



**BURBANK CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 29, 2026
4:30 p.m. – Closed 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, September 29, 2026, at 4:30 p.m., to discuss matters on the attached agenda.

Members of the public have the option to participate in the meeting in-person or remotely. 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. **Written comments:** Submit comments through eComment on the City website (<https://www.burbankca.gov/web/city-clerks-office/ecomment>) from the time the agenda is posted until 3:30 p.m. the day of the meeting. eComments will be distributed to the City Council in advance of the meeting.
2. **In-person:** Attend and provide comments in the Council Chamber.
3. **Remote participation via Zoom (Audio Only, No Video):**
 - Option A – Telephone**
Call [\(818\) 238-3335](tel:8182383335)
 - Press *9 to raise or lower your hand
 - The City Clerk will identify callers by the last four digits of their phone number
 - When allowed to speak, you may be prompted to unmute by pressing *6
 - Option B – Web Browser or Mobile Device**
 - Click [HERE](#) to join via Zoom.com
 - Enter Meeting ID: 824 4125 6228
 - To request to speak during public comment, use the Raise Hand feature in Zoom.
 - For instructions on how to raise your hand during the meeting, please click [HERE](#).

Speaker time limits will be determined by the Presiding Officer, depending on how many public comment cards are received and how many remote participants are in the queue at the commencement of each public comment period (as shown below). Additional public comment cards and remote comments 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

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 items only) To comment in person, a **PINK** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the “raise hand” feature in Zoom prior to the comment period.
- B. **Closed Session in City Hall First Floor Conference Room:**
1. **Conference with Legal Counsel – Anticipated Litigation**
 - a. Initiation of litigation pursuant to Govt. Code §54956.9(d)(4) City as Potential Plaintiff
 - b. Number of potential case(s): 1
 2. **Conference with Legal Counsel – Anticipated Litigation**
 - a. Initiation of litigation pursuant to Govt. Code §54956.9(d)(4) City as Potential Plaintiff
 - b. Number of potential case(s): 1
 3. **Conference with Legal Counsel – Existing Litigation**
 - a. Pursuant to Govt. Code §54956.9(d)(1)
 - b. Name of Case: Shahram Rasouli v. City of Burbank
 - c. Case No.: 24NNCV04282
 - d. Brief description and nature of case: Personal Injury – Auto Accident
- C. **Call to Order:** 6:00 p.m.
- D. **Moment of Reflection:**
- E. **Flag Salute:**

- F. **Roll Call:**
- G. **Announcements:** (The Mayor will make announcements on various topics in addition to any listed)
- H. **Council Presentations/Recognitions:** (The Mayor will make presentations to various groups/persons)
1. Presentation of a Proclamation Declaring October 2026, as “National Community Planning Month” in the City of Burbank – City Council
- I. **City Manager Report:** (Updates on Notable Events, if any)
- J. **Reporting on Closed Session:** (The City Attorney will report the Closed Session items and report out actions taken)
- K. **General Public Comment:** To comment in person, a **YELLOW** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the “raise hand” feature in Zoom prior to the comment period.
- L. **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)
- M. **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 Regular Meeting of September 15, 2026, and the Dark Meeting of September 22, 2026.
- MOTION: Approved 5-0
- Attachments:
[Council Minutes](#)
[Dark Meeting Minutes](#)
2. Adoption of a Resolution Amending the City of Burbank Conflict of Interest Code – City Clerk's Office
- Recommendation:
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE CITY'S CONFLICT OF INTEREST CODE.
- MOTION: Adopted 5-0
- Attachments:
[SR - Conflict of Interest Code](#)
[Att1 - Resolution](#)
[Att2 - Recommended Updates](#)
[Att3 - Recommended Removals](#)

3. Adoption of a Resolution Accepting a Grant Award from the U.S. Department of Homeland Security Emergency Operations Center (EOC) Grant Program in the Amount of \$1,235,750 for the Construction of a New EOC for the City of Burbank and Amend the Fiscal Year 2026-27 Budget to Appropriate Funds – Fire Department

Recommendation:

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACCEPTING A GRANT AWARD FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY OPERATIONS CENTER (EOC) GRANT PROGRAM IN THE AMOUNT OF \$1,235,750 FOR THE CONSTRUCTION OF A NEW EOC FOR THE CITY OF BURBANK AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS.

MOTION: Adopted 5-0

Attachments:

SR - EOC Grant
Att1 - Resolution
Att2 - Authorized Agent
Att3 - Award Letter
Att4 - Award Face Sheet
Att5 - FY 24-25 CIP
Att6 - FY 25-26 CIP

4. Approval of a Professional Services Agreement with Home Again Los Angeles in the Amount of \$50,000 for Administration of the Immigration Emergency Assistance Fund – City Manager's Office

Recommendation:

Approve a Professional Services Agreement with Home Again Los Angeles in the amount of \$50,000 for the administration of the Immigration Emergency Assistance Fund.

MOTION: Approved 5-0

Attachments:

SR - Immigration Emergency Assistance Fund
Att1 - PSA with HALA
Att2 - Budget Discussion Paper

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

1. Review Recommendations of the Creative Industry Taskforce – Community Development Department

Recommendation:

Review and receive recommendations developed by the Creative Industry Taskforce.

Public Comment: To comment in person, a **YELLOW** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the “raise hand” feature in Zoom prior to the comment period.

Council Action: Provided Direction 5-0

Attachments:

SR - Creative Industry Taskforce Recommendations
PowerPoint Presentation

- O. **Council Comments**: (Including reporting on Council committee assignments, attendance at conferences, regional meetings, and community events)
- P. **Introduction of Additional Agenda Items**: (Council Members may request future agenda items)
- Q. **Adjournment**: To Tuesday, October 13, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

CITY OF BURBANK
CITY COUNCIL REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 15, 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 5:04 p.m. by Mayor Takahashi.

Present: Council Member(s) Anthony, Rizzotti, Vice Mayor Mullins, and Mayor Takahashi

Absent: Council Member Perez

Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Closed Session Public Comment:

Appearing to comment were: Darcy Conkle, Alisa Cunningham, Nori Anne Walla, and Emily Gabel-Luddy.

Commenting remotely was: None.

There being no further response to the Mayor's invitation for Public Comment on Closed 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: Teri Eileen Desmarais v. City of Burbank
- c. Case No.: 26NNCV00936
- d. Brief description and nature of case: Trip and fall on sidewalk

2. Conference with Legal Counsel – Existing Litigation

- a. Pursuant to Govt. Code §54956.9(d)(1)
- b. Name of Case: Friends of the Equestrian Bridge v. City of Burbank, et al.
- c. Case No.: 25STCP00645
- d. Brief description and nature of case: Development project at 910 S. Mariposa St.

3. 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

Call to Order:

A Regular Meeting of the City Council of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:14 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

Announcements:

Mayor Takahashi displayed a PowerPoint presentation announcing the following: (1) Clerks' Cup; (2) Boards, Commissions, and Committees Vacancies; (3) Autumn Arts Festival; (4) Rock-A-Hula Pool Party; (5) "Preptember" Fire Preparedness September Series; and (6) Media District Specific Plan Update Public Hearing Notice.

Council Presentations/Recognitions:

1. Presentation of a Proclamation Declaring September 15, 2026, as "National Voter Registration Day" in the City of Burbank
Mayor Takahashi presented a proclamation declaring September 15, 2026, as "National Voter Registration Day" in the City of Burbank and introduced Kimberley Clark, City Clerk, who made remarks.
2. Presentation of a Proclamation Declaring September 20–26, 2026, as "National Forensic Science Week" in the City of Burbank
Mayor Takahashi presented a proclamation declaring September 20–26, 2026, as "National Forensic Science Week" in the City of Burbank and introduced Eduardo Ruiz, Burbank Police Captain, and Carly Lott, Forensics Specialist Supervisor, who made remarks.
3. Presentation of a Proclamation Declaring September 20, 2026, as "National Crime and Intelligence Analyst Appreciation Day" in the City of Burbank
Mayor Takahashi presented a proclamation declaring September 20, 2026, as "National Crime and Intelligence Analyst Appreciation Day and introduced Eduardo Ruiz, Burbank Police Captain, and Alexis Gobble and Brittany Lerian, Crime Analysts, who made remarks.

4. Presentation of a Proclamation Declaring October 4–10, 2026, as “Fire Prevention Week” in the City of Burbank
Mayor Takahashi presented a proclamation declaring October 4–10, 2026, as “Fire Prevention Week” in the City of Burbank and introduced Danny Alvarez, Burbank Fire Chief, who made remarks.

City Manager Report:

City Manager Hess introduced Rafael Quintero, Burbank Police Chief, who provided an update on U.S. Immigration and Customs Enforcement (ICE) activities in the City.

Reporting on Closed Session:

City Attorney McDougall reported that the City Council met in Closed Session regarding the agendaized Closed Session items and City Council took no reportable action.

General Public Comment:

Appearing to comment were: Wendy Vitalich, Cynthia Pease, Liz Raci, Ron Bax, Gary Bric, Strawn Martins, Jim Lane, Mark Scroggs, Maxine, Diana Pulver, Liam Moodie, Katie Moodie, Susan O’Carroll, Rosalie Salvato, Mike Stage, Ali V., Nolan Southerland, Eric Hawk, Jo Pimienta, Val, Dustin Blankenship, and JoMo.

Seven (7) speakers commented remotely.

Council, City Manager, and/or City Attorney Comment:

Council Members and Staff responded to Public Comment.

Council Member Perez left the dais at 8:15 p.m.

Consent Calendar:

It was moved by Council Member Anthony, seconded by Vice Mayor Mullins, to approve the Consent Calendar. For Item Nos. 1-2 and 4-6, the motion carried 4-0 with the following roll call vote: AYES: Anthony, Rizzotti, Mullins, and Takahashi. NOES: None. ABSENT: Perez. For Item No. 3, the motion carried 3-1 with the following roll call vote: AYES: Rizzotti, Mullins, and Takahashi. NOES: Anthony. ABSENT: Perez. For Item No. 7, the motion carried 3-0-1 with the following roll call vote: AYES: Rizzotti, Mullins, and Takahashi. NOES: None. ABSTAIN: Anthony. ABSENT: Perez.

1. Council Minutes

Approve the City Council Minutes of the Joint Meeting of August 25, 2026, and the Dark Meetings of September 1 and September 8, 2026.

2. Adoption of a Resolution Approving Contract Documents, Plans and Specifications, Authorizing Execution of a Contract for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project to International Line Builders, Inc., and Finding of CEQA Exemption (14 CCR §15301)

RESOLUTION NO. 26-29,737

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK

APPROVING CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONSTRUCTION CONTRACT FOR BID SCHEDULE NO. 1537 - I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 PROJECT [METRO MR310.55] TO INTERNATIONAL LINE BUILDERS, INC., AND FINDING OF CEQA EXEMPTION.

3. Adoption of a Resolution Authorizing the Execution of the 2025 Grant Agreement with the United States Department of Justice for Law Enforcement Equipment, Acceptance of Grant Funds in the Amount of \$20,918, and Amending the Fiscal Year 2026-27 Budget by Appropriating Funds

RESOLUTION NO. 26-29,738

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2025 GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE FOR LAW ENFORCEMENT EQUIPMENT, AND ANY FUTURE AMENDMENTS, ACCEPTANCE OF \$20,918 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS.

4. Adoption of a Resolution Designating the City Manager or Assistant City Manager as the Authorized Agent for the State of California Governor's Office of Emergency Services

RESOLUTION NO. 26-29,739

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DESIGNATING THE CITY MANAGER OR ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT FOR THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES.

5. Adoption of a Resolution Acknowledging Receipt of the Fiscal Year 2025-26 Fire Inspection Performance Report

RESOLUTION NO. 26-29,740

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACKNOWLEDGING RECEIPT OF THE FISCAL YEAR 2025-26 FIRE INSPECTION PERFORMANCE REPORT REGARDING REQUIRED ANNUAL INSPECTIONS IN OCCUPANCIES PURSUANT TO SECTIONS 13146.2, 13146.3, AND 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

6. Authorization to Accept a Donation in the Amount of \$5,000 from The Strickland Family Foundation and Amend the Fiscal Year 2026-27 Budget by Appropriating Funds Towards the Burbank Fire Department's Health and Wellness Program

Accept a monetary donation in the amount of \$5,000 from The Strickland Family Foundation and amend the Fiscal Year 2026-27 Budget to appropriate funds towards the Burbank Fire Department's Health and Wellness Program.

7. Approval of a Support Position on a Resolution to be Considered at the 2026 League of California Cities Conference Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Ensure Final Local Authority Over Housing and Land Use Decisions

Direct the City of Burbank's voting delegate to vote in support of a resolution of the General Assembly of the League of California Cities calling for a working group to consider a state constitutional amendment or other form of initiative to ensure final local authority over housing and land use decisions at the 2026 League of California Cities Conference.

Reports to Council:

1. Update on the City of Burbank Greenhouse Gas Reduction Plan Implementation and 2024 Greenhouse Gas Inventory

Drew Johnstone, Sustainability Officer, presented the PowerPoint Presentation and responded to City Council inquiries.

Council Member Anthony left the dais at 8:17 p.m.

Council Member Perez returned to the dais at 8:21 p.m.

Council Member Anthony returned to the dais at 8:32 p.m.

Public Comment:

Appearing to comment was: None.

Commenting remotely was: None.

Council Action:

It was unanimously approved by Council consensus to:

1. Provide input and/or policy direction on the findings from the Greenhouse Gas Inventory Update and the Greenhouse Gas Reduction Plan Status Report; and
2. Note and file.

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 Perez's request to agendize a discussion on banning Flock and Automated License Plate Reader systems in Burbank (August 25, 2026).

Rafael Quintero, Burbank Police Chief, responded to Council inquiries.

Council Action:

It was moved by Council Member Perez, seconded by Council Member Anthony, to approve Council Member Perez's request to agendaize a discussion on banning Flock and Automated License Plate Reader systems in Burbank. The motion carried 3-2 with the following roll call vote: AYES: Anthony, Perez, and Takahashi. NOES: Rizzotti and Mullins.

Introduction of Additional Agenda Items:

Council Members did not request any additional agenda items.

Adjournment:

There being no further business to come before the City Council, the meeting was adjourned at 9:49 p.m. to Tuesday, September 29, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Council Member Perez arrived at 5:06 p.m.

Mayor Takahashi indicated there would be two (2) periods of Public Comment at this evening's meeting and those who wish to participate in the public comment periods may join via Zoom or call in at (818) 238-3335. Members of the public may comment in person or remotely for all public comment periods.

Kimberley Clark
City Clerk

Tamala Takahashi
Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, SEPTEMBER 22, 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



CITY CLERK'S OFFICE

DATE: September 29, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Linda Thai, Assistant City Clerk

SUBJECT: Adoption of a Resolution Amending the City of Burbank Conflict of Interest Code

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE CITY'S CONFLICT OF INTEREST CODE (Attachment 1).

BACKGROUND

The Political Reform Act (PRA) of 1974 contains a general prohibition that “a public official at any level of state or local government shall not make, participate in making, or in any way attempt to use the public official’s position to influence a governmental decision in which the official has a financial interest.” The PRA requires that local agencies adopt a formal Conflict of Interest (COI) Code, review it biennially, and make amendments as needed.

A COI Code requires designated employees, who are likely to be involved in governmental decision-making where potential conflicts may arise, to file an annual disclosure form to inform both the employee and the public of potential conflicts of interest and situations where disqualification is mandated. The various COI Codes for the City and all subsidiary agencies including the Youth Endowment Services Fund Board, Public Financing Authority, Housing Authority, Parking Authority, and Successor Agency may be combined, as the City Council (Council) serves as the COI reviewing body for all these agencies.

The Council adopted a resolution on September 24, 2024, adding a new list of designated positions and disclosure categories. By October 1 of each even-numbered year, the Council must approve a COI Code that conforms with Government Code § 87309¹.

DISCUSSION

The Fair Political Practices Commission (FPPC) requires agencies to incorporate California Code of Regulations (CCR) § 18730 by reference, along with appendices providing a listing of designated positions and disclosure categories, to form a COI Code. CCR § 18730 outlines the statutes and regulations that govern designated positions, disclosure categories, time of filing, contents of, period covered, manner of reporting, how interests are reported, definition of terms, and disqualifications, as well as prohibition of receipt of honoraria, gifts, loans, and travel payments. CCR § 18730 gives the COI Code legal force and effect.

