA-Burbank Board Member (2022)

Application Form

Profile

Louise — First Name
M — Middle Initial
Gill — Last Name

[redacted] — Email Address

[redacted] — Home Address
Suite or Apt

Burbank — City
CA — State
91504 — Postal Code

[redacted] — Primary Phone
Alternate Phone

D & T Gill Investments — Employer
CEO — Job Title
Property investment and management — Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted
Heritage Commission: Submitted

Length of time as a Burbank Resident:

20 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

"I'm deeply motivated to serve on the Landlord-Tenant and Heritage Commission because I've lived both sides of the equation—as a tenant early in my life and now as a landlord. Over the years, I've managed properties, ensuring fairness and safety for all. I also bring a bilingual skill set, allowing me to bridge communication gaps and advocate for diverse voices. I'm committed to creating a balanced, respectful environment for both landlords and tenants in Burbank.

Education

Graduated from Providence High School, Glendale Community College University of La Verne AA in Psychology and minor in Business

Additional Pertinent Courses or Training

Real Estate DEA Citizens Academy Glendale Police Citizens Academy

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I serve on the Hollywood Community Police Advisory Board, the DEA Citizens Academy Board, The World Children's Transplant Foundationan. I am also on the Hollywood PAL Program. I am the current president of the American Armenian Theatrical and Musical Society, founded in 1963. I also graduated from the LAPD and Hollywood Citizens Academy. I'm dedicated to fostering balance, trust, and representation in these important civic spaces.

List Community activities in which you are involved:

As listed above I also have organized many fundraisers for political and non profit organizations. I am on the board on the Armenian Hearing Aid Project

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord-Tenant Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I hold a degree in Business, with focused coursework in real estate, giving me a solid foundation in property management and financial operations. As a landlord for many years, I have direct experience in managing properties, addressing conflicts, and ensuring compliance with all local regulations. This combination of education and real-world experience uniquely positions me to serve effectively on the commission.

What are your goals in serving on this Board/Commission/Committee?

My goal, once elected to the Landlord-Tenant Commission, is to foster a community where both tenants and landlords feel heard, respected, and empowered. I aim to create more transparent communication channels, ensuring that disputes are addressed fairly and promptly. I also want to implement educational programs for both parties, so everyone understands their legal rights and responsibilities. By doing so, I hope to build a foundation of trust, fairness, and long-term stability in our city.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I am honored to apply for the Heritage Commission, bringing with me a lifelong dedication to preserving culture and tradition. As the current president of the American Armenian Theatrical and Musical Society, founded in 1963, I have been at the forefront of showcasing talent from across the globe, recognizing the beauty and significance of art, and ensuring these artistic traditions thrive. I have also been involved in numerous organizations dedicated to preserving ancestral customs, and I believe my passion and experience will help keep Burbank’s rich heritage alive for generations to come.

What are your goals in serving on this Board/Commission/Committee?

My goal on the Heritage Commission, if elected, is to ensure that Burbank's diverse cultural heritage is not only preserved but actively celebrated. I plan to create initiatives that spotlight our community's history, bring forward untold stories, and connect residents of all backgrounds to their roots. I hope to foster educational programs, public art installations, and community events that bring our past into the present, enriching Burbank for all future generations.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Louise M Gill

LOUISE M. GILL

Experience and Dedication

[redacted] @[redacted] [redacted] Burbank, CA 91504



MY PASSION IS HELPING PEOPLE

Dear Hiring Manager,

I am writing to express my interest in working in your organization. With a longstanding dedication to public safety and a profound ability to foster community relations, I am eager to bring my expertise to your team. My initiatives with Lights On LA have afforded me the opportunity to produce content that resonates in depth with community ethos, aligning seamlessly with your organizational values.

In leading Lights On LA, I have actively engaged in dialogues that bridge the gap between law enforcement and the community. One of my key accomplishments has been scripting and hosting over 200 episodes of our program, each designed to elevate civic engagement and public awareness. This has involved intricate coordination, from pre-production meetings with diverse community leaders to on-air interviews with influential public figures. These tasks have honed my skills in managing communications at multiple levels, ensuring that each message is tailored effectively to evoke viewer engagement and initiate meaningful discussions.

Moreover, my fundraising acumen, having raised over $1.5 million across various campaigns, demonstrates my strategic prowess and commitment to making impactful contributions. My work extends beyond media and into the realm of direct community impact, evidenced by my history of successful collaboration with local government and nonprofit organizations. This dual focus on communication and actionable outcomes is the cornerstone of my professional ethos, ensuring that the message not only reaches but also makes a tangible difference.

I welcome the opportunity to further discuss how my unique background in public relations and community engagement can significantly benefit your organization. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you soon.

Sincerely,

Louise M. Gill

LOUISE M. GILL

Communications Specialist & Public Safety Advocate

[redacted] @ [redacted]

[redacted] Burbank, CA 91504



EXPERIENCE

Founder & TV Host

Lights On LA

03/2012 - Present Burbank, CA

- Established and currently host Lights On LA, producing and presenting content centered on public safety, law enforcement, and community issues
- Conducts interviews with law enforcement leaders, public officials, and community figures to foster awareness and dialogue around safety and civic responsibility

Fundraising Organizer & Volunteer

Various Campaigns (1991-Present Day)

1991 - Present Glendale

- Spearheaded fundraising efforts for high-profile public servants, including Xavier Becerra, Eric Garcetti, Los Angeles Sheriffs Lee Baca and Jim McDonnell, Judge Carol Rose, and numerous local school board and city council candidates in Glendale and Burbank
- Initiated community outreach and public safety initiatives in collaboration with local government and nonprofit stakeholders
- Responsible for raising over $1.5 million dollars for various charities and individuals.

EDUCATION

Bachelor of Arts in Psychology

University of La Verne

1997 - 2001 La Verne, California

- completed B.A. while working and volunteering full-time

VOLUNTEERING

Volunteer Coordinator and Fundraiser

Armenian American Theatrical & Musical Society

04/2006

Worked with various agencies and immigration professionals to assist international artists visiting the United States for performances and cultural exchanges

Citizens Academy Participant

Los Angeles, Glendale and Burbank Police Departments, US Drug Enforcement Agency

04/2018

Completed program for citizens academy for local law enforcement agencies.

SUMMARY

Dedicated public safety advocate and media professional with over 30 years of experience in law enforcement volunteerism, community outreach, political fundraising, and public relations. Founder and host of Lights On LA, a long-running TV program focused on public safety and civic engagement. Skilled in leadership, crisis management, strategic planning, and program delivery.

KEY ACHIEVEMENTS

Interview Host Success

Featured over 100 interviews with key law enforcement figures.

Fundraising Achievements

Raised over $1,500,000 for political campaigns and community initiatives.

Viewer Engagement Boost

Increased viewer engagement by 25% through interactive community segments.

TV Program Production

Produced 200 episodes of Lights On LA focused on safety and civic duties.

LANGUAGES

English
Native

Armenian
Native

SKILLS

- Microsoft Office
- Gmail and Google Applications

Application Form

Profile

Cameron
First Name

Middle Initial

Rodriguez
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91505
Postal Code

[redacted]
Primary Phone

Alternate Phone

T&T Property Management
Employer

Property Manager
Job Title

Property Management/Real Estate
Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

20+ years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Burbank is in a pivotal time in its history with regards to housing and specifically rental properties and Real Estate. I grew up in a rental housing situation and currently life in this paradigm. I also understand the perspective of homeowners, as my job and family business of over 25 years represents homeowners across Burbank. Both sides have goals, constraints, and opportunities. Being that my perspective of this city is grounded in the landlord (rental property owner)/ tenant relationship, I feel it natural that I serve on this board.

Education

Bret Harte Elementary Delores Humphrey Middle School (David Starr Jordan Middle School when I attended) Notre Dame High School 9-10 John Burroughs High School 11-12 San Diego State University - Bachelor of Science in Business Marketing, emphasis in Professional Selling and Sales Management

Additional Pertinent Courses or Training

Organizational Behavior - SDSU School of Continuing Educatoin Introduction to Psychology - Grossmont Community College Licensed REALTOR

Other Pertinent Skills, Experience or Interests

I have skills in data analysis and general computer skills and public speaking experience. I am a member of Delta Sigma Pi, a Professional Business Fraternity organized to foster the study of business in universities. I've managed technology products in a past career, garnering stakeholder buy-in, executive support, product development, deployment, and ongoing management.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

My family regularly attends various child story time activities at the Buena vista Branch Library

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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◉ Yes ○ No

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My occupation is directly related to the remit of this board. However, I also believe this is why I ought to serve on this board. I am embedded in the landlord/tenant relationship and want to make it one more beneficial for all. I am happy to discuss this in more detail.

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord-Tenant Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

This section is discussed above.

What are your goals in serving on this Board/Commission/Committee?

My primary goal is to foster a mutually beneficial relationship between rental property owners and tenants. I'd also like ot expand my perspective of this relationship, learning from both the community and other board members. I want to support the city that raised me.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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☑ I Agree

Cameron Rodriguez

Cameron Rodriguez

Burbank, California |

Professional Summary

Versatile professional with a unique blend of experience in **Property Management, Product Management, and Professional Sales**. Proven track record of bridging "old-school" institutional knowledge with 21st-century digital innovation. Skilled in streamlining workflows, leading digital transformations, and driving customer success through data-driven insights. Certified Scrum Product Owner (CSPO) with a passion for leveraging technology to enhance the human experience.

Professional Experience

T&T Property Management | Burbank, CA (Hybrid)

Property Manager | March 2026 – Present

- Leading the digital transformation of a three-generation family business established in 1999.
- Implementing modern property management software to streamline residential and HOA workflows.
- Honoring deep local roots while modernizing service delivery for increased efficiency and high-touch client service.

TSIA (Technology & Services Industry Association) | San Diego, CA

Associate Product Manager | August 2024 – September 2025

- Spearheaded 10+ feature launches focused on site usability and iterative refinement.
- Revamped the internal QA program, doubling employee participation to over 30%.
- Acted as a cross-functional catalyst, aligning strategic objectives across design, engineering, and research teams.

