



**BURBANK CITY COUNCIL JOINT MEETING WITH
THE HOUSING AUTHORITY AND THE PARKING AUTHORITY
TUESDAY, AUGUST 26, 2025
4:00 p.m. – Closed Session
5:00 p.m. – Study Session
6:00 p.m. – Open Session
Council Chamber
275 E. Olive Avenue, Second Floor**



NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that a Joint City Council Meeting will be held in the Council Chamber – 275 East Olive Avenue, Second Floor, on Tuesday, August 26, 2025, at 4:00 p.m., to discuss matters on the attached agenda.

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

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

Interpretation Requests:

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

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

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

How to View the Meeting:

Local Cable: Spectrum Channel 6 or AT&T Uverse Channel 99.

YouTube Live Streaming Channel: [Click here](#).

City Website Live Streaming: [Click here](#).

Public Comment Options:

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

comment cards have been received at the commencement of each public comment period (as shown below). Additional public comment cards will not be accepted once the public comment period commences.

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

3. eComment will remain open until 3:00 p.m. the day of the meeting.

4. Email the City Council directly citycouncil@burbankca.gov

Emails received on or before 3:00 p.m. on City Council Meeting Day will be distributed to the City Council in advance of the meeting. Any correspondence received after this time will be distributed the following business day.

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

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

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

1. **Conference with Legal Counsel - Existing Litigation**

- a. Pursuant to Govt. Code §54956.9(d)(1)
- b. Name of Case: Latese Cherie Whitehead v. City of Burbank
- c. Case No. 22STCV26333
- d. Brief description and nature of case: Personal injury

2. **Conference with Real Property Negotiator**

- a. Pursuant to Govt. Code §54956.8
- b. Property: Western portion of property underlying Burbank Western Flood Control Channel south of 100 Block W. Cypress Avenue and east of 400 Block N. Varney Street, APN No. 2449-035-803
- c. Parties Whom Agency or City is Negotiating with: Union Pacific Railroad
- d. City Negotiator: David Kiske, Assistant Community Development Director, Transportation
- e. Terms Under Negotiation: Price and terms of acquisition of real property interest needed for the San Fernando Bikeway Project

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

1. Update on the Completion of the 12-Month Pilot of the Downtown Burbank San Fernando Boulevard Reconfiguration, Phase 1, and Review of Phase 2 Project Plan – Community Development Department

Attachments:

[Study Session Cover Sheet](#)

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

E. **Moment of Reflection:**

F. **Flag Salute:**

G. **Roll Call:**

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

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

1. Presentation of Certificates to the Burbank Student Sister City Committee – City Council

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

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

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

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

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

1. City Council Minutes – City Clerk's Office

Recommendation:

Approve the Amended City Council Minutes of the Joint Meeting of July 15, 2025; the City Council Minutes of the Joint Meeting of August 12, 2025; and the Dark Meeting of August 19, 2025.

Attachments:

[Amended Council Minutes](#)

[Council Minutes](#)

[Dark Meeting Minutes](#)

2. Housing Authority Minutes – City Clerk's Office

Recommendation:

Approve the Housing Authority Minutes of the Joint Meeting of June 3, 2025.

Attachments:

[Housing Authority Minutes](#)

3. Parking Authority Minutes – City Clerk's Office

Recommendation:

Approve the Parking Authority Minutes of the Joint Meeting of August 12, 2025.

Attachments:

[Parking Authority Minutes](#)

4. Adoption of an Ordinance Amending Title 6, Chapter 1 of the Burbank Municipal Code to Clarify the City's Parking Restrictions Near Intersections – Community Development Department

Recommendation:

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 6 (MOTOR VEHICLES AND TRAFFIC), CHAPTER 1 (VEHICLES AND TRAFFIC) OF THE BURBANK MUNICIPAL CODE RELATING TO PARKING NEAR INTERSECTIONS.

Attachments:

[SR - Parking Near Intersections](#)

[Att1 - Ordinance](#)

5. Introduction of an Ordinance Amending and Restating Title 2, Chapter 1, Article 3, Divisions 309 and 310 of the Burbank Municipal Code to Establish the Authority of the Chief of Police and the Fire Chief to Execute Operational Mutual Aid and Cooperative Agreements with Other Governmental Agencies – Police Department/Fire Department

Recommendation:

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 2 (ADMINISTRATION) CHAPTER 1, ARTICLE 3, DIVISIONS 309 AND 310 OF THE BURBANK MUNICIPAL CODE ESTABLISHING THE AUTHORITY OF THE CHIEF OF POLICE AND THE FIRE CHIEF TO EXECUTE OPERATIONAL MUTUAL AID AND COOPERATIVE AGREEMENTS WITH OTHER GOVERNMENTAL AGENCIES.

Attachments:

[SR - Operational Mutual Aid Agreement](#)

[Att1 - Proposed Ordinance](#)

[Att2 - Current Version of BMC](#)

6. Adoption of Resolutions Continuing Appropriations from Fiscal Year 2024-25 to Fiscal Year 2025-26 – Financial Services Department (with Parking Authority and Housing Authority)

Recommendation:

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM FISCAL YEAR 2024-2025.
2. Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2024-2025.
3. Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2024-2025.

Attachments:

[SR - Continuing Appropriations](#)
[Att1 - Resolution](#)
[Att2 - Housing Authority Resolution](#)
[Att3 - Parking Authority Resolution](#)
[Att4 - Summary of Cont. Appropriations by Fund](#)
[Att5 - Cont. Appropriations by Account Number](#)

7. Adoption of a Resolution Authorizing Acceptance of the California Office of Traffic Safety 2026 Selective Traffic Enforcement Program Grant for \$190,000 and Amending the Fiscal Year 2025-26 Adopted Budget by Appropriating Funds – Police Department

Recommendation:

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE CALIFORNIA OFFICE OF TRAFFIC SAFETY 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT AGREEMENT AND ANY FUTURE AMENDMENTS, ACCEPTING \$190,000 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2025-26 ADOPTED BUDGET BY APPROPRIATING FUNDS.

Attachments:

[SR - OTS Grant](#)
[Att1 - Resolution](#)
[Att2 - Grant Agreement](#)

8. Approval to Initiate Planning and Design of Phase 2 of the Downtown Burbank San Fernando Boulevard Reconfiguration Project – Community Development Department

Recommendation:

Approve maintaining existing improvements implemented during Phase 1 of the Downtown Burbank San Fernando Boulevard Reconfiguration Project, and direct staff to initiate design of Phase 2 of the project.

Attachments:

[SR - Reconfiguration Project Phase 2](#)
[Att1 - Reconfiguration Project \(Phase 1\)](#)
[Att2 - Six-Month Status Update](#)
[Att3 - Reconfiguration Project \(Phase 2\)](#)
[Att4 - PBID Survey Results](#)
[Att5 - Pop-up Survey Results](#)

9. Adoption of an Ordinance Amending Title 2, Chapter 1, Article 4 (Boards, Commissions, and Committees) of the Burbank Municipal Code Relating to Boards, Commissions, and Committees – City Clerk's Office

Recommendation:

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 2, CHAPTER 1, ARTICLE 4 (BOARDS, COMMISSIONS, AND COMMITTEES) OF THE BURBANK MUNICIPAL CODE RELATING TO BOARDS, COMMISSIONS, AND COMMITTEES.

Attachments:

[SR - BCC Ordinance Adoption](#)

[Att1 - Ordinance](#)

[Att2 - Redlined Ordinance](#)

[Att3 - 02-04-2025 Staff Report](#)

[Att4 - Survey of Cities](#)

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

1. Consideration of the Board of Library Trustees Recommendation to Excuse the Absences of Board Member – City Clerk's Office

Recommendation:

Approve the recommendation of the Board of Library Trustees to excuse the absences of Board Member Emily Weisberg.

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

Council Action:

Attachments:

[SR - BOLT Absences](#)

[Att1 - Letter from Chair](#)

2. Discussion of the Valet Parking Meter Fees for Paid Parking Meter Zones – Community Development Department (with Parking Authority)

Recommendation:

Staff recommends that City Council direct staff to implement the Valet Parking Meter Fee as approved in November 2024.

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

Council Action:

Attachments:

[SR - Valet Parking Meter Fees](#)

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

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

1. Council Member Anthony's request to provide a first step report on the potential costs

associated with fully painting red curbs at crosswalks, along with options for funding a study to further evaluate the issue, including the expressed intent of a long-term plan to create an exemption for the City of Burbank from AB 413 requirements and to identify potential grant opportunities to support that effort (August 12, 2025).

2. Council Member Mullins' request to provide a first step report regarding the letter from the Burbank Association of Realtors that was submitted which addresses the terminology and policy relating to housing providers (August 12, 2025).

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

S. **Adjournment:** To Tuesday, September 9, 2025 for a Joint Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Study Session Cover Sheet

August 26, 2025 City Council Meeting

Study Session

**Update on the Completion of the 12-Month Pilot
of the Downtown Burbank San Fernando
Boulevard Reconfiguration, Phase 1, and
Review of Phase 2 Project Plan**

All materials for this Study Session are attached to
Agenda Item No. 8

MEMORANDUM



CITY CLERK'S OFFICE

DATE: August 26, 2025

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Amended City Council Minutes – July 15, 2025 – Item No. 9

Please note Item No. 9 of the Council minutes of July 15, 2025, has been revised to differentiate the staff that presented the report and those who responded to City Council inquiries.

Ray Johal, Senior Assistant City Attorney, Michael del Campo, Park, Recreation, and Community Services Assistant Director – Forestry Division presented the report and responded to Council inquiries.

~~Ray Johal, Senior Assistant City Attorney; Michael del Campo, Park, Recreation, and Community Services Assistant Director – Forestry Division;~~ Joseph McDougall, City Attorney; Juan Cardenas, Forestry Services Supervisor; and Justin Hess, City Manager, ~~presented the report and also~~ responded to ~~City~~ Council inquiries.

ATTACHMENT

Updated Attachment 1 – Amended City Council Minutes – July 15, 2025

AMENDED
CITY OF BURBANK
CITY COUNCIL JOINT MEETING WITH THE PARKING AUTHORITY MINUTES
TUESDAY, JULY 15, 2025

Call to Order

A Closed Session Meeting of the City Council of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 4:04 p.m. by Vice Mayor Takahashi.

Present: Council Members Anthony, Mullins, and Rizzotti, Vice Mayor Takahashi, and Mayor Perez (arrived 4:04 p.m.)
Absent: None.
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark.

CLOSED SESSION AND COMMENT:

There being no 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 – 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 – Existing Litigation
 - a. Pursuant to Govt. Code §54956.9(d)(1)
 - b. Name of Case: VCI v. City of Burbank
 - c. Case No.: 22BBCV00432
 - d. Brief description and nature of case: Department of Water and Power breach of contract matter
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
4. Conference with Legal Counsel – Existing Litigation
 - a. Pursuant to Govt. Code §54956.9(d)(1)
 - b. Name of Case: Mendez Garcia v. City of Burbank et al.
 - c. Case No.: 24NNCV04734
 - d. Brief description and nature of case: Motor vehicle accident
5. Conference with Real Property Negotiator
 - a. Pursuant to Govt. Code §54956.8
 - b. Property: 2244 N. Buena Vista St, Burbank, CA 91504
 - c. Parties Whom Agency or City is Negotiating with: Home Again LA (HALA)
 - d. City Negotiator: Simone McFarland, Assistant Community Development Director – Business & Economic Development
 - e. Terms Under Negotiation: Price, length of term, building improvement costs, contributions, and reimbursements

The meeting reconvened at 6:05 p.m. with all Council Members present.

Call to Order

A Joint Meeting of the City Council and the Parking Authority of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:05 p.m. by Mayor Perez.

Moment of Reflection

Mayor Perez 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 Perez.

Roll Call

Present:

Council Members Anthony, Mullins, and Rizzotti, Vice Mayor Takahashi, and Mayor Perez.

Absent:

None.

Also Present:

City Manager Hess, City Attorney McDougall, and City Clerk Clark.

Mayor Perez indicated there would be five (5) periods of Public Comment at this evening's meeting and those who wish to participate in the Joint General Public Comment and Public Hearing periods may call in at (818) 238-3335. The Reports to Council Public Comment periods will only be taken in person.

ANNOUNCEMENTS:

Mayor Perez announced Item No. 5 was postponed and will be brought back to Council at a future meeting.

Mayor Perez displayed a PowerPoint presentation announcing the following: (1) Burbank Water & Power Business Bucks Program; (2) Bus Rapid Transit (BRT) Project Community Meeting; (3) Media Industry Expo & Job Fair; and (4) National Night Out.

COUNCIL PRESENTATIONS/RECOGNITIONS:

Mayor Perez introduced Eric Hansen, Chair of the Family Services Agency Carewalk and former Burbank Park, Recreation, and Community Services Director, who presented Family Service Agency's 17th Annual CareWalk Award to Director Marisa Garcia on behalf of the Burbank Parks and Recreation Department.

Mayor Perez presented a Proclamation Declaring July 2025 as "National Parks and Recreation Month" in the City of Burbank and introduced Ara Messerlian, Park, Recreation, and Community Services Board Chair, who showed a video and made remarks.

Mayor Perez presented a Certificate of Recognition to Burbank resident Ruth Sherman in honor of her 105th birthday.

Mayor Perez presented a Certificate of Recognition to Detective Ryan Alexy for being named the recipient of the 2025 Rex Andrews Police Scholar Award and introduced Rafael Quintero, Burbank Police Chief; Cynthia Wagner, Burbank Rotary Club; and Detective Ryan Alexy, Burbank Police Department, who made remarks.

CITY MANAGER REPORT:

City Manager Hess introduced Ken Berkman, Public Works Director, and Eric Lashley, Library Services Director, who provided an update on the City Hall Fountain and the Central Library project.

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.

Meeting recessed/
reconvened

The City Council Meeting recessed at 6:58 p.m. and reconvened at 7:05 p.m.

Joint General Public
Comment

JOINT GENERAL PUBLIC COMMENT:

Appearing to comment were: Ron Bax, Jeff Ferguson, Jason Lewis, Gina Black, Robbie Brody, Linda Cozacos, Farrah Assadi, Julie Markarian, Lynn Lipinski, Janet Diel, Jenny Deahl, Mark Scroggs, Mike Derian, Harry Timuryan, Bennett Taracena, Matthew Arat, Cynthia Pease, Leah Harrison, Stefanie Girard, Ara Messerlian, Kristy M. Maloof, Mayboll Carrasco, Meghan B., Kyle Anderson, Christina Boyar, Diana Pulver, Terri Freedman, Corey Mensing, Douglas Carlson, Kat Kosmala, Antoinette Dohmen, Daniel, Andrew H., Liz Bax, Ashley Ramsey, Alissandra Valdez, and David Blumberg.