Proposed Designated Positions

The FPPC advises that COI Codes enumerate positions whose duties involve making or participating in the making of governmental decisions. An official acts within the authority of their position when they vote on a matter, or obligate or commit the agency to any course of action which may foreseeably have a material financial effect on any financial interest. Further, employees “participate in governmental decisions” when, acting within the authority of their position and without significant or substantive or intervening review, the official negotiates, advises, or makes recommendations to the decision maker regarding the governmental decision.

The FPPC also advises that COI Codes should be narrowly tailored, noting that manual, clerical, or ministerial positions should not be designated. A staff-level review of the list of designated positions was completed by the City Clerk’s Office, City Attorney’s Office, and Department Directors. The list of designated positions now reflects current position titles and disclosure categories which have been assigned to match job assignments and areas of authority. The responsibility for determining if a COI Code complies with Government Code § 87309 rests with the Council. A list of filing positions that have been added, established, and recategorized since the update of the COI Code in 2024 is included (Attachment 2). A list of positions recommended for removal if the position has been replaced, the position title is no longer in use, or the position does not participate in making governmental decisions is also included (Attachment 3).

¹ A conflict of interest code or amendment shall not be approved by the code reviewing body if it: (a) Fails to provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented; (b) Fails to provide to each affected person a clear and specific statement of that person’s duties under the code; or (c) Fails to adequately differentiate between designated employees with different powers and responsibilities (Government Code § 87309).

The City's COI Code does not establish specific disclosure obligations for Members of the City Council, Planning Commission, City Treasurer, City Manager, and City Attorney, as Government Code § 87200 et seq., requires disclosure in every category for those positions as a matter of State law. An official who holds a position specified in Government Code § 87200 is not required to file statements under this COI Code for any agency that has the same or a smaller jurisdiction. However, these positions are identified in the list of designated positions for reference only.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct 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 COI adoption.

CONCLUSION

Staff recommends Council adopt the attached City's COI Code Resolution with amendments pursuant to this biennial review.

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – Added/Established/Recategorized Filing Positions Since 2024 Update

Attachment 3 – Positions Recommended for Removal

RESOLUTION NO. _____

**A RESOLUTION OF THE COUNCIL OF THE CITY OF
BURBANK AMENDING THE CITY'S CONFLICT OF
INTEREST CODE**

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The City's Conflict of Interest Code was adopted by Ordinance No. 16-3,881 on July 12, 2016 and is codified in Title 2, Chapter 1, Article 16, Division 1, § 2-1-1601 of the Burbank Municipal Code (Code).

B. Government Code § 87303 (part of the Political Reform Act) and § 18730 of the California Code of Regulations, provide that a Conflict of Interest Code may be adopted by Ordinance or Resolution. Therefore, the City Council will adopt definitions for disclosure categories, Designated Positions, and reporting requirements by Resolution.

C. Pursuant to the Political Reform Act, the City must review its Conflict of Interest Code in even-numbered years and update it based on changed circumstances, such as newly created positions. This Resolution sets forth necessary changes to the Designated Positions, reporting requirements, and definitions for disclosure categories.

D. A public meeting was held on the proposed amended Conflict of Interest Code at a regular meeting of the City Council September 29, 2026, at which all present were given the opportunity to be heard.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. Exhibit A, attached and incorporated by reference, contains a list of those employees and board and commission members who are determined to make or participate in the making of decisions which may foreseeably have a material effect on a financial interest of the individuals holding those positions along with their respective reporting requirements. All shall be referred to herein as the "Designated Positions."

2. Each disclosure category is defined in Exhibit B, attached hereto and incorporated by reference.

3. Each designated position shall file statements ("disclosure statements") disclosing their economic interests in accordance with Exhibits A and B, Government Code § 81000 et seq., and all related regulations as promulgated by the Fair Political Practices Commission.

4. Government Code sections 87200–87210 require that City Council Members, Planning Commission Members, City Manager, City Attorney, City Treasurer, Assistant City Treasurer, and other public officials who manage public investments, and candidates for any of these offices at any election, comply with separate provisions of the

Political Reform Act relating to the filing of Statements of Economic Interest. All such positions shall be deemed "Designated Positions" as defined herein.

5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED and ADOPTED this ____ day of _____, 2026.

Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Kimberley Clark, City Clerk

By: _____
Jill Vander Borcht
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 majority vote of 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

EXHIBIT A

Job Title	Disclosure Category
BWP	
Administrative Analyst II (M)	1,2,3,4,5,6
Administrative Technician	All
Applications Development Analyst IV	1,3,5,6
Assistant General Manager	All
Assistant General Manager - BWP	All
Assistant General Manager - Customer Service & Marketing	All
Assistant General Manager - Utility Administrative Services	All
Assistant Manager - Customer Service Operations	All
Assistant Power Production Superintendent	1,3,5,6
Chief Assistant General Manager - BWP	All
Chief Financial Officer	All
Civil Engineering Assistant	2,3,4,5,6
Civil Engineering Associate - BWP	2,3,4,5,6
Civil Engineer - BWP	2,3,4,5,6
Communications Network Engineer	5,6
Data Engineer	1,3,5,6
Electrical Engineer - BWP	1,2,3,4,5,6
Electrical Engineering Associate I	5,6
Electrical Engineering Associate II	2,3,4,5,6
Electrical Service Planner	1,5,6
Energy Services and Utility Rates Manager	All
Energy Trader-Scheduler	1,3,4,5,6,7
Engineering Technician	1,5 & 6
Environmental Engineer	1,3,5,6,7
Environmental and Safety Manager	1,3,5,6
Facilities Maintenance Manager	1,5,6
Fiber Services Supervisor	5,6
Financial Accounting Manager - BWP	All
Financial Analyst	1,2,3,5,6
Financial Planning and Risk Manager	1,2,3,5,6
Fleet Manager - BWP	1,3,4,5,6
General Manager - BWP	All
GIS Specialist	1,3,5,6
Information Systems Analyst I	1,5,6
Information Systems Analyst II	1,5,6
Information Systems Analyst III	1,5,6
Information Systems Analyst IV	1,5,6
Legislative Analyst	2,3,4,5,6
Line Mechanic Supervisor	1,3,5,6
Line Mechanic Supervisor - G	1,3,5,6

Job Title	Disclosure Category
Manager Communication Systems	3,5,6
Manager Customer Service Operations	All
Manager Electrical Distribution	1,3,4,5,6
Manager Electrical Equipment	1,3,5,6
Manager Energy Control Center	3,5,6
Manager Security Systems	3,5,6,7
Manager Technology	All
Manager Telecommunications	1,3,5,6
Manager Transmissions and Distribution Engineering	1,2,3,4,5,6
Manager Water Engineering and Planning	1,2,3,4,5,6
Manager Water Production - Operations	1,2,3,4,5,6
Marketing Associate	5,6
Marketing Manager	5,6
Power Production Engineer	1,2,3,4,5,6
Power Production Manager	1,3,5,6
Power Resources Manager	1,3,5,6
Power Resources Planning Associate I	3,5,6
Power Resources Planning Associate II	3,5,6
Power Supply Scheduler	1,3,5,6
Power System Operator	1,3,5,6
Power Systems Operator Supervisor	1,3,5,6
Principal Civil Engineer - BWP	1,2,3,4,5,6
Principal Civil Engineer (Z)	All
Principal Communication Network Engineer	1,2,3,4,5,6
Principal Electrical Engineer	1,2,3,4,5,6
Principal Engineering Technician	1,2,3,4,5,6
Principal GIS Specialist	1,2,3,4,5,6
Principal Power Engineer	1,2,3,4,5,6
Principal Power System Operator	3,5,6
Principal Power Resources Planner	2,3,4,5,6,7
Principal Utility Account Analyst	3,5,6
Principal Utility Business Systems Analyst	All
Senior Administrative Analyst (M)	All
Senior Administrative Analyst (Z)	1,2,3,4,5,6
Senior Civil Engineer - BWP	All
Senior Electrical Engineer	1,2,3,4,5,6
Senior Engineering Technician	1,5,6
Senior Electrical Service Planner	1,6
Senior Environmental Engineer	1,3,5,6
Senior GIS Specialist	1,5,6
Senior Manager - BWP Water Systems	1,2,3,4,5,6

Job Title	Disclosure Category
Senior Power Resources Planner	2,3,4,5,6,7
Senior Utility Accounting Analyst	1,3,5,6
Senior Utility Business Systems Analyst	1,5,6
Sustainability Officer	3,5,6
Utility Accounting Analyst	1,3,5,6
Utility Business Systems Analyst	1,5,6
Utility Facilities Supervisor	1,3,5,6
Utility Project Manager	1,2,3,4,5,6
Water Maintenance/Construction Superintendent	1,2,3,4,5,6
Warehouse Manager - BWP	1,3,5,6
Water Quality Manager	1,2,3,4,5,6
Water Service Planner	5,6
Water Supervisor	2,3,4,5,6
CITY ATTORNEY	
Administrative Analyst I (Z)	1,3,5,6,7
Administrative Analyst II (Z)	1,3,5,6,7
Administrative Officer	1,3,5,6,7
Assistant City Attorney	1,2,3,4,5,6
City Attorney	87200
Chief Assistant City Attorney	All
Deputy City Attorney	1,2,3,4,5,6
Litigation Paralegal	1,2,3,4,5,6
Senior Administrative Analyst (Z)	5,6
Senior Assistant City Attorney	All
Senior Litigation Paralegal	1,2,3,4,5,6
CITY CLERK	
Administrative Analyst I (M)	1
Administrative Analyst II (M)	1
Administrative Officer (Z)	All
Assistant City Clerk (Z)	All
City Clerk	All
Records Manager (M or Z)	All
Senior Administrative Analyst (M)	1
CITY COUNCIL	
Community Assistance Coordinator	All
Council Members	87200
Executive Assistant	5,6
CITY MANAGER	
Administrative Analyst I (M)	1
Administrative Analyst II (M & Z)	1
Assistant City Manager	All
Assistant to the City Manager	All
Communications Manager	All

Job Title	Disclosure Category
Deputy City Manager (Z)	All
Deputy City Manager E	All
City Manager	87200
Executive Assistant (Z)	5,6
Public Information Specialist	1,5,6
Senior Executive Assistant to the City Manager	5,6
Senior Administrative Analyst (Z)	All
CITY TREASURER	
Assistant City Treasurer	87200
City Treasurer	87200
Senior Administrative Analyst (M)	All
COMMUNITY DEVELOPMENT DEPARTMENT	
Administrative Analyst I (M)	1,3
Administrative Analyst II (M)	All
Administrative Officer (Z)	All
Assistant Comm Dev Dir - Transportation and Planning	All
Assistant Comm Dev Dir - Building Official	All
Assistant Comm Dev Dir - Economic Development & Real Estate	All
Assistant Comm Dev Dir - Housing & Homeless Services	All
Assistant Planner	1,2,3,4,5,7
Assistant Transportation Planner	All
Associate Planner	1,2,3,4,5,7
Associate Transportation Planner	All
Building Administration Manager	All
Building Inspection Manager	1,2,3,4,5,7
Building Inspector I	1,2,3,4,5
Building Inspector II	1,2,3,4,5
Building Inspector III	1,2,3,4,5
Code Compliance Manager	All
Community Development Director	All
Economic Development Manager	All
Executive Assistant (Z)	5,6
Housing Assistant	1,2,3
Housing Authority Manager	1,2,3,4,7
Housing Development Manager	1,2,3,4,7
Housing Services Assistant	1,2,3
Housing Specialist	3,7
License & Code Services Inspector II	All
Parking Analyst	All
Parking Services Manager	All
Permit Coordinator	3
Plan Check Engineer	1,2,3,4,7
Plan Check Manager	1,2,3,4,7

Job Title	Disclosure Category
Planning Manager	1,2,3,4,5,7
Planning Technician	1,2,3,4
Principal Planner	1,2,3,4,7
Principal Plan Check Engineer	1,2,3,4,7
Principal Transportation Planner	1,2,3,4,5,6
Real Estate and Project Manager	1,2,3,4,7
Senior Administrative Analyst (M)	All
Senior Code Compliance Inspector	All
Senior Plan Check Engineer	1,2,3,4,7
Senior Planner	1,2,3,4,7
Senior Transportation Planner	All
Transportation Planning Manager	All
Transportation Services Manager	All
FINANCIAL SERVICES	
Accounting & Audit Manager	1,3,5,6,7
Administrative Analyst I (Z)	2,3,7
Administrative Analyst II (M)	2,3,7
Administrative Analyst II (Z)	2,3,7
Assistant Financial Services Director	All
Budget Manager	2,3,5,6,7
Buyer I	2,3,4,5,6,7
Buyer II	2,3,4,5,6,7
Contracts Administrator	1,2,3,4,5,6
Deputy Financial Services Director	All
Executive Assistant	5,6
Financial Services Director	87200
Financial Systems Manager	2,3,5,6,7
Principal Accountant	2,3,5,6,7
Purchasing Manager	All
Revenue Manager	2,3,5,6,7
Senior Accountant	2,3,5,6,7
Senior Administrative Analyst (M and Z)	2,3,5,6,7
FIRE	
Administrative Analyst I (M)	1
Administrative Analyst II (M)	1
Assistant Fire Marshal	1,5,6
Deputy Fire Chief	1,2,3,4,5,6
Emergency Management Administrator	3,5,6
EMS Nurse Specialist	3,5,6
Executive Assistant	5,6
Fire Administrator	2,3,4,5,6
Fire Battalion Chief	1,2,3,5,6,7

Job Title	Disclosure Category
Fire Marshal	All
Fire Captain/Fire & Life Safety Division (Only)	1,2,3,5,6,7
Fire Captain/Training Division (Only)	1,2,3,5,6,7
Fire Chief	All
Fire Engineer/Fire & Life Safety Division (Only)	3,5,6
Fire Inspector I	1,5,6
Fire Inspector II	1,5,6
IT	
Administrative Officer	1,3,5,6
Assistant Chief Information Officer	1,3,5,6
Chief Information Officer	1,3,5,6
Client Technology Specialist	1,3,5,6
Client Technology Supervisor	1,3,5,6
Executive Assistant	5,6
Information Systems Analyst II	1,3,5,6
Information Technology Security Manager	1,3,5,6
Lead Client Technology Specialist	1,3,5,6
Lead Data Engineer	1,3,5,6
Lead Network Engineer	1,3,5,6
Lead Systems Engineer	1,3,5,6
Lead Technology Product Manager	1,3,5,6
Manager Technology	All
Network Engineer	1,3,5,6
Network Support Analyst IV	1,3,5,6
Principal Client Technology Specialist	1,3,5,6
Principal Data Engineer	1,3,5,6
Principal GIS Specialist	1,2,3,4,5,6
Principal Network Engineer	1,3,5,6
Principal Systems Engineer	1,3,5,6
Principal Technology Product Manager	1,3,5,6
Technology Product Manager	1,3,5,6
Senior Administrative Analyst (Z)	1,3,5,6
Systems Engineer	1,3,5,6
LIBRARY	
Administrative Analyst I (M)	1
Administrative Analyst II (M)	1
Assistant Library Services Director	All
Executive Assistant	5,6
Librarian	5,6
Library Division Manager	5,6

Job Title	Disclosure Category
Library Operations Supervisor	5,6
Library Section Manager	5,6
Library Services Director	All
Senior Administrative Analyst (Z)	1,5,6,7
Senior Librarian	5,6
MANAGEMENT SERVICES	
Administrative Analyst I (Z)	1,3,5,6
Administrative Analyst II (Z)	1,3,5,6
Administrative Analyst II (Z) - Liability Office Only	1,2,3,5,6
Assistant Management Services Director	1,3,5,6,7
Assistant Management Services Director - Labor and Human Resources	1,3,5,6,7
Assistant Management Services Director - Risk Management and Safety	1,3,5,6,7
Benefits Coordinator	1,3,5,6
Diversity, Equity, and Inclusion Manager	1,3,5,6,7
Environmental, Health, and Safety Coordinator (EHS Coordinator)	1,3,6
Environmental, Health, and Safety Officer (EHS Officer)	1,3,5,6,7
Executive Assistant	5,6
Human Resources Manager	1,3,5,6,7
Human Resources Specialist	1,3
Human Resources Technician II	1,3
Liability Claims Coordinator	1,3
Management Services Director	All
Senior Administrative Analyst (Z)	1,3,5,6
Senior Administrative Analyst (Z) - Liability Office Only	1,2,3,5,6
Worker's Compensation Administrator	1,3,5,6,7
PARKS AND RECREATION	
Administrative Analyst I (M)	1,5,6,7
Administrative Analyst II (M)	1,5,6,7
Administrative Officer	1,2,3,4,5,6
Animal Shelter Superintendent	1,3,5,6,7
Assistant Parks and Recreation Director	All
Cultural Affairs Supervisor	1,3,5,6,7
Deputy Director - Parks, Recreation & Community Services	All
Landscape & Forestry Services Superintendent	All
Executive Assistant	5,6
Parks and Recreation Director	All
Recreation Services Manager	1,3,5,6,7
Senior Administrative Analyst (M)	1,5,6,7