Senior Member Success Coordinator | August 2023 – September 2024

- Drove an 80% YoY increase in survey participation and led the team in conference attendance.
- Chaired the Member Success Communications Advisory Committee, overseeing member-facing email copy.
- Templatized consumption slideware for the Customer Success team to standardize value delivery.

Member Success Coordinator | May 2022 – August 2023

- Facilitated onboarding for technology companies ranging from startups to Fortune 100 firms.
- Managed email campaigns via Salesforce and Gainsight to maximize member engagement.

Mendocino Farms Sandwich Market | San Diego, CA

Restaurant Manager | October 2021 – May 2022

- Led a team training program that increased competency by 45% over 16 weeks.
- Reduced weekly hospitality labor costs by 2% through optimized scheduling and staffing.

Hilti North America | Los Angeles, CA

Account Manager I | January 2019 – June 2020

- Achieved 130% of profit forecast in Q3 2019 through strong relationship management.
- Managed the pilot of the "Hilti OnTrak" program, a pioneer "Screws-as-a-Service" initiative.

Education

San Diego State University

Bachelor of Science in Business Marketing, Professional Selling and Sales Management | 2014 – 2018

- **Activities:** Delta Sigma Pi Professional Business Fraternity (Vice President of Professional Activities)

Certifications & Skills

- **Certifications:** Certified Scrum Product Owner (CSPO) – Scrum Alliance; ClickUp Novice Certificate.
- **Product:** Agile/Scrum Methodology, QA Testing, Product Roadmap, Feature Launch, UX Research.
- **Property Management:** HOA Workflows, Residential Leasing, Digital Transformation.
- **Sales & Success:** Salesforce, Gainsight, Account Management, Direct Sales, Project Management.
- **Soft Skills:** Collaborative Leadership, Stakeholder Alignment, Professional Communication.

Volunteering

- **Tutor** | Access Youth Academy (2016) - Provided academic support to youth.
- **TSIA 1&1 Committee Chair** | Led community service and sustainability initiatives.

Interests

- Amateur technologist and naturalist. Enthusiastic about the long-term impacts of AI on the human experience and psychographical shifts in the digital age.

How does this look as a starting point? Would you like me to expand on any specific achievements from your TSIA or Hilti roles?

Application Form

Profile

Christopher
First Name

Middle Initial

Castro
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

Burbank
City

CA
State

91502
Postal Code

[redacted]
Primary Phone

Alternate Phone

Self Employed
Employer

Surety Agent
Job Title

Insurance
Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

53

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a lifelong resident I want to use my professional experience to serve the City wherever needed

Education

Notre Dame HS LA Valley College CSUN

Additional Pertinent Courses or Training

I hold many certifications in construction, insurance and legal education.

Other Pertinent Skills, Experience or Interests

I am a construction, insurance and Property Management expert with over 25 years experience.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Former Building and Fire Code Appeals Board

List Community activities in which you are involved:

I am involved in many charity opportunities and active in my church

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Landlord Tenant

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have 25 years property management experience.

What are your goals in serving on this Board/Commission/Committee?

To serve at the pleasure of the City Council and the resident of Burbank however my experience is needed

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Christopher Castro

Please Read

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I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

☑ I Agree

Christopher Castro

Application Form

Profile

Michelle
First Name

L
Middle Initial

Murphy
Last Name

[redacted]
Email Address

[redacted]
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Bloomingdales
Employer

Sales Associate
Job Title

Retail Sales
Occupation

Which Boards would you like to apply for?

Community Development Block Grant Committee: Submitted
Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

29 years

Burbank Registered Voter?

(•) Yes ( ) No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I'm interested in serving on the Community Development Block Grant Committee because I care deeply about housing stability, community growth, and strengthening access to city resources in practical, effective ways. I'm especially interested in exploring new ideas collaboratively, including how technology and community engagement can work together to improve awareness, access, and impact. I also value learning from what has not worked in the past so that future efforts can be more effective and responsive to real community needs. I bring a unique perspective shaped by lived experience with housing instability, which allows me to understand these challenges in a grounded and practical way. It would be an honor to serve in the city I care about deeply and raised my son in, and to contribute while also learning how community funding decisions and local development projects are made.

Education

GED Santa Monica Community College 1994

Additional Pertinent Courses or Training

RISE graduate 2026

Other Pertinent Skills, Experience or Interests

I have strong listening skills, enjoy working collaboratively, and passionate in learning how public funding and community programs operate so I can be more prepared for my plans on developing a resource to help adults in need of basic housing and food and career training, that can help make our community and all that live here thrive. I want to be a part of the solutions to help each other, from all backgrounds.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

N/A

List Community activities in which you are involved:

RISE PROGRAM GRADUATE 2026

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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○ Yes ◉ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have strong listening and communication skills. I am interested in housing, community development, and learning how public programs and funding decisions impact local residents. I am thoughtful, collaborative, and motivated to contribute to solutions that support real community needs.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Burbank Community Development Block Grant Committee is to learn how the process works and be familiar with all the details that it entails. Plus i really enjoy connecting with my community. I also have a long-term dream of staying a non profit that would provide an opportunity to rebuild one's life during a time of transition. It would provide more options and especially in the most over looked members of our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Tenants and Landlords Committee would be second choice. I have always been able to understand both perspectives and how decisions are made that affect housing stability and are beneficial for the owner as well. I care about fair, balanced solutions and I want to contribute in a way that supports respectful communication and practical outcomes for both tenants and landlords in the community.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

---

What are your goals in serving on this Board/Commission/Committee?

Although I've been a renter my entire life, I see myself as owning property some day. Therefore, I can see both sides fairly and would like to be a part of learning and discussing concerns and share ideas that we can perhaps get implemented to help both Tennant and Landlord (or owners) by using new technology that might be a helpful more practical solution. There's always a fair solution but coming together, respectfully to hear both sides, is essential to community growth.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

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☑ I Agree

Michelle L Murphy

Michelle Murphy

FRONT DESK PROFESSIONAL

Burbank, CA [redacted] [redacted]

CAREER OBJECTIVE

Seeking a receptionist or hostess role where I can apply my customer service and communication skills to ensure an outstanding guest experience and uphold the values of your establishment. Friendly and service-minded individual with a talent for creating genuine connections and positive first impressions.

EXPERIENCE

Receptionist/Sales Associate **2023 - Present**

Managed DVD and merchandise sales while coordinating promotions and marketing efforts for **Red Match Productions.**

Background Actor/Stand-In **2014 - 2023**

Background actor for film and television productions through **Central Casting**; took on-set direction from directors and crew.

Hostess **2011 - 2014**

Handled reservations, guest seating, concert ticket will-call, and special event bookings at the **House of Blues** in West Hollywood.

Receptionist **2007 - 2011**

Greeted high-profile clients, managed confidential information, maintained supply inventory, booked conferences, scheduled maintenance, and conducted building tours at **Kenquest Executive Suites** in Beverly Hills.

SKILLS & CERTIFICATIONS

- **CPR and First Aid** - Hands to Heart Assoc.
- **Community Engagement & Outreach Training** - HUGS
- **Certificate of Completion** - Nevada Real Estate Prelicensing Course (Century 21 Americana)
- **Customer Service Excellence Certificate** - Target

Summary of Boards, Commissions, and Committees

Board of Building and Fire Code Appeals

The Board of Building and Fire Code Appeals shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to hear and determine appeals from decisions of the Assistant Community Development Director-Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code; to hear and determine appeals from any decision, order or notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code; to prepare and recommend for adoption by the Council rules and regulations for the conduct of its hearings and investigations; to recommend for adoption by the Council a schedule of fees for appeals to the Board; and to recommend to the Council amendments to the Building Code or Fire Code.

Burbank Water and Power Board

The Burbank Water and Power Board shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to review and make recommendations on all capital improvements which require Council approval, to review and make recommendations on purchased power agreements with terms of more than five (5) years, to review and make recommendations regarding the Burbank Water and Power's annual budget, to review and make recommendations regarding electric and water rates, to approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power's annual budget, and to perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of Burbank Water and Power.

Community Development Block Grant Committee

The Community Development Block Grant Committee functions as the liaison entity between the City (Community Development Department) and the public (Burbank residents) on matters relevant to the United States Department of Housing and Urban Development's (HUD) Community Planning and Development Programs. This includes but is not limited to: Community Development Block Grant and HOME Investment Partnership Act. The primary role of the Committee is participation in and review of City Council recommendations concerning consultations, planning, policy and procedural matters, funding applications and entitlement grants, public meetings and hearings, performance analysis, and other Federal requirements. When making appointments to the Committee, Council should consider appointing the best candidate(s) and strive for diversity of members with experience working with special need groups, lived experience, persons with disabilities, veterans, and victims of domestic violence.

Board of Library Trustees

The Board of Library Trustees shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council, to prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City, to recommend to the Council the acquisition of library sites by the City, and to act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City.

Senior Citizen Board

The Senior Citizen Board shall serve as an advisory board and shall have the following powers and duties: to engage in consultation and study with local groups on the needs of the aged and evaluate all available resources; to collect and study factual information relative to all aspects of aging; to serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults; to advise in community planning regarding the expansion of existing facilities and development of new facility services, as required; to become aware of problems as they arise and recommend plans for action; to inform local and state organizations of the needs and resources of older people; to serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors; and, to become familiar with developments in other communities on County, State and Federal programs.

Heritage Commission

The Heritage Commission shall be composed of members with a demonstrated interest, competence, or knowledge in historic preservation. To the extent possible, at least two (2) members should have professional backgrounds in a discipline related to historic preservation. The powers of the Commission shall be as follows: review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application; review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate; review and make decisions on all applications for Permits to Alter Designated Historic Resources; review ongoing maintenance requirements for Designated Historic Resources; nominate historic resources for listing and/or designation at the state or federal level; review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments; review and make recommendations on environmental documents for projects that have the potential to cause a significant adverse impact on Designated or Eligible Historic Resources; and perform any other functions as directed by the City Council.