Calling in to comment were: Marjani Elgenedy, Linda Walmsley, Michael Rosenkrantz, Rennie Gabriel, Jo Pimienta, Jackie Waltman, Anonymous, and April.

COUNCIL, CITY MANAGER AND/OR CITY ATTORNEY COMMENT:

Council Members and Staff responded to Public Comment.

CONSENT CALENDAR:

Motion

It was moved by Council Member Mullins, seconded by Council Member Rizzotti, and carried 5-0 by roll call vote for Item Nos. 1-4 and 7-8, and for Item No. 6, carried 4-0-1 (Anthony, abstain), to approve the Consent Calendar.

Item No. 5 was postponed and will be brought back to Council at a future meeting.

City Council Minutes

1. City Council Minutes

Approve the City Council Minutes of the Regular Meeting of June 24, 2025, and the Dark Meetings of July 1 and July 8, 2025.

Parking Authority
Minutes

2. Parking Authority Minutes Office

Approve the Parking Authority Minutes of the Joint Meeting of June 3, 2025.

Adoption of an Ordinance Amending Burbank Municipal Code Section 2-1-202 Relating to Compensation of Council Members

3. Adoption of an Ordinance Amending Burbank Municipal Code Section 2-1-202 Relating to Compensation of Council Members

ORDINANCE NO. 25-4,030

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING BURBANK MUNICIPAL CODE SECTION 2-1-202 RELATING TO COMPENSATION OF COUNCIL MEMBERS.

Adoption of a Resolution Approving the 2025 Title VI Program Triennial Update for BurbankBus per the U.S. DOT/FTA Title VI Requirements and Guidelines for Federally Funded Subrecipients

4. Adoption of a Resolution Approving the 2025 Title VI Program Triennial Update for BurbankBus per the United States Department of Transportation (DOT) / Federal Transit Administration (FTA) Title VI Requirements and Guidelines for Federally Funded Subrecipients

RESOLUTION NO. 25-29,632

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING THE 2025 TITLE VI PROGRAM TRIENNIAL UPDATE FOR BURBANKBUS PER THE UNITED STATES DEPARTMENT OF TRANSPORTATION (DOT) / FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERALLY FUNDED SUBRECIPIENTS.

Adoption of a Resolution Approving an Entry and License Agreement with Nearby Businesses to Use a Trash Enclosure at the 133 E. Orange Grove Avenue Public Parking Structure, and Delegating Signature Authority to the Executive Director as the Chairman's Designee

5. Adoption of a Resolution of the Parking Authority of the City of Burbank Approving an Entry and License Agreement with Nearby Businesses to Use a Trash Enclosure at the 133 E. Orange Grove Avenue Public Parking Structure, and Delegating Signature Authority to the Executive Director as the Chairman's Designee (with Parking Authority) (POSTPONED)

Recommendation:

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING AN ENTRY AND LICENSE AGREEMENT WITH NEARBY BUSINESSES TO USE A TRASH ENCLOSURE AT THE 133 E. ORANGE GROVE AVENUE PUBLIC PARKING STRUCTURE, AND DELEGATING SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR AS THE CHAIRMAN'S DESIGNEE.

Adoption of a Resolution Authorizing Acceptance of the 2024 Urban Area Security Initiative Grant, and Any Future Amendments, Accepting \$247,041 in Grant Funds, and Amending the Fiscal Year 2025-26 Budget by Appropriating Funds

6. Adoption of a Resolution Authorizing Acceptance of the 2024 Urban Area Security Initiative Grant, and Any Future Amendments, Accepting \$247,041 in Grant Funds, and Amending the Fiscal Year 2025-26 Budget by Appropriating Funds

RESOLUTION NO. 25-29,633

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2024 URBAN AREA SECURITY INITIATIVE (UASI) SUBAWARD AGREEMENT AND ANY FUTURE AMENDMENTS, ACCEPTING \$247,041 IN 2024 UASI GRANT FUNDS, AND AMENDING THE FISCAL YEAR (FY) 2025-26 BUDGET BY APPROPRIATING FUNDS.

<u>Approval to Amend the FY 2025-26 Adopted Budget and Appropriate General Plan Maintenance Funds for Consultant Services to Update and Apply the City's Travel Demand Forecast Model to Analyze Growth Assumptions for the Proposed Downtown Burbank Transit Oriented Development, Golden State, and Media District Specific Plans</u>	7. <u>Approval to Amend the Fiscal Year 2025-26 Adopted Budget and Appropriate General Plan Maintenance Funds for Consultant Services to Update and Apply the City's Travel Demand Forecast Model to Analyze Growth Assumptions for the Proposed Downtown Burbank Transit Oriented Development, Golden State, and Media District Specific Plans</u>
	Amend the Fiscal Year 2025-26 Budget to Appropriate General Plan Maintenance Funds in the Amount of \$72,500 to Update and Apply the City's Travel Demand Forecast Model to Projected Growth Assumptions for the Downtown Burbank Transit Oriented Development, Golden State and Media District Specific Plans.
<u>Approval of the City of Burbank Tournament of Roses 2026 Float Rendering</u>	8. <u>Approval of the City of Burbank Tournament of Roses 2026 Float Rendering</u>
	Approve the Burbank Tournament of Roses 2026 float rendering.
<u>Consideration of an Appeal of a Decision of the Permit Appeals Panel to Uphold a Fine Due to Violation of BMC § 7-4-104 Illegal Pruning of City Tree at 1083 E. Harvard Rd.</u>	<u>PUBLIC HEARING:</u>
	9. <u>Consideration of an Appeal of a Decision of the Permit Appeals Panel to Uphold a Fine Due to Violation of Burbank Municipal Code, Section 7-4-104 Illegal Pruning of City Tree at 1083 East Harvard Road, Burbank 91501 Submitted by Marine Bezhanyan</u>
Public Hearing Opened	The Public Hearing was opened at 8:21 p.m. There were no Conflict-of-Interest disclosures. City Clerk Clark confirmed that there was a complete file of exhibits, correspondence including emails and other documents, and that two written correspondences were received from staff.
Staff Report	Ray Johal, Senior Assistant City Attorney, and Michael del Campo, Park, Recreation, and Community Services Assistant Director – Forestry Division, presented the report and responded to Council inquiries. Joseph McDougall, City Attorney; Juan Cardenas, Forestry Services Supervisor; and Justin Hess, City Manager, also responded to City Council inquiries.
Rebuttal	Marine Bezhanyan, Appellant, presented the rebuttal.
Public Hearing Public Comment	<u>Public Hearing Public Comment:</u> Appearing to comment was: None. Calling in to comment was: None.
Public Hearing Closed	The Public Hearing was closed at 9:53 p.m.

Motion	<u>Council Action:</u> It was moved by Council Member Anthony, seconded by Council Member Rizzotti, and carried 5-0 by roll call vote, to deny the appeal and uphold the Permit Appeals Panel's decision to uphold the fine issued by the Park, Recreation and Community Services Department for the violation of the Burbank Municipal Code related to the unauthorized pruning of a City-owned tree adjacent to 1083 East Harvard Road.
<u>Appointment to Fill Vacancies on Various City of Burbank Boards, Commissions, and Committees</u> Staff Report	<u>REPORTS TO COUNCIL:</u> 10. <u>Appointment to Fill Vacancies on Various City of Burbank Boards, Commissions, and Committees</u> Kimberley Clark, City Clerk, presented the report and responded to City Council inquiries.
Public Comment	<u>Public Comment:</u> Appearing to comment were: James Coomes, Rachel Hastings Saunders, Romik Hacobian, Abdi Saghafi, Jessica Martin, Zach Martin, Narbeh Hartoonian, Kevin Morris, Meggy Kawsek, Eddy Polon, Brooks Pipher, Jillian Stein, Charles Wilson, Jeff Frame, Wendy Templeton, Samantha Wick, Colin Hoffmeister, Mercedes Cooper, and Sara Mendez. Jackie Brenneman submitted a comment card but did not wish to speak.
Motion	<u>Council Action:</u> It was unanimously approved 5-0 to make appointments to the following City of Burbank Boards, Commissions, and Committees: • Paulina Safarian, Samantha Wick, and Sara Mendez to the Planning Commission for a full, 4-year term ending July 31, 2029; • Romik Hacobian; Paul McKenna, Jr.; Narbeh Hartoonian; and James Coomes to the Police Commission for a full, 4-year term ending July 31, 2029; • Duanne Gilmore, Colin Hoffmeister, and Maria Coronado to the Infrastructure Oversight Board for a full, 4-year term ending July 31, 2029; • Jacqueline Brenneman, Stefanie Girard, Leaf Harrison, and Mercedes Cooper to the Burbank Cultural Arts Commission for a full, 4-year term ending July 31, 2029; • Eddy Polon, Jason Lewis, Abdi Saghafi, and John Pipher to the Transportation Commission for a full, 4-year term ending July 31, 2029; • Charles Wilson, Rachel Hastings Saunders, Alissandra Valdez, Adrine Der-Tavitian, and Kevin Morris to the Sustainable Burbank

Commission for a full, 4-year term ending July 31, 2029; and

- Ara Messerlian, Robbie Brody, and Farrah Assadi to the Park, Recreation and Community Services Board for a full, 4-year term ending July 31, 2029.

Council Members voted by consensus to continue with City business past 11:00 p.m. and to postpone discussion of Item No. 11 until the July 29, 2025, City Council meeting.

Consideration of Options and Impacts of a Potential Citywide Gas-Powered Leaf Blower Ban

11. Consideration of Options and Impacts of a Potential Citywide Gas-Powered Leaf Blower Ban (POSTPONED)

Recommendation:

- 1) Allow the use of gas-powered leaf blowers to be eliminated through attrition; or
- 2) Direct staff to develop and introduce a draft Ordinance banning the use of gas-powered leaf blowers.

First Step Report on Consideration of the Implementation of Interactive Kiosks

12. First Step Report on Consideration of the Implementation of Interactive Kiosks

Staff Report

Courtney Padgett, Assistant City Manager, presented the report and responded to City Council inquiries.

Public Comment

Public Comment:

Appearing to comment were: Clay Collett and Terri Freedman.

Motion

Council Action:

It was moved by Council Member Anthony, seconded by Mayor Perez, and carried 5-0 by roll call vote, to direct staff to bring the item back for a Study Session to review and discuss the feasibility of a pilot program, community engagement, potential Burbank Municipal Code amendments, and procurement process options.

Council Comments

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

CONSIDERATION OF PREVIOUSLY INTRODUCED ADDITIONAL AGENDA ITEMS:

1. Vice Mayor Takahashi's request to consider sending a letter of support for SB 805 - No Vigilantes Act (June 24, 2025)

Motion

It was moved by Council Member Anthony, seconded by Mayor Perez, and carried 4-1 (Rizzotti, dissent) by roll call vote, to bring back an item to provide a letter of support for SB 805 - No Vigilantes Act.

2. Vice Mayor Takahashi's request to agendaize a report regarding a potential ordinance requiring fire extinguishers when using weed removal tools in fire zones (June 24, 2025)

Motion It was moved by Vice Mayor Takahashi, seconded by Mayor Perez, and carried 5-0 by roll call vote, to consider requiring fire extinguishers while using weed removal tools in fire zones when the 2025 Fire Code amendment item is brought to Council.

3. Council Member Anthony's request to consider providing a letter to Senator Alex Padilla, Senator Adam Schiff, and Congressmember Laura Friedman regarding the constitutionality of President Trump's use of military force without congressional approval (June 24, 2025)

No action taken Council took no action on this item.

4. Council Member Mullins's request to agendize a report on renaming the Landlord-Tenant Commission as the Housing Provider-Tenant Commission and amending BMC 2-1-417 and other references to replace "landlord" with "housing provider" (June 24, 2025)

Motion	It was moved by Vice Mayor Takahashi, seconded by Council Member Anthony, and carried 5-0 by roll call vote, to consider renaming the Landlord-Tenant Commission when landlord-tenant matters return to Council in October 2025.
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Introduction of Additional Agenda Items

INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Council Member Anthony requested an informational memo regarding banning the use of live ammunition during film and television production.

Adjournment

ADJOURNMENT:

There being no further business to come before the City Council, the meeting was adjourned at 11:58 p.m. to Tuesday, July 29, 2025, for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Kimberley Clark
City Clerk

Tamala Takahashi
Vice Mayor

APPROVED DATE:

CITY OF BURBANK
CITY COUNCIL JOINT MEETING WITH THE PARKING AUTHORITY MINUTES
TUESDAY, AUGUST 12, 2025

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 5:03 p.m. by Vice Mayor Takahashi.

Present: Council Members Anthony, Mullins, and Rizzotti, and Vice Mayor Takahashi.
Absent: Mayor Perez.
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark.

CLOSED SESSION COMMENT:

There being no response to the Vice 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: Latese Cherie Whitehead v. City of Burbank
 - c. Case No.: 22STCV26333
 - d. Brief description and nature of case: Personal injury
2. Conference with Legal Counsel – Existing Litigation
 - a. Pursuant to Govt. Code §54956.9(d)(1)
 - b. Name of Case: Luring Paialii v. City of Burbank et al.
 - c. Case No.: 2:24-CV-08890-CAS-PVC
 - d. Brief description and nature of case: Civil rights

The meeting reconvened at 6:11 p.m. with Mayor Perez absent.

Call to Order

A Joint Meeting of the City Council and the Parking Authority of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:11 p.m. by Vice Mayor Takahashi.

Moment of Reflection

Vice 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 Vice Mayor Takahashi.

Roll Call

Present: Council Members Anthony, Mullins, and Rizzotti, and Vice Mayor Takahashi.
Absent: Mayor Perez.
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark.

Vice Mayor Takahashi indicated there would be four (4) periods of Public Comment at this evening's meeting and those who wish to participate in the Joint General Public Comment period may call in at (818) 238-3335. The Reports to Council Public Comment periods will only be taken in person.

ANNOUNCEMENTS:

Vice Mayor Takahashi displayed a PowerPoint presentation announcing the following: (1) Metro LIFE Program; (2) Animal Shelter Adoption Promotion; (3) Verdugo Aquatic Facility Yearly Maintenance; and (4) Household Hazardous Waste Drive-Thru Collection Event.