Job Title	Disclosure Category
Urban Forester	1,3,5,6,7
Veterinarian	1,3,5,6,7
POLICE	
Administrative Analyst I (M)	1,3,5,6,7
Administrative Analyst II (M)	1,3,5,6,7
Deputy Chief	All
Executive Assistant	5,6
Jail Manager	1,3,5,6
Lead Jailer	5,6
Police Administrator	1,2,3,5,6,7
Police Captain	All
Police Chief	All
Police Communications Manager	1,2,3,5,6,7
Police Lieutenant	All
Police Records Manager	1,3,5,6
Property and Evidence Technician	5,6
Public Safety Facility Technician	5,6
Senior Administrative Analyst (M)	1,3,5,6,7
Senior Property and Evidence Technician	1,3,4
Senior Rangemaster-Armorer (P/T)	5,6
PUBLIC WORKS	
Administrative Analyst I (M)	1,5,6,7
Administrative Analyst II (M)	1,5,6,7
Administrative Officer	1,2,3,4,5,6
Assistant City Engineer	1,2,3,4,5,6
Assistant Public Works Director - Fleet & Building(s)	All
Assistant Public Works Director - Streets and Waste Management	All
Assistant Public Works Director - Wastewater Systems	All
Chief Assistant Public Works Director - City Engineer	All
Civil Engineering Associate	All
Collection Systems Supervisor	1,3,5,6
Construction Inspector I	All
Construction Inspector II	All
Construction Inspector Manager	All
Construction Superintendent	All
Engineering Associate/Traffic	All
Facilities Maintenance Manager	1,5,6
Fleet Services Supervisor	2,3,4,5,6,7
Fleet Superintendent	2,3,4,5,6,7

Job Title	Disclosure Category
Landfill Supervisor	2,3,4,5,6,7
Principal Civil Engineer (M)	All
Principal Engineer/Traffic	All
Public Works Director	All
Public Works Supervisor	All
Recycling Coordinator	3,4,5,6,7
Recycling Specialist	3,4,5,6,7
Senior Administrative Analyst (M)	All
Senior Civil Engineer	All
Senior Construction Inspector	All
Senior Engineering Technician	1,5,6
Solid Waste Supervisor	2,3,4,5,6,7
Traffic Engineering Manager	1,2,3,4,5,6
Traffic Signal Maintenance Supervisor	All
Transportation Management Center Manager	All
Utility Project Manager	All
Boards/Commissions/Committees	
Art in Public Places Committee	All
Board of Building and Fire Code Appeals	2,3,4,5,6
Board of Library Trustees	3,4,5,6
Burbank Water and Power Board	1,2,3,4,5,6
Cultural Arts Commission	All
Heritage Commission	2,3,4,5,6
Landlord – Tenant Commission	2,3,4,5,6
Park, Recreation and Community Services Board	1,2,3,4,5,6
Senior Citizen Board	3,4,5,6
Transportation Commission	2,3,4,5,6
Infrastructure Oversight Board	All
87200 Full Disclosure - Elected and Appointed Officials	
Assistant City Treasurer	87200
Council Members	87200
City Manager	87200
City Attorney	87200
City Treasurer	87200
Financial Services Director	87200
Planning Commission	87200

Disclosure Categories

Category 1 formerly known as Schedule A-1/A-2	Disclose all <u>business entities and non-profit organizations in which investments, business positions (e.g. director, officer, partner, trustee, employee or hold any position of management)</u> and sources of income including gifts, loans and travel payments located in Burbank, including property located within a two-mile radius of any property owned or used by the City of Burbank. Example: <i>Board Members, City Council, Chief Executives (Directors), Fire Chief, Fire Marshal</i>
Category 2 formerly known as Schedule B	<u>All interest in real property within the jurisdiction of the City.</u> Example: <i>Community Development and or Planning Director, Appraiser, Building Inspectors, Planning Commission and Fire Inspector and 87200 filers such as City Council</i>
Category 3 formerly known as Schedule C	<u>All investments, business positions in business entities, non-profit organizations and sources of income, including gifts, loans and travel payments, interest in real property and sources of income subject to the regulatory, permit or licensing authority of the specific City department.</u> Example: <i>Risk Manager, Building Inspectors, Engineer, Plan Check, 87200 filers such as City Council, and Transportation Commissioners</i>
Category 4 formerly known as Schedule C	<u>All investments in business entities, non-profit organizations and sources of income, including gifts, loans and travel payments, and sources of income which engage in land development, construction or the acquisition of real property, and interests in real property located in Burbank, including property located within a two-mile radius of any property owned or used by the City of Burbank.</u> Example: <i>Purchasing Agent, Fire Marshal, Fire Captain, Building Inspector, and 87200 filers such as City Council</i>
Category 5 formerly known as Schedule C	<u>All investments in business entities, non-profit organizations in which investments, business positions (e.g. director, officer, partner, trustee, employee or hold any position of management) and sources of income including gifts, loans and travel payments, and of the type which contracts with the City to provide services, supplies, materials, machinery or equipment to any City department.</u> Example: <i>Fleet or Facilities Supervisor, IT, Building Inspector, and 87200 filers such as City Council</i>

Category 6 formerly known as Schedule C	All investments in business entities and sources of income of the type which <u>contracts with the City to provide to the designated employee's department services, supplies, materials, machinery or equipment to any City department.</u> Example: <i>Fleet or Facilities Supervisor, 87200 filers such as City Council, and IT</i>
Category 7 formerly known as Schedules D & E	All investments, positions in business entities, income including gifts, loans and travel payments, and income from <u>non-profit organizations, if the sources is the type that receives grants or other monies from or through the City.</u> Example: <i>Grants Coordinator, Parks & Recreation Deputy Director, Police Captain, 87200 filers such as City Council, and Parks & Recreation Supervisors.</i>
Unlimited Disclosures (87200 Filers)	87200 Category are <u>required to file full disclosure of all categories</u> pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code sections 87200, et. seq. Position meets criteria in Regulation 18700.3 as a public investment manager.

Job Title	Proposed Recommendation	ATTACHMENT 2 Justification Added/Established/Recategorized Filing Positions Since 2024 Update
BWP		
Assistant General Manager - Utility Administrative Services	All	Update to filing categories
Chief Assistant General Manager - BWP	All	Adopted by Resolution No. 25-29,606
Information Systems Analyst III	1,5,6	Added filing to be consistent with other Information Systems Analyst positions
Manager Customer Service Operations	All	Update to filing categories
Principal Utility Business Systems Analyst	All	Adopted by Resolution No. 25-29,594
Senior Manager - BWP Water Systems	1,2,3,4,5,6	Adopted by Resolution No. 26-29,687
Senior Utility Business Systems Analyst	1,5,6	Adopted by Resolution No. 25-29,593
Utility Business Systems Analyst	1,5,6	Adopted by Resolution No. 25-29,592
Water Quality Manager	1,2,3,4,5,6	Adopted by Resolution No. 24-29,553
CITY CLERK		
Administrative Officer (Z)	All	Administrative Officer position authorized in FY 25-26 Budget
Records Manager (M or Z)	All	Revised to include Records Manager Z position
CITY COUNCIL		
Community Assistance Coordinator	All	Update to filing categories
CITY MANAGER		
Assistant to the City Manager	All	Update to filing categories
Senior Executive Assistant to the City Manager	5,6	Updated position title
Senior Administrative Analyst (Z)	All	Update to filing categories
CITY TREASURER		
Assistant City Treasurer	87200	Revised to 87200 filing category per AB 1170
COMMUNITY DEVELOPMENT DEPARTMENT		
Assistant Comm Dev Dir - Economic Development & Real Estate	All	Revised by Resolution No. 26-29,730
Assistant Comm Dev Dir - Housing & Homeless Services	All	Adopted by Resolution No. 26-29,731
Parking Services Manager	All	Adopted by Resolution No. 25-29,583
FINANCIAL SERVICES		
Financial Services Director	87200	Revised to 87200 filing category per AB 1170
FIRE		
Administrative Analyst II (M)	1	Authorized in Fiscal Year 25-26 Budget
Fire Captain/Fire & Life Safety Division (Only)	1,2,3,5,6,7	Fire Prevention Division was renamed to Fire & Life Safety Division
Fire Captain/Training Division (Only)	1,2,3,5,6,7	Authorized in Fiscal Year 25-26 Budget
Fire Engineer/Fire & Life Safety Division (Only)	3,5,6	Fire Prevention Division was renamed to Fire & Life Safety Division
IT		
Client Technology Specialist	1,3,5,6	Adopted by Resolution No. 25-29,595
Client Technology Supervisor	1,3,5,6	Adopted by Resolution No. 24-29,572

Job Title	Proposed Recommendation	ATTACHMENT 2 Justification Added/Established/Recategorized Filing Positions Since 2024 Update
Executive Assistant	5,6	Approved in FY 2026-27 Budget
Information Systems Analyst II	1,3,5,6	Approved in FY 2026-27 Budget
Lead Client Technology Specialist	1,3,5,6	Adopted by Resolution No. 25-29,596
Lead Network Engineer	1,3,5,6	Adopted by Resolution No. 25-29,649
Network Engineer	1,3,5,6	Adopted by Resolution No. 25-29,648
Principal Client Technology Specialist	1,3,5,6	Adopted by Resolution No. 25-29,597
Principal Network Engineer	1,3,5,6	Adopted by Resolution No. 25-29,650
LIBRARY		
Library Operations Supervisor	5,6	Adopted by Resolution No. 24-29,554
Library Section Manager	5,6	Adopted by Resolution No. 26-29,702
MANAGEMENT SERVICES		
Diversity, Equity, and Inclusion Manager	1,3,5,6,7	Adopted by Resolution No. 24-29,570
PARK, RECREATION AND COMMUNITY SERVICES		
Assistant Parks and Recreation Director	All	Title changed by Resolution No. 25-29,652
Cultural Affairs Supervisor	1,3,5,6,7	Added to the Classification Plan effective 11/25/2025
Parks and Recreation Director	All	Title changed by Resolution No. 25-29,651
Urban Forester	1,3,5,6,7	Added to the Classification Plan effective 11/25/2025
PUBLIC WORKS		
Utility Project Manager	All	Utility Project Manager position authorized in FY 26-27 Budget
87200 Full Disclosure - Elected and Appointed Officials		
Assistant City Treasurer	87200	Added as 87200 filer per AB 1170

Job Title	Proposed Recommendation	ATTACHMENT 3 Justification Positions Recommended for Removal
IT		
Administrative Analyst II (Z)	1,3,5,6	No longer an open position in Information Technology
Information Technology Security Analyst	1,3,5,6	No longer an open position in Information Technology
Release Train Engineer	1,3,5,6	No longer an open position in Information Technology

STAFF REPORT



FIRE DEPARTMENT

DATE: September 29, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief
BY: Channing Reyes, Administrative Analyst II

SUBJECT: Adoption of a Resolution Accepting a Grant Award from the U.S. Department of Homeland Security Emergency Operations Center (EOC) Grant Program in the Amount of \$1,235,750 for the Construction of a New EOC for the City of Burbank and Amend the Fiscal Year 2026-27 Budget to Appropriate Funds

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACCEPTING A GRANT AWARD FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY OPERATIONS CENTER (EOC) GRANT PROGRAM IN THE AMOUNT OF \$1,235,750 FOR THE CONSTRUCTION OF A NEW EOC FOR THE CITY OF BURBANK AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS.

BACKGROUND

An Emergency Operations Center serves as a central point of command during incident management and disaster response. An optimal EOC contains the technology and layout necessary for City leaders to quickly assess the severity of an incident and develop situational awareness, foster collaborative planning to develop a common operating picture for City departments, and enable agile decision-making regarding matters of operational support. The City of Burbank currently utilizes the Fire Department's Training Center located at 1845 North Ontario Street as its EOC. When an emergency occurs that warrants the activation of the EOC, the facility must be completely reconfigured to meet the requirements of an EOC according to the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) guidelines. The prolonged facility

reconfiguration and setup results in inefficient coordination to support operations in the event of an emergency.

The State of California Governor's Office of Emergency Services (Cal OES) coordinates major disasters and aids local governments in recovery efforts following emergencies, including recovery operations, hazard mitigation, and interagency recovery coordination. Cal OES provides state and federal financial assistance as a pass-through agency and allocates funds to local governments who have designated an Authorized Agent through resolution. The City of Burbank, through Resolution No. 23-29,475, designated the City Manager as the Authorized Agent for the City to apply for grant awards and to timely process existing and future projects related to disaster preparedness, response, recovery, and mitigation.

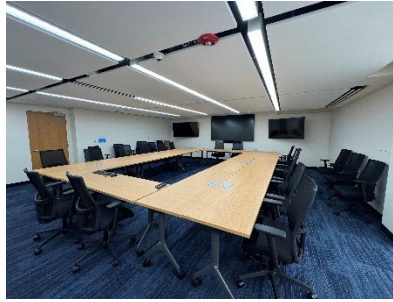
To enhance emergency management and preparedness capabilities, the City of Burbank was awarded a FEMA EOC Grant, providing grant funding in the amount of \$1,235,750 for the construction of a new EOC (Project). This reimbursement grant requires a 25% match from the City in the amount of \$411,917. The Project involves the renovation of the City Hall basement to accommodate a multi-functional area that can be utilized for a new EOC. The Project also includes the purchase and installation of dedicated computers, audio-visual equipment, workstations, telephones, digital displays, emergency management software, and mapping technology to meet the needs of emergency response and recovery operations. The newly constructed EOC will function as the City's primary EOC, providing a central location for emergency management coordination. The EOC infrastructure at the Fire Department's Training Center will be retained and maintained to serve as a backup facility.

DISCUSSION

In FY 2023-24, the City of Burbank secured preliminary grant funding in the amount of \$1,235,750 for the construction of a new EOC through a U.S. Department of Homeland Security FEMA EOC Grant, with an initial performance period through February 2026. The performance period has been extended through February 2027 to accommodate the purchase and installation of audio-visual equipment, mapping technology, computers, and other general supplies needed to effectively operate an EOC. The grant requires a 25% City match and will reimburse the City for up to 75% of the total Project costs. Total Project costs are estimated to be \$1,647,667 over two years. A total of \$829,792 was appropriated as part of the FY 2024-25 Capital Improvement Plan (CIP) Project to support the initial cost of the Project.

The design and construction of the new EOC facility is currently being managed by the Public Works Department. The majority of the construction phase of the Project was completed by July 2026. Remaining work includes upgrades to the kitchenette area and improvements to the air conditioning system in the storage room that will house the

electronics for the audio-visual system. The second phase of the Project will focus on the procurement and purchase of equipment and other supplies identified by the Department's Emergency Management Division to support proper EOC function and outfitting. Input and support will be provided by the Information Technology Department and Water & Power's Communications Division for network and radio communications infrastructure and equipment.



New EOC Facility

ENVIRONMENTAL REVIEW

The acceptance of this grant funding 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 requirement of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

Total Project cost for construction and outfitting a new EOC is estimated to be \$1,647,667 over two years. The grant funding is \$1,235,750 with a requirement of 25% in matching funds from the City in the amount of \$411,917.

Staff is requesting that City Council accept grant funds in the amount of \$1,235,750 to revenue account number 370.PW000.48010.0000.24956.00000 (General City Capital Projects, Public Works General, Other Intergovernmental Revenues, New EOC at City Hall) and amend the FY 2026-27 Adopted Budget.

As \$829,792 was appropriated in FY 2024-25 as part of the FY 2024-25 CIP Project, staff is requesting the remaining \$817,875 be appropriated to project account number 370.PW33A.70019.0000.24956.00000 (General City Capital Projects, Facilities Maintenance, Building Improvements, New EOC at City Hall).

CONCLUSION

The City of Burbank recognizes its crucial role in preparation for, response to, and recovery from large-scale emergencies. A stand-alone EOC that is capable of activation on a 24/7 basis is a critical component of the City's disaster response to ensure continuity

of operations for City services, coordinate supporting resources for effected residents, and effectively perform recovery operations to promote stability during a disaster.