Infrastructure Oversight Board

The Infrastructure Oversight Board oversees and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this Board, in part, is to ensure the reliability, maintenance and safety of the City's infrastructure. When making appointments to the Infrastructure Oversight Board, Council should consider not only diversity, but also the appointee's interest in and knowledge of City infrastructure projects, methods, and procedures. As such, Council should consider appointment of architects, civil engineers, as well as professionals with expertise in other areas such as project management, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, and/or other related expertise. Toward this end, when recruiting for open positions on this Board, the City Clerk in any advertisements shall encourage civil engineers, as well as professionals with expertise in other areas such as transportation, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, to apply.

Art in Public Places Committee

The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and E of Section 10-1-1114 of the Burbank Municipal Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.

Civil Service Board

The Civil Service Board shall to act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration; hear appeals submitted by any employee hereunder, relative to any situation connected with their employment status or condition of employment; hold hearings regarding rules to supplement Burbank Municipal Code Chapter 1, Article 5 and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for; and, in any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law.

Landlord-Tenant Commission

The Landlord-Tenant Commission shall serve as an advisory board and shall have the following powers and duties: to recommend to the Council rules, regulations, and guidelines for rent increases; to mediate rent adjustment disputes between landlords and tenants; to receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council; to serve as a medium through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations; to become familiar with landlord-tenant developments in other communities; provide tenant referrals to appropriate public and private agencies; and to perform such advisory functions as are delegated to it by the provisions of Burbank Municipal Code Section 2-1-417 or other action of the Council.

Burbank Municipal Code Sections

Burbank Municipal Code 2-1-414: Board of Building and Fire Code Appeals

A. ESTABLISHMENT AND COMPOSITION OF BOARD; QUALIFICATIONS.

There is hereby created a Board of Building and Fire Code Appeals consisting of five (5) members qualified by experience and training to pass upon matters pertaining to building construction and fire prevention.

B. SECRETARY OF THE BOARD.

The Board shall have two (2) secretaries. The Assistant Public Works Director-Building Official shall serve as Secretary to the Board with respect to appeals from the Building Code. The Fire Chief shall serve as Secretary to the Board with respect to appeals from the Fire Code. Neither shall be a member of the Board nor vote on any appeal but may be present during the Board's deliberations and may participate in all debates and discussions.

C. POWERS AND DUTIES OF BOARD

The Board of Building and Fire Code Appeals shall have the following powers and duties:

1. To hear and determine appeals from decisions of the Assistant Community Development Director-Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code;
2. To hear and determine appeals from any decision, order or notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;
3. To prepare and recommend for adoption by the Council, rules and regulations for the conduct of its hearings and investigations;
4. To recommend for adoption by the Council, a schedule of fees for appeals to the Board; and,
5. To recommend to the Council, amendments to the Building Code or Fire Code. [Formerly numbered Section 2-56; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3733, eff. 12/21/07; 2595.]

Burbank Municipal Code 2-1-418: Burbank Water and Power Board

A. Establishment and Composition of the Board: There is hereby created a Burbank Water and Power Board consisting of seven (7) members.

B. Secretary of the Board: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board's deliberations and may participate in all debates and discussions.

C. Powers and Duties of the Board: The Burbank Water and Power Board shall have the following powers and duties:

1. To review and make recommendations on all capital improvements which require Council approval;
2. To review and make recommendations on purchased power agreements with terms of more than five (5) years;
3. To review and make recommendations regarding the Burbank Water and Power's annual budget;
4. To review and make recommendations regarding electric and water rates;
5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power's annual budget; and
6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.

D. Meetings: The Burbank Water and Power Board shall hold a regular meeting at least once a month at a time and place to be designated by the Board. Special meetings may be called by the Chair or four (4) members of the Board.[16] When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any board or commission established by this division.

E. Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-56.5; amended by Ord. No. 25-4,032, eff. 9/26/25; 3823, 3566, 3498, 3472, 3451, 3394, 3071, 3058, 3009.]

Burbank Municipal Code 2-1-409: Board of Library Trustees

A. Composition of Board: The Board of Library Trustees shall consist of seven (7) members.

B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.

C. Powers and Duties of the Board: The Board of Library Trustees shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.
2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
3. To recommend to the Council the acquisition of library sites by the City.
4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City. [Formerly numbered Section 2-51. Amended by Ord. No. 3674, eff. 7/30/05; 3472, 3058.]

Burbank Municipal Code 2-1-415: Senior Citizen Board

A. Establishment and Composition of Board: There is hereby created a Senior Citizen Board consisting of seven (7) members, all of whom shall be senior citizens.

B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.

C. Liaison with City Manager: The City Manager shall designate a representative to serve as administration liaison with the Board. He shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. Applicants: Senior citizens who wish to be considered for appointment to the Senior Citizen Board may apply by filing an application with the City Clerk's Office online or in person.

E. Evaluation Committee: An Evaluation Committee appointed by the Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the Council.

F. Powers and Duties: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.
2. To collect and study factual information relative to all aspects of aging.
3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.
4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.
5. To become aware of problems as they arise and recommend plans for action.
6. To inform local and state organizations of the needs and resources of older people.
7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.
8. To become familiar with developments in other communities on County, State and Federal programs.

G. Reports: The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board. [Added by Ord. No. 2402; formerly numbered Section 2-56.2; renumbered by Ord. No. 3058; amended by Ord. No. 3472, eff. 10/18/97; 3123, 3118, 2751, 2508.]

Burbank Municipal Code 2-1-420: Heritage Commission

A. ESTABLISHMENT AND COMPOSITION OF COMMISSION: There is hereby created a Heritage Commission consisting of five (5) residents of the City. The Commission shall be composed of members with a demonstrated interest, competence, or knowledge in historic preservation. To the extent possible, at least two (2) members should have professional backgrounds in a discipline related to historic preservation. In case of the absence of the chair, the members present at any meeting shall select one (1) of their members to act as chair pro tempore.

B. POWERS AND DUTIES OF COMMISSION: The Heritage Commission shall have the following powers and duties:

Powers: The Commission shall serve as an advisory committee to the Council. The powers of the Commission shall be as follows:

1) Review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application;

2) Review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate;

3) Review and make decisions on all applications for Permits to Alter Designated Historic Resources;

4) Review ongoing maintenance requirements for Designated Historic Resources;

5) Nominate historic resources for listing and/or designation at the state or federal level;

6) Review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments;

7) Review and make recommendations on environmental documents for projects that have the potential to cause a significant adverse impact on Designated or Eligible Historic Resources; and

8) Perform any other functions as directed by the City Council.

Duties: Provide oversight and direction to City staff in the following matters:

1) Maintain a list of Designated Historic Resources;

2) Maintain a list of Eligible Historic Resources;

3) Conduct surveys of Eligible Historic Resources;

4) Establish policies and programs that educate the community about Burbank's unique character and heritage;

5) Establish policies and programs for the recognition, protection, and use of eligible and designated historical resources;

6) Establish and promote preservation incentive programs to assist with the preservation and maintenance of historical resources, including but not limited to: rehabilitation loan programs, architectural consultation services, state and federal grant programs, or property tax abatement programs; and

7) Identify grants and other funding opportunities to assist with the identification, preservation, and maintenance of historical resources.

C. MEETINGS; QUORUM: The Heritage Commission shall meet on call at the request of the chairperson or the Community Development Director when there is sufficient business warranting that the Commission convene. Written notice of such meeting shall be given at least five (5) days prior to the meeting to each member and any other appropriate individual, pursuant to the terms and provisions contained in Government Code Section 54956. The Community Development Department shall provide staff support to the Commission to the extent approved by the Council through the budget process but in no way shall the Commission nor any member thereof incur any financial liability in the name of the City.

D. APPEAL OF HERITAGE COMMISSION DECISION: Any final decision of the Commission which is otherwise not automatically heard by Council may be appealed in accordance with Section 2-1-1501 et seq. of this code. All officers, divisions and division heads of the City shall cooperate and render all reasonable and necessary assistance to the Heritage Commission. [Added by Ord. No. 3381; eff. 10/15/94; Formerly numbered Section 2-419.1; Renumbered by Ord. No. 3472, eff. 10/18/97; Amended by Ord. No. 3812, eff. 6/24/11; 3696.]

Burbank Municipal Code § 2-1-426: Infrastructure Oversight Board

A. Establishment and Purpose: There is hereby created an Infrastructure Oversight Board, who shall oversee and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this new Board, in part, is to ensure the reliability, maintenance and safety of the City's infrastructure. Some oversight parameters may include: safety, funding, planning, construction, (i.e. high level review of scope, schedule, cost, and risk of infrastructure projects), operations, maintenance (reviewing the adequacy of existing maintenance programs), and implementation of best practices related to infrastructure.

B. Composition of the Board:
   1. The Infrastructure Oversight Board shall be composed of the following members:
      a. Seven (7) members to be appointed by Council.
      b. When appointing persons to the Board, Council should consider not only diversity, but also the appointee's interest in and knowledge of City infrastructure projects, methods, and procedures. As such, Council should consider appointment of architects, civil engineers, as well as professionals with expertise in other areas such as project management, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, and/or other related expertise. Toward this end, when recruiting for open positions on this Board, the City Clerk in any advertisements shall encourage civil engineers, as well as professionals with expertise in other areas such as transportation, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, to apply.
   2. The Board shall have the constituted offices of Chair and Vice Chair.
      a. Chair – The Chair shall maintain the general supervision, direction and control of the business and meetings of the Infrastructure Oversight Board. The Chair shall preside at all meetings of the Board.
      b. Vice Chair – The Vice Chair shall act in the absence of the Chair, perform all the duties of the Chair, and in so acting, shall have all the powers of the Chair.
   3. Liaison with Council: The City Council shall designate two members of the City Council to attend Board meetings, but such members shall not be members of the Board.