COUNCIL PRESENTATIONS/RECOGNITIONS:

Vice Mayor Takahashi presented Certificates of Recognition to the Burbank High School 2024-25 Baseball Program for their community service efforts and introduced Coach Bob Hart and his students, who made remarks.

CITY MANAGER REPORT:

City Manager Hess introduced Eric P. Lashley, Library Services Director, who provided an update on a new Social Worker, and Rafael Quintero, Burbank Police Chief, and Eduardo Ruiz, Burbank Police Captain, who provided an update on a new School Resource Officer.

PRESENTATION:

Vice Mayor Takahashi introduced United States Congressman Laura Friedman, who presented a Federal legislative update.

REPORTING ON CLOSED SESSION:

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

Joint General Public
Comment

JOINT GENERAL PUBLIC COMMENT:

Appearing to comment were: Alex Avanesyan (Office of Assemblymember Nick Schultz), Adrian De Leon, Ron Bax, Mark Scroggs, Mike Derian, Diana Pulver, Jason Lewis, David Donahue, Harry Timuryan, Elizabeth Bax, and Chuck Mercier.

Calling in to comment were: John Gerro, Jackie Waltman, and Jo Pimienta.

COUNCIL, CITY MANAGER AND/OR CITY ATTORNEY COMMENT:

Council Members and Staff responded to Public Comment.

Motion

CONSENT CALENDAR:

It was moved by Council Member Mullins, seconded by Council Member Anthony, and carried 4-0 (Perez, absent) by roll call vote, to approve the Consent Calendar.

City Council Minutes

1. City Council Minutes

Approve the City Council Minutes of the Regular Meeting of July 29, 2025, and the Dark Meeting of August 5, 2025.

Parking Authority
Minutes

2. Parking Authority Minutes Office

Approve the Parking Authority Minutes of the Joint Meeting of July 15, 2025.

Adoption of Resolutions Approving an Entry and License Agreement with Nearby Businesses to Use a Trash Enclosure at the 133 E. Orange Grove Avenue Public Parking Structure, and Delegating Signature Authority to the Executive Director as the Chairman's Designee; and Establishing a Purchasing Procedure and Authorizing the Executive Director to Procure, Approve, and Execute Certain Agreements for Professional Services and Non-Professional Goods and Services in Accordance with the Purchasing Procedure

3. Adoption of a Resolution of the Parking Authority of the City of Burbank Approving an Entry and License Agreement with Nearby Businesses to Use a Trash Enclosure at the 133 E. Orange Grove Avenue Public Parking Structure, and Delegating Signature Authority to the Executive Director as the Chairman's Designee; and Adoption of a Resolution of the Parking Authority of the City of Burbank Establishing a Purchasing Procedure and Authorizing the Executive Director to Procure, Approve, and Execute Certain Agreements for Professional Services and Non-Professional Goods and Services in Accordance with the Purchasing Procedure (with Parking Authority)

RESOLUTION NO. P-25-125

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING AN ENTRY AND LICENSE AGREEMENT WITH NEARBY BUSINESSES TO USE A TRASH ENCLOSURE AT THE 133 E. ORANGE GROVE AVENUE PUBLIC PARKING STRUCTURE, AND DELEGATING SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR AS THE CHAIRMAN'S DESIGNEE; and

RESOLUTION NO. P-25-126

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK ESTABLISHING A PURCHASING PROCEDURE AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE, APPROVE, AND EXECUTE CERTAIN AGREEMENTS FOR PROFESSIONAL SERVICES AND NON-PROFESSIONAL GOODS AND SERVICES IN ACCORDANCE WITH THE PURCHASING PROCEDURE.

Adoption of a Resolution Approving Contract Documents, Plans and Specifications, and Authorizing Execution of a Contract for Bid Schedule 1527 – 2023-24 Annual Residential Pavement Rehabilitation Project in City Maintenance Zones 15, 16, 17 and 18 to Toro Enterprises, Inc

4. Adoption of a Resolution Approving Contract Documents, Plans and Specifications, and Authorizing Execution of a Contract for Bid Schedule 1527 – 2023-24 Annual Residential Pavement Rehabilitation Project in City Maintenance Zones 15, 16, 17 and 18, bounded by Amherst Dr., Buena Vista St., Victory Blvd., and the City Limit at Scott Rd., to Toro Enterprises, Inc.; Finding of CEQA Exemption (14 CCR § 15301)

RESOLUTION NO. 25-29,637

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AND AUTHORIZING EXECUTION OF A CONTRACT FOR BID SCHEDULE NO. 1527 – 2023-24 ANNUAL RESIDENTIAL PAVEMENT REHABILITATION PROJECT TO TORO ENTERPRISES, INC.

Adoption of a Resolution Approving a PSA with Pacific Advanced Civil Engineering, Inc. for Phase 1 Design Services for the Seismic Retrofit of

5. Adoption of a Resolution Approving a Professional Services Agreement with Pacific Advanced Civil Engineering, Inc. for Phase 1 Design Services for the Seismic Retrofit of Water Pipelines Project

RESOLUTION NO. 25-29,638

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC ADVANCED CIVIL ENGINEERING,

Water Pipelines Project

INC. FOR PHASE 1 DESIGN SERVICES FOR THE SEISMIC RETROFIT OF WATER PIPELINES PROJECT.

Introduction of an Ordinance Amending Title 6, Chapter 1 of the BMC to Clarify Parking Restrictions Near Intersections

REPORTS TO COUNCIL:

6. Introduction of an Ordinance Amending Title 6, Chapter 1 of the Burbank Municipal Code to Clarify the City's Parking Restrictions Near Intersections

Staff Report

Kyle Kramer, Associate Transportation Planner, presented the PowerPoint presentation and responded to City Council inquiries. Marcos Fuentes, Senior Transportation Planner; Joseph McDougall, City Attorney; Lisa Kurihara, Senior Assistant City Attorney; Rafael Quintero, Burbank Police Chief; and Ken Berkman, Public Works Director, also responded to City Council inquiries.

Public Comment

Public Comment:

Appearing to comment was: Ron Bax.

Motion

Council Action:

It was moved by Council Member Mullins, seconded by Council Member Rizzotti, and carried 4-0 (Perez, absent) by roll call vote, to:

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 6 (MOTOR VEHICLES AND TRAFFIC), CHAPTER 1 (VEHICLES AND TRAFFIC) OF THE BURBANK MUNICIPAL CODE RELATING TO PARKING NEAR INTERSECTIONS.

Approval of the Safer Streets Burbank Action Plan

7. Approval of the Safer Streets Burbank Action Plan

Staff Report

Christopher Buonomo, Senior Transportation Planner, presented the PowerPoint presentation and responded to City Council inquiries. David Kriske, Assistant Community Development Director – Transportation and Planning; Ken Berkman, Public Works Director; and Rafael Quintero, Burbank Police Chief, also responded to City Council inquiries.

Public Comment

Public Comment:

Appearing to comment were: Jason Lewis, Emelia DeOliveira, and David Donahue.

Motion

Council Action:

It was moved by Council Member Anthony, seconded by Council Member Mullins, and carried 4-0 (Perez, absent) by roll call vote, to:

RESOLUTION NO. 25-29,639

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE SAFER STREETS BURBANK ACTION PLAN (SSBAP) AND DECLARING CATEGORICAL EXEMPTION UNDER CEQA.

Consideration to
Submit a Letter to the
State Legislature in
Support of SB 805

8. Consideration to Submit a Letter to the State Legislature in Support of
Senate Bill 805, the No Vigilantes Act

Staff Report

Rafael Quintero, Burbank Police Chief, presented the report and responded to City Council inquiries. Joseph McDougall, City Attorney, also responded to City Council inquiries.

Public Comment

Public Comment:

Appearing to comment was: Jason Lewis.

Initial Motion

Council Action:

It was moved by Council Member Anthony, seconded by Vice Mayor Takahashi, and failed 2-2 (Mullins and Rizzotti, dissent; Perez, absent) by roll call vote, to forgo the customary second step in the additional agenda item process, and send a letter of support for Senate Bill 805, the No Vigilantes Act, signed by all five Council Members to California State Senators Sasha Renee Pérez, Scott Wiener, and Caroline Menjivar, and State Assemblymember Nick Schultz.

It was approved by Council consensus to note and file.

Council Comments

COUNCIL COMMENTS:

Council Members reported out on Council committee assignments and attendance at conferences, regional meetings, and community events.

Introduction of
Additional Agenda
Items

INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Council Member Anthony requested a first step report on the potential costs associated with fully painting red curbs at crosswalks, along with options for funding a study to further evaluate the issue, including a long-term plan to create an exemption for the City of Burbank from Assembly Bill 413 requirements and to identify potential grant opportunities to support that effort.

Council Member Mullins requested a first step report regarding the letter submitted by the Burbank Association of Realtors which addresses the terminology and policy relating to housing providers.

Adjournment

ADJOURNMENT:

There being no further business to come before the City Council, the meeting was adjourned at 10:59 p.m. to August 26, 2025, for a Joint Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Kimberley Clark
City Clerk

Tamala Takahashi
Vice Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, AUGUST 19, 2025

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark
City Clerk

Tamala Takahashi
Vice Mayor

APPROVED DATE:

HOUSING AUTHORITY MINUTES
A JOINT MEETING WITH THE CITY COUNCIL
TUESDAY, JUNE 3, 2025

Call to Order

A Joint Meeting of the Housing Authority and 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 6:04 p.m. by Chair Perez.

Moment of Reflection

Chair Perez held a Moment of Reflection to begin the meeting with positive and collective support for our beloved community.

Moment of Silence

Chair Perez held a Moment of Silence in honor of Baldwin Park Officer Samuel "Sam" Riveros, who was tragically killed in the line of duty on May 31, 2025, and actor and musician Jonathan Joss, who was best known for his roles on *King of the Hill* and *Parks and Recreation*.

Flag Salute

The Pledge of Allegiance was led by Chair Perez.

Roll Call

Present:

Commissioners Anthony, Mullins, and Rizzotti, Vice Chair Takahashi, and Chair Perez.

Absent:

None.

Also Present:

Executive Director Hess, City Attorney McDougall, and Clerk Clark.

Closed Session, Study Session, Announcements, Council Presentations/ Recognitions, City Manager Report, Reporting on Closed Session, Reports to Council, Council Comments, and Introduction of Additional Agenda Items were City Council items only and can be found in the City Council Meeting Minutes.

Joint General Public
Comment

JOINT GENERAL PUBLIC COMMENT:

Appearing to comment were: Ron Bax, Rennie Gabriel, Shirley Tom, Scott Meyers, Mike Derian, Mark Scroggs, Ed Brotherton, Joseph Massimini, Diana Pulver, Jackie Waltman, Susan O'Carroll, David Donahue, Jo Pimienta, and Jordan Henry.

Calling in to comment were: None.

COUNCIL, CITY MANAGER AND/OR CITY ATTORNEY COMMENT:

Commissioners and Staff responded to Public Comment.

CONSENT CALENDAR:

Motion

It was moved by Commissioner Rizzotti, seconded by Vice Chair Takahashi, and carried 5-0 by roll call vote for Items Nos.1-4 and 6-10, and for Item No. 5, carried 4-0-1 (Rizzotti, abstain), to approve the Consent Calendar.

Consent Calendar Item Nos. 1-2 and 4-10 were City Council items only and can be found in the City Council minutes.

Housing Authority
Minutes

3. Housing Authority Minutes

Approve the Housing Authority Minutes of the Joint Meeting of May 20, 2025.

Adoption of
Resolutions Adopting
the Fiscal Year 2025-
26 Annual Budget,
Citywide Fee
Schedule, and
Appropriations Limit

PUBLIC HEARING:

Public Hearing Item No. 11 was a City Council item only and can be found in the City Council Meeting Minutes.

12. Adoption of Resolutions Adopting the Fiscal Year 2025-26 Annual Budget, Citywide Fee Schedule, and Appropriations Limit (with Successor Agency, Housing Authority, and Parking Authority)

Public Hearing
Opened

The Public Hearing was opened at 7:51 p.m. There were no Conflict-of-Interest disclosures. Clerk Clark affirmed receipt of Proof of Publication; confirmed that there was a complete file of exhibits, correspondence including emails and other documents, and that seven written correspondences were received.

Staff Report

Jennifer Becker, Financial Services Director, presented the PowerPoint presentation and responded to Housing Authority inquiries.

Joint Public Hearing
Public Comment

Joint Public Hearing Public Comment:

Appearing to comment was: Elizabeth Bax.

Calling in to comment was: None.

The Public Hearing was closed at 8:11 p.m.

Motion

Council Action:

It was moved by Commissioner Mullins, seconded by Chair Perez, and carried 5-0 by roll call vote, to:

RESOLUTION NO. 25-29,614

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025-2026 AND MAKING APPROPRIATIONS FOR AMOUNTS BUDGETED.

RESOLUTION NO. 25-29,615

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DETERMINING AND ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2025-2026.

RESOLUTION NO. H-25-272

Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025-2026.

RESOLUTION NO. P-25-124

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025-2026.

RESOLUTION NO. 25-29,616

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE FISCAL YEAR 2025-2026 CITYWIDE FEE SCHEDULE.

Adjournment

ADJOURNMENT:

There being no further business to come before the Housing Authority, the meeting was adjourned at 9:12 p.m. to Tuesday, June 10, 2025, for a City Council Regular Meeting at 6:00 p.m. in the Council Chamber – 275 East Olive Avenue, Second Floor.

Kimberley Clark
Clerk

Nikki Perez
Chair

APPROVED DATE:

PARKING AUTHORITY MINUTES
A JOINT MEETING WITH THE CITY COUNCIL
TUESDAY, AUGUST 12, 2025

Call to Order

A Joint Meeting of the Parking Authority and 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 6:11 p.m. by Vice Chair Takahashi.

Moment of Reflection

Vice Chair 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 Vice Chair Takahashi.

Roll Call

Present:

Members Anthony, Mullins, and Rizzotti, and Vice Chair Takahashi.

Absent:

Chair Perez.

Also Present:

Executive Director Hess, City Attorney McDougall, and Secretary Clark.

Closed Session, Announcements, Council Presentations/Recognitions, City Manager Report, Reporting on Closed Session, Council Comments, and Introduction of Additional Agenda Items were City Council items only and can be found in the City Council Meeting Minutes.