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – Cal EOS Authorized Agent

Attachment 3 – Award Letter

Attachment 4 – Award Face Sheet

Attachment 5 – FY 2024-25 Capital Improvement Plan, Project 24956

Attachment 6 – FY 2025-26 Capital Improvement Plan, Project 24956

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACCEPTING A GRANT AWARD FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY OPERATIONS CENTER (EOC) GRANT PROGRAM IN THE AMOUNT OF \$1,235,750 FOR THE CONSTRUCTION OF A NEW EOC FOR THE CITY OF BURBANK AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. State of California Governor's Office of Emergency Services (Cal OES) receives state and federal financial assistance as a pass-through agency and allocates funds to local governments as a subrecipient for disaster relief and emergency services in accordance with the California Disaster Assistance Act and Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

B. To be eligible as a subrecipient of state and federal emergency financial assistance, a local governmental agency must designate an Authorized Agent to enter into grant agreements with Cal OES to timely process existing and future projects related to disaster preparedness, response, recovery, and mitigation.

C. Pursuant to Resolution 23-29,475, approved on October 17, 2023, the City of Burbank (City) designated the City Manager and Assistant City Manager as Authorized Agents to apply for and enter into agreements with Cal EOS for grant funding opportunities.

D. The City applied for, and was awarded, a FEMA Emergency Operations Center Grant (EOC Grant) on September 29, 2023, through Cal OES as a pass-through agency, in the amount of \$1,235,750, for the construction of a new EOC.

E. The EOC Grant requires the City to contribute a 25% match in the amount of \$411,917. In Fiscal Year 2024-25, the City appropriated \$829,792 towards the City's match as part of the Capital Improvement Plan (CIP).

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above findings are true and correct and incorporated herein as if restated in its entirety.

2. City Council hereby accepts the grant award from the U.S. Department of Homeland Security Emergency Operations Center Grant Program, through Cal OES as the pass-through agency, in the amount of \$1,235,750.

3. The City Manager, or designee, is hereby authorized to take any necessary action to effectuate the receipt and appropriation of grant funds, including the City's 25% match, and to execute any future amendments to the Grant Agreement, upon approval by the City Attorney.

4. The City's Fiscal Year 2026-27 Annual Budget is amended as follows:

- a. Accepting the grant award of \$1,235,750 to revenue account number 370.PW000.48010.0000.24956.00000 (General City Capital Projects, Public Works General, Other Intergovernmental Revenues, New EOC at City Hall).
- b. \$817,875 drawn from 001.ND000.30010.0000.00000 (General Fund, Non-Departmental, Unassigned Fund Balance) for the completion of the new EOC.
- c. Any future grant award amounts received as reimbursement for project expenditures will be reimbursed to Fund 370.

5. The Financial Services Director, or designee, is authorized to make such other revisions, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the appropriations specified in this resolution.

PASSED and ADOPTED this ____ day of September, 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)
CITY OF BURBANK) ss.

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 September, 2026, by the following vote:

AYES:

NOES:

ABSENT:

Kimberley Clark, City Clerk



STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
NON-STATE AGENCIES
OES-FPD-130 (Rev. 10-2022)

RECOVERY DIRECTORATE
FINANCIAL PROCESSING DIVISION

Cal OES ID No: 037-08954-00

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council OF THE City of Burbank
(Governing Body) (Name of Applicant)

THAT City Manager, OR
(Title of Authorized Agent)

Assistant City Manager, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Burbank,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Burbank, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☒ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 17 day of October, 20 23

Konstantine Anthony, Mayor

(Name and Title of Governing Body Representative)

Nick Schultz, Vice Mayor

(Name and Title of Governing Body Representative)

Zizette Mullins, Council Member

(Name and Title of Governing Body Representative)

CERTIFICATION

I, **Kimberley Clark**, duly appointed and **City Clerk** of
(Name) (Title)
City of Burbank, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the **City Council**
(Governing Body)
of the **City of Burbank** on the 17 day of October, 20 23.
(Name of Applicant)

Kimberley Clark
(Signature)

City Clerk
(Title)

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



September 29, 2023

Justin Hess
City Manager
City of Burbank
275 E. Olive Avenue
Burbank, CA 91510

SUBJECT: NOTIFICATION OF SUBRECIPIENT SUBAWARD APPROVAL

Fiscal Year (FY) 2023 Emergency Operations Center (EOC) Grant Program

Subaward #2023-0001, Cal OES ID#037-08954

Subaward Performance Period: June 1, 2023 to February 28, 2026

Dear Mr. Hess:

We are pleased to announce the approval of your FY 2023 EOC Grant Program subaward in the amount of \$1,235,750. Once the completed application is received and approved, you may request reimbursement of eligible subaward expenditures using the California Governor's Office of Emergency Services (Cal OES) Financial Management Forms Workbook. Failure to provide documentation in a timely manner could result in a financial hold, pursuant to Title 2, Code of Federal Regulations (CFR), Sections 200.338(a) and 200.207(b)(1)-(2).

This subaward is subject to requirements in 2 CFR, Part 200, including the Notice of Funding Opportunity (NOFO), and the California Supplement to the NOFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward performance period.

Subrecipients must obtain additional written approval from Cal OES **prior** to incurring costs involving activities such as aviation, watercraft, allowability requests, noncompetitive procurement, and projects requiring Environmental Planning and Historic Preservation (EHP) review.



3650 SCHRIEVER AVENUE, MATHER, CA 95655
www.CalOES.ca.gov

Justin Hess
September 29, 2023
Page 2 of 2

Your subaward includes work that triggers an EHP compliance review. A funding hold has been placed on your subaward, and you are prohibited from obligating, expending, or drawing down \$991,500 of the construction portion of your project until completion of the EHP review.

Your dated signature is required on this letter. Please sign and return the original to your Cal OES Program Representative within 20 calendar days upon receipt and keep a copy for your records. For further assistance, please contact your Cal OES Program Representative.

Sincerely,



Nancy Ward
Director

Justin Hess
City of Burbank

Date

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

(Cal OES Use Only)

Cal OES #	037-08954-00	FIPS #	037-08954	VS#		Subaward #	2023-0001
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** City of Burbank 1a. UEI: N9 Q5C7NS3 JS5
2. **Implementing Agency:** City of Burbank - Fire Department 2a. UEI: _____
3. **Implementing Agency Address:** 311 E Orange Grove Ave Burbank 91502-1221
(Street) (City) (Zip+4)
4. **Location of Project:** Burbank Los Angeles 91502-1221
(City) (County) (Zip+4)
5. **Disaster/Program Title:** Emergency Operations Center Grant Program 6. **Performance / Budget Period:** June 1, 2023 to February 28, 2026
(Start Date) (End Date)
7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	EOC		\$1,235,750	\$1,235,750	\$411,917		\$411,917	\$1,647,667
9.									
10.									
11.									
12.									
Total	Project	Cost		\$1,235,750	\$1,235,750	\$411,917		\$411,917	\$1,647,667

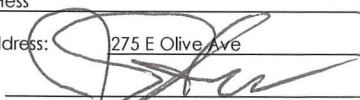
13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 7920 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Justin Hess Title: City Manager

Payment Mailing Address: 275 E Olive Ave City: Burbank Zip Code+4: 91502-1221

Signature:  Date: 03/28/25

16. **Federal Employer ID Number:** 95-6000683

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer)

(Date)

(Cal OES Director or Designee)

(Date)

City of Burbank Project Information Sheet
FY2024-25
Municipal Facilities

Project Name	New Emergency Operations Center at City Hall	FY2024-25 Appropriation	\$829,792
Department	Public Works	Project Status	New
Account Number	370 PW33A 70019_0000 P24956	Project Score	N/A
	534 PW33A 70019_0000 P24956		

PROJECT DESCRIPTION AND JUSTIFICATION

The Fire Department has secured a Federal Emergency Management Act (FEMA) Mitigation Grant under the "401 Mitigation Program" in an amount of \$1,235,750, which will provide the means to renovate the northwest portion of City Hall's basement to construct a new City Emergency Operations Center (EOC). Demolition of existing walls will be required to reorganize the space to properly serve as the City's EOC. A 25 percent City match is required. The City's EOC located at the Fire Training Facility, is outdated. Staff is taking the grant opportunity to not only improve and modernize the EOC, but also to relocate it within the Civic Center block to provide a more centralized and effective location in City Hall. A dedicated EOC is an absolute requirement during emergency incidents as well as planned and spontaneous events that warrant a command, control, and intelligence center to monitor, prioritize, and direct City resources.

PROJECT FUNDING AND EXPENDITURE DETAIL

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
Funding Sources								
Grant Funding		617,875	617,875					1,235,750
Municipal Infrastructure Fund		211,917	200,000					411,917
Totals		\$829,792	\$817,875					\$1,647,667
Expenditures								
Construction		654,208	654,209					1,308,417
Design		169,625	169,625					339,250
Totals		\$823,833	\$823,834					\$1,647,667

PROJECT STATUS UPDATE

The design will commence in FY 2024-25. The grant's current completion date is February 2026. However, FEMA already delayed the start of the project by eight months compared to the schedule staff submitted with the application due to their processing delays. An extension is anticipated to be approved.

Forecasted Project Completion Date:	February 2026
Ongoing Operating & Maintenance Impact:	Ongoing operating and maintenance will include general facilities maintenance and janitorial services.

Project Manager: Edward Yu, Traffic Engineering Manager

FY 2025-26 City of Burbank CIP Municipal Facilities



Project Name: New Emergency Operations Center at City Hall
Managing Department: Public Works
Project Number: 24956
Project Status: Continued
Estimated Completion Date: December 2031
Funding Source: 370.PW33A.70019.0000.24956.00000
 534.PW33A.70019.0000.24956.00000

Expenditure Plan

Funding Source	Prior Years	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Years 6-11	Totals
Grant Funding	617,875	-	-	-	-	-	-	617,875
Municipal Infrastructure Fund	211,917	-	-	-	-	-	-	211,917
Totals	\$829,792	-	-	-	-	-	-	\$829,792

Project Description

The Fire Department has secured a Federal Emergency Management Act (FEMA) Mitigation Grant under the "401 Mitigation Program" in the amount of \$1,235,750, which will provide the means to renovate the northwest portion of City Hall's basement to construct a new City Emergency Operations Center (EOC). A 25 percent City match is required (\$411,917) for the FEMA grant. The project is funded by both FEMA grant and City funds.

Project Status

Public Works selected an architect in Spring 2025 and began design service with City funds. Grant funding will only be used for construction. Construction completion by Spring 2027. Fire to obtain grant extension to June 2027.

Prioritization Score

N/A

Estimated Annual O&M
Impact/(Savings)

-

STAFF REPORT



CITY MANAGER'S OFFICE

DATE: September 29, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager
VIA: Cathryn LaBrado, Assistant to the City Manager
BY: Kylene Pecor, Community Assistance Coordinator

SUBJECT: Approval of a Professional Services Agreement with Home Again Los Angeles in the Amount of \$50,000 for Administration of the Immigration Emergency Assistance Fund

RECOMMENDATION

Approve a Professional Services Agreement (Attachment 1) with Home Again Los Angeles (HALA) in the amount of \$50,000 for the administration of the Immigration Emergency Assistance Fund.

BACKGROUND

At the May 5, 2026, City Council (Council) meeting, Council Member Perez requested a budget discussion paper (Attachment 2) for consideration of a one-time appropriation of \$50,000 to establish an emergency assistance fund to support residents experiencing financial hardship as a result of immigration enforcement actions. On May 19, 2026, Council unanimously approved the incorporation of the proposed funding into the Fiscal Year (FY) 2026-27 Proposed Budget. On June 2, 2026, Council adopted the FY 2026-27 Budget, which included the one-time \$50,000 appropriation for the establishment of the Immigration Emergency Assistance Fund (Fund).

The Fund is intended to provide one-time temporary financial assistance to eligible households experiencing a loss or reduction of household income, resulting in an economic hardship, as a result of immigration enforcement activities, including detention, deportation, or immigration raids.

DISCUSSION

Home Again Los Angeles (HALA)

HALA is a community-based nonprofit organization that provides housing, supportive services, and other assistance to individuals and families experiencing financial and housing instability. Furthermore, HALA has experience in collaborating with local jurisdictions in the administration of immigration assistance programs.

The City currently collaborates with HALA on emergency shelter, transitional housing, rapid rehousing, case management, and supportive services. Through these programs, HALA has demonstrated experience in structured intake procedures, use of eligibility documentation/criteria, securing client records/confidentiality, case-management tracking, and periodic reporting. These existing capabilities align with the administrative requirements of the Fund and provide a framework for outreach, application review, eligibility verification, distribution of assistance, resource referrals, and program reporting.

Pursuant to Burbank Municipal Code § 2-2-112(B), staff recommends an exception to competitive bidding, finding it in the best interest of the City to enter into a professional services agreement with HALA to administer the Fund. This finding is based on HALA's demonstrated experience with the City, its experience administering similar assistance programs, and the need for timely implementation of the Fund.

Immigration Emergency Assistance Fund

The Fund would provide temporary financial assistance to Burbank residents experiencing economic hardship as a direct result of immigration enforcement activities, including detention, deportation, or immigration raids

Eligible assistance will be provided in the following amounts:

- \$500 per eligible individual; or
- \$1,000 per eligible family.

All assistance would be subject to verified eligibility, documented financial hardship, and the availability of funds. Submission of an application would not guarantee an award.

Program Administration and Eligibility

HALA will manage the application process, verify eligibility and collect supporting documentation, determine assistance awards, distribute and track funds, and maintain records of applications, awards, and program expenditures. HALA will also provide case management and referrals to additional community resources, as appropriate.

To qualify, applicants must reside within the City of Burbank and demonstrate that their household has experienced economic hardship directly related to immigration

enforcement activities resulting in a loss or reduction of income. Applicants will be required to complete the Fund application and provide documentation supporting residency within the City, household composition, and the financial impact of the qualifying circumstances.

Acceptable documentation may include pay stubs, bank statements, employer verification, or documentation of detention or deportation, when available. When documentation is unavailable, a self-declaration describing the circumstances and resulting financial hardship may be considered. HALA may request additional documentation as necessary to verify eligibility. An applicant's personal identifying information will be kept confidential in accordance with local, state, and federal law.

Per the proposed agreement, HALA will be reimbursed by the City on a monthly basis for eligible assistance provided to approved applicants.

Case Management and Resource Navigation

In addition to financial assistance, HALA may connect applicants with community resources based on their individual needs, including housing stabilization, food assistance, employment and workforce development, financial coaching, and legal or immigration-related resources.

HALA will maintain appropriate program records and provide reporting to the City regarding applications, eligibility determinations, assistance provided, expenditures, and program outcomes. Services will be provided in accordance with applicable nondiscrimination requirements, with language assistance and reasonable accommodations provided when available.

Further information on the Fund's administration, requirements, and program details are included as Exhibit A – Scope of Services of the Agreement.

COMMUNITY OUTREACH

Following approval of the Agreement, the City's dedicated *Know Your Rights* webpage will be updated with information about the Fund, including eligibility requirements, required application documentation, and instructions for applying. The webpage will also provide HALA's contact information and a copy of the Fund application.

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 the approval of this Agreement. The \$50,000 to administer the Fund was included in the adopted FY 2026-27 Budget.

CONCLUSION

The establishment of the Fund provides a mechanism for the City to offer temporary financial support to residents experiencing economic hardship resulting from immigration enforcement activities. HALA's experience providing community-based services and its established relationship with the City makes it well positioned to administer the Fund, including processing applications, verifying eligibility, distributing assistance, providing resource referrals, and maintaining appropriate program records and reporting.

Staff recommends that the Council approve the Agreement with HALA in the amount of \$50,000 for the administration of the Immigration Emergency Assistance Fund. If approved, administration and implementation of the Fund would begin October 1, 2026.

ATTACHMENTS

Attachment 1 – Home Again Los Angeles Immigration Emergency Assistance Fund
Professional Services Agreement

Attachment 2 – May 19, 2026 Budget Discussion Paper – Consideration of a One-Time
Budget Appropriation of \$50,000 for an Immigration Emergency
Assistance Fund

PROFESSIONAL SERVICES AGREEMENT

by and between

THE CITY OF BURBANK

and

HOME AGAIN LOS ANGELES

dated as of October 1, 2026

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into this 1st day of October, 2026 (the “Effective Date”), by and between **THE CITY OF BURBANK**, a municipal corporation (the “City”) and **HOME AGAIN LOS ANGELES** (the “Consultant”). The City and the Consultant are herein referred to, individually, as a “Party,” and, collectively, as the “Parties.”