C. Powers and Duties of the Board:
   The Infrastructure Oversight Board shall have the duties to:
   1. Act as advisory body to the Council on matters related to City infrastructure (non-enterprise funded).
   2. Provide annual review and recommendation to Council as recommended by City staff for infrastructure projects and programs, such as:
      a. Capital Improvement Projects – Major Projects (i.e. construction or renovation of a municipal facility);
      b. Programmatic Capital – routine and regular annual capital renewal (i.e. the City's pavement management program, HVAC replacements, roof replacement, etc.);
      c. Maintenance Programs;

3. Annually review staff's recommended infrastructure funding prioritization for Council consideration and review the proposed general fund infrastructure expenditures. Review of funding and recommended prioritization of annual budget and ten-year infrastructure plans. Annual review of funding shall include a review of use of prior year funding and what was and was not accomplished versus planned project and program specific goals.
4. Receive quarterly reports on the status of funded projects.
5. Review and recommend infrastructure policies, practices, and programs in accordance with adopted plans (i.e., the General Plan, Specific Plans, Complete Streets Plan, and Bicycle Master Plan, etc).
6. Assist in communicating with the community concerning infrastructure projects and programs and the importance of properly maintaining the City's assets.
7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or as prescribed in the Burbank Municipal Code, adopted plans and governing rules, laws and regulations.

D. Meetings:

The Infrastructure Oversight Board shall meet regularly at least every month, on a day and time and place to be determined and fixed by the Board and held in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. Regular action minutes of each meeting shall be maintained by the Public Works Department. The Board may create subcommittees as necessary to accomplish the goals of the Board.

E. Quorum:

A majority of four (4) voting members of the Infrastructure Oversight Board shall constitute a quorum. [Added by Ord. No. 19-3,914; Amended by Ord. No. 24-4,012, eff. 5/10/24.]

Burbank Municipal Code 2-1-422: Art in Public Places Committee

A. Composition of Committee: The Art in Public Places Committee shall consist of five (5) members. The Parks and Recreation Director or their designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Parks and Recreation Director or its designee.

B. Powers and Duties of the Committee: The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and E of Section 10-1-1114 of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.

C. Meetings: The Art in Public Places Committee shall hold public meetings as needed. Special meetings may be called by the chair or any two other members of the Committee.

D. Quorum: A majority of the members of the Committee shall constitute a quorum for the transaction of business.

E. Term: Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401.A. [Added by Ord. No. 3119; amended by Ord. No. 25-4,032, eff. 9/26/25; 25-4,028, 22-3,983, 3698, 3472, 3428.]

Burbank Municipal Code 2-1-504, 2-1-505, 2-1-506: Civil Service Board

2-1-504: CIVIL SERVICE BOARD:

A. Composition of Board: The Civil Service Board shall consist of five members.

B. Vacancies on The Board: Vacancies on the Board from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Board shall serve until their successor is appointed and qualified.

C. Removal of Board Members: A three-fifths vote of all the Council members shall be required to remove any member of the Board from office prior to the expiration of their term of office. [Formerly numbered Section 2-61; renumbered by Ord. No. 3058, eff. 2/21/87.]

2-1-505: MEETINGS OF THE BOARD

A. The Board shall determine the order of business for the conduct of its meetings and shall meet regularly if so required by the rules, or on call of the Chairman or three members of the Board. Three members of the Board shall constitute a quorum for the transaction of business.

[Formerly numbered Section 2-62; renumbered by Ord. No. 3058, eff. 2/21/87.]

D. 2-1-506: DUTIES OF THE BOARD

The powers and duties of the Board shall be:

A. To hold hearings regarding rules to supplement this article and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for;

B. To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration;

C. As provided by this article and by any rules, adopted to supplement this article, to hear appeals submitted by any employee hereunder, relative to any situation connected with their employment status or condition of employment; and,

D. In any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law. Each member of the Board shall have the power to administer oaths to witnesses. [Formerly numbered Section 2-63; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3822, eff. 11/18/11.]

Burbank Municipal Code 2-1-417: Landlord-Tenant Commission

A. Establishment and Composition of the Commission: There is hereby created a Landlord-Tenant Commission consisting of five (5) members.

B. Secretary of the Commission: The Housing and Grants Administrator shall serve as Secretary to the Commission. The Secretary of the Commission shall not be a member of the Commission nor vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

C. Powers and Duties of the Commission: The Landlord-Tenant Commission shall have the following powers and duties:

1. To recommend to the Council rules, regulations, and guidelines for rent increases;
2. To mediate rent adjustment disputes between landlords and tenants;
3. To receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council;
4. To serve as a medium through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations;
5. To become familiar with landlord-tenant developments in other communities;
6. Provide tenant referrals to appropriate public and private agencies;
7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

D. Meetings; Quorum: The Landlord-Tenant Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Commission. Special meetings may be called by the Chairperson or three (3) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or Chairperson thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division. All regular meetings of the Commission shall be held in the Council chamber of the City Hall, 275 East Olive Avenue, Burbank, California, unless otherwise provided in the rules and regulations of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business. [Added by Ord. No. 3008; formerly numbered Section 2-56.4; renumbered by Ord. No. 3058, eff. 2/21/87.]

STAFF REPORT

CITY ATTORNEY'S OFFICE

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Joseph H. McDougall, City Attorney
BY: Jill Vander Borght, Chief Assistant City Attorney

SUBJECT: Adoption of a Resolution Calling an Election on a Charter Amendment to Permit City's Electoral System to Be Changed by Ordinance; Adoption of a Resolution Calling an Election on an Ordinance for District-Based Elections for Burbank City Council Members Using Map 130; and Adoption of a Resolution Requesting Consolidation of the Election on the Charter Amendment and the Election on the Ordinance for District-based Elections Using Map 130 with the Statewide General Election to be Held on November 3, 2026

RECOMMENDATION

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A CHARTER AMENDMENT MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS PROPOSED CHARTER AMENDMENTS THAT WOULD REMOVE THE REQUIREMENT FOR AT-LARGE ELECTIONS OF CITY COUNCIL MEMBERS AND PERMIT THE CITY'S ELECTORAL SYSTEM TO BE SPECIFIED BY ORDINANCE; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE (Attachment 1).

2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS A PROPOSED ORDINANCE THAT WOULD CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT

ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS, ESTABLISHING DISTRICT BOUNDARIES BY ADOPTING MAP 130, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE (Attachment 2).

3. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ORDER THE CONSOLIDATION OF A GENERAL MUNICIPAL ELECTION TO BE HELD TUESDAY, NOVEMBER 3, 2026 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY INCLUDING CHARTER AMENDMENT AND ORDINANCE FOR BY-DISTRICT ELECTIONS MEASURES; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF BURBANK RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 10403 AND 10418 (Attachment 3).

4. Authorize the City Council to create a Subcommittee consisting of the Mayor and Vice Mayor to prepare an argument in favor or against each measure, and if necessary, submit a Rebuttal.

BACKGROUND

2022 California Voting Rights Act Demand

On August 23, 2022, the City received notice of a potential violation of the California Voting Rights Act (CVRA) on behalf of a Latino voter (Plaintiff) in the City of Burbank. (Elec. Code §§14027-14032.) On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections and authorized staff to retain National Demographics Corporation (NDC), expert demographers serving local governments in California in successful districting, to guide the process.

With NDC, staff developed a robust timeline of workshops and public hearings for the districting process. Also directed by Council, staff and a communications partner delivered substantial and wide-reaching outreach to the community regarding the process and opportunities to engage.

Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8. Prior to the initial June 2

deadline, 26 draft maps were submitted with 14 submissions in a "Draw Your Neighborhood" tool. On June 14, 2023, Council held its first public hearing to consider maps submitted by the June 2 deadline. At that hearing, Council considered the maps submitted and provided direction to staff and the demographer on specific focus maps. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate Council's five "focus" maps and other direction provided at the June 14 hearing. The City received thirteen additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

Council held a fourth public hearing July 18 at which it considered the additional submissions. At that hearing, Council directed the demographer to create two variations of Map 130. The demographer created four variations, two more than requested by the City Council to allow for discussion of the potential consequences of the directions provided by the Council. Each variation included a proposed sequencing in which the districts depicted in the map would be up for election, either in the presidential election year or the gubernatorial election year. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023. (Additional information on the process, community forums, public hearings, and more is available on the City's districting website at https://burbankcouncildistricting.squarespace.com/.)

August 23, 2023 Public Hearing and Consideration of Map 130

Council considered Map 130 and its variants at a public hearing on August 23, 2023. Council did not assign a final sequencing of elections in the districts of Map 130 or of any of its variations. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case. On August 24, 2023, the California Supreme Court issued its opinion.

Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the Burbank City Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and impact of cumulative voting within the City's existing at-large election system. A unanimous motion gave the following instructions to staff:

a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
b. Direct the Charter Review Committee to consider the size and composition of the Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.

c. Invite the prospective plaintiff who sent the City the August 23, 2022 notice of a potential violation of the CVRA to participate in the discussion to ensure any potential outcome address the concerns posed by the notice.

Before staff could execute the direction, the Plaintiff filed litigation.

2023 California Voting Rights Act Lawsuit and Settlement

Plaintiff filed a lawsuit against the City on October 19, 2023, alleging two causes of action, for violations of the CVRA and the Equal Protection Clause of the California Constitution. The cause of action for violation of the Equal Protection Clause of the California Constitution was subsequently dismissed with prejudice.

On February 23, 2026, the City participated in court-ordered pretrial mediation, resulting in a settlement of the lawsuit. Relative to the actions that are the subject of this report, the terms of the agreement include:

1. Place a charter amendment measure on the November 2026 ballot to permit the Council or voters to determine by ordinance the method of election of Council members.
2. Place an Ordinance to enact Map 130 from the 2023 districting process on the November 2026 ballot with a sequence of elections adopted by Council on June 30. Map 130 is in Exhibit B to Attachment 2 to this report.
3. Provide that if voters approve ***both*** the charter amendment measure ***and*** the Ordinance for by-district elections using Map 130, district elections will be held for City Council members in 2028 and 2030. Thereafter, Council or the voters have the authority to change the method of election to any legally permissible system.
4. Relieve the City of further obligations under the settlement if the voters reject either measure, and bars this plaintiff from suing Burbank again under the CVRA.