Joint General Public
Comment

JOINT GENERAL PUBLIC COMMENT:

Appearing to comment were: Alex Avanesyan (Office of Assemblymember Nick Schultz), Adrian De Leon, Ron Bax, Mark Scroggs, Mike Derian, Diana Pulver, Jason Lewis, David Donahue, Harry Timuryan, Elizabeth Bax, and Chuck Mercier.

Calling in to comment were: John Gerro, Jackie Waltman, and Jo Pimienta.

COUNCIL, CITY MANAGER AND/OR CITY ATTORNEY COMMENT:
Members and Staff responded to Public Comment.

Motion

CONSENT CALENDAR:

It was moved by Member Mullins, seconded by Member Anthony, and carried 4-0 (Perez, absent) by roll call vote, to approve the Consent Calendar.

Consent Calendar Item Nos. 1 and 4-5 were City Council items only and can be found in the City Council minutes.

Parking Authority
Minutes

2. Parking Authority Minutes

Approve the Parking Authority Minutes of the Joint Meeting of July 15, 2025.

Adoption of a
Resolution Approving
an Entry and License
Agreement with
Nearby Businesses to
Use a Trash Enclosure
at the 133 E. Orange
Grove Avenue Public

3. Adoption of a Resolution of the Parking Authority of the City of Burbank Approving an Entry and License Agreement with Nearby Businesses to Use a Trash Enclosure at the 133 E. Orange Grove Avenue Public Parking Structure, and Delegating Signature Authority to the Executive Director as the Chairman's Designee; and Adoption of a Resolution of the Parking Authority of the City of Burbank Establishing a Purchasing Procedure and Authorizing the Executive Director to Procure, Approve,

Parking Structure, and
Delegating Signature
Authority to the
Executive Director as
the Chairman's
Designee; and
Adoption of a
Resolution
Establishing a
Purchasing Procedure
and Authorizing the
Executive Director to
Procure, Approve, and
Execute Certain
Agreements for
Professional Services
and Non-Professional
Goods and Services in
Accordance with the
Purchasing Procedure

and Execute Certain Agreements for Professional Services and Non-
Professional Goods and Services in Accordance with the Purchasing
Procedure

RESOLUTION NO. P-25-125

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING AN ENTRY AND LICENSE AGREEMENT WITH NEARBY BUSINESSES TO USE A TRASH ENCLOSURE AT THE 133 E. ORANGE GROVE AVENUE PUBLIC PARKING STRUCTURE, AND DELEGATING SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR AS THE CHAIRMAN'S DESIGNEE; and

RESOLUTION NO. P-25-126

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK ESTABLISHING A PURCHASING PROCEDURE AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE, APPROVE, AND EXECUTE CERTAIN AGREEMENTS FOR PROFESSIONAL SERVICES AND NON-PROFESSIONAL GOODS AND SERVICES IN ACCORDANCE WITH THE PURCHASING PROCEDURE.

Adjournment

ADJOURNMENT:

There being no further business to come before the Parking Authority, the meeting was adjourned at 10:59 p.m. to August 26, 2025, for a Joint Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Kimberley Clark
Secretary

Tamala Takahashi
Vice Chair

APPROVED DATE:

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director, Transportation
Marcos Fuentes, Senior Transportation Planner
BY: Kyle Kramer, Associate Transportation Planner

SUBJECT: Adoption of an Ordinance Amending Title 6, Chapter 1 of the Burbank Municipal Code to Clarify the City's Parking Restrictions Near Intersections

RECOMMENDATION

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 6 (MOTOR VEHICLES AND TRAFFIC), CHAPTER 1 (VEHICLES AND TRAFFIC) OF THE BURBANK MUNICIPAL CODE RELATING TO PARKING NEAR INTERSECTIONS.

SUMMARY

The above-entitled Ordinance was introduced at a City Council Joint Meeting on August 12, 2025. Council Members Anthony, Mullins, and Rizzotti, and Vice Mayor Takahashi were present.

Vote at Introduction:

AYES: Anthony, Mullins, Rizzotti, and Takahashi.
NOES: None.
ABSENT: Perez.

This Ordinance is now presented for adoption.

ENVIRONMENTAL REVIEW

Adoption of this Ordinance has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and as such, falls outside the definition of a “project” under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to §§ 15378 and 15060(c)(2)-(3) of Title 14 of the California Code of Regulations (CEQA Guidelines) because the Ordinance maintains existing parking restrictions in place as they currently exist.

Furthermore, even if this action constitutes a “project” subject to CEQA review, it is exempt from environmental review pursuant to CEQA Guidelines § 15301, as any decision to restrict on-street parking near intersections constitutes operation and minor alteration of existing street facilities involving negligible or no expansion of existing or former use and does not create additional automobile lanes. No unusual circumstances preclude the use of this exemption.

FISCAL IMPACT

Adopting the proposed Ordinance and staff’s recommended implementation approach will not create a new fiscal impact to the City. The Ordinance does not require changes to the City’s infrastructure, and enforcement of daylighting would be carried out using existing staffing in the same manner as other parking violations.

ATTACHMENT

Attachment 1 – Ordinance

ATTACHMENT 1 – 1

Eff.: ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 6 (MOTOR VEHICLES AND TRAFFIC), CHAPTER 1 (VEHICLES AND TRAFFIC) OF THE BURBANK MUNICIPAL CODE RELATING TO PARKING NEAR INTERSECTIONS

City Attorney's Synopsis

This Ordinance amends Title 6, Chapter 1 of the Burbank Municipal Code by clarifying the City's parking restrictions near intersections, crosswalks, traffic control devices and stop signs in compliance with recent updates to California Vehicle Code Section 22500.

THE COUNCIL OF THE CITY OF BURBANK FINDS AS FOLLOWS:

A. Assembly Bill ("AB") 413 amended California Vehicle Code Section 22500 by prohibiting parking statewide within 20 feet of the vehicle approach side of any marked or unmarked crosswalk, or within 15 feet of any crosswalk where a curb extension is present, regardless of whether the no-parking area is marked with signage or paint. Beginning on January 1, 2025, parking restrictions near crosswalks under AB 413 may be enforced by issuing citations. Prior to this time, enforcement was limited to issuing a warning.

B. AB 413 allows local authorities to establish different parking restrictions near crosswalks by ordinance if the different distance is justified by established safety standards and if the no parking area is marked using paint or a sign.

C. Visibility and sight distance are important safety factors at intersections. The National Association of City Transportation Officials ("NACTO") explains that in urban areas, corners of intersections frequently act as gathering places for people, businesses, bus stops, bicycle parking, and other elements, and therefore intersection design should facilitate eye contact between all of these users rather than focusing solely on clear sightlines for moving traffic only. To improve safety through adequate sightlines, NACTO recommends restricting parking within 20 to 25 feet of intersections.¹

D. However, NACTO acknowledges that a blanket statewide parking restriction near all intersections is not necessarily appropriate in every local jurisdiction and that cities should consider overall context to determine if a different local parking restriction may be more appropriate.²

¹ <https://nacto.org/publication/urban-street-design-guide/intersection-design-elements/visibility-sight-distance/>

² See AB 413 – 9/11/23 - Senate Floor Analyses, Comments *available at*: https://leginfo.ca.gov/faces/billAnalysisClient.xhtml?bill_id=202320240AB413

ATTACHMENT 1 – 2

E. Data from the American Association of State Highway and Transportation Officials (“AASHTO”) shows that the sight distance required for drivers to react to and brake for unexpected events increases as speed increases. Further, driver’s reaction times increase by 35 percent when an event is unexpected. AASHTO advises that roadway designs should take driver reaction times into account.³

F. Burbank Municipal Code (“BMC”) Section 6-1-1029 currently prohibits parking within 15 feet of an intersection or curb return, and within 25 feet of a traffic signal, stop sign, or electric flashing beacon, when signs or paint mark the no-parking areas. In practice, the City typically applies these no-parking restrictions at all corners of intersections along arterial roadways and other streets that generally experience higher rates of speed to account for increased driver reaction time. These local parking restrictions often exceed the parking restrictions established by AB 413 under California Vehicle Code Section 22500(n) by applying to all corners of an intersection (as opposed to only the vehicle approach side of an intersection), and by creating a larger no-parking zone by measuring from the curb return as opposed to the crosswalk.

G. The City Council desires to maintain the existing parking restrictions in BMC Section 6-1-1029, by finding that the distances therein are justified by established safety standards, including but not limited to the NACTO recommendation that parking be restricted within 20 to 25 feet of intersections, and the AASHTO recommendation that driver reaction times should be taken into account when designing safe intersections. This Ordinance clarifies definitions and confirms the City’s local parking restrictions near intersections when red-painted or signed to reflect the restriction. When a curb near an intersection or crosswalk does not include any painted or signed parking restrictions, the default parking restriction under AB 413 will apply.

H. The City Council exercises its independent judgment and finds that the adoption of this Ordinance has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and as such, falls outside the definition of a “project” under the California Environmental Quality Act (“CEQA”) and is therefore not subject to CEQA pursuant to Sections 15378 and 15060(c)(2)-(3) of Title 14 of the California Code of Regulations (“CEQA Guidelines”) because the Ordinance maintains existing parking restrictions in place as they currently exist. Furthermore, even if this action constitutes a “project” subject to CEQA review, it is exempt from environmental review pursuant to CEQA Guidelines Section 15301, as any decision to restrict on-street parking near intersections constitutes operation and minor alteration of existing street facilities involving negligible or no expansion of existing or former use and does not create additional automobile lanes. No unusual circumstances preclude the use of this exemption.

³ AASHTO. (2018). *A Policy on Geometric Design of Highways and Streets (7th Ed.)*. The American Association of State Highway and Transportation Officials, AASHTO Greenbook, Washington DC.

ATTACHMENT 1 – 3

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

Section 1. Incorporation of Findings. The City Council of the City of Burbank hereby finds that the above findings are true and correct and are hereby incorporated by reference.

Section 2. Amendment to Burbank Municipal Code (“BMC”) Section 6-1-102. BMC Section 6-1-102 (Other Definitions) is amended by adding the following definition for “curb return” to read as follows (additions are marked in underline and deletions are marked in ~~strikethrough~~):

“CURB RETURN: The curved portion of a street curb joining the normal curb line of a street with that of an intersecting street, alley, or driveway.”

Section 3. Amendment to BMC Section 6-1-1029. BMC Section 6-1-1029 (Stopping or Parking Prohibited at Certain Places) is amended and restated in its entirety to read as follows (additions are marked in underline and deletions are marked in ~~strikethrough~~):

“6-1-1029: STOPPING OR PARKING PROHIBITED AT CERTAIN PLACES⁶:

Notwithstanding any different parking restrictions that may be established under California Vehicle Code Section 22500, nNo person shall stop, stand or park a vehicle in any of the following places when they are so signed or marked as directed by the Public Works Director:

A. NEAR SAFETY ZONE.

At any place within twenty (20) feet of a point on the curb immediately opposite the mid-block end of a safety zone.

B. NEAR INTERSECTION.

At any place within fifteen (15) feet of the starting point of the curb return of an intersection ~~or curb return~~, except that a bus ~~or taxicab~~ may stop at a designated bus ~~or taxicab~~ stop.

C. NEAR TRAFFIC CONTROL DEVICE OR STOP SIGN.

At any place wWithin twenty-five (25) feet of the approach to any traffic signal, stop sign, or official electric flashing device as measured from the corresponding traffic signal, stop sign, or official electric flashing device.

D. PLACES DESIGNATED BY PUBLIC WORKS DIRECTOR.

At any place where the Public Works Director in their discretion after due

ATTACHMENT 1 – 4

consideration of all relevant factors determines that the stopping or parking of vehicles on a street constitutes a hazard to traffic, life or property, or an obstruction to adequate access by fire, police, health, sanitation or public utility vehicles.”

Section 4. Severability. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

Section 5. Environmental Review. Adoption of this Ordinance has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and as such, falls outside the definition of a “project” under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to Sections 15378 and 15060(c)(2)-(3) of Title 14 of the California Code of Regulations (CEQA Guidelines) because the Ordinance maintains existing parking restrictions in place as they currently exist. Furthermore, even if this action constitutes a “project” subject to CEQA review, it is exempt from environmental review pursuant to CEQA Guidelines Section 15301, as any decision to restrict on-street parking near intersections constitutes operation and minor alteration of existing street facilities involving negligible or no expansion of existing or former use and does not create additional automobile lanes. No unusual circumstances preclude the use of this exemption.

Section 6. Effective Date. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

PASSED AND ADOPTED this ____ day of _____, 2025.

Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Kimberley Clark, City Clerk

By: _____
Lisa Kurihara
Senior Assistant City Attorney

ATTACHMENT 1 – 5

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the _____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following its _____, 2025 adoption.

Kimberley Clark, City Clerk

STAFF REPORT



POLICE DEPARTMENT

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Rafael Quintero, Chief of Police
Danny Alvarez, Fire Chief
VIA: Adam Cornils, Deputy Chief of Police
BY: Viviana Garzon, Police Administrator
Christine Alles, Fire Administrator
Brigitte Le, Administrative Analyst I

SUBJECT: Introduction of an Ordinance Amending and Restating Title 2, Chapter 1, Article 3, Divisions 309 and 310 of the Burbank Municipal Code to Establish the Authority of the Chief of Police and the Fire Chief to Execute Operational Mutual Aid and Cooperative Agreements with Other Governmental Agencies

RECOMMENDATION

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 2 (ADMINISTRATION) CHAPTER 1, ARTICLE 3, DIVISIONS 309 AND 310 OF THE BURBANK MUNICIPAL CODE ESTABLISHING THE AUTHORITY OF THE CHIEF OF POLICE AND THE FIRE CHIEF TO EXECUTE OPERATIONAL MUTUAL AID AND COOPERATIVE AGREEMENTS WITH OTHER GOVERNMENTAL AGENCIES (Attachment 1).

BACKGROUND

The Burbank Police Department is tasked with the protection of life and property and providing professional police services within the City of Burbank. In furtherance of these objectives, the Police Department has established long-standing partnerships with other law enforcement agencies in the region. These partnerships are often formalized in Mutual Aid and Task Force agreements, allowing participating agencies to request and utilize resources from other participants within their own jurisdictions. These agreements

may also define terms and expectations for compensating outside agencies for their participation and use of resources.

The Burbank Fire Department's mission is to protect lives, property, and the environment, while enhancing the quality of life and safety through values-driven service. The Fire Department uses various operational mutual aid and cooperative agreements with other governmental agencies to support its mission. These agreements may specify the method to request aid, incident command structure, number of resources, communications system, geographical locations, and compensation rates.