City and Consultant agree as follows:

1.0 Services. Consultant, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Consultant should not commence until all the following conditions have been satisfied:

- (a) Consultant has furnished all insurance documents required by Section 10.0 below; and
- (b) Consultant has furnished any required supporting documentation required by Section 16.0 below.
- (c) Consultant shall perform each service within the Scope of Services only to the extent of the specific written authorization or notice to proceed provided by the City Project Manager, which shall direct the Consultant to proceed with the services listed in the Scope of Services, or any portion therein. To the extent that the Scope of Services involves more than one service, Consultant shall only be entitled to payment for services upon City Project Manager’s written authorization or notice to proceed with such service. The services of the Consultant shall include the making of all investigations, studies, and analysis required by the conditions involved in each request of the City Project Manager. The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

1.1 Extra Services

Unless City and Consultant have agreed in writing before the performance of extra services that are beyond the Scope of Services, City shall have no liability for such extra services and Consultant shall have no right to claim compensation for such extra services or expenses. The applicable hourly rates for authorized extra services shall be at the hourly rates set forth in the Schedule of Compensation (Exhibit B) unless otherwise agreed to by the parties in writing.

2.0 Term of Agreement; Termination.

- 2.1 Term. The term of this Agreement is from the Effective Date until September 30, 2027; provided, however, that the term of this Agreement may be extended by written amendment executed by authorized representatives of each of the Parties or may be earlier terminated as provided in Section 2.2 below (the “Term”).
- 2.2 Termination by City. The City may terminate any or all services agreed to be performed under this Agreement without cause, at any time during the Term by giving the Consultant thirty (30) days’ notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.
- 2.3 Effect of Termination. In the event of termination, Consultant shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by City to Consultant within thirty (30) days following submission and approval of a final invoice by Consultant unless termination is for cause. In the event that such termination was for cause, Consultant shall be compensated only to the extent required by law.

- 3.0 **Compensation and Schedule of Compensation.** The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the City to the Consultant under this Agreement shall not exceed the sum of \$50,000 (the “Cost of Services”). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Consultant shall earn the compensation set forth in the Cost of Services in accordance with the “Schedule of Compensation” as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Consultant unless it is within the Scope of Services (Exhibit A).

4.0 Personnel.

- 4.1 The staff person designated by Consultant to be the primary point of contact (the “Representative”) for day-to-day performance of this Agreement shall be:

Albert Hernandez
 Chief Executive Officer
 P.O. Box 7151, Burbank, CA 91510
 (818) 562-7778
 Albert@homeagainla.org

Representative shall be a key member of Consultant’s firm, and shall be directly involved in performing, supervising or assisting in the

performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, City on the progress of the work. The Consultant may, from time to time, remove or replace the Representative designated in this Agreement only with prior written consent by the City's Designated Official.

- 4.2 The services to be performed by Consultant shall be accomplished under the general direction of, and coordination with, the staff person designated by the City serving as the project manager (the "City Project Manager"). The City Project Manager designated by the City for day-to-day administration of this Agreement shall be:

Kylene Pecor
Community Assistance Coordinator
275 E. Olive Ave., Burbank, CA 91502
(818) 238-5796
KPecor@burbankca.gov

The City may, from time to time, remove or replace the City Project Manager designated in this Agreement by written notice to Consultant. The City Project Manager has no authority to execute any amendments, consents or waivers on behalf of the City.

- 4.3 With respect to matters that extend beyond the day-to-day administration of this Agreement, the City designates the Assistant City Manager, Courtney Padgett (the "Designated Official") to handle such matters.

(818) 238-5800
CPadgett@burbankca.gov

5.0 Invoicing and Payment. Consultant shall provide City with written verification of the actual compensation earned, which written verification shall be in a form reasonably satisfactory to the City Project Manager. Invoices shall be made no more frequently than on a monthly basis, and shall describe in reasonable detail the work performed (including a list of hours worked by personnel classification) together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule of Compensation. All payments shall be made within thirty (30) days after City's approval of such invoice.

6.0 Standard of Skill. Consultant, and Consultant's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Consultant shall be with the degree of skill and diligence normally practiced in the industry for which Consultant is being retained by the City. To the extent that Consultant's industry is subject to guidelines, rules or other standards, Consultant shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Consultant's work by the City shall not operate as a release of the Consultant from

such standard of care and workmanship.

7.0 Independent Contractor. Consultant is retained and engaged by the City only to the extent set forth in this Agreement, and the Consultant's relationship to the City is that of an independent contractor. Consultant shall be free to dispose of all portions of Consultant's time and activities which Consultant is not obligated to devote to the City in such a manner and to such persons, firms, or corporations as the Consultant sees fit except as expressly provided in this Agreement. Consultant shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for City's officers or employees. Consultant shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Consultant (including any of its officers, employees or other agents) of its obligations under this Agreement. Consultant has no authority to bind City in any manner or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the City.

8.0 Hold Harmless and Indemnity. Consultant shall fully and promptly undertake its obligations as set forth below:

8.1 Hold Harmless. To the fullest extent provided by law, Consultant holds City, its elected officials, officers, agents, and employees, harmless from all of Consultant's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Consultant, to Consultant's employees, to Consultant's contractors or subcontractors, or to the owners of Consultant's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Consultant is on City property, or which are connected, directly or indirectly, with Consultant's performance of any activity or work required under this Agreement.

8.2 Defense and Indemnity. Consultant shall investigate, defend, and indemnify City, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of any intellectual property rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Consultant or any of Consultant's officers, agents, employees, representatives, sub-consultants, or subcontractors, or the willful misconduct of Consultant or any of Consultant's officers, agents, employees, representatives, sub-consultants, or subcontractors, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Consultant of this Agreement. The duty to defend shall include any suits or actions

concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3 No Waiver. City does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by City, or the deposit with City, of any insurance certificates or policies described in Section 10.0 below.

9.0 Correction or Re-Performance of Work. If City believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, City may deliver notice to Consultant. Such City's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon City's sole discretion, may also make a request for Consultant to re-perform the services. If City requests Consultant to re-perform services, Consultant shall promptly re-perform the services at no additional cost to City in a reasonably timely manner. Should Consultant fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Consultant hereunder or charged to Consultant with such amounts to be paid by Consultant within thirty (30) days of receipt of such invoice.

10.0 Insurance.

- 10.1 Insurance Coverage. Consultant shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2 Delivery of Certificates of Insurance and Endorsements. Prior to the commencement of any work by Consultant under this Agreement, Consultant shall provide the City with copies of certificates (on an Accord form as modified per City direction) for all policies together with the appropriate endorsements required in Exhibit C. At the request of the City, Consultant shall deliver a copy of its insurance policies.
- 10.3 Failure to Maintain Insurance. If Consultant receives a cancellation notice of any insurance required by this Agreement, Consultant shall, within one day of receipt, forward said notice to City Project Manager. If Consultant at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the City shall be permitted to obtain such insurance in the Consultant's name or as an agent of the Consultant and shall be compensated by the Consultant for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Consultant as compensation under

the terms of this Agreement.

11.0 Work Product.

- 11.1 Deliverables. Consultant shall deliver to the City the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services ("Work Product"). The City may also request, and Consultant shall provide to City, copies of all other information developed in the course of the Consultant's performance of this Agreement. Consultant shall, in such time and in such form as the City may require, furnish reports concerning the status of services required under this Agreement. Consultant shall, upon request by City and upon completion or termination of this Agreement, deliver to the City all Work Product produced by the Consultant. Consultant represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.
- 11.2 Ownership. Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Consultant pursuant to or in connection with this Agreement shall be the exclusive property of the City.

12.0 Confidentiality.

- 12.1 Non-Disclosure Exemptions. Consultant may be granted access to information that is exempt from disclosure to the public and may contain "trade secrets" when it is necessary for Consultant to perform its obligations pursuant to this Agreement. If Consultant is granted such access to confidential information, Consultant shall not be considered to be a member of the public as that term is used in the California Public Records Act.
- 12.2 Confidentiality Obligation. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Consultant by the City or other information to which the Consultant has had access during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement. Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Consultant has secured such customer's express, written consent to release of such customer's information, (c) any information classified by City as "critical infrastructure information" or "protected

critical infrastructure information” or “protected system,” or (d) any other documentation that has been identified as confidential by City until City has advised Consultant in writing that such information may be released.

- 13.0 Acceptance of Final Payment by Consultant.** The acceptance by Consultant of the final payment made under this Agreement shall release City from all claims and liabilities for compensation to or for the benefit of Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, agents, subcontractors and subconsultants for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Consultant; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, agents, subcontractors and subconsultants.
- 14.0 Records.** Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the City, the Designated Official or the City Project Manager. Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Consultant shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.
- 15.0 Conflict of Interest.** Consultant agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Consultant represents and warrants that it is unaware of any City employee or official that has a financial interest in Consultant's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Consultant shall not offer or accept any financial interest in Consultant's business by any City employee or official.
- 16.0 Payee Registration Form.** City shall provide a Payee Registration Form to Consultant and Consultant shall deliver a completed registration form to the City. Consultant acknowledges that this form is necessary for the City to process any payment for services hereunder.
- 17.0 Non-Appropriation of Funds.** Payments due and payable to Consultant for current services are within the current annual budget and within an available,

unexhausted and unencumbered appropriation of City funds. In the event City has not appropriated sufficient funds for payment of Consultant services beyond the current fiscal year, this Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.

18.0 Compliance with Laws. Consultant agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

18.1 Permits and Licenses. Consultant, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

18.2 Anti-Terrorism Laws; Sanctions. The Consultant represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

19.0 Meet and Confer. The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

20.0 Waiver; Remedies Cumulative. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other

Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

- 21.0 Integrated Agreement; Construction.** This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.
- 22.0 Amendment; Modification.** This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.
- 23.0 Assignment.** This Agreement is personal to the Consultant and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Consultant is voidable in the City's sole discretion.
- 24.0 Use of the Term "City."** Reference to "City" in this Agreement includes City Manager or any authorized representative acting on behalf of City.
- 25.0 Severability.** If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- 26.0 Execution Counterparts.** This Agreement may be executed in counterparts and each such duplicate counterpart shall constitute an original, any one of which may be used for any purpose without the production of its duplicate counterpart. Moreover, each counterpart shall be deemed for all purposes to be an original, and all such counterparts together shall constitute one and the same instrument, binding on all Parties hereto. Transmission by facsimile, electronic mail, and/or other validated instantaneous electronic transmission to one Party of a true copy of a

counterpart duly executed by the other Party shall constitute valid delivery of such counterpart, and shall be valid, binding and effective for all purposes. Notwithstanding the foregoing, the authority under this Section to execute this Agreement with an electronic signature shall be limited to a physical (“wet ink”) signature placed on a counterpart to this Agreement by a Party, and transmitted electronically as described in this Section to the other Party.

- 27.0 Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Los Angeles, California.
- 28.0 Survival.** The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.
- 29.0 Notices.** Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

TO CITY:

The City of Burbank
 City Manager’s Office
 Attention: Kylene Pecor
 275 E. Olive Ave., Burbank, CA 91502
 KPecor@burbankca.gov

With a copy to:

The City of Burbank
 City Manager’s Office
 Attention: Courtney Padgett
 275 E. Olive Ave., Burbank, CA 91502
 CPadgett@burbankca.gov

TO CONSULTANT:

Home Again Los Angeles
 Attention: Albert Hernandez
 P.O. Box 7151, Burbank, CA 91510
 Albert@homeagainla.org

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery.

Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

30.0 Safety Requirement. To the extent that Consultant performs any work on premises owned or leased by the City, the Consultant agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The City reserves the right to issue restraint or cease and desist orders to the Consultant when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Consultant shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Consultant, which is not the result of his operations, should immediately be reported to the City Project Manager.

31.0 Copyright. In the event Consultant creates an original work product as part of the Scope of Services (“work product”), Consultant agrees that work product is a work made for hire. Consultant acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Consultant hereby transfers any and all interest of the copyright(s) in the work product to City. This transfer and assignment are irrevocable and in perpetuity.

Further, Consultant represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to City prior to the completion of the Scope of Services. Consultant indemnifies and defends City as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Consultant agrees to provide all log-in credentials for social media and other on-line electronic platforms to City within ten (10) days of establishing same, which shall allow City at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should City choose to do so. In any event, upon the conclusion of Consultant’s services, Consultant shall no longer utilize any log-in credentials or electronic on-line platforms.

32.0 Prevailing Wages. To the extent that the Consultant performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Consultant agrees that it shall comply with this Section. The Consultant, and any subcontractor or subconsultant working on behalf of the Consultant with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Consultant shall comply with all other requirements applicable to

Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Consultant must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,000.

[Signature Page on the Following Page]

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"CONSULTANT"
Home Again Los Angeles

"CITY"
City of Burbank

Signature

Signature

Name (Please Print)

Name (Please Print)

Title

Title

If Consultant is a corporation or LLC, a second signature is required:

ATTEST:
Office of the City Clerk

Signature

Name (Please Print)

Title

Kimberley Clark, City Clerk

Approved as to Form
Burbank City Attorney's Office

By: _____
Signature

Ray Johal

EXHIBIT A

SCOPE OF SERVICES

Program Overview

The Home Again LA Immigration Financial Assistance Program is designed to provide temporary financial assistance to households experiencing economic hardship as a direct result of immigration enforcement activities and immigration raids occurring within the community. This program is funded by the City of Burbank and administered by Home Again LA.

The purpose of this program is to stabilize vulnerable households whose financial well-being has been negatively impacted due to immigration-related circumstances, including but not limited to:

- *Loss of household income resulting from the detention or deportation of a household member.*
- *Reduction in earned income due to a household member's inability to report to work because of fear of immigration enforcement activities.*
- *Significant disruption to household finances resulting from immigration raids or enforcement actions.*
- *Other documented financial hardships directly connected to immigration enforcement activities.*

Program Administration

Home Again LA shall administer all aspects of the Immigration Financial Assistance Program on behalf of the City of Burbank, including:

- *Outreach and program promotion.*
- *Application intake and review.*
- *Verification of eligibility and supporting documentation.*
- *Determination of financial assistance awards.*
- *Distribution and tracking of approved assistance funds.*
- *Case management support and referrals to additional community resources.*
- *Program reporting and compliance monitoring.*

The designated Project Manager for this program shall be a Home Again LA Case Manager, who will oversee application processing, client communication, eligibility verification, and ongoing program monitoring.

Eligibility Requirements

To be considered for assistance, applicants must:

1. *Reside within the service area designated by the program.*
2. *Demonstrate that their household has experienced a financial hardship directly related to immigration enforcement activities, raids, detention, deportation, or fear of enforcement that has resulted in a loss or reduction of income.*
3. *Complete and submit the official Home Again LA Immigration Financial Assistance Program Application.*
4. *Provide all required supporting documentation.*

Submission of an application does not guarantee funding. Assistance is subject to eligibility determination, availability of funds, and program guidelines.

Required Documentation

Applicants must provide the following documentation at the time of application:

Household Verification

- *Proof of residency (utility bill, lease agreement, or other acceptable documentation).*
- *Valid government-issued identification for all adults residing in the household.*
- *Birth certificates for all minors residing in the household.*

Financial Impact Documentation

Applicants must provide documentation demonstrating the financial impact caused by immigration enforcement activities. Acceptable documentation may include:

- *Recent pay stubs showing reduced income or loss of employment.*
- *Bank statements demonstrating a significant reduction in deposits or income.*
- *Documentation of detention or deportation of a household member, when available.*
- *Employer verification of reduced work hours or employment interruption.*
- *Self-declaration describing the circumstances and resulting financial hardship when other documentation is unavailable.*

Home Again LA reserves the right to request additional documentation as necessary to verify eligibility.

Application Process

Applicants may obtain program information and application materials by contacting Home Again LA during regular business hours.

Office Hours:

Monday through Friday
8:30 a.m. – 5:00 p.m.

Contact Information:

Email: info@HomeAgainLA.org

Phone: (818) 848-2822

Completed applications may be:

- *Submitted electronically via email with all required supporting documentation.*
- *Delivered in person to Home Again LA during regular business hours.*

Incomplete applications may delay the review process or result in denial until all required documentation has been received.

Assistance Determination

Applications will be reviewed by Home Again LA staff to determine:

- *Program eligibility.*
- *Verification of financial hardship.*
- *Extent of documented financial need.*
- *Availability of funding.*

Financial assistance amounts may vary based on household circumstances, documented need, and available program resources.