On June 30, 2026, the Council held a public hearing on options for sequencing of elections for Map 130 districts as required by Elections Code § 10010(b). Following review of and discussion about four potential options, the Council selected “Option 1” as the sequencing to be applied to Map 130. Under Option 1, Districts 3 and 4 would be on the ballot in 2028 and Districts 1, 2, and 5 would be on the ballot in 2030. The Council ordered that the numbering on Map 130 be adjusted so that the even-numbered districts are on the ballot in the gubernatorial election year, and the odd-numbered districts are on the ballot in the presidential election year.

DISCUSSION

CHARTER AMENDMENTS

Sections 300 and 305 of the Burbank City Charter provide for the at-large election of City Council members. These sections can only be changed by Burbank voter approval.

In accordance with the settlement agreement, Resolution #1 places on the ballot for voter approval Charter Amendments that would eliminate the mandate for at-large elections of City Council members and instead permit the Council or the voters to change the method of election of City Council members by duly enacted ordinance (Attachment 1). The proposed Charter Amendment is Exhibit A to the Resolution. Future change of the method of election could be by an Ordinance of the Council or an initiative Ordinance proposed by voters.

ORDINANCE ADOPTING MAP 130, PUBLIC HEARING, AND SEQUENCING OF ELECTIONS IN MAP 130

In accordance with the settlement agreement, Resolution #2 calls for an election on an Ordinance for the adoption of Map 130 from the 2023 districting process, thus allowing voters to decide whether they want district elections for Council Members. In accordance with instructions of Council, the numbering on Map 130 (Exhibit B to Attachment 2) is adjusted so that the even-numbered districts are on the ballot in the gubernatorial election year starting in 2028, and the odd-numbered districts are on the ballot in the presidential election year starting in 2030.

For district elections to become the electoral system for Burbank City Council members, the voters must approve both the Charter amendments and the Ordinance adopting Map 130.

RESOLUTION REQUESTING CONSOLIDATION OF ELECTIONS WITH THE STATEWIDE GENERAL ELECTION

California Elections Code § 10403 and BMC § 2-3-117 permit municipal elections to be consolidated with statewide elections and to be conducted as one election on the same day. Resolution #3 requests the County of Los Angeles Board of Supervisors (Board of Supervisors) consolidate the election and for full election services for the General Municipal Election be performed by the Los Angeles County Registrar-Recorder/County (County) Clerk (Attachment 3). The Burbank City Clerk's Office will continue to perform all campaign filing and ballot measure filing duties.

Consolidation also allows election precincts, vote centers, and election officers to be the same, and the County Elections Department to canvass the returns of the election to be certified and provided to the Burbank City Clerk within 30 days of the election pursuant to California Elections Code § 15372. The Burbank City Clerk shall present the results of the election to Council at the first regular City Council meeting following receipt of the official election certification (BMC § 2-3-146).

The Resolution requests the Board of Supervisors issue any necessary instruction to the County Elections Department to take all steps necessary for the holding of the

consolidated election. The Burbank City Clerk is the City's Elections Official authorized and directed to work with the County Elections Department as necessary and appropriate.

If additional costs are incurred by the County for the purpose of this consolidation, the City of Burbank agrees to reimburse the County for said costs.

ARGUMENTS IN FAVOR/AGAINST EACH MEASURE

For measures placed on the ballot by the Council, Elections Code Section 9282(b) provides that the Council or a member or members of the Council authorized by the Council may file a written argument for or against any City measure. In the event Council elects not to write an argument for or against either Measure, preference and priority is given as relevant first to a bona fide association of citizens, then to any individual voters who are eligible to vote on the Measure (Elections Code Section 9287).

As such, staff recommends that Council consider appointing an ad hoc subcommittee of the Mayor and Vice Mayor, consistent with recent past practice, to prepare an argument in favor of the Charter Amendment Measure and against the By-District Measure.

ENVIRONMENTAL REVIEW

This activity involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact associated with this report.

CONCLUSION

To execute the settlement agreement, staff recommends Council adopt the three Resolutions. Upon completion, staff recommends Council consider appointing an ad hoc subcommittee to consider drafting arguments in favor or against each measure.

ATTACHMENTS

Attachment 1 – Resolution Calling Election on Charter Amendment
Attachment 2 – Resolution Calling Election on Ordinance Adopting Map 130 with Adjusted Districted Numbering and Assigned Sequencing (Map 130 included as Exhibit B)
Attachment 3 – Resolution Requesting Consolidation of Elections

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A CHARTER AMENDMENT MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS PROPOSED CHARTER AMENDMENTS THAT WOULD REMOVE THE REQUIREMENT FOR AT-LARGE ELECTIONS OF CITY COUNCIL MEMBERS AND PERMIT THE CITY'S ELECTORAL SYSTEM TO BE SPECIFIED BY ORDINANCE; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. On August 23, 2022, the City received a notice of a potential violation of the California Voting Rights Act (CVRA) from a potential plaintiff (Plaintiff) on behalf of a Latino voter in the City of Burbank. (Elec. Code §§14027-14032.)

B. On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections in accordance with Elections Code § 10010 and authorized staff to retain National Demographics Corporation (NDC) to guide the process.

C. Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8.

D. Prior to the initial June 2 deadline for submission of draft districting maps, 26 draft maps were submitted with 14 submissions in the "Draw Your Neighborhood" tool.

E. On June 14, 2023, Council held its first public hearing to consider draft maps submitted by the June 2 deadline.

F. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate five "focus" maps selected by Council.

G. The City received 13 additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

H. Council held a fourth public hearing July 18 at which it considered the additional submissions. At that hearing, Council directed NDC to create variations of draft Map 130.

I. Map 130 and the four variations created by NDC each included a proposed sequencing in which the districts depicted in the map would be up for election either in the presidential or the gubernatorial election year.

J. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023.

K. Council considered Map 130 and its variants at a public hearing August 23 but did not assign final sequencing of elections in the districts of Map 130 or any of its variations.

L. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case.

M. On August 24, 2023, the California Supreme Court issued its opinion in *Pico Neighborhood Ass'n v. City of Santa Monica* (2023) 15 Cal.5th 292.

N. Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and impact of cumulative voting in the City's existing at-large election system.

O. On October 3, 2023, by unanimous motion, Council directed staff to:

a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
b. Direct the Charter Review Committee to consider the size and composition of the City Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.
c. Invite the Plaintiff to participate in future discussion to ensure any potential outcome address the concerns posed by the CVRA violation notice.

P. On October 19, 2023, the Plaintiff filed a lawsuit against the City alleging two causes of action, for violation of the CVRA and the Equal Protection Clause of the California Constitution (the second was subsequently dismissed with prejudice).

Q. On February 23, 2026, the City participated in court-ordered pretrial mediation which resulted in a settlement of the CVRA lawsuit.

R. The settlement agreement included a provision for placing a Charter amendment measure on the ballot permitting a change in the City's electoral system from its current at-large method to a district-based method in which Council members are

required to be residents of their respective electoral districts and are nominated and elected by the residents of their respective electoral districts.

S. The settlement agreement required the operative provisions of the Charter Amendment to be substantially in the form attached hereto as Exhibit A.

T. The proposed Measure is not a project under the California Environmental Quality Act (CEQA) pursuant to 14 CCR Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity of placing the proposed Charter Amendment on the ballot for voter approval and implementation of the Charter Amendment, if adopted, may have a significant effect on the environment. (See also CEQA Guidelines, Section 15378(b)(5).).

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. **Recitals**. The City Council hereby finds and determines that the forgoing recitals are true and correct and are incorporated herein by this reference and are made an operative part hereof.

2. **Call for Placement of Measure on the November 3, 2026 Election Ballot**. Pursuant to Elections Code Section 9255(b)(1) and Government Code Section 34458, the City Council approves the submittal to the qualified voters of the City of Burbank at the General Municipal Election to be held in the City of Burbank, California on Tuesday, the 3rd day of November, 2026, a measure that, if approved, would amend the Charter of the City of Burbank to remove the requirement for at-large elections and permit the City's electoral system to be specified by ordinance (proposed Measure). This proposed Measure shall be designated by letter by the Los Angeles County Registrar of Voters.

3. **Ballot Language**. The ballot language for the proposed Measure shall be as follows:

CHARTER AMENDMENT MEASURE ___: Shall the Burbank City Charter be amended to remove the requirement for at-large elections of City Council members and permit the City's electoral system to be specified by ordinance adopted by the City Council or by the voters by initiative? **Supporters:** **Opponents:**	Yes _____	No _____

4. **Text of Measure**. The proposed Measure submitted to the voters is attached in Exhibit A to this Resolution, which is incorporated herein by reference. The City Council hereby approves the proposed ordinance, in the form thereof, and its submission to the voters of the City at the November 3, 2026 election. The full text of the proposed Measure shall be printed in the ballot materials and be available for public inspection in the City Clerk's office and on the City's website burbankca.gov.

5. **Publication of Measure**. The City Clerk is hereby directed to cause notice of the proposed Measure to be published once in a daily newspaper of general circulation in the City of Burbank, in accordance with Section 12111 of the California Elections Code and Burbank Municipal Code Section 2-3-119.

6. **Election and Canvass of Returns**. The returns of said election shall be canvassed and declared as provided by law, and if a majority of the votes cast at such election are in favor of such Measure, the Measure shall be approved.

7. **Authority for City Council or Members Thereof to File Argument**. Pursuant to Elections Code Section 9282(b), the City Council or a member or members of the City Council authorized by the City Council may file a written argument in favor of the proposed Measure.

8. **Submission of Ballot Arguments**. Pursuant to California Elections Code Sections 9281 et seq., the deadline for submission of arguments to the City Clerk in favor of, and arguments against, the proposed Measure shall be August 14, 2026. Arguments in favor of or against the proposed Measure shall not exceed three hundred (300) words in length. Each argument shall be signed, filed with the City Clerk, and include the printed name(s) and signature(s) of the author(s) submitting the argument. If more than one argument for or against is received, the priorities established by Elections Code Section 9287 shall control. Section 9285 of the Elections Code shall apply to the election and shall control the submission of any rebuttal arguments for this proposed Measure. Rebuttal arguments not to exceed two hundred and fifty (250) words must be submitted to the City Clerk no later than August 24, 2026, at 5:00 p.m.