These mutually-supporting agreements have proven vital for effective responses to critical incidents, natural disasters, and significant criminal investigations. The current Burbank Municipal Code does not explicitly authorize the Chief of Police or the Fire Chief to execute mutual aid and cooperative agreements independently, without approval of the City Council. This has the potential to delay response times, aid, and resources both within the City and to outside jurisdictions, as the Police Department and Fire Department, along with their partner agencies work to fulfill their public safety responsibilities.

DISCUSSION

The Police Department is staffed and equipped with appropriate resources to provide high-quality police services within the City of Burbank. However, the law enforcement profession has long recognized that effective responses to unusual occurrences – such as critical incidents, natural disasters, and significant criminal investigations – may require the temporary assignment of additional resources from agencies outside of the immediate jurisdiction.

To achieve these responses in an efficient and effective manner, the Police Department has developed working relationships with other law enforcement agencies throughout the region. These relationships offer mutual support, when needed, between the Police Department, neighboring jurisdictions, and the State and Federal government.

The Police Department seeks to participate in Mutual Aid and Task Force agreements to affect these responses. These agreements include emergency response (as part of the State of California's Mutual Aid Network – Region 1, Area C), as well as regional investigative and enforcement operations in areas such as organized retail theft, street racing, narcotics distribution, automobile theft, organized crime, and fugitive apprehension. Additional operating agreements clarify responses and jurisdictional responsibilities for areas of potential operational overlap, such as the Burbank Superior Court, Metrolink lines and stations, and the Hollywood Burbank Airport.

The Fire Department maintains successful relationships with various governmental agencies to provide high quality emergency services and capitalize on resource sharing.

Services include incident types such as hazardous materials, medical, swift water rescue, structure fire, and brush fire. Operational mutual aid and cooperative agreements are essential for seamless incident management. The resources required for a brush fire is one notable example validating the benefits of these agreements. During the 18-acre Bethany Fire in June 2025, the Fire Department received aid from the United States Forest Service as well as the Glendale, Los Angeles City, Los Angeles County, and Pasadena Fire Departments. Assistance from other agencies is vital when the scale of an incident may significantly impact the Fire Department's operational capacity.

Additionally, the Verdugo Fire Communications Center (VFCC) provides dispatch services for emergency fire and medical incidents. The Burbank, Glendale, and Pasadena Fire Departments are VFCC "owner" agencies with a related agreement. Also, VFCC contracts for dispatching services with 11 other agencies. All of the VFCC agreements enable better coordination and response to large emergencies in Area C, which includes the City of Burbank.

While operating under one of these cooperative agreements, participating agencies maintain operational oversight of their personnel and resources. Personnel participating in these agreements are obliged to act in accordance with the policies and laws governing their respective agencies and regularly report back on their activities to their respective chains of command.

Cooperative agreements also serve to define expectations for reimbursement of expenses associated to responses governed by their parameters. This allows participating agencies to plan for the allocation of resources, ensure proper documentation of their deployment, and effectively submit for reimbursement of expenses incurred when appropriate.

Mutual aid and other cooperative agreements are typically in place for a defined period of time. They are subject to periodic review, evaluation, and consideration for reapproval. Under this proposed Ordinance, the Chief of Police and the Fire Chief would be authorized to execute mutual aid and cooperative agreements independently, without further approval from the City Council. However, the City Attorney's Office would continue to review and approve any proposed agreements for legal compliance.

Authorizing the Chief of Police and the Fire Chief to execute these agreements is important to ensure each department can respond to operational demands in a timely manner. Requiring approval in a Council meeting may lead to unnecessary delays, which may ultimately result in the response to another agency being rendered ineffective or the City of Burbank's public safety needs not being met.

The Police Department and Fire Department, and their respective Chiefs, would remain directly accountable for the execution of operations related to these agreements and would provide any reports or presentations on these agreements at the request of City Council, a Board, or Commission.

ENVIRONMENTAL REVIEW

Adoption of an Ordinance amending and restating Burbank Municipal Code 2-1-309 and 2-1-310 has no potential to result 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

The adoption of the amended and restated Ordinance will have minimal fiscal impact. The Ordinance would require the Departments have allocated funding within the approved fiscal year budget, to cover all costs associated with the services provided.

CONCLUSION

The proposed Ordinance will improve the efficiency of the agreement process. In response to recent trends in law enforcement and natural disasters, there is a need to build and foster relationships with neighboring agencies to provide mutual aid and support in times of crises. This will further the goals of the Police Department and Fire Department in ensuring the protection of life and property for the City of Burbank.

ATTACHMENTS

Attachment 1 – Proposed Ordinance

Attachment 2 – Current Version of BMC § 2-1-309 and § 2-1-310

Eff.:

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 2 (ADMINISTRATION) CHAPTER 1, ARTICLE 3, DIVISIONS 309 AND 310 OF THE BURBANK MUNICIPAL CODE ESTABLISHING THE AUTHORITY OF THE CHIEF OF POLICE AND THE FIRE CHIEF TO EXECUTE OPERATIONAL MUTUAL AID AND COOPERATIVE AGREEMENTS WITH OTHER GOVERNMENTAL AGENCIES

City Attorney's Synopsis

This ordinance amends § 2-1-309 and § 2-1-310 of the Burbank Municipal Code by establishing the authority of the Chief of Police and the Fire Chief to execute operational mutual aid and cooperative agreements with other governmental agencies subject to available fiscal year funding, staffing and resources, and compliance with local, State, and Federal laws.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The Burbank Police Department is committed to the protection of life and property within the City of Burbank. To aid in accomplishing this goal, the Burbank Police Department must continue to develop working relationships with outside law enforcement agencies for information gathering, mutual aid, and cooperation. The Burbank Fire Department's mission is to protect lives, property, and the environment, while enhancing the quality of life and safety through values-driven service. The Burbank Fire Department has historically benefitted from various operational mutual aid and cooperative agreements with other governmental agencies to support its mission.

B. During critical incidents, including tactical operations, emergencies, and disasters, it is imperative that local law enforcement and fire agencies can rely on the support, when needed, of neighboring jurisdictions and the State and Federal government.

C. Decisions to assist or operate in conjunction with outside agencies for the purpose of public safety require the considerations of available resources, funding, and in some cases, the need for urgency.

D. The Burbank Municipal Code currently does not provide the authority to the Chief of Police or the Fire Chief to make these operational decisions independently without City Council approval. This has the potential for delaying response times, aid, and resources to outside agencies to combat crime and protect lives.

E. By amending the Burbank Municipal Code to authorize the Chief of Police

and the Fire Chief to execute operational mutual aid and cooperative agreements, it would enable the Burbank Police Department and Fire Department the ability to provide the protection of life and property within the City, through reciprocal aid agreements, and also aid in requests from outside agencies to protect life and property.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. Burbank Municipal Code Title 2, Chapter 1, Article 3, Divisions 309 and 310, are amended and restated to read as follows:

“2-1-309: CHIEF OF POLICE:

In addition to any other duties as outlined in the Burbank City Charter section 335 or this code, the Chief of Police, or their authorized representative, shall have the authority to execute operational mutual aid and/or cooperative agreements with any outside governmental agency under the following conditions:

1. Sufficient funding exists within the approved fiscal year budget to cover all costs associated with the performance of the agreement;
2. The agreement shall be subject to available staffing and resources;
3. Performance pursuant to the agreement would not violate any local, State, or Federal laws;
4. The Chief of Police determines that performance pursuant to the agreement would not be detrimental, in any way, to the public safety services provided to the citizens of the City of Burbank; and
5. Any mutual aid and/or cooperative agreements shall be approved as to form by the City Attorney’s Office

If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.”

“2-1-310: FIRE CHIEF:

In addition to any other duties as outlined in the Burbank City Charter section 340 or this code, the Fire Chief, or their authorized representative, shall have the authority to execute operational mutual aid and/or cooperative agreements with any outside governmental agency under the following conditions:

1. Sufficient funding exists within the approved fiscal year budget to cover all costs associated with the performance of the agreement;

2. The agreement shall be subject to available staffing and resources;
3. Performance pursuant to the agreement would not violate any local, State, or Federal laws;
4. The Fire Chief determines that performance pursuant to the agreement would not be detrimental, in any way, to the public safety services provided to the citizens of the City of Burbank; and
5. Any mutual aid and/or cooperative agreements shall be approved as to form by the City Attorney's Office

If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable."

2. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

3. The City Manager or their designee is authorized to execute any action necessary to codify these amendments into the BMC.

4. The City Clerk will certify to the passage of this ordinance and cause the City Attorney's Synopsis of this ordinance to be published once in a newspaper of general circulation within 14 days of adoption, that is published and circulated in the City of Burbank, California.

PASSED AND ADOPTED this ____ day of _____, 2025.

Nikki Perez
Mayor

Attest:

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

By: _____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following the Ordinance's adoption on _____, 2025.

Kimberley Clark, City Clerk

Current Version of BMC §2-1-309 and §2-1-310

2-1-309: CHIEF OF POLICE:

See Charter Section [335](#). [Formerly numbered Section 2-33; renumbered by Ord. No. 3058, eff. 2/21/87.]

2-1-310: FIRE CHIEF:

See Charter Section [340](#). [Formerly numbered Section 2-34; renumbered by Ord. No. 3058, eff. 2/21/87.]

STAFF REPORT



FINANCIAL SERVICES

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director 
VIA: Leana Mkrtchyan, Assistant Financial Services Director
BY: Joy Escalante, Budget Manager
Susan Langford, Revenue Manager
Nathan Lightell, Senior Administrative Analyst

SUBJECT: Adoption of Resolutions Continuing Appropriations from Fiscal Year 2024-25 to Fiscal Year 2025-26

RECOMMENDATION

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM FISCAL YEAR 2024-2025 (Attachment 1).
2. Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2024-2025 (Attachment 2).
3. Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2024-2025 (Attachment 3).

BACKGROUND

At the end of each Fiscal Year (FY), departments review their budget line items to identify appropriations that have not been expended or encumbered and need to be continued into the next fiscal year. There are various reasons for departments to request continuing

appropriations, also known as carryovers. The most common reasons are for ongoing or multi-year projects, delayed program implementation, or program operations that cross fiscal years such as housing assistance, summer recreation programs, and contractual services. Grants, federal and state program funding, donations, and Council-directed set-asides or holding accounts are restricted for a specific purpose and must be continued into the next fiscal year until fully expended.

DISCUSSION

The Summary of Continuing Appropriations by Fund (Attachment 4) provides the total amount of requested carryovers for each fund. Continuing Appropriations by Account Number (Attachment 5) provides details for each request by fund type, including account number and name, amount requested, and a justification. It is important to note that the stated amounts are subject to change as financial activities in these accounts may continue until the fiscal year is officially closed. These continuing appropriations do not impact the FY 2025-26 adopted budget or financial forecast because they are not new appropriations.

Citywide carryover requests total approximately \$57.3 million. Similar to last year, all multi-year infrastructure projects within the City's approved Capital Improvement Program (CIP) were carried over as part of the Budget adoption process that took place on June 3, 2025.

General Fund requested carryovers are \$17.1 million, which equates to 6.2% of the total FY 2024-25 Adopted General Fund budget. Of the total \$17.1 million General Fund carryover requests, \$11 million is comprised of restricted funding that includes grants, donations, and various contractual obligations. The most significant General Fund carryover amounts relate to restricted items, such as the Permanent Local Housing Allocation (PLHA), homeless plan implementation, National Opioid Settlement funds, vegetation management and brush clearance, library donations, and Memorandum of Understanding (MOU) contract provisions.

GENERAL FUND YEAR-END FINANCIAL UPDATE

FY 2025-26 is well underway, and while FY 2024-25 has not been officially closed, staff estimates year-end General Fund budget savings of approximately \$9.7 million, assuming the approval of the proposed carryover appropriations included in this report. This is roughly \$4.5 million more than what was projected in the General Fund Forecast at the time of budget adoption, which can be mostly attributed to staffing vacancies across several City departments. These figures are subject to change until the fiscal year has officially been closed and the City's annual external audit process is completed.

FY 2024-25 revenues are still being collected at this time, with final numbers anticipated to be available in September. Based on staff's early analysis of June 2025 receipts, it is

anticipated that the General Fund is on target to meet the revised revenue projections presented to the City Council (Council) during the FY 2024-25 Mid-Year Financial Report. With the Council's prior actions, such as the implementation of cost-saving initiatives, additional pension liability payments, and commitment to funding reserves, Burbank's General Fund remains positive in the current fiscal year. However, future years projections show a deficit as expenditures outpace revenues in the five-year financial forecast. Staff will continue to monitor the state of the economy and return to Council with the FY 2025-26 First Quarter update in late fall.

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

Should the Council adopt the resolutions and approve the continuing appropriations as proposed, the FY 2025-26 Budget will be amended for citywide continuing appropriations of approximately \$57.3 million, which includes \$17.1 million for the General Fund, \$1.5 million for the Housing Authority, and \$258,651 for the Parking Authority. As previously mentioned, the totals for continuing appropriations are preliminary and the amounts may be adjusted slightly as financial activities continue until the fiscal year is officially closed. These continuing appropriations do not impact the recurring balance of the FY 2025-26 adopted budget or the financial forecast as they are not new appropriations. At year-end, any unencumbered appropriations, not requested or approved as a continuing appropriation, return to the available balance of the applicable fund, and can be appropriated for other purposes by the Council.

CONCLUSION

By approving the requested continuing appropriations, Council will provide staff with the funding required to complete and/or continue with various Council-supported projects, grants, programs, and services. Staff recommends that Council adopt the proposed resolutions approving the requested continuing appropriations from FY 2024-25 to FY 2025-26 for the City, the Housing Authority, and the Parking Authority.

ATTACHMENTS

Attachment 1 - Resolution

Attachment 2 - Housing Authority Resolution

Attachment 3 - Parking Authority Resolution

Attachment 4 - Summary of Continuing Appropriations by Fund

Attachment 5 - Continuing Appropriations by Account Number

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF
BURBANK AMENDING THE FISCAL YEAR 2025-2026
BUDGET FOR THE PURPOSE OF CONTINUING
APPROPRIATIONS FROM FISCAL YEAR 2024-2025

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The City's Fiscal Year 2025-2026 Annual General Fund budget is amended by continuing appropriations of \$17,076,477 from Fiscal Year 2024-2025 in the following departments:

City Attorney	80,000
City Clerk	333,427
City Manager	110,925
City Treasurer	65,936
Community Development	4,372,558
Finance Department	84,691
Fire Department	863,224
Library Services	663,079
Non-Departmental	7,295,656
Parks and Recreation	2,120,379
Police Department	723,346
Public Works	363,260

2. The City's Fiscal Year 2025-2026 Annual Water Reclamation and Sewer Fund budget is amended by continuing appropriations of \$2,151,179 from Fiscal Year 2024-2025.