Case Management and Resource Navigation

In addition to financial assistance, Home Again LA may provide:

- *Resource referrals.*
- *Housing stabilization services.*
- *Food assistance referrals.*
- *Employment and workforce development referrals.*
- *Financial coaching and budgeting support.*
- *Connections to legal and immigration-related community resources.*

Program Monitoring and Reporting

Home Again LA shall maintain records of all applications, eligibility determinations, assistance provided, and program outcomes. Program activities and expenditures shall be monitored and reported in accordance with City of Burbank funding requirements.

Equal Access and Non-Discrimination

Home Again LA is committed to providing services without discrimination based on race, color, national origin, religion, sex, disability, age, immigration status, sexual orientation, gender identity, or any other protected characteristic. Language assistance and reasonable accommodations will be provided when available to ensure equitable access to program services.

Funding Acknowledgement

The Home Again LA Immigration Financial Assistance Program is funded by the City of Burbank and administered by Home Again LA to provide emergency financial assistance to households experiencing hardship as a result of immigration enforcement activities affecting the local community.

EXHIBIT B
SCHEDULE OF COMPENSATION

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the City to the Consultant shall not exceed the Cost of Services as set forth in Section 3.0.

The Consultant and the City agree that the Consultant shall earn its compensation according to the following method:

- ☐ **Monthly Reimbursement:** The City shall reimburse the Consultant on a monthly basis for eligible assistance provided to approved applicants in accordance with this Agreement.

BUDGET		
Category	Item	City Funded
Immigration Emergency Assistance Funds	Up to \$500 per individual, \$1,000 per family	\$50,000
TOTAL		\$50,000

EXHIBIT C

INSURANCE REQUIREMENTS

Consultant shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance ("CGL") on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability or Errors and Omissions:** Errors and Omissions insurance appropriate to the Consultant's profession ("E&O Insurance"), with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.
5. **Sexual Abuse and Molestation:** If the Consultant's services involve contact with minors or vulnerable populations, the Consultant shall maintain coverage with limits 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 Sexual Abuse and Molestation Liability policy. If included within the Commercial General Liability policy, coverage shall be provided on **ISO Form CG 20 10 11 85** or an equivalent form.

If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the City or ten (10) days' prior written notice for non-payment of premium.

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Such insurers shall be licensed to provide insurance under California state law.

Claims Made Policies. For the E&O Insurance Policy and any other insurance providing claims-made coverage (e.g., pollution liability insurance, if applicable):

1. The "Retroactive Date" must be shown, and must be before the Effective

Date.

2. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the work required under the Agreement.*
3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to the Agreement Effective Date*, the Consultant must purchase “extended reporting” coverage for a minimum of *three (3) years* after completion of work.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Cyber Liability Insurance

Technology Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limits not less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. **City shall inform Consultant if such insurance is required.**

Contractors Pollution Liability and/or Asbestos Pollution Liability

If Consultant’s Scope of Services includes the handling or transportation of hazardous materials, Consultant shall maintain pollution liability and/or asbestos pollution liability applicable to the work being performed, with a limit no less than **\$1,000,000** per claim or occurrence and **\$2,000,000** aggregate per policy period of one year. **City shall inform Consultant if such insurance is required.**



City of Burbank Immigration Emergency Assistance Fund

In partnership with the City of Burbank, Home Again LA can offer one-time emergency grants to eligible residents of the City of Burbank who have experienced financial hardship due to immigration enforcement activities.

Grants are available in the following amounts: \$1,000 for families or \$500 for individuals.

Eligibility Criteria:

- Must reside in the City of Burbank.
- Have experienced loss of income due to one of the following:
 - Reduced pay or decrease in bank balances due to immigration enforcement
 - Detention of a wage-earning family member, resulting in financial hardship

Submission Instructions: Submit your completed application in person at

1304 W. Burbank Blvd., Burbank, CA 91506 | Attention: Kelly Reyes

Drop off Hours: Monday through Friday | 9:00 AM – 12:00 PM, 1:00 PM – 5:00 PM

Questions? Contact us at 818-848-2822

SECTION 1 - APPLICANT INFORMATION

Full Name: _____ Phone Number: _____

Email Address (optional): _____ Preferred Language: ☐ English ☐ Spanish ☐ Other: _____

Residential Address must be in the City of Burbank:

SECTION 2 - HOUSEHOLD INFORMATION

Number of Adults in Household: _____ Number of Children (under 18): _____ Total Household Size: _____

☐ Check here if you are applying as an individual (no dependents)

SECTION 3 - ELIGIBILITY INFORMATION

Has your household experienced a loss of income due to immigration enforcement? ☐ Yes ☐ No

Please briefly explain your situation (e.g., detained family member, reduced income, etc.):

Was a wage-earning family member detained? ☐ Yes ☐ No

If yes, please provide detained family member's name: _____ A-Number (if available): _____

SECTION 4 - REQUIRED DOCUMENTATION CHECKLIST

Please attach copies of the following documents:

- ☐ Proof of Residency (e.g., utility bill, lease)
- ☐ Valid ID for all adult household members & birth certificates for minors
- ☐ Documentation of financial impact (e.g., paystubs, bank statements, or your written explanation above)
- ☐ (If applicable) Detained family member's documentation (e.g., notice of detention or A-number)

SECTION 5 - DECLARATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that this is a one-time grant, and applying does not guarantee approval.

Applicant Signature: _____ Date: _____



Fondo de Asistencia de Emergencia para la Inmigración del la Ciudad de Burbank

En colaboración con la Ciudad de Burbank, Home Again LA está ofreciendo ayuda económica de emergencia para residentes que califiquen y que hayan tenido problemas con el dinero debido a operativos de inmigración.

La ayuda es por única vez y los montos son: **\$1,000 para familias o \$500 para personas individuales**

Requisitos para calificar:

- Vivir en la Ciudad de Burbank
- Haber tenido pérdida de ingresos debido a una de las siguientes razones:
 - Reducción de salario o disminución de ingresos bancarios a causa de operativos migratorios
 - Detención de un familiar que contribuía económicamente al hogar, causando dificultades financieras

Instrucciones para entregar la aplicación: Entregue su aplicación completa al
1304 W. Burbank Blvd., Burbank, CA 91506 Attn: Kelly Reyes

Horario para entregar la aplicación: Lunes - Viernes | 9:00 AM – 12:00 PM, 1:00 PM – 5:00 PM

¿Preguntas? Comuníquese con nosotros al 818-848-2822

SECCIÓN 1 - INFORMACIÓN DEL SOLICITANTE

Nombre Completo: _____ Número de Teléfono: _____

Correo Electrónico (opcional): _____ Idioma Preferido: ☐ Español ☐ Inglés ☐ Otro: _____

Dirección Residencial debe estar en el la ciudad de Burbank: _____

SECCIÓN 2 - INFORMACIÓN DEL HOGAR

Número de Adultos en el Hogar: _____ Número de Niños (menores de 18 años): _____ Tamaño Total del Hogar: _____

☐ Marque aquí si está solicitando como persona individual (sin dependientes)

SECCIÓN 3 - INFORMACIÓN DE ELEGIBILIDAD

¿Su hogar ha tenido una pérdida de ingresos debido a acciones de control migratorio? ☐ Sí ☐ No

Por favor, explique brevemente su situación (por ejemplo: familiar detenido, reducción de ingresos, etc.): _____

¿Un familiar que contribuía económicamente fue detenido? ☐ Sí ☐ No

Si respondió que sí, indique el nombre del familiar detenido: _____ Número A: _____

SECCIÓN 4 - LISTA DE DOCUMENTACIÓN REQUERIDA

Adjunte copias de los siguientes documentos:

- ☐ Comprobante de Residencia (ej. recibo de servicios, contrato de alquiler)
- ☐ Identificación válida de todos los adultos en el hogar y acta de nacimiento para menores de edad
- ☐ Documentación de impacto financiero (ej. talones de pago, estados de cuenta bancarios o su explicación escrita)
- ☐ (Si aplica) Documentos del familiar detenido (por ejemplo: aviso de detención o número A)

SECCIÓN 5 - DECLARACIÓN

Certifico que la información proporcionada en esta solicitud es verdadera y completa según mi leal saber y entender. Entiendo que este es un subsidio único y que enviar una solicitud no garantiza su aprobación.

Firma del Solicitante: _____ Fecha: _____

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: May 19, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager *CPadgett*
 VIA: Cathryn LaBrado, Assistant to the City Manager
 BY: Kyleene Pecor, Community Assistance Coordinator

SUBJECT: Budget Discussion Paper – Consideration of a One-Time Budget Appropriation of \$50,000 for an Immigration Emergency Assistance Fund

BACKGROUND

At the May 5, 2026, City Council (Council) meeting, Council Member Perez requested a budget discussion paper for consideration of a one-time appropriation of \$50,000 for the establishment of an emergency assistance fund to support residents impacted by immigration enforcement actions. The request also included an evaluation of programs and funding approaches used by the cities of Pasadena, Santa Ana, and San Fernando, as well as potential partnership opportunities with the County of Los Angeles, the California Community Foundation (CCF), and Home Again Los Angeles (HALA).

DISCUSSION

In recent years, some jurisdictions throughout Los Angeles County have established emergency assistance programs intended to provide short-term support to residents impacted by federal immigration enforcement activities. These programs generally utilize partnerships with nonprofit organizations and philanthropic entities to administer assistance and distribute aid to eligible households.

Programs established by cities including Pasadena, Santa Ana, and San Fernando have generally focused on providing emergency assistance for essential needs, including:

- Housing and rental assistance;
- Utility payments;
- Food and basic necessities;
- Childcare and dependent care; and

- Immigration-related legal services.

The City of Pasadena recently established the Pasadena Emergency Assistance Fund through a partnership with CCF, which administers and distributes assistance through local nonprofit organizations serving residents. In July 2025, the Pasadena City Council appropriated \$100,000 to establish an immigration assistance fund. The program was formally launched in April 2026 to support local families impacted by federal immigration enforcement activity. The fund was initially supported through the city appropriation and supplemented through community donations and philanthropic contributions.

The City of Santa Ana has established a city-funded emergency assistance program providing financial support to residents impacted by immigration enforcement activities. In July 2025, the Santa Ana City Council approved and launched a \$100,000 emergency housing assistance program for Santa Ana families impacted by immigration enforcement. The program provides direct assistance for essential needs, including rent and utility payments, and is administered in coordination with community-based organizations serving immigrant households. In October 2025, the City Council directed the City Manager to continue funding the program with at least an additional \$100,000.

The City of San Fernando has implemented an initiative that includes a financial assistance program supporting residents impacted by immigration enforcement activities. In July 2025, the San Fernando City Council approved funding for participating community-based organizations to launch the program and begin providing services. The program provides one-time emergency assistance to eligible households and is delivered in coordination with community-based organizations, including HALA, along with other supportive services such as food distributions and referrals to local resources.

Should Council choose to proceed with the development of a local assistance program, staff would evaluate potential partnerships with organizations such as CCF, HALA, and/or Los Angeles County and return to Council with implementation options. Potential program components for future Council consideration may include:

- Eligibility requirements and residency requirements;
- Types of eligible emergency assistance;
- Program administration and oversight structure;
- Funding distribution procedures; and
- Reporting and accountability measures.

FISCAL IMPACT

Should Council choose to proceed with the establishment of an Immigration Emergency Assistance Fund as requested by Council Member Perez, the fiscal impact would be \$50,000 in one-time funding from the General Fund.

CONCLUSION

Some jurisdictions in the region have implemented emergency assistance funds to support residents impacted by immigration enforcement activities, generally through nonprofit organizations that administer and deliver assistance for essential needs such as housing, utilities, childcare, food, and legal services.

Should Council proceed with establishing the Immigration Emergency Assistance Fund, staff would begin evaluating potential partnerships with nonprofit organizations including HALA and CCF to determine program design and implementation structure, including administrative coordination and service delivery approaches. Staff anticipates being able to return to Council within six months and provide an implementation framework outlining proposed program components, including eligibility requirements, types of emergency assistance, funding distribution procedures, and recommended nonprofit partnership arrangements.

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: September 29, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
BY: Mary Hamzoian, Acting Assistant Community Development Director

SUBJECT: Review Recommendations of the Creative Industry Taskforce

RECOMMENDATION

Review and receive recommendations developed by the Creative Industry Taskforce.

BACKGROUND

On June 24, 2025, City Council (Council) directed the establishment of the Creative Industry Taskforce (Taskforce) to support the City's commitment and efforts to diversify and expand Burbank's entertainment and broader creative industries. The Taskforce is a temporary ad-hoc advisory body established to identify and analyze opportunities and challenges associated with the evolving industry and develop recommendations for how the City can support a resilient and competitive creative economy. The City retained Stratiscope, a consulting firm specializing in community engagement, strategic facilitation, and community-based planning, to assist with establishing and facilitating the Taskforce and its stakeholder engagement process.

The entertainment industry, sometimes referred to as the creative industry, is a vital part of Burbank's economy, that includes film/television, animation, video games and interactive media, design, augmented reality/virtual reality, content creation, music and performing arts, marketing and literature, and much more. The creative industry generates more than 66,000 jobs and supports thousands of local businesses in Burbank. The industry also generates activity for businesses throughout the community, including restaurants, hotels, retail, professional services, and other businesses that support production and creative companies. This important sector has faced numerous challenges since the pandemic including labor strikes and the relocation of productions

out of state and out of the country. These disruptions have a ripple effect across the many sectors of the economy that depend on the creative industry in Burbank.

Additionally, advances in technology are rapidly transforming traditional forms of entertainment, changing how content is created, distributed, and consumed. Social media platforms including TikTok, Instagram, and YouTube have empowered a new generation of creators who can produce and share content with just a smartphone and an online audience. Understanding the constant evolution and changes in the industry, the Council created the Taskforce to provide insider industry knowledge and experience to help the City better understand the challenges and the new opportunities that lie ahead for this industry.

Taskforce Selection and Composition

Stratiscopes and City Economic Development staff interviewed more than thirty industry professionals representing a cross-sectional mix of small and large companies, unions and educational institutions to develop a strong group of Taskforce members. Interviews were conducted based on interest in participating from previous City business visits, recommendations from industry-specific community partners, and union/workforce representation. A total of 21 creative industry leaders were selected to participate with consideration given to ensuring diverse representation across creative industry subsectors, company sizes, and areas of expertise. The remaining industry leaders participated in working groups to provide subject matter expertise and broader industry input.

The Taskforce represents a broad range of creative industry subsectors including film/television, animation, video games, interactive media, augmented reality/virtual reality, content creation, music, performing arts, experiential, marketing, education, labor, and more to ensure that the City gains input and expertise from a wide range of members within the creative industry in Burbank. The City Council selected two Council liaisons¹ to serve on the Taskforce, while staff from Economic Development and the film permit office represented the City.

DISCUSSION

The Creative Industry Taskforce convened its first meeting in September 2025, to identify opportunities and challenges facing Burbank's creative industries. At that meeting, the Taskforce established six areas of focus and dedicated a working group, comprised of Taskforce members and industry experts to each of the following six areas:

¹ Council Member Anthony and Council Member Perez were originally selected to serve as the Council Liaisons. Following Council Member Anthony's resignation from the liaison role, Vice Mayor Mullins assumed the role.

- Branding the City for the Creative Industry
- Workforce Development
- Experiential Design
- Creative/Creators Hub
- Workforce Housing and City Amenities
- Enhancing Film Permitting

The Working Groups met through the end of 2025 to develop recommendations to improve each of the six focus areas. Public input was solicited through two community workshops designed to provide the opportunity to learn about the Taskforce's purpose and provide feedback on potential strategies. Approximately 140 community members, businesses, and industry stakeholders participated in the two workshops.

The Working Group meetings and community workshops resulted in 23 draft recommendations for the Taskforce's consideration. To narrow the list, each Taskforce member independently identified their top three priorities based on factors such as potential impact, feasibility, and the City's ability to meaningfully support the future of Burbank's creative industry.

The Taskforce then reviewed and discussed the highest-priority recommendations over a series of meetings, considering areas of overlap, opportunities to consolidate related ideas, available resources, implementation considerations, and the potential for both near- and long-term impact. Through this process, the Taskforce refined the initial 23 recommendations into a focused set of priorities that members believed represented the most meaningful and achievable opportunities for the City to support the industry.