9. **City Attorney's Impartial Analysis**. Pursuant to Elections Code Section 9280, the City Council hereby directs the City Clerk to transmit a copy of the proposed Measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the proposed Measure in accordance with the California Elections Code.

10. **Certification and Transmittal to the County**. The City Clerk shall certify the passage of this Resolution and shall file a certified copy of this Resolution with the Board of Supervisors and the Los Angeles County Registrar of Voters no later than August 7, 2026.

11. **Implementation**. The City Clerk and City Manager are authorized to take all actions necessary to effectuate the purposes of this Resolution and election. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this Resolution as may be deemed necessary by the Los Angeles County Registrar of Voters.

12. **General Application of Election Law**. In all particulars not recited in this Resolution, the election hereby called shall be as provided by state and local law for holding municipal elections in the City.

13. **California Environmental Quality Act**. The City Council hereby finds and determines that the proposed Measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment and therefore is not a project within the meaning of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines, Section 15378(b)(5) and or is exempt pursuant to State CEQA Guidelines, Section 15061(b)(3).

14. **Effective Date**. The Resolution shall become effective upon its adoption.

PASSED and ADOPTED this ____ day of July, 2026.

_____
Tamala Takahashi
Mayor

Attest:

Approved as to Form:
Office of the City Attorney

_____
Kimberley Clark, City Clerk

By: _____
Jill Vander Borght
Chief Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the ____ day of July, 2026, by the following vote:

AYES

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

THE VOTERS OF THE CITY OF BURBANK HEREBY AMEND THE CHARTER OF THE CITY OF BURBANK AS FOLLOWS:

(Proposed amendments are reflected in ~~strike through text~~ [deletion] and underlined text [additions].)

ARTICLE 3.

Officers and Employees

Section 300. OFFICERS AND EMPLOYEES.

The officers of the City of Burbank shall be those provided for in this Charter. The Council may provide for such additional boards, commissions, committees, officers, and employees as may be deemed necessary and prescribe their respective powers and duties. The members of the Council shall be elected ~~from the City at large~~ by the qualified voters of the City and shall hold office for four (4) years or until their successors are elected and qualified. The manner of election of members of the Council shall be specified by duly adopted ordinance of the City of Burbank. All other officers, assistants, deputies, clerks, and employees shall be appointed as provided in this Charter, or as the Council may provide by ordinance in case no provision for their appointment is made. They shall hold their respective offices or positions at the pleasure of the appointing power, except as otherwise provided in this Charter. Where the power to appoint is vested in the Council, a three-fifths (3/5) vote of the Council Members shall be required to effect an appointment or removal.

Section 305. THE CITY COUNCIL

The legislative body of the City shall consist of five (5) persons ~~elected at large~~ which body shall be known as the Council. The members of the Council shall be elected by the qualified voters of the City in the manner provided by ordinance and for the term provided in this Charter. Members of the Council shall receive such compensation as may be prescribed by ordinance but not to exceed the amount which Council Members of general law cities of similar population would receive under State law, nor shall any Council Member be eligible to hold any other office or employment of the City except as may otherwise be provided in this Charter. In the event of resignation such member shall not be entitled to vote on the selection of their successor. Members of the Council shall not hold any other elective public office to which compensation is attached, and the acceptance of any such office or employment shall be deemed a resignation as Council Member.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS A PROPOSED ORDINANCE THAT WOULD CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS, ESTABLISHING DISTRICT BOUNDARIES BY ADOPTING MAP 130, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. On August 23, 2022, the City received a notice of a potential violation of the California Voting Rights Act (CVRA) from a potential plaintiff (Plaintiff) on behalf of a Latino voter in the City of Burbank. (Elec. Code §§14027-14032.)

B. On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections in accordance with Elections Code § 10010 and authorized staff to retain National Demographics Corporation (NDC) to guide the process.

C. Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8.

D. Prior to the initial June 2 deadline for submission of draft districting maps, 26 draft maps were submitted with 14 submissions in the "Draw Your Neighborhood" tool.

E. On June 14, 2023, Council held its first public hearing to consider draft maps submitted by the June 2 deadline.

F. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate five "focus" maps selected by Council.

G. The City received 13 additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

H. Council held a fourth public hearing July 18 at which it considered the additional submissions. At that hearing, Council directed NDC to create variations of draft Map 130.

I. Map 130 and the four variations created by NDC each included a proposed sequencing in which the districts depicted in the map would be up for election either in the presidential or in the gubernatorial election year.

J. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023.

K. Council considered Map 130 and its variants at a public hearing August 23 but did not assign final sequencing of elections in the districts of Map 130 or any of its variations.

L. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case.

M. On August 24, 2023, the California Supreme Court issued its opinion in *Pico Neighborhood Ass'n v. City of Santa Monica* (2023) 15 Cal.5th 292.

N. Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the City Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and impact of cumulative voting in the City's existing at-large election system.

O. On October 3, 2023, by unanimous motion, Council directed staff to:

a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
b. Direct the Charter Review Committee to consider the size and composition of the City Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.
c. Invite the Plaintiff to participate in future discussion to ensure any potential outcome address the concerns posed by the CVRA violation notice.

P. On October 19, 2023, the Plaintiff filed a lawsuit against the City alleging two causes of action, for violations of the CVRA and the Equal Protection Clause of the California Constitution (the second was subsequently dismissed with prejudice).

Q. On February 23, 2026, the City participated in court-ordered pretrial mediation which resulted in a settlement of the CVRA lawsuit.

R. The settlement agreement included a provision for placing a Charter

amendment measure on the ballot permitting a change in the City's electoral system from its current at-large method, to a district-based method in which City Council members are required to be residents of their respective electoral districts and are nominated and elected by the residents of their respective electoral districts.

S. The settlement agreement also included a provision for placing an Ordinance on the ballot for voter approval, substantially in the form attached hereto as Exhibit A, to change the City's electoral system from at-large to by-district elections for City Council members, establishing district boundaries by adopting Map 130, and scheduling elections within the districts.

T. The settlement agreement reserved to Council full discretion to decide the sequencing of elections in the districts depicted in Map 130.

U. On June 30, 2026, the Council held a public hearing on sequencing of elections in the districts depicted in Map 130.

V. At the close of the public hearing, Council resolved that Districts 3 and 4 will appear on the ballot at the general municipal election in November 2028, with the remaining districts on the ballot at the general municipal election in November 2030.

W. Council also instructed staff to adjust the numbering on Map 130 so that even-numbered districts are on the ballot in the gubernatorial election year starting in 2028, and odd-numbered districts are on the ballot in the presidential election year starting in 2030.

X. Exhibit B to this ordinance reflects Map 130 with district numbers adjusted as instructed by Council so that Districts 2 (formerly District 3) and 4 are on the ballot in the gubernatorial election year starting in 2028, and Districts 1, 3 (formerly District 2) and 5 are on the ballot in the presidential election year starting in 2030.

Y. The proposed Measure is not a project under the California Environmental Quality Act (CEQA) pursuant to 14 CCR Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity of placing this ordinance on the ballot for voter approval and implementation of the ordinance, if adopted, may have a significant effect on the environment. (See also CEQA Guidelines, Section 15378(b)(5).)

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. Recitals. The City Council hereby finds and determines that the forgoing recitals are true and correct and are incorporated herein by this reference and are made an operative part hereof.

2. Call for Placement of Measure _____ on the November 3, 2026 Election Ballot. Pursuant to Elections Code Section 9255(b)(1), the City Council approves the submittal to the qualified voters of the City of Burbank at the General Municipal Election

to be held in the City of Burbank, California on Tuesday, the 3rd day of November, 2026, a measure that, if approved, would amend the City's Municipal Code to add Chapter 3 to Title 2 to change the City's electoral system for City Council elections from at-large to by-district elections (proposed Measure. This proposed Measure shall be designated by letter by the Los Angeles County Registrar of Voters.

3. **Ballot Language**. The ballot language for the proposed Measure shall be as follows:

BY-DISTRICT COUNCIL ELECTIONS MEASURE ___: Shall the Ordinance be adopted adding Chapter 3 to Title 2 of the Municipal Code changing the City's electoral system for City Council elections from at-large to by-district elections in the districts reflected in Map 130? **Supporters:** **Opponents:**	Yes _____	No _____

4. **Text of Measure**. The proposed Measure submitted to the voters is attached in Exhibit A to this Resolution, which is incorporated herein by reference. The City Council hereby approves the proposed ordinance, in the form thereof, and its submission to the voters of the City at the November 3, 2026 election. The full text of the proposed Measure shall be printed in the ballot materials and be available for public inspection in the City Clerk's office and on the City's website burbankca.gov.

5. **Publication of Measure**. The City Clerk is hereby directed to cause notice of the proposed Measure to be published once in a daily newspaper of general circulation in the City of Burbank, in accordance with Section 12111 of the California Elections Code and Burbank Municipal Code Section 2-3-119.

6. **Election and Canvass of Returns**. The returns of said election shall be canvassed and declared as provided by law, and if a majority of the votes cast at such election are in favor of such Measure, the Measure shall be approved.

7. **Authority for City Council or Members Thereof to File Argument**. Pursuant to Elections Code Section 9282(b), the City Council or a member or members of the City Council authorized by the City Council may file a written argument against the proposed Measure.

8. **Submission of Ballot Arguments**. Pursuant to California Elections Code Sections 9281 et seq., the deadline for submission of arguments to the City Clerk in favor of, and arguments against, the proposed Measure shall be August 14, 2026. Arguments in favor of or against the proposed Measure shall not exceed three hundred (300) words in length. Each argument shall be signed, filed with the City Clerk, and include the printed name(s) and signature(s) of the author(s) submitting the argument. If more than one argument for or against is received, the priorities established by Elections Code Section 9287 shall control. Section 9285 of the Elections Code shall apply to the election and shall

control the submission of any rebuttal arguments for this proposed Measure. Rebuttal arguments must be submitted to the City Clerk no later than August 24, 2026, at 5:00 p.m.