3. The City's Fiscal Year 2025-2026 Annual Burbank Water and Power Electric Fund budget is amended by continuing appropriations of \$16,655,316 from Fiscal Year 2024-2025.

4. The City's Fiscal Year 2025-2026 Annual Burbank Water and Power Water Fund budget is amended by continuing appropriations of \$1,250,421 from Fiscal Year 2024-2025.

5. The City's Fiscal Year 2025-2026 Annual Refuse Collection and Disposal Fund budget is amended by continuing appropriations of \$1,779,094 from Fiscal Year 2024-2025.

6. The City's Fiscal Year 2025-2026 Annual Budget is amended by the continuing appropriations from Fiscal Year 2024-2025 for the following amounts remaining in various Funds:

Proposition A (Fund 104)	15,608
Proposition C (Fund 105)	449,113
Air Quality Metropolitan District (AQMD) (Fund 106)	16,400
Measure R - Transportation (Fund 107)	1,228,635
Measure W - Stormwater (Fund 109)	772,932
General City Grant Fund (Fund 121)	200,000
Community Development Block Grant (Fund 122)	1,194,945
Drug Asset Forfeiture (Fund 124)	34,351
Development Impact Fees (Fund 127)	3,185,675
HUD Affordable Housing (Fund 128)	437,873
Burbank Community Services (Fund 131)	6,628
Capital Projects (Fund 370)	100,000
Vehicle Equipment Replacement Fund (Fund 532)	3,606,123
Office Equipment Replacement Fund (Fund 533)	858,268
Municipal Infrastructure Fund (Fund 534)	50,000
Communications Equipment Replacement Fund (Fund 535)	1,147,307
Infrastructure Technology Fund (Fund 537)	3,382,047

7. The Financial Services Director 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 programs specified in this resolution.

PASSED and ADOPTED this ____ day of August, 2025.

Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Kimberley Clark, City Clerk

By: _____
Joseph McDougall
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 August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Kimberley Clark, City Clerk

HOUSING AUTHORITY
OF THE
CITY OF BURBANK, CALIFORNIA

RESOLUTION NO. H-_____

A RESOLUTION OF THE HOUSING AUTHORITY OF THE
CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-
2026 BUDGET FOR THE PURPOSE OF CONTINUING
APPROPRIATIONS FROM FISCAL YEAR 2024-2025

THE HOUSING AUTHORITY OF THE CITY OF BURBANK RESOLVES:

1. The Housing Authority's Fiscal Year 2025-2026 annual budget is amended by continuing appropriations of \$1,485,669.05 from Fiscal Year 2024-2025.
2. The Financial Services Director 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 programs specified in this resolution.

PASSED and ADOPTED this ____ day of August, 2025.

Attest:

Nikki Perez
Chairperson of the Housing
Authority of the City of Burbank

Approved as to Form:
Office of the City Attorney

Kimberley Clark, Clerk

By:_____
Joseph H. McDougall
Counsel to the Housing Authority

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF BURBANK)

SS.

I, Kimberley Clark, Clerk of the Housing Authority of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Housing Authority of the City of Burbank at its regular meeting held on the ____ day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

Kimberley Clark, Clerk

PARKING AUTHORITY
OF THE
CITY OF BURBANK, CALIFORNIA

RESOLUTION NO. P-_____

A RESOLUTION OF THE PARKING AUTHORITY OF THE
CITY OF BURBANK AMENDING THE FISCAL YEAR 2025-
2026 BUDGET FOR THE PURPOSE OF CONTINUING
APPROPRIATIONS FROM FISCAL YEAR 2024-2025

THE PARKING AUTHORITY OF THE CITY OF BURBANK RESOLVES:

1. The Parking Authority's Fiscal Year 2025-2026 annual budget is amended by continuing appropriations of \$258,650.79 from Fiscal Year 2024-2025.
2. The Financial Services Director 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 programs specified in this resolution.

PASSED and ADOPTED this ____ day of August, 2025.

Attest:

Nikki Perez
Chairperson of the Parking
Authority of the City of Burbank

Approved as to Form:
Office of the City Attorney

Kimberley Clark, Secretary

By: _____
Joseph H. McDougall
Counsel for Parking Authority

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF BURBANK)

I, Kimberley Clark, Secretary of the Parking Authority to the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Parking Authority of the City of Burbank at its regular meeting held on the ____ day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Kimberley Clark, Secretary

ATTACHMENT 4

CITY OF BURBANK SUMMARY OF CONTINUING APPROPRIATIONS BY FUND FY 2024-25 to FY 2025-26

Governmental Funds

General Fund (Fund 001)	\$ 17,076,477	(Restricted \$11,023,065)
Proposition A (Fund 104)	15,608	
Proposition C (Fund 105)	449,113	
Air Quality Metropolitan District - AQMD (Fund 106)	16,400	
Measure R - Transportation (Fund 107)	1,228,635	
Measure W - Stormwater (Fund 109)	772,932	
Housing Section 8 Voucher (Fund 117)	594,363	
General City Grants (Fund 121)	200,000	
Community Development Block Grant (CDBG) (Fund 122)	1,194,945	
Drug Asset Forfeiture (Fund 124)	34,351	
Development Impact Fees (Fund 127)	3,185,675	
HUD Affordable Housing (Fund 128)	437,873	
Burbank Community Services Fund (Fund 131)	6,628	
Low and Moderate Income Housing Fund (Fund 305)	891,306	
Parking Authority Capital Projects (Fund 310)	258,651	
Capital Projects (Fund 370)	100,000	

Subtotal Governmental Funds \$ 26,462,956

Enterprise Funds

Water Reclamation and Sewer Fund (Fund 494)	2,151,179
BWP Electric Fund (Fund 496)	16,655,316
BWP Water Fund (Fund 497)	1,250,421
Refuse Collection and Disposal Fund (Fund 498)	1,779,094

Subtotal Enterprise Funds \$ 21,836,010

Internal Service Funds

Vehicle Equipment Replacement Fund (Fund 532)	\$ 3,606,123
Office Equipment Replacement Fund (Fund 533)	858,268
Municipal Infrastructure Fund (Fund 534)	50,000
Communications Equipment Replacement Fund (Fund 535)	1,147,307
Information Technology Fund (Fund 537)	3,382,047

Subtotal Internal Service Funds \$ 9,043,745

GRAND TOTAL CITYWIDE	\$	57,342,711
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CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
GENERAL FUND				
City Attorney				
1	001.CA02A.62085.0000.000000	Other Professional Services	\$80,000	Funds will be needed for the newly implemented Housing Enforcement Program, specifically to pay for fixed-fee private legal mediation for landlords and tenants. These funds will also finance grants to reimburse qualifying low-income tenants or landlords for legal representation in legal proceedings.
SUBTOTAL			80,000.00	
City Clerk				
2	001.CC01A.62170.0000.000000	Private Contractual Services	57,000.78	The City Clerk's Office would like to use the remaining private contractual services funds to pay for the ongoing progress of the Enterprise Content Management System (ECMS) Project to scan, index, archive, and preserve vital City Records.
3	001.CC01B.62170.0000.000000	Private Contractual Services	248,518.76	The City Clerk's Office would like to use the remaining private contractual services funds to pay for the costs related to the upcoming General Municipal Election on November 3, 2026.
4	001.CC01D.62170.0000.000000	Private Contractual Services	27,907.72	The City Clerk's Office would like to use the remaining private contractual services funds to pay for the ongoing ECMS Project to scan, index, archive, and preserve vital City Records and pay for the costs of the Citywide destruction of records to make room for new transfers from City departments.
SUBTOTAL			333,427.26	
City Manager				
5	001.CM02A.62300.1016.000000	Special Department Supplies - Burbank Channel	110,925.23	Funds are designated to support broadcasting-related expenses for the Burbank Channel, including video production equipment such as broadcast-compatible cameras and microphones, post-production editing systems, and other related lighting and grip materials. These funds are designated to support Public Education and Government (PEG) access and are restricted for use to support public access via digital infrastructure. Funds will be used for upcoming broadcasting expenses. Restricted
SUBTOTAL			110,925.23	
City Treasurer				
6	001.CT01A.62830.0000.000000	Bank Service Charges	48,000.00	Expected banking fee increase as Federal interest rates are likely to decrease in 2025-2026. For example, banking fees in July 2020 were ~\$5k/month during low interest rate environment. With inflation and additional banking volume since then, monthly banking fees are likely to be higher in the event of a low interest rate environment.
7	001.CT01A.62170.0000.000000	Private Contractual Services	10,000.00	Additional cost for City Treasurer policies and procedures consultant that is currently underway with MGT consulting. Original budgeted amount was \$30,000 and the project cost is \$50,000. The City Treasurer is requesting an additional \$10,000 and Finance audit budget will pay for other \$10,000.
8	001.CT01A.62440.0000.000000	Office Equipment Maintenance and Repair	7,936.39	Need maintenance contracts/product licensing for new equipment purchases.
SUBTOTAL			65,936.39	
Community Development				
9	001.CD23A.62085.0000.000000	Other Professional Services	125,830.08	Homeless Innovative (Measure H Funds) restricted to homeless services, interim housing, and housing voucher move-in assistance. Restricted
10	001.CD23A.62085.0000.24881	Other Professional Services	214,952.49	Required funds from the Measure H County grant for the Local Solutions Fund Homeless Incentive Program (HIP). Restricted

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
11	001.CD23A.62085.0000.25024	Other Professional Services	86,245.00	Funds required to educate the Community on the City's amended Tenant Protection Ordinance through increased scope of work with the Housing Rights Center, including the continuation of Housing Clinics in the community for the coming year.
12	001.CD23A.62085.0000.25056	Other Professional Services	62,714.52	Required Measure H County Grant Local Solutions Funds will be utilized for financial assistance, motel vouchers, and problem-solving requests. Restricted
13	001.CD23A.62085.0000.25090	Other Professional Services	170,993.88	Required funds for homeless outreach professional services. Working with Allied Universal on proposal. Restricted
14	001.CD23A.62140.0000.24718	National Opioid Settlement Funds - Private Contractual Services	574,001.57	National Opioid Settlement (Janssen and Distributors) funds to California subdivisions, which include the City of Burbank. The funds are allocated for the prevention, treatment, and education of substance use disorder. The funds will be received annually for a period of 15 years. Restricted
15	001.CD23A.62170.0000.000000	Private Contractual Services	149,976.52	Required funds for homeless implementation and case management software services.
16	001.CD23A.62170.0000.23990	Other Professional Services	282,316.43	These funds are State Permanent Local Housing Allocation (PLHA) Program funds to be utilized to continue the City's Rapid Rehousing and Transitional Housing programs. Restricted
17	001.CD23A.62170.0000.24054	Private Contractual Services	385,368.84	Recurring expenses for homeless plan implementation and services at the Safe and Navigation Center.
18	001.CD23A.62170.1016.00000	Private Contractual Services	89,112.38	Funds required to educate the Community on Council-initiated and approved housing efforts and programs, including the structure review and future training for the Landlord-Tenant Commission. Other funding, such as restricted federal housing funds, cannot be used for these purposes.
19	001.CD23B.62450.0000.00000	Building Grounds and Maintenance and Repair	12,730.11	Funds are being used to hire Consultants to assist with the Tourism Economic Impact Report.
20	001.CD31A.62085.0000.00000	Other Professional Services	110,000.00	Funds needed to hire a consultant for short-term rentals per City Council direction.
21	001.CD31A.62085.0000.00000	Other Professional Services	100,000.00	Mills Act Contracts are an agreement between the City and property to maintain historic character of property. These funds will be used for consulting services to assist staff with the audit of existing Mills Act contracts, development of revised guidelines for the Mills Act process, and the review and processing of Mills Act and historic resource designation applications.
22	001.CD31A.62085.0000.00000	Other Professional Services	150,000.00	Funds are needed for consulting services to assist staff with critical and time-sensitive post approval Specific Plan implementation programs, including a Transfer of Development Rights ordinance.
23	001.CD31A.62085.0000.00000	Other Professional Services	150,000.00	Funds are needed for consulting services to assist staff in implementing the 2021-2029 Housing Element Program, including the development of multifamily residential objective design standards.
24	001.CD31A.62085.0000.23943	Other Professional Services - Media District Specific Plan	37,759.45	Funds are needed for Land Use consulting services from Dudek and Rincon to facilitate the completion of the Media District Specific Plan policy document and Environmental Impact Report (EIR). Restricted
25	001.CD31A.62085.0000.24325	Other Professional Services - 2500 N. Hollywood Way Project	28,715.50	Applicant fees will be used to support consultant work necessary to complete the environmental assessment required, per the California Environmental Quality Act, for the proposed hotel project. Restricted
26	001.CD31A.62085.0000.24627	Other Professional Services - Ranch Lot Project	31,321.20	Funds are needed to complete the traffic and transportation analysis portion of the project.
27	001.CD31A.62085.0000.24664.00000	ABS Burbank, LLC	24,240.00	Funds were collected from the applicant for consultant costs associated with this specific development project. The project is currently in process. Restricted