The final recommendations were organized into three primary areas, identified and put forward by the Taskforce after considering a broad range of ideas developed through the working groups, with each area each containing multiple initiatives for consideration:

- Enhance Film Permitting;
- Establish a Creative's Hub to strengthen Burbank's creative economy; and
- Retain a Professional Marketing Firm to position Burbank as the "Creator Capital" and attract creative companies and talent.

Taskforce Recommendations

The recommendations presented below are the final recommendations developed by the Taskforce following its review of the input and recommendations developed through the six working groups. They reflect the Taskforce's collective consideration of industry

needs, community input, and the areas where they believed the City would have a meaningful role in supporting Burbank's creative economy.

1) Enhance Film Permitting – Strengthen Burbank's film-friendly operations, improve predictability for production, and maintain appropriate safeguards for residents and businesses through the following initiatives:

1. Make film permit fees free for a one-year pilot period. (Note: This does not include the cost of public safety or other associated services provided by the city related to production);
2. Waive rental fees for City facilities for filming, including basecamp fees (Note: this relates to the city facilities rental fee only);
3. Review all existing location filming restrictions citywide to remove any unneeded or outdated restrictions;
4. Designate appropriate city-owned, off-street parking spaces available as free parking for basecamp, crew parking, meals, etc.;
5. Allow overnight parking for permitted vehicles in some commercial districts;
6. Enter into agreements with neighboring cities with lower fees to provide police personnel and services;
7. Develop a grant program for designated production types to subsidize public safety costs, should Council approve this recommendation;
8. Build on the *Film Burbank* campaign, promoting the city to location managers to market to and connecting with them more intentionally; and
9. Rally community support from residents and businesses around on-location filming in Burbank to build pride in the legacy and future of production from Burbank, highlighting the economic benefit.

Many of the recommendations to enhance film permitting are already reflected in the City's current practices or have been implemented through recent initiatives. These efforts include:

- Recommendation 1.3 - The Film Permit Office continues to review and refine the film permitting process to promote and support filming in Burbank. Efforts include a dedicated Film permit concierge providing five-day a week, one-stop resource for productions, competitive permit fees, special discounts for student filmmakers, and free location and site assistance. Staff has also updated the City's film permit website providing a centralized location and resource for filming and production permitting information in Burbank.

- Recommendation 1.4 – The City currently allows for the use of City owned parking garages and lots for filming. Staff will continue to evaluate potential garages and lots that can be offered at a reduced or no cost. Any further recommendations will be brought back to Council during the annual budget process.
- Recommendation 1.5 - The City generally grants requests for overnight parking when feasible based on review of neighborhood safety and location conducted during the application process.
- Recommendation 1.6 – While the City’s preference is to utilize the Burbank Police Department, the City recently completed a Memorandum of Understanding with neighboring jurisdictions to provide police personnel when Burbank Police Department resources are unavailable.
- Recommendation 1.7 - During the Fiscal Year 2026-27 budget process, funding in the amount of \$15,000 was added to the Community Arts Grant program to specifically support independent films and media production, including animation, short films, and documentaries. Program guidelines will be developed in coordination with the City’s grant consultant.
- Recommendation 1.8 and Recommendation 1.9 - The City’s *Film Burbank* campaign supports these recommendations by promoting Burbank as a filming destination to location managers, residents, and businesses, while highlighting the economic benefits of film production and the City’s longstanding connection to the entertainment industry. The campaign has been promoted through social media, print advertisements on bus shelters, and various industry publications to increase awareness of Burbank as a film-friendly community and destination.

These improvements enhance service delivery, reduce administrative barriers, and reinforce Burbank’s position as a leading destination for film and television production. As the needs of the industry continue to evolve, staff will continue to proactively identify barriers, monitor permit times, evaluate parking needs, and streamline processes for filming in the City.

Staff Analysis and Implementation Considerations

Recommendations 1.1 and 1.2 related to film permit fees and facility rental fees require additional Council consideration and direction. Although film permit and facility fees generally represent a relatively small portion of the overall cost of a film or television production, waiving these fees could reduce the upfront cost of filming in the City and remove potential cost considerations for productions evaluating locations. At the same

time, Burbank’s existing film permit fees are already lower than those charged by most neighboring jurisdictions, and the City has not increased its film permit fees since 2020.

In calendar year 2025, film permit fees totaled \$332,852 and City facility fees totaled an additional \$75,125, for a combined total of \$407,977. These fees provide resources that help offset the City’s costs associated with staff time for administering permits and supporting filming activities. Waiving the fees would have a fiscal impact on the City, particularly relevant given the City’s current fiscal General Fund deficit outlook. Figure 2.0 below provides a comparison of the potential fiscal impact associated with waiving these fees.

Figure 2.0	Potential Benefits	Potential Impacts
Recommendation 1.1 <i>Film Permits Free for a One-year Pilot Period</i>	• May reduce the cost of filming in Burbank and potentially support increased filming and related economic activity. • Would align with approaches adopted by some other jurisdictions	• Would eliminate approximately \$333k in annual film permit fees (based on 2025 activity), which help offset City’s costs associated with film permitting and administrative processing. • Reduction in fiscal resources during a time the City is managing a General Fund deficit.

Recommendation 1.2 <i>Waive rental fees for City facilities for filming, including basecamp fees.</i>	• May reduce the cost of filming in Burbank and potentially support increased filming and related economic activity. • Would align with approaches adopted by some other jurisdictions	• Would eliminate approximately \$75k in annual facility fees (based on 2025 activity), which help offset City's costs associated with film permitting and administrative processing. • Reduction in fiscal resources during a time the City is managing a General Fund deficit.
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Over the past two years, some neighboring jurisdictions, including Culver City, Santa Clarita, and Santa Monica, have implemented measures to reduce costs, including film permit and facility rental fee waivers. As many of these actions were implemented relatively recently, there is currently insufficient data to determine whether they have had a direct correlation to increasing film permitting in those cities.

The City's existing film permit fees are competitive², lower than neighboring cities, and have not increased since 2020. Filming activity in Burbank has also remained steady with 753 film permits issued in 2025. Based on these considerations and the City's immediate financial outlook, staff recommends maintaining the existing fee structure and continuing the moratorium on fee increases while monitoring industry conditions and the competitiveness of Burbank's fees.

2) Launch a Creative's Hub Focused on Multiplatform Connectivity Across Burbank's Creative Economy – Develop a physical Creative's Hub that brings together creative professionals, entrepreneurs, businesses, educational institutions, and industry partners from across Burbank's creative economy.

The Hub could include flexible workspaces, private offices, and dedicated creative production or collaboration spaces, along with access to mentors, advisors, and other resources that help emerging and established creatives develop projects, build businesses, access capital, and make industry connections. Programming could support

² Burbank Film Permit Fees 3-7 days \$707, 1-2 days \$398, Film Student Permit Fees 3-7 days \$100, 1-2 days \$25.00.

a range of creative sectors—including film and television, animation, gaming, music, digital media, marketing, and location-based entertainment, with opportunities for creators and businesses to collaborate across disciplines and develop content and intellectual property for multiple platforms.

The concept could build on Burbank’s existing strengths, including its studio and production ecosystem, post-production resources, talent, vendors, and entertainment industry presence. The City and Taskforce could explore opportunities to leverage existing public, private, and institutional spaces and solicit industry, educational, and private-sector partners to help develop, fund, and potentially operate the concept. The City’s role could focus on convening partners, facilitating connections, identifying potential locations and resources, and establishing a framework for the Hub, while leveraging industry and educational partners to provide specialized expertise and resources, while creating additional opportunities for collaboration with industry and educational partners.

The City has already implemented and supported several initiatives to foster entrepreneurship and creative business development in Burbank. For more than a decade, staff has hosted Burbank Tech Talk networking events, panel discussions, and pitch festivals, with thousands of entrepreneurs participating since 2016. Staff also provides one-on-one consulting and business planning services through SCORE, a resource partner of the U.S. Small Business Administration, and developed the Media Expo series to connect industry professionals with networking opportunities and resources.

While many resources and opportunities for entrepreneurs and startups already exist, there is currently no centralized physical location where these resources, industry expertise, and creative professionals can connect and collaborate. A Creative’s Hub could build on these existing efforts by bringing together City programs, industry and educational partners, and other resources in a shared space, while leveraging partners to help develop and lead the concept.

3) Retain a Professional Marketing Firm to Position Burbank as the “Creator Capital” and Attract Creative Companies and Talent – Consider engaging a professional firm, or dedicating funding to a focused marketing campaign, to help expand the reach of Burbank’s existing creative industry by messaging specific decision makers and companies outside of Los Angeles County and California.

A coordinated marketing effort could include an updated website and marketing materials that reinforce Burbank’s competitive advantages, increase awareness among new audiences, and support efforts to attract and retain creative businesses, talent, and

investment. The City already has a strong brand, extensive industry roots, and established relationships with key stakeholders. Economic Development staff actively markets Burbank as a business destination through print and digital advertising, industry publications, direct outreach, and public relations efforts. These campaigns highlight the City's major employers, incentives, demographics, and business advantages and reach approximately one million commercial real estate professionals and business decision-makers. The City also works with a public relations firm to generate media and editorial coverage and recently launched the Film Burbank campaign to promote Burbank's entertainment industry assets, filming locations, streamlined permitting process, and concentration of more than 1,000 media and entertainment companies.

A dedicated marketing partner could complement these existing efforts by developing a more targeted strategy specifically focused on creative industry business attraction beyond the City's existing marketing reach. This could include identifying target companies and markets, developing industry-specific messaging, leveraging specialized industry relationships and networks, and conducting targeted outreach to creative companies and decision-makers outside Los Angeles County and California.

Next Steps

The recommendations outlined above are the Taskforce's final recommendations to the City. Staff will proceed with the following implementation and follow-up actions to advance these recommendations, further evaluate opportunities identified by the Taskforce, and provide additional information where Council action or funding may be required:

1) Enhance Film Permitting – Continue monitoring film permitting activity including the impacts of fee reductions and other incentives implemented by neighboring jurisdictions. Staff will evaluate relevant trends and, as appropriate, provide updates to Council on film permitting in the City, potential opportunities or actions to enhance the permitting processes, and information to inform future considerations of potential changes to the City's film permit fee structure.

2) Creative's Hub – Staff will move forward with establishing a Creative's Hub by developing a plan to determine the most appropriate model for a Creative's Hub including potential locations, industry and educational partners, funding sources, costs, and measurable outcomes. Should funding be needed to develop the Creative's Hub, this will be brought back to Council during the annual budget process.

3) Professional Marketing Firm – Obtain cost information for a specialized marketing firm to complement the City's existing economic development and *Film Burbank* efforts, with a focus on reaching creative industry companies, decision-makers, and talent outside

Los Angeles County and California. Any proposed funding would be brought back to Council for consideration through the annual budget process.

Staff will continue to monitor relevant indicators of the creative economy and the effectiveness of these efforts, including film permit activity, shooting days, permitting timelines, repeat productions, industry engagement, participation and partnerships associated with a potential Creative's Hub, and the reach and results of targeted marketing efforts. Staff will provide updates to Council as these efforts progress and as additional information becomes available.

ENVIRONMENTAL REVIEW

This report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review pursuant to § 15378 of Title 14 of the California Code of Regulations (CEQA Guidelines).

FISCAL IMPACT

There is no immediate fiscal impact associated with this report. If Council proceeded to waive film permit and facility rental fees, that would result in an estimated \$408k reduction in fees to the City's General Fund.

CONCLUSION

It is important to note that many of the larger economic and industry factors influencing where entertainment content is produced or where creative companies are located are outside of the City's control. State tax incentives, production budgets, labor costs, distribution models, corporate consolidation, and other industry-wide factors can have a significant impact on the industry. However, the City's role is to identify and act on opportunities with its ability to influence regulatory processes, partnerships, infrastructure, amenities, the local business environment, and overall experience of producing entertainment content in Burbank.

Over the past year, the Creative Industry Taskforce engaged a broad cross-section of industry leaders, community stakeholders, and creative professionals to identify strategies intended to strengthen Burbank's position as a leading location for the creative industry. The recommendations presented in this report are the final recommendations developed by the Taskforce through that process and reflect the priorities the Taskforce identified after reviewing the industry input, community feedback, and areas where they believe the City can meaningfully support the industry.

The recommendations build upon the City's existing strengths while addressing the evolving needs of the industry through enhanced film permitting, the development of a Creative's Hub, and a comprehensive marketing strategy to attract new companies and talent by positioning Burbank as the "Creator Capital." Several initiatives to enhance filming and to market and promote Burbank as a premier destination for business are already underway and these additional recommendations could further support economic development, foster innovation, and help attract and retain creative businesses and talent as the creative economy continues to evolve.

ATTACHMENTS

None.

Creative Industry Taskforce Final Recommendations & Next Steps

City Council Meeting
September 29, 2026



Creative Industry Taskforce

1. Established by City Council in June 2026.
2. Bring industry expertise directly into the City's economic development planning process.
3. Prepare Burbank for emerging sectors including animation, gaming, digital content, music, experiential entertainment, AR/VR, and more.
4. Identify opportunities where the City can meaningfully influence competitiveness.
5. Creating a Taskforce is identified as a goal in the Economic Development Strategic Plan.

Changes in the Creative Industry

66,000+

Jobs supported by the
creative industry

1,000+

Media & entertainment
businesses

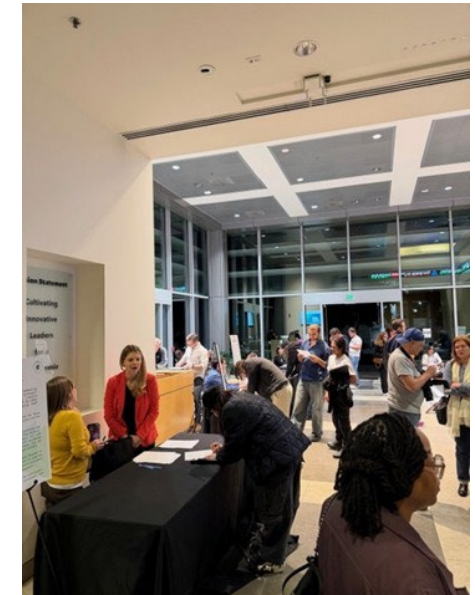
753

Film permits issued
in 2025

- Production continued to move outside of CA
- Corporate consolidation is reshaping the industry
- Technology is rapidly changing how content is created and experienced

Creative Industry Taskforce Process

- 30+ industry professionals interviewed
- 21 industry leaders selected
- Six Areas of Focus Identified
- Two community workshops expanded participation beyond the Taskforce with 140 participants
- 23 Initial Recommendations
- Three Final Recommendations



Creative Industry Taskforce Recommendations

Taskforce Recommendations:

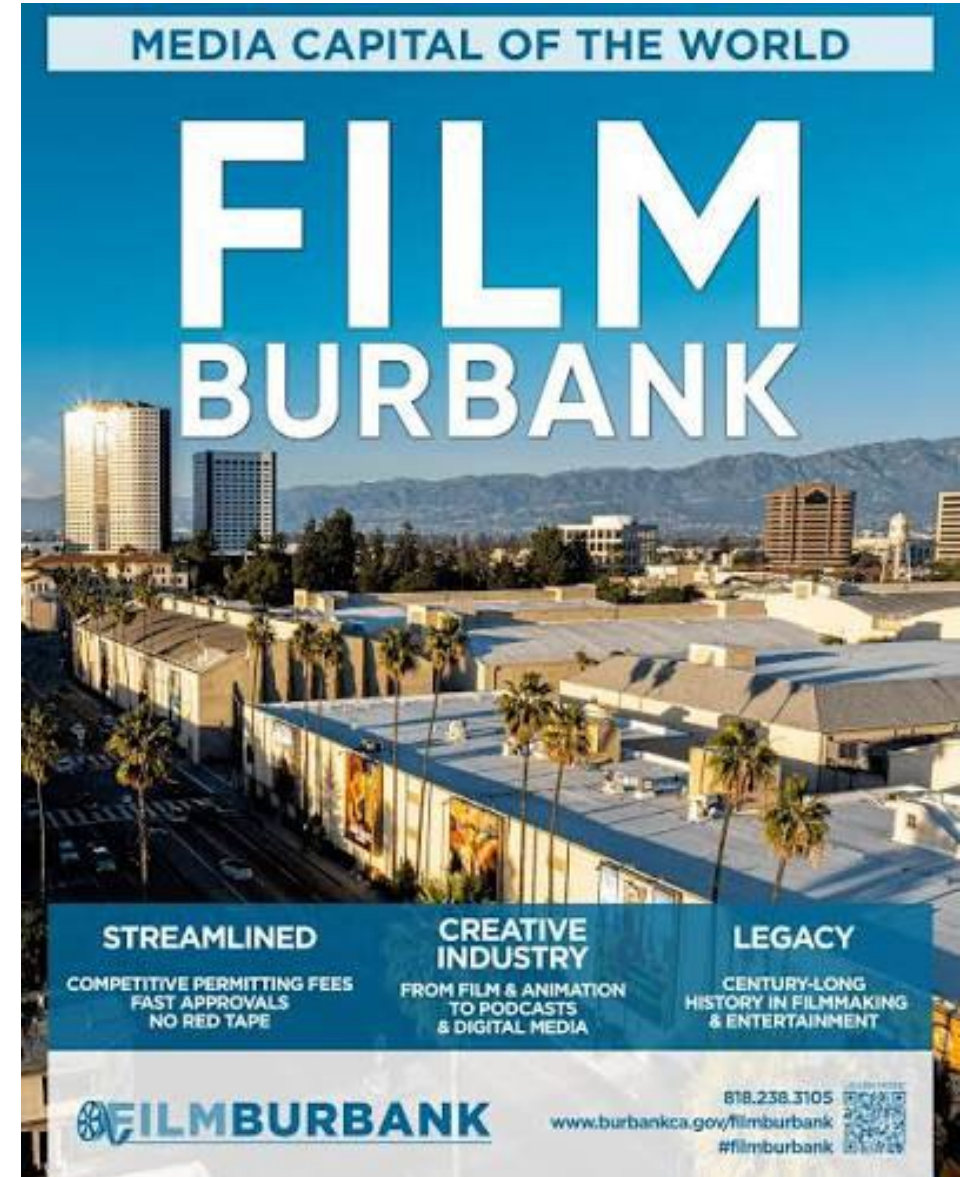
1. Enhance Film Permitting
2. Establish a Creative's Hub to Strengthen Burbank's Creative Economy
3. Retain a Professional Marketing Firm to Position Burbank as the "Creator Capital" and Attract Creative Companies and Talent