9. **City Attorney's Impartial Analysis**. Pursuant to Elections Code Section 9280, the City Council hereby directs the City Clerk to transmit a copy of the proposed Measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the proposed Measure in accordance with the California Elections Code.

10. **Certification and Transmittal to the County**. The City Clerk shall certify to the passage of this Resolution and shall file a certified copy of this Resolution with the Board of Supervisors and the Los Angeles County Registrar of Voters no later than August 7, 2026.

11. **Implementation**. The City Clerk and City Manager are authorized to take all actions necessary to effectuate the purposes of this Resolution and election. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this Resolution as may be deemed necessary by the Los Angeles County Registrar of Voters.

12. **General Application of Election Law**. In all particulars not recited in this Resolution, the election hereby called shall be as provided by state and local law for holding municipal elections in the City.

13. **California Environmental Quality Act**. The City Council hereby finds and determines that the proposed Measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment and therefore is not a project within the meaning of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines, Section 15378(b)(5) and or is exempt pursuant to State CEQA Guidelines, Section 15061(b)(3).

14. **Effective Date**. The Resolution shall become effective upon its adoption.

PASSED and ADOPTED this _____ day of July, 2026.

_____
Tamala Takahashi
Mayor

Attest:

Approved as to Form:
Office of the City Attorney

_____
Kimberley Clark, City Clerk

By: _____
Jill Vander Borght
Chief Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the _____ day of July, 2026, by the following vote:

AYES

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

THE VOTERS OF THE CITY OF BURBANK HEREBY ORDAIN:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURBANK ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS, ESTABLISHING DISTRICT BOUNDARIES, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS.

SECTION 1. A new Article 3 is hereby added to Chapter 3 of Title 2 of the Burbank Municipal Code with the title "City Council Electoral System" to read as follows:

Sec. 2-3-301 City Council Electoral System.

a) City Council districts established. Five City Council districts are hereby established in the City of Burbank. The boundaries and identifying number of each district shall be as described on the Council District Map 130 attached hereto as Exhibit "A" and incorporated herein by this reference.

b) Election of members of the City Council by-district.

   1. Following the effective date of the ordinance codified in this section and upon the commencement of "by-district" elections in the order established in subdivision (c) of this section 2-3-301, members of the City Council shall be elected "by-district" as defined in California Government Code section 34871 or any successor statute.

   2. Each City Council member elected or appointed on or prior to the effective date of the ordinance codified in this section shall serve the full term of office to which elected or appointed.

   3. The term of office of each member elected to the City Council by-district shall be four years.

c) Commencement of district elections. Commencing with the general municipal election in November of 2028, members of the City Council shall be elected by-district. Districts 2 and 4 will be on the ballot in 2028 and every four years thereafter. Districts 1, 3, and 5 will be on the ballot in 2030, and every four years thereafter.

d) Adjustment of District Boundaries.

   1. The City Council shall, by ordinance or resolution, adjust the boundaries of any

or all of the districts following each decennial federal census. The City Council shall adjust the boundaries so that the districts shall be nearly equal in population as practicable and in compliance with all applicable provisions of law. Any adjustment of district boundaries shall be made by ordinance or resolution adopted in accordance with procedures specified in state law and adopted by the City Council by the applicable deadline specified in state law.

2. At the time of any annexation of territory to the City, the City Council shall designate, by resolution adopted by a vote of at least a majority of the City Council, the contiguous district to which the annexed territory shall be a part and shall amend the district boundaries in accordance with state law.

3. The term of office of any council member who has been elected or appointed by-district and whose term of office has not expired shall not be affected by any change in the boundaries of the district from which they were elected.

4. Notwithstanding subdivision (d)(3), a special election or an appointment to fill a vacancy shall be conducted within the boundaries of the district whose voters elected the council member, even if those boundaries were adjusted in accordance with subdivision (d)(1). A recall of a council member shall be conducted within the boundaries of the district whose voters elected the council member, even if those boundaries were adjusted in accordance with subdivision (d)(1).

e) Vacancy. A vacancy in a City Council seat whose council member was elected at-large shall be filled from the City at-large. A vacancy in a City Council seat whose council member was elected by-district shall be filled by-district.

f) Implementation. If necessary to facilitate the implementation of this Ordinance, the City Clerk is authorized to make technical adjustments to the district boundaries that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district. The City Clerk shall consult with the City Manager and City Attorney concerning any technical adjustments deemed necessary and shall advise the City Council of any such adjustments required in the implementation of the districts.

SECTION 2. Effective Date. This Ordinance shall become effective only if adopted by the voters of the City of Burbank and the voters of the City of Burbank adopt the Charter Amendment to Section 300 and Section 305 of Article 3 of the Charter of the City of Burbank appearing on the ballot at the November 3, 2026 General election. The effective date of this ordinance shall be as provided in state law.

SECTION 3. Inconsistencies. To the extent the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior City ordinance, motion, resolution, rule, or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof.

SECTION 4. Interpretation. In interpreting this Ordinance or resolving any ambiguity, this Ordinance shall be interpreted in a manner that effectively accomplishes its stated purposes.

SECTION 5. Amendment. The voters of the City of Burbank or the City Council may amend or repeal this ordinance after the 2030 general municipal elections.

SECTION 6. Severability. If any section, subsection, subdivision, sentence, clause phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Burbank hereby declares it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ORDER THE CONSOLIDATION OF A GENERAL MUNICIPAL ELECTION TO BE HELD TUESDAY, NOVEMBER 3, 2026 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY INCLUDING CHARTER AMENDMENT AND ORDINANCE FOR BY-DISTRICT COUNCIL ELECTIONS MEASURES; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF BURBANK RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 10403 AND 10418

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The Council of the City of Burbank (Council) has called a general municipal election for November 3, 2026 (see Resolution No. 26-29,707) and desires to place two measures on that ballot: 1) a Charter Amendment Measure that, if adopted, would remove the requirement for at-large elections of City Council members and permit the City's electoral system to be specified by ordinance (Charter Amendment Measure, see Resolution No. _____) and an Ordinance Measure that, if adopted, would change the City's electoral system from at-large to by-district Council elections with respect to electing City Council Members, establishing district boundaries by adopting Map 130, and scheduling elections within the districts (By-district Council Elections Ordinance Measure, see Resolution No. _____) .

B. Council also passed Resolution No. 26-29,708 requesting that the proposed November 3, 2026 General Municipal Election be consolidated with the Statewide General Election in the County of Los Angeles to be held on the same date, pursuant to the authority found in California Elections Code Section 10403; and that within the City the precincts, vote centers, and election officers of the elections be the same, and the County Elections Department of the County of Los Angeles canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

C. Council further desires that the Charter Amendment Measure proposed in Resolution No. _____ and the By-district Council Elections Ordinance Measure proposed in Resolution No. _____be included on the consolidated election ballot.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. Pursuant to California Elections Code Section 10403, the Board of Supervisors is hereby respectfully requested to consent and agree to the consolidation of said General Municipal Election including the Charter Amendment Measure proposed in Resolution No. _____with the Statewide General Election on Tuesday, November 3, 2026, for the purpose of voting on the measure.

2. The Charter Amendment Measure shall appear on the ballot as follows:

CHARTER AMENDMENT MEASURE: Shall the Burbank City Charter be amended to remove the requirement for at-large elections of City Council members and permit the City's electoral system to be specified by ordinance adopted by the City Council or by the voters by initiative? **Supporters:** **Opponents:**	Yes _____	No _____

3. The By-district Council Elections Ordinance Measure shall appear on the ballot as follows:

BY-DISTRICT COUNCIL ELECTIONS ORDINANCE MEASURE: Shall the Ordinance be adopted adding Chapter 3 to Title 2 of the Municipal Code changing the City's electoral system for City Council elections from at-large to by-district elections in the districts reflected in Map 130? **Supporters:** **Opponents:**	Yes _____	No _____

4. The Council recognizes that the Consolidated Municipal Election will be conducted in the manner prescribed by Elections Code Section 10418. The County Elections Department is hereby authorized and respectfully requested to canvass the returns of said General Municipal Election including the Charter Amendment Measure and By-District Council Elections Ordinance Measure that each require a majority of the votes cast to pass. The Consolidated General Municipal Election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

5. The Board of Supervisors is requested to issue any necessary instruction to the County Elections Department to take all steps necessary for the holding of the consolidated election requested in this Resolution and the City Clerk, as the City of Burbank Elections Official, is authorized and directed to work with the County Elections Department as necessary and appropriate.

6. The Board of Supervisors is hereby authorized and respectfully requested to authorize and permit the Registrar-Recorder/County Clerk of the County of Los

Angeles to:

a) Print and supply ballots for said City of Burbank General Municipal Election including the Charter Amendment Measure and the By-district Council Elections Ordinance Measure;

b) Mail the City of Burbank General Municipal Election's sample ballots including the Charter Amendment Measure and the By-district Council Elections Ordinance Measure to the electors of the City of Burbank as part of the same material that will be mailed to the voters of the Statewide General Election to be held in the County of Los Angeles; and,

c) Perform such other services as may be required for the consolidation and conduct of said City of Burbank General Municipal Election including the Charter Amendment Measure and the By-district Council Elections Ordinance Measure with said Statewide General Election to be held in the County of Los Angeles.

7. The election precincts, vote centers, hours of voting, and officers of election for said County of Los Angeles conducted statewide election, as established, designated and named by the Board of Supervisors for said statewide election, and as set forth in any notice pertaining to said County conducted statewide election, which has been or will be published by the County of Los Angeles, are hereby established, designated and named, respectively, as the election precincts, vote centers, hours of voting, and officers of election for this Consolidated Municipal Election. Only one ballot, namely the ballot used at said County conducted statewide election, shall be used for this General Municipal Election including the Charter Amendment Measure and the By-district Council Elections Ordinance Measure, and such election shall be held in all respects as if there were only one election.

8. The vote centers for the election shall be open as required during the identified voting period pursuant to California Elections Code Sections 4005 and 14401.