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
28	001.CD31A.62085.0000.24728.00000	2311 N. Hollywood Way	104,361.25	Funds were collected from the applicant for consultant costs associated with this specific development project. The project is currently in process. Restricted
29	001.CD31A.62085.0000.24909.00000	Airport Replacement Terminal On-call	115,946.57	Funds were collected from the applicant for consultant costs associated with this specific development project. The project is currently in process. Restricted
30	001.CD31A.62085.0000.25058	Other Professional Services - 4100 W. Riverside Drive Project	54,108.89	Applicant fees will be used to support staff work on the entitlement review and preparation of the draft Sustainable Communities Environmental Assessment document for the mixed-use project. Restricted
31	001.CD31A.62085.0000.25077	Other Professional Services - 2321-2335 N. Fairview Street Project	22,235.14	Applicant fees will be used to support in the preparation of a Class 32 Categorical Exemption and a National Environmental Policy Act Environmental Assessment. The project is currently pending noticing to the community ahead of a project decision date, and filing Notice of Exemption with County Clerk. Restricted
32	001.CD31A.62085.0000.25078	Other Professional Services - 3031 Thornton Avenue Project	34,387.02	Applicant fees will be used to support staff time necessary to complete entitlement processing for the proposed warehouse/office project, which is currently awaiting final submittal from the applicant. Restricted
33	001.CD31A.62085.0000.25182	Other Professional Services - 2801 Thornton Avenue Project	68,981.00	Applicant fees will be used to complete a Health Risk Assessment for the 2801 Thornton Avenue Self-Storage Project. Restricted
34	001.CD31A.62085.0000.25203	Airport Plan Checks	58,342.50	Funds were collected from the applicant for consultant and permit costs associated with this specific development project. The project is currently in process. Restricted
35	001.CD31A.62170.0000.00000	Private Contractual Services	120,000.00	Funds from Burbank Water and Power (BWP) and Public Works (PW) to pay for the development of a Project Alternative that more closely considers the City's infrastructure capacity for the Media District Specific Plan. Restricted
36	001.CD31A.62170.0000.00000	Private Contractual Services	120,000.00	Funds from BWP and PW to pay for the development of a Project Alternative that more closely considers the City's infrastructure capacity for the Golden State Specific Plan. Restricted
37	001.CD31A.62170.0000.00000	Private Contractual Services	120,000.00	Funds from BWP and PW to pay for the development of a Project Alternative that more closely considers the City's infrastructure capacity for the Downtown Burbank Transit Oriented Development (TOD) Specific Plan. Restricted
38	001.CD31A.62170.0000.00000	Private Contractual Services	22,000.00	Applicant fees will be used to pay for Kimley Horn and Associates to conduct a Health Risk Assessment for the Lockheed project located at 1701/1705 North Victory Place. Restricted
39	001.CD31A.62170.0000.00000	Private Contractual Services	80,000.00	Funds are needed for Historic Preservation consulting services to prepare an update to the citywide Historic Context Report to reflect the period of the 1970s.
40	001.CD31A.62170.0000.00000	Private Contractual Services	200,000.00	Funds are needed to pay for the on-call professional Accessory Dwelling Unit (ADU) plan check consultant, Evan Brooks Associates.
41	001.CD32A.62300.0000.000000	Special Departmental Supplies	215,547.67	Funds are needed to continue the implementation of the City's residential parking permit program, which started an annual renewal process in the upcoming year. This item also includes hiring a consultant to perform municipal code-required surveys for new permit parking zone requests, which costs approximately \$15,000 per study.
42	001.CD42A.60001.0000.24575	Tobacco Grant	17,532.00	Grant funds earmarked to fund staffing needed to educate and ensure tobacco retailers remain in compliance with the City ordinance. Restricted
43	001.CD42A.62170.0000.000000	Private Contractual Services	202,838.02	Funds are needed to fund consultant services, including SB 35-mandated expedited review of affordable multi-family residential development.

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
44	001.CD42A.62261.0000.24733	CalAPP SolarAPP+	30,000.00	Grant funds were awarded to support the City's effort to comply with SB379, the State's solar permitting mandate, streamlining residential solar installation permit applications through an online permitting system. Restricted
SUBTOTAL			4,372,558.03	

Finance Department

45	001.FN01A.62755	Training	15,687.00	Request to carry over training funds remaining due to vacancies for training new staff and maintaining best practices. This includes Governmental Accounting Standards Board (GASB) updates, California Association of Public Procurement Officials (CAPPO) educational programs, National Institute of Governmental Purchasing (NIGP) courses, and the Government Finance Officers Association (GFOA) Accounting Academy.
46	001.FN03A.62085	Other Professional Services	51,269.09	Funds are needed to continue the development, implementation, and streamlining of procurement operations and contract procedures. This includes finalizing the Procurement Manual and implementation of citywide procurement training programs.
47	001.FN03A.62085.0000.24927	Other Professional Services - Purchasing Template Project	17,734.50	Request to carry over funds for the purpose of continuing the rewrite of City solicitation and contract templates for the OpenGov solicitation development implementation project.
SUBTOTAL			84,690.59	

Fire Department

48	001.FD01A.62170	Fire Prevention - Private Contractual Services	332,907.21	Funds in this account are utilized for vegetation management. The Fire Department oversees brush clearance on city property within the Very High Fire Hazard Severity Zone (VHFHSZ). Work is conducted by a third-party contractor and includes brush clearance and dead tree removal. Funds are being carried over to account for expenses related to ongoing brush clearance for summer 2025 as well as anticipated increases in costs due to inflation and expansion of the VHFHSZ.
49	001.FD01A.62300.0000.25074	Fire and Life Safety - Special departmental Supplies -FEMA FPS GRANT 2023	45,857.15	Funds are from the 2023 Fire Prevention & Safety (FPS) grant received by BFD. Carryover requested to continue necessary grant-funded expenditures. Restricted
50	001.FD02A.62135.1016	Fire Suppression - Governmental Services Strike Team	32,305.78	Funds in this account are utilized to front strike team expenses until reimbursement is received from the State and/or Federal government. A one-time appropriation for this reimbursable expense was funded in FY 2019-20 and will continually be carried over.
51	001.FD02A.62300.1012	Special Departmental Supplies	65,133.27	Funds in this account were originally budgeted towards background costs, materials, supplies, and personal protective equipment (PPE) for the Department's firefighter recruit academy and will be carried over to cover costs for the next academy in early 2026.
52	001.FD02A.70011	General Fund.Fire Suppression - Operating Equipment	15,338.86	Funds in this account will be utilized towards the cost of turnouts for the Department's firefighter recruit academy in early 2026, as well as firefighting hose and other capital fire suppression equipment.
53	001.FD03A.62755	Emergency Medical Services - Training	50,604.77	The Fire Department aims to maintain minimum paramedic staffing levels to ensure optimum delivery of emergency medical services to the community. The Department plans to send a higher than anticipated number of personnel to paramedic school in FY 2025-26 to account for retirements and promotions. Funds will be utilized towards the cost of tuition, course materials, and exam and licensure fees for new paramedics.
54	001.FD03A.62895	Emergency Medical Service - Miscellaneous Expenses	35,146.93	Funds were received as a donation in Fiscal Year 2024-25 and are to be utilized for training, equipment, supplies, and wellness program costs for firefighter paramedics and other costs related to the Emergency Medical Services (EMS) Division.

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
55	001.FD04A.62170	Private Contractual Services	155,343.25	Funds are to be utilized for professional services to develop a citywide Continuity of Operations Plan to be used during the course of a major disaster and thereafter.
56	001.FD02A.62300.0000.25010	Special Departmental Supplies - UASI 2023	130,587.25	Funds are from the UASI 2023 grant received by BFD. Carryover requested to continue necessary grant-funded expenditures. Restricted
SUBTOTAL			863,224.47	

Library Services

57	001.LB01A.62170.0000.24552	Private Contractual Services - Central Library Tech Upgrades	65,287.00	This project holds funds from a developer restricted for use on Central Library technology upgrades. Planning for the use of funds is ongoing, with expenditures expected in FY 2025-26. Restricted
58	001.LB02A.62625.0000.000000	Library Resource Materials	43,485.66	Funds used for the Library collection for the bookmobile, as approved by the City Council on June 24, 2025.
59	001.LB01A.62690.0000.000000	Sister City	14,000.00	Funds to cover hosting expenses for the Summer 2025 delegation visit, which occurs in June and July 2025. Additional funds are necessary to cover programming and travel costs for the Incheon invitation for the September 2025 commemoration ceremony.
60	001.LB01A.62755.0000.000000	Training	20,000.00	Training for the American Library Association (ALA) Conference for six library staff in June/July and additional consultant services for staff training and facilitation.
61	001.LB01A.62970.1007.000000	Holding - Central Library	431,721.72	This fund contains bequests and donations being held to use for the replacement Central Library. Funds are restricted to Library use. Restricted
62	001.LB02A.62425.0000.000000	Library Resource Materials	58,578.91	Funds will be used to pay remaining budgeted collection purchases (print materials) that have been ordered, but are awaiting fulfillment and invoicing.
63	001.LB02A.62625.0000.25156	Literacy - High Demand Materials	30,000.00	Restricted donation from the Friends of Burbank Public Library to purchase high-demand Library materials. Special project account to be used until it is depleted. Restricted
SUBTOTAL			663,073.29	

Non-Departmental

64	001.ND01A.62055.1000.000000	Outside Legal Services - Strategic Legal Costs	239,151.25	Funding necessary for Police Strategic Oversight, ongoing services provided by the Office of Independent Review (OIR Group) or other consultants assisting the Police Commission in overseeing the Police Strategic Plan and revisions thereto.
65	001.ND01A.62195.1000.000000	Economic Development - Business Assistance Program	150,000.00	Funds will be used to incentivize local retailers to exit the firearms retail business by either transitioning their business or closing permanently.
66	001.ND01A.60018.0000.000000	Holding Account - Salaries	6,906,505.21	Request to carry over funds for the application of the FY 2025-26 Memorandum of Understanding (MOU) contract provisions. Restricted
SUBTOTAL			7,295,656.46	

Parks and Recreation

67	001.PR21A.62085.0000.25055	Other Professional Services	100,000.00	These funds are designated for a State grant awarded to the Armenian Youth Center, administered by the Parks Department on the State's behalf. Restricted
68	001.PR22A.62170.0000.000000	Private Contractual Services	364,108.80	These funds are needed to complete the Aleppo Pine Tree Removal and Replacement project. Funds will be utilized to complete tree removals, replanting efforts, and ongoing monitoring.
69	001.PR23A.62300.0000.000000	Special Dept Supplies - Park Landscape	59,019.52	Funds will be used to offset the cost of a shade structure to cover newly installed bench donated by the Ron Howard family at Johnny Carson Park and the purchase of handheld electric devices.
70	001.PR26A.62365.0000.000000	Urban Reforestation	147,422.04	Funds will be used by Forestry, Burbank Volunteer Program (Plant for a Greener Burbank), and the Monarch Mile group to plant trees and pollinator gardens through FY 2025-26.

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
71	001.PR27A.62085.0000.000000	Other Professional Services	687,840.59	Remaining funds will cover unforeseen turf replacement due to outdated irrigation infrastructure and miscellaneous bench and table replacements at the golf course.
72	001.PR28A.62655.0000.000000	Burbank On Parade	22,000.00	Funds are earmarked for the return of Burbank On Parade, scheduled for FY 2025-26.
73	001.PR28A.62895.1005.000000	Community Events	65,000.00	City Council allocated \$100,000 in the FY 2024-25 Adopted Budget for a two-year Pilot Community Event and Program Grant. The first cycle of grant funding was awarded on May 20, 2025 and payments to awardees are currently being processed. Funds will be carried over into FY 2025-26 to continue processing payments and insure funding for the second cycle of the grant are available.
74	001.PR28A.62135.0000.000000	Governmental Services BUSD Joint Use Agreement	38,266.72	Funds have been earmarked to support the Burbank Unified School District (BUSD) Joint Use Agreement payments. These funds will fulfill the City's service obligations and help meet critical programmatic needs, including support for after school day programs, seasonal camps, and both youth and adult sports activities. In addition, the funds will cover any direct costs associated with the shared use of BUSD facilities, as outlined in the agreement. This ongoing partnership ensures that safe, high-quality spaces remain accessible to the community for a wide range of recreational and educational purposes.
75	001.PR31D.62085.0000.000000	Other Professional Services	30,000.00	Funds are needed to pay for performers, maintenance, and repairs in anticipation of reimplementing the concert series at the Starlight Bowl in 2026.
76	001.PR32D.62660.0000.000000	Performing Arts Grant Program	84,858.13	These restricted funds from the Performing Arts Endowment are designated to support arts activities and community engagement. They are currently being used to fund Cultural Arts-sponsored programs, support grant writing services, and provide grants to local artists for visual and performing arts projects. Restricted
77	001.PR32D.62300.1014.000000	Special Dept Supplies - Cultural Arts	13,844.02	These funds will be used for Burbank Cultural Arts Commission initiatives, including supporting the Burbank Arts website, as well as marketing efforts for events and programs. Restricted
78	001.PR32F.62450.0000.000000	Building Ground Maintenance and Repair	101,432.98	Funds earmarked for FY 2025-26 maintenance projects sponsored by Burbank Athletic Federation (BAF). Restricted
79	001.PR32E.62300.0000.000000	Special Dept Supplies - Centennial Celebration	39,065.86	These funds will support the continued planning and execution of events commemorating the Parks and Recreation Department's 100th Anniversary.
80	001.PR32E.62680.0000.000000	Special Events - Independence Day	9,100.00	These funds will be utilized to pay for additional expenses incurred due to the City's insurance requirements necessary for the vendor to conduct the drone show for the 4th of July celebration.
81	001.PR47A.62755.24609.000000	Maddie's Fund Grant	15,220.00	Grant funds to support the spay and neuter rebate program at the Burbank Animal Shelter. Restricted
82	001.PR47A.62300.0000.24589	Animal Shelter Donations	343,199.85	Community donations and grant funds to the Burbank Animal Shelter. Restricted
SUBTOTAL			2,120,378.51	

Police Department

83	001.PD03A.62300.0000.24653	Special Departmental Supplies - Gun Buyback Program	38,766.04	Remaining funds from the City Council-approved appropriation on November 1, 2022, for the Police Department's gun buyback program will be used to conduct future gun buyback events.
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CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Governmental Funds, Including General Fund