#1 Enhance Film Permitting

1. Make film permit fees free for a one-year pilot period. (*Note: This does not include the cost of public safety or other associated services provided by the city related to production*);
2. Waive rental fees for City facilities for filming, including basecamp fees (*Note: this relates to the city facilities rental fee only*);
3. Review all existing location filming restrictions citywide to remove any unneeded or outdated restrictions;
4. Designate appropriate city-owned, off-street parking spaces available as free parking for basecamp, crew parking, meals, etc.;
5. Allow overnight parking for permitted vehicles in some commercial districts;

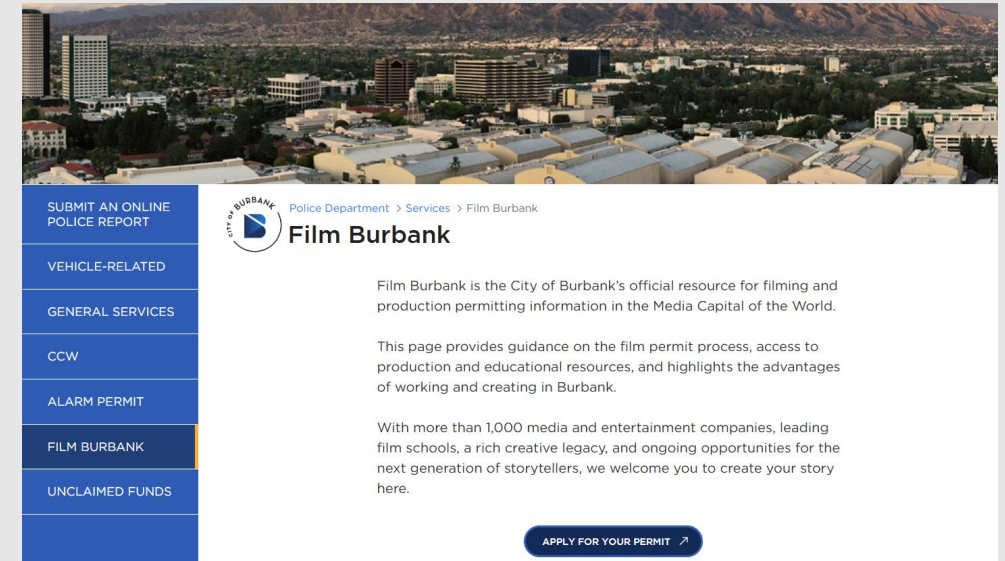
#1 Enhance Film Permitting

6. Enter into agreements with neighboring cities with lower fees to provide police personnel and services;
7. Develop a grant program for designated production types to subsidize public safety costs, should Council approve this recommendation;
8. Build on the *Film Burbank* campaign, promoting the city to location managers and connecting with them more intentionally; and
9. Rally community support from residents and businesses around on-location filming in Burbank to build pride in the legacy and future of production from Burbank, highlighting the economic benefit.



#1 Enhance Film Permitting – Already Underway

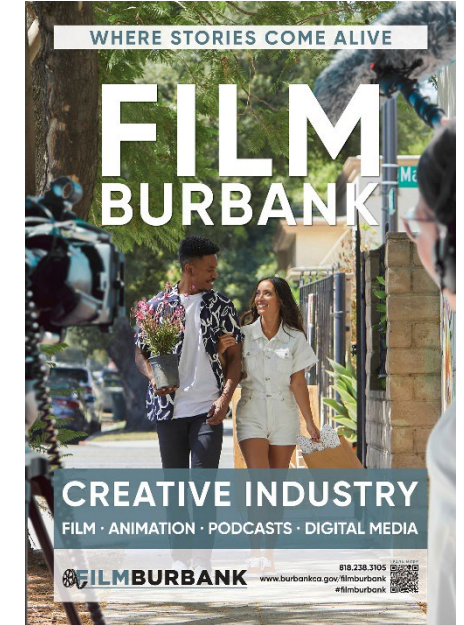
1. Dedicated film permit concierge providing five-day a week, one-stop resource for productions.
2. Competitive permit fees, special discounts for student filmmakers, free location assistance, and an updated Film Burbank website.
3. City currently allows for overnight production parking when appropriate and access to City parking facilities.
4. Neighboring-jurisdiction agreements for police support when Burbank resources are unavailable.
5. During the FY 2026-27 budget process, funding in the amount of \$15,000 was added to the Community Arts Grant Program to support independent films and media production, including animation, short films, and documentaries.



#1 Enhance Film Permitting – Already Underway

6. City's Film Burbank Campaign launched in early 2026 to increase awareness of Burbank as a film friendly community and destination. The campaign was promoted through social media, print advertisements and on bus shelters. Film Burbank supports the recommendations of the Taskforce by:

- Promoting Burbank as a filming destination to location managers, residents and businesses.
- Highlighting the economic benefits of filming and the legacy of the entertainment industry.



7. California Film Commission Membership and representation by Councilmember Perez
8. Film Liaisons in California Statewide Organization Member

#1 Enhance Film Permitting – Fee Considerations

- Taskforce initiatives include making film permits free for one year and waiving City facility rental fees.
- Burbank's fees have not increased since 2020 and remain competitive, lower than neighboring cities.
- Neighboring jurisdictions have reduced or waived fees, but current data does not yet demonstrate a direct increase in filming from those changes.

\$333K

Film permit fees
generated in 2025

+

\$75K

Facility rental fees
generated in 2025

=

\$408K

Potential impact to
General Fund

#1 Enhance Film Permitting – Next Steps

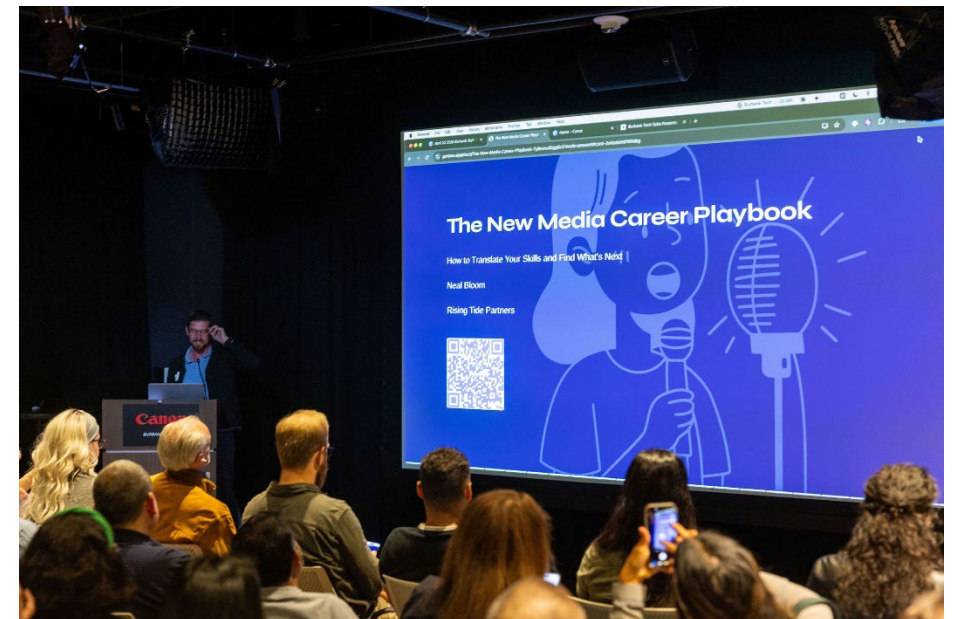
Next Steps:

1. Keep existing fee structure and continue the moratorium on fee increases.
2. Continue monitoring film activity and neighboring incentives, return to Council if data supports reconsideration.
3. Monitor impact of waived fees on the City.

#2 Establish a Creative's Hub

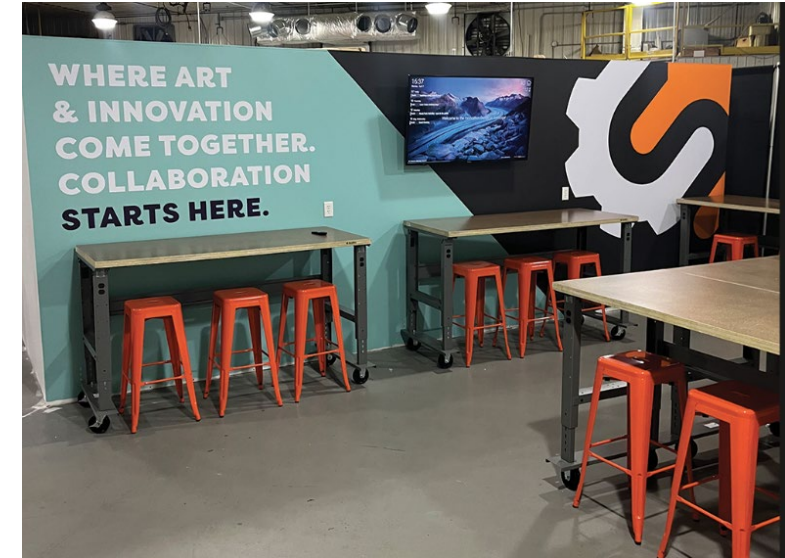
Create a physical place where Burbank's creative sectors can connect across disciplines.

- **Potential components:**
 - Flexible workspaces and creative production/collaboration areas
 - Mentorship, business resources, and programming
 - Connections between emerging creators and established industry professionals.
- Continue to build on existing programs such as Tech Talks, pitch festivals, SCORE assistance, and Media Expo.



#2 Establish a Creative's Hub - Next Steps

1. Develop an implementation plan
2. Evaluate potential locations and space opportunities
3. Identify private-sector, educational, and community partners
4. Assess operating models and potential funding sources
5. Estimate costs and establish measurable outcomes
6. If City funding is needed, return to Council through the annual budget process.



#3 Specialized Marketing Campaign

- Build on current advertising, industry publication, business outreach, PR, and Film Burbank efforts.
- Develop specialized messaging for emerging creative sectors and decision-makers beyond LA County and California.
- Identify target industries, companies, and markets to diversify creative industry.
- Use industry networks and targeted outreach to expand Burbank's reach.
- Position Burbank for where the creative economy is going next.



ADVERTISEMENT

City of Burbank

Media Capital of the World

Recognized as the "media capital of the world," Burbank is home to a population of 104,000 residents, more than 1,000 creative companies, one of the top 3 AMC Theaters in the world, unique urban neighborhoods, and a diverse shopping and dining scene. It's all here — in Burbank, CA.

11.1 MILLION
Annual Out-of-Market
Visitors

250K
Daytime
Population

167K
Workforce
Population



A Strong Market. Real Opportunity.

104K



City
Population

2.2M



Population in
10-Mile Radius

\$151K



Average Household
Income

12.2K



Businesses in
Burbank

\$9.8K



Per Capita Sales

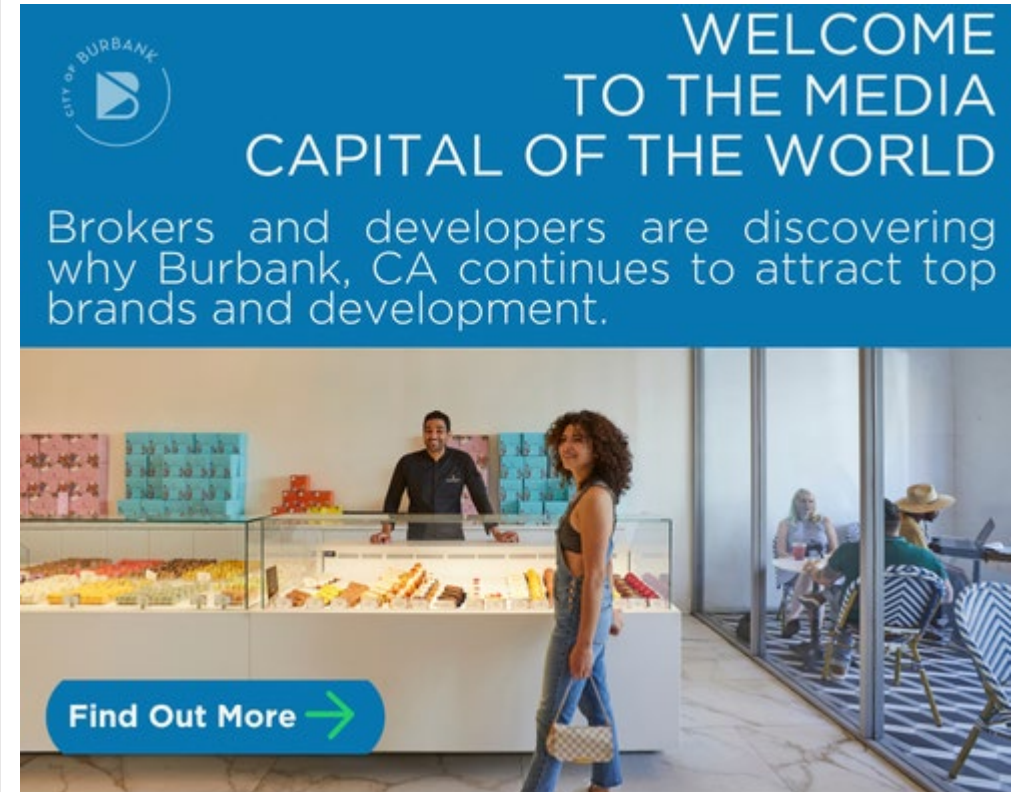
Downtown Burbank was home to the official Los Angeles World Cup 2026 Fan Zone attracting 77K visitors to Downtown Burbank on July 18th and July 19th.



#3 Specialized Marketing Campaign

Next Steps:

1. Develop a potential scope of work for specialized marketing services.
2. Identify target industries, companies, geographies, and decision-makers.
3. Define campaign messaging and outreach strategies.
4. Obtain cost information and assess potential implementation models.
5. If City funding is needed, return to Council through the annual budget process



Summary of Next Steps

Implement the following to advance the recommendations developed by the Creative Industry Taskforce:

Film Permitting

- Continue improvements • Maintain competitive fee structure
- Monitor industry activity and update Council in early 2027

Creative's Hub

- Develop implementation plan • Locations • Partners •
- Operating model • Funding • Outcomes

Creator Capital

- Develop marketing scope • Identify targets • Obtain cost information • Return through budget process

Creative Industry Taskforce Recommendations

The City of Burbank can influence the experience of doing business and producing content here.

- Improve processes and reduce unnecessary barriers.
- Build partnerships and connect creators with resources.
- Market Burbank as a place where creative companies and talent can succeed.
- Build on Burbank's longstanding position as the Media Capital of the World while preparing for the future of the creative economy.