9. The City of Burbank recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

10. The City Clerk shall certify the passage of this Resolution and deliver a certified copy of this Resolution to the Board of Supervisors and transmit an electronic copy to the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED and ADOPTED this _____ day of July, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Jill Vander Borght
Chief Assistant City Attorney

STATE OF CALIFORNIA)
CITY OF BURBANK) ss.
COUNTY OF LOS ANGELES)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of July, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

LOCAL ELECTIONS MEASURES

Placing A Local Charter Amendment & By-District Ordinance on the November Ballot

July 21, 2026

CITY ATTORNEY'S OFFICE

TIMELINE

- Aug. 23, 2022 — California Voting Rights Act (CVRA) Demand
- Jan. 24, 2023 — Resolution of Intent
- March – Oct. 2023 — Districting Process
- Oct. 19, 2023 — CVRA Lawsuit Filed
- March 2026 — Settlement Agreement
- June 30, 2026 — Council Determined Sequencing

SELECTED SETTLEMENT TERMS

- Two ballot measures
  - Charter amendment to facilitate electoral system changes
  - Ordinance adopting draft Map 130 for elections in 2028 & 2030
    - On June 30, 2026, Council determined "sequencing" of elections in the districts if Map 130 is adopted by voters.

- *Both* measures must pass for the City to transition to by-district elections in 2028 & 2030.

CHARTER AMENDMENT

Sections 300 & 305 of the City Charter provide for the at-large election of City Council Members.

These sections can only be changed by voter approval.

Resolution #1 places Charter Amendments on the ballot that would eliminate the mandate for at-large elections and permit Council or voters to change the method of electing City Council members by ordinance.

CITY ATTORNEY'S OFFICE

BY-DISTRICT ORDINANCE

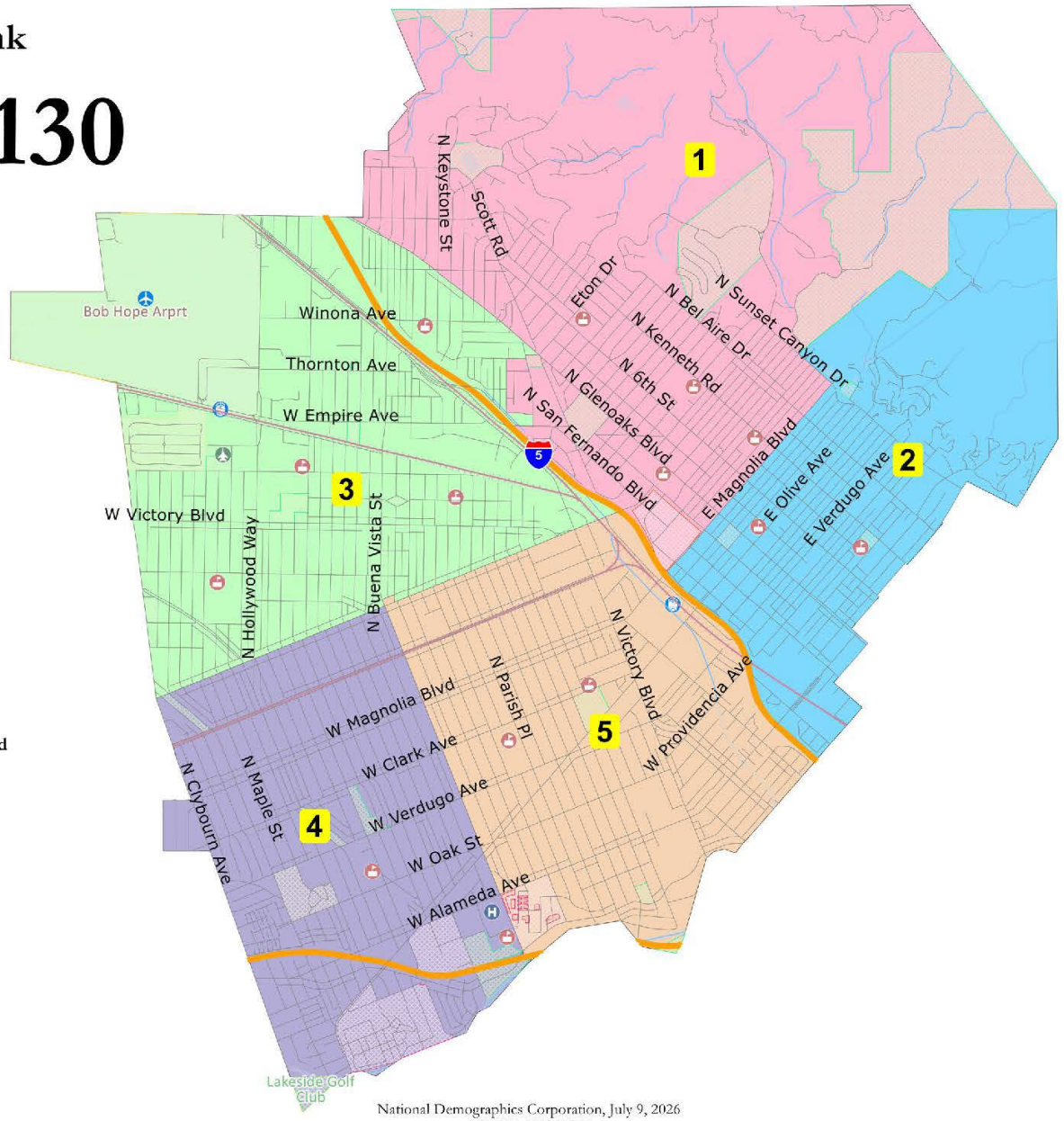
- Resolution #2 calls for election on an Ordinance for the adoption of Map 130 from the 2023 districting process.

- Allows voters to decide whether they want district elections for council members.

City of Burbank

Map 130

Renumbered



National Demographics Corporation, July 9, 2026

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CONSOLIDATION OF ELECTIONS

- Resolution #3 requests the County of Los Angeles Board of Supervisors consolidate the election and for full election services for the General Municipal Election be performed by the Los Angeles County Registrar-Recorder/County Clerk.

- City Clerk will continue to perform all campaign filing and ballot measure filing duties.

ARGUMENTS

- For measures placed on the ballot by the Council, Elections Code Section 9282(b) provides that the Council or a member or members of the Council authorized by the Council may file a written argument for or against any City measure.

- Staff recommends that Council consider appointing an ad hoc subcommittee of the Mayor and Vice Mayor, consistent with recent past practice, to prepare an argument *in favor* of the Charter Amendment Measure and *against* the By-District Measure.

CONCLUSION

- To execute the CVRA settlement agreement, staff recommends:
  - Council adopt
    - Resolution 1 – Charter Amendment Measure
    - Resolution 2 – By-District Council Elections Measure
    - Resolution 3 Consolidation of Elections
- Consider appointing an ad hoc subcommittee to draft arguments in favor or against each measure.

STAFF REPORT

CITY MANAGER'S OFFICE

DATE: July 21, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager
BY: Cathryn LaBrado, Assistant to the City Manager

SUBJECT: Appointment of a City Council Member to the Los Angeles County Metropolitan Transportation Authority San Fernando Valley Service Council for a Three-Year Term

RECOMMENDATION

Appoint a member of the City Council to the Los Angeles County Metropolitan Transportation Authority (Metro) San Fernando Valley Service Council for a three-year term of July 1, 2026 - June 30, 2029.

BACKGROUND

The Metro San Fernando Valley Service Council advises the Metro Board of Directors and staff on service, planning, and implementation of bus service within the San Fernando Valley. The Service Council meets every first Wednesday of the month and holds public hearings on proposed bus service changes, providing community members an opportunity to provide direct input on bus service matters. The City Council appoints one representative to the Service Council. Members receive a stipend of $100 per meeting, for up to two meetings per month.

DISCUSSION

On an annual basis, following City Council's reorganization, the Council engages in a discussion resulting in the appointment of Council members to serve as committee members and liaisons to various boards, commissions, committees, and task forces. During the appointment discussion at the January 13, 2026 City Council meeting, Council did not appoint a member to the Metro San Fernando Valley Service Council (Service Council) as there was not a seat available at that time. The two seats shared among the Cities of Burbank, Glendale, and San Fernando were occupied by representatives from

Glendale and San Fernando, consistent with the longstanding practice of rotating appointments among the three cities.

As of June 30, 2026, the City of San Fernando's three-year term from July 1, 2023 – June 30, 2026 concluded and the City of Glendale's representative (term July 1, 2024 – June 30, 2027) transferred to a seat nominated by the Los Angeles Mayor's Officer. With two seats available and to formalize the longstanding rotation practice and ensure equitable representation among the cities, the nominating authorities have agreed to a formal rotation schedule under which each will serve two consecutive three-year terms on the Service Council, followed by one three-year term off. Under this rotation, Burbank's two consecutive terms will be from July 1, 2026 – June 30, 2029 and July 1, 2029 – June 30, 2032. Burbank will then rotate off the Service Council from July 1, 2032 through June 30, 2035.

The appointment being considered by Council will serve July 1, 2026 – June 30, 2029. Consistent with Council's annual appointment process, the appointment for the subsequent term of July 1, 2029 – June 30, 2032 will be considered during the Council's annual committee and liaison appointments in January 2029.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact associated with this report.

CONCLUSION

Staff recommends that Council appoint a member of the City Council to serve on the Metro San Fernando Valley Service Council for a three-year term of July 1, 2026 - June 30, 2029.

ATTACHMENTS

Attachment 1 – Rotation Schedule

Los Angeles County Metropolitan Transportation Authority (Metro)
San Fernando Valley Service Council
Rotation Schedule 2026-2040

2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
B	B	B	B	B	B				B	B	B	B	B	B
			G	G	G	G	G	G				G	G	G
SF	SF	SF				SF	SF	SF	SF	SF	SF			

KEY	
Units: FISCAL YEAR (July 1-June 30)	B = Burbank
	G=Glendale
	SF= San Fernando

Rotation Agreed to by the Cities of Burbank, Glendale, and San Fernando in June 2026

ATTACHMENT - 1