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
84	001.PD09A.62300.0000.24283	Special Departmental Supplies - Inmate Welfare Funds	1,055.53	California Penal Code Section 4025(d) allows the City to collect a percentage of income generated from collect calls made from inmate pay phones. Revenue from this service is restricted and must be deposited into an inmate welfare fund, which can only be used for the benefit, education, and welfare of the inmates in the jail. Funds are used to purchase items such as mattresses, toothbrushes, towels, and other personal care items. These funds are restricted and cannot be used for any other purposes. Restricted
85	001.PD03A.62170.0000.24285	Private Contractual Services - Assembly Bill (AB) 109 Project	9,170.02	In April 2011, the California Legislature passed public safety legislation (AB 109) establishing the Public Safety Realignment Act of 2011. This act allows for non-violent, non-serious, and non-sex offenders, upon release from the California State Prison system, to be supervised at the local county level instead of at the state level. These are restricted funds received from the state and can only be used to facilitate operations conducted by the AB 109 Task Force, as determined by Los Angeles County. Restricted
86	001.PD03A.62300.0000.24331	Special Departmental Supplies - Youth Rewards Program	10,646.08	The Youth Rewards Program, implemented in 2008, aims to promote positive relations between youth in the community and law enforcement. These one-time funds, awarded by the Youth Task Force, are used to support ongoing activities of the program.
87	001.PD01A.60007.0000.25061	Office of Traffic Safety	127,017.19	Grant funds were awarded as part of the Office of Traffic Safety - Selective Traffic Enforcement Program to support traffic enforcement initiatives. These funds are utilized to conduct specialized traffic enforcement details, DUI enforcement through checkpoints and saturation patrols, and operations aimed at curbing distracted driving, increasing seatbelt compliance, and reducing collisions involving bicyclists and pedestrians. A carryover is requested to continue grant-funded expenditures. Restricted
88	001.PD01A.62300.0000.25061	Selective Traffic	2,063.44	
89	001.PD01A.62755.0000.25061	Enforcement Program (STEP) Grant 2025	3,332.00	
90	001.PD01A.62300.0000.25211	Patrol - Special Department Supplies - Automated License Plate Reader (ALPR) Project	175,275.10	The Department is requesting to carry over these funds to support the cost of expanding our current Automated License Plate Reader (ALPR) Program. Additional cameras significantly enhance the Department's ability to deter and investigate criminal activity. Real-time alerts enable officers to respond quickly to vehicles associated with criminal activity.
91	001.PD01A.62300.0000.25212	Patrol - Special Department Supplies - Drone Program Expansion	50,000.00	The Department is requesting to carry over these funds to support the cost of expanding the Drone Program. This program is a critical step in enhancing public safety, improving operational efficiency, and strengthening our ability to respond to a wide range of incidents.
92	001.PD03A.62300.0000.25025	Use of Force Simulator/VR Training Project	100,500.00	The Department is requesting to carry over these funds to support the cost of the virtual reality training program. Virtual reality training supports the Department's curriculum on de-escalation tactics as part of its use of force training for sworn personnel.
93	001.PD03A.62300.0000.25026	Police Department Wellness and Training Program Project	59,500.00	The Department is requesting to carry over these funds to support the Police Officer Wellness and Training Program. These funds will supplement the grant funds awarded by the California Officer Wellness and Mental Health Grant program. The program provides mental health support and stress management training for police officers. Additionally, advanced training in de-escalation tactics, crisis intervention, and continuous professional development will equip officers with the necessary skills to handle high-stress situations, reduce the use of force, and improve community relations. This additional funding will support the expansion of the existing Peer Support Program by increasing the number of trained peer support members from 14 to 20, and fund advanced training on topics such as stress management, trauma-informed care, suicide prevention, and substance abuse.

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
94	001.PD01A.62300.0000.25009	Special Departmental Supplies - 2023 Urban Area Security Initiative (UASI) Grant	84,289.31	The U.S. Department of Homeland Security, through the Office of Grants and Training, provides financial assistance to select urban areas through the Urban Area Security Initiative (UASI) program. The 2023 UASI grant, accepted by the City Council on May 21, 2024, will fund efforts to enhance the Police Department's preparedness and response capabilities for critical incidents. Grant funds will support data-sharing software for investigations, specialized training, and essential equipment. Restricted
95	001.PD03A.62300.0000.25027	Employee Recruitment Referral Bonus Program	42,500.00	Council approved these funds as part of the FY 2023-24 budget to bolster the Department's recruitment efforts. The Department is requesting to carry over these funds to continue enhancing the recruitment of police officers.
96	001.PD03A.62300.0000.22500	Special Departmental Supplies - Recruitment Plan	11,250.69	Funds are allocated for the expedited completion of new employee background investigations, conducted by a third-party service provider. This process aims to fill personnel vacancies and achieve full authorized strength for both sworn and non-sworn positions.
97	001.PD01A.62300.0000.25047	CHP Cannabis Tax Fund Grant	7,980.82	The Department of California Highway Patrol Cannabis Tax Fund Grant Program aims to reduce impaired driving crashes, increase public awareness of the dangers of impaired driving, and enhance the safety of California's roadways. This grant will fund two DUI/traffic enforcement vehicles, vehicle outfitting costs, and personnel costs during specialized DUI/traffic enforcement saturation details. Restricted
SUBTOTAL			723,346.22	

Public Works

98	001.PW21B.62170.0000.ALL	Private Contractual Services	148,116.31	Developer funding collected for on-call plan checks, inspections, and permit services for various projects throughout the City.
99	001.PW35A.62170.0000.25116	Private Contractual Services FY 2024-25 Sustainable Burbank	6,861.29	In FY 2024-25, the City Council appropriated funding for the Sustainable Burbank Commission's Earth Day event sponsorship, seven micro-grants, produce bags, and native plants. Remaining funds will be used for the SB 1383 compliance microgrants.
100	001.PW23A.62085.0000.24627	Warner Ranch Project	25,000.00	Funds are needed for on-call plan checks, inspections, and permit services for the Warner Ranch project.
101	001.PW21A.62170.0000.24620	La Terra 777 Front Street	37,622.00	Funds are needed for on-call plan checks, inspections, and permit services for the La Terra project.
102	001.PW21A.62170.0000.24280	First Street Village	10,000.00	Funds are needed for on-call plan checks, inspections, and permit services for the First Street Village project.
103	001.PW21B.62170.0000.24369	MCI Permit	33,828.75	Funds are needed for permit plan review and inspection for small cell site and fiber optics improvements in the public right of way at various locations in the City.
104	001.PW21B.62170.0000.24381	ExtaNet	101,832.12	Funds are needed for permit processing, inspection, and consulting services for work done in the public right of way at multiple locations in the City.
SUBTOTAL			363,260.47	

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
NON-GENERAL FUNDS				
Proposition A - Transportation (Fund 104)				
105	104.CD32B.62300.0000.000000.00000	Special Departmental Supplies	15,608.38	Funds are needed to cover a new routing and scheduling service.
SUBTOTAL			15,608.38	
Proposition C - Transportation (Fund 105)				
106	105.CD32B.62170.0000.000000	Private Contractual Services	449,112.90	These funds are needed to pay for maintenance and service for the Downtown Burbank Metrolink Station TAP kiosk, for contractual services with Moore and Associates, Synchromatics, and the BurbankBus Comprehensive Operations Analysis.
SUBTOTAL			449,112.90	
Air Quality Metropolitan District, AQMD - Transportation (Fund 106)				
107	106.CD33A.62170.0000.000000	Private Contractual Services	16,400.00	Funds will be to utilized to implement bicycle rack programs.
SUBTOTAL			16,400.00	
Measure R - Transportation (Fund 107)				
108	107.CD33A.62085.0000.000000	Other Professional Services	248,513.42	Funds are needed to implement the Safe Streets Burbank Plan, if adopted by the City Council.
109	107.CD33A.62170.0000.000000	Private Contractual Services	355,121.23	Funds are needed to complete the Safe Streets Burbank Plan, which is currently in development.
110	107.CD33A.62170.1046.000000	Private Contractual Services Metrolink	25,000.00	Funds are needed for additional Metrolink station maintenance.
111	107.CD33A.62450.0000.000000	Building Grounds Maintenance	600,000.00	Funds are needed to construct Safe Streets Burbank Plan improvements, if adopted by the City Council. These funds are budgeted to construct and maintain signing, striping, and temporary bollards in existing public streets to implement the first nine corridors of the Safer Streets Burbank Action Plan.
SUBTOTAL			1,228,634.65	
Measure W - Stormwater (Fund 109)				
112	109.PW23A.71000.0000.24209	Safe Clean Water Program	472,931.88	This project is used to assist the City in complying with the Municipal Separate Storm Sewer System (MS4) permit and Total Maximum Daily Load (TMDL) requirements. Funds are needed to complete the Engineering Design work in progress for stormwater quality protection. Upon completion of the work in progress, the project will be closed and any remaining funds will be moved to a Measure W (Fund 109) Material, Supplies, and Services account for future stormwater pollution prevention programs in compliance with the Municipal Transfer Agreement approved by City Council in 2020.
113	109.PW23A.62085.0000.000000	Other Professional Services	200,000.00	Funds are needed for consultant services under the new National Pollutant Discharge Elimination System (NPDES) Permit.
114	109.PW23A.62435.0000.000000	General Equipment Maintenance	100,000.00	Funds are needed for trash screen rehabilitation in the City's catch basins under the new NPDES Permit.
SUBTOTAL			772,931.88	
Housing - Section 8 Voucher Program (Fund 117)				
115	117.CD26A.62170.0000.00000	Private Contractual Services	70,318.99	Required funds to pay for Section 8 and Emergency Housing Voucher (EHV) services, including housing navigation and aftercare services for voucher holders.
116	117.CD26A.62950.0000.00000	Section 8 Housing Assistance Payments	51,291.89	Required funds to pay for Burbank Section 8 voucher holders.
117	117.CD26A.62950.1001.00000	EHV Housing Assistance Payments	105,108.00	Required funds to pay for Burbank EHV voucher holders.
118	117.CD26A.62950.1002.00000	EHV Administrative Fees	367,644.16	Required funds to pay for Burbank EHV administrative costs.
SUBTOTAL			594,363.04	

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
General City Grant Fund (Fund 121)				
119	121.PD91B.62135.0000.25066	Department of Justice - 2024 BJA -SCHIFF	\$ 200,000.00	The U.S. Department of Justice, through the Bureau of Justice Assistance's Byrne Discretionary Community Project Grant, awarded funding to the Burbank Police Department to support the expansion of its Mental Health Evaluation Team (MHET) program. The grant will fund the addition of a second full-time licensed clinical social worker to ensure appropriate response levels for community members experiencing mental health crises. City Council accepted the grant on October 1, 2024. Restricted
SUBTOTAL			200,000.00	
Community Development Block Grant (CDBG) (Fund 122)				
120	122.CD25A.62085.0000.000000	Other Professional Services	40,850.00	Federal restricted administrative funds are utilized for environmental reviews and CDBG consulting services.
121	122.CD25A.63051.0000.000000	CDBG Activities	639,325.00	CDBG entitlement funding for programs and projects.
122	122.CD25A.63051.0000.23191	Storage Facility and Navigation Center	177,927.61	CDBG funding is restricted for use of the Storage Facility and ongoing programming per Reso #21-29233.
123	122.CD25A.63051.0000.24310	Homeless Planning	331,486.00	CDBG funding is restricted for public and capital projects per Reso #21-29233.
124	122.CD25A.63051.0000.24655	Burbank Temporary Aid Center - Roof Replacement	5,356.80	CDBG funds will be used to remove and replace an aging roof at 1304-1306 Burbank Boulevard.
SUBTOTAL			1,194,945.41	
Drug Asset Forfeiture (Fund 124)				
125	124.PD91C.70015	Asset Forfeiture - State, Special Operating Equipment and Training	\$ 34,350.71	State Asset Forfeiture funds are utilized for equipment and training for the canine unit, night vision optic equipment, training in cellular forensics technology, narcotics detection and interdiction training, and annual fees for investigative software systems enabling real-time and historical cross-jurisdictional data sharing capabilities. These funds are restricted for use solely for law enforcement purposes. Restricted
SUBTOTAL			34,350.71	
Public Improvements Fund (Fund 127)				
126	127.CD33A.62085.0000.00000	Other Professional Services	634,494.33	Funds are needed to provide consultant project management and oversight of the bike path and complete streets capital projects, including the San Fernando Bikeway and Chandler Bikeway Extension. These projects are partially funded with Transportation Development Impact Fees. Management services are needed to keep projects on schedule and prevent lapsing of Federal grant funds through the four-year completion dates.
127	127.CD33A.62085.0000.21710	Other Professional Services - I-5 Mitigation Traffic/Transit	133,617.00	Funds are needed to mitigate the construction impacts of the I-5 project and to address uncompleted landscaping near the Empire interchange.
128	127.CD33A.62185.0000.00000	Transportation Element Economic Impact Report (EIR)	285,276.45	Funds are needed to prepare the environmental assessment work and associated traffic modeling in support of specific plan updates.
129	127.CD33A.70002.0000.13608	Street Improvements - San Fernando Connector/Empire	489,366.15	Although the project has been completed, funds are needed to satisfy a CalTrans legal settlement and to address remaining striping concerns at the San Fernando/Burbank Boulevard intersection.
130	127.CD33A.70002.0000.24274	Street Improvements - Rancho Providencia NPP	122,921.27	Funds are needed to implement speed hump petition requests as identified in the Rancho Providencia Neighborhood Protection Plan (NPP).
131	127.CD33A.70002.0000.24908	Street Improvements - Golden State NPP	250,000.00	Funds are needed to prepare the Golden State NPP as directed by the City Council.

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
132	127.CD33A.70020.0000.00000	Holding - Capital	470,000.00	Funds in the Development Impact Fees holding account from the NBC Universal - Transportation Mitigation Measures.
133	127.PW22A.70002.0000.22690	Glenoaks Boulevard and First Street Signal Improvements	800,000.00	Funding is needed to finalize the project that will complete reconstruction of 13 signals along Glenoaks Boulevard and 1 signal on First Street.
SUBTOTAL			3,185,675.20	
<i>Housing and Urban Development (HUD) Affordable Housing Fund (Fund 128)</i>				
134	128.CD25C.62170.0000.00000	Private Contractual Services PSH	103,434.28	Required consultant contract for the Permanent Supportive Housing (PSH) navigation services.
135	128.CD25A.62170.0000.00000	Private Contractual Services	28,947.37	Funds are required to complete Fair Housing efforts for the City that will include Housing Clinics to assist the Burbank Community with fair housing questions, issues, and concerns.
136	128.CD25C.62520.0000.00000	Public Information	35,400.00	Required funds for the marketing and outreach of the PSH program and landlord incentives.
137	128.CD25C.62950.0000.00000	PSH Vouchers - Housing Assistance Payments	205,810.00	Required funds for PSH voucher holder rent payments.
138	128.CD25C.62950.1000.00000	PSH Vouchers - Administrative Funds	64,280.93	Required funds for PSH administrative expenses.
SUBTOTAL			437,872.58	
<i>Burbank Community Services Fund (Fund 131)</i>				
139	131.FD04A.62635	Community Service - Emergency Preparedness	6,627.71	Funds are from private donations to the Emergency Management Division and Fire Corps Program, specifically designated for Fire Corps activities, CERT, and other related training.
SUBTOTAL			6,627.71	
<i>Low and Moderate Income Housing Fund (Fund 305)</i>				
140	305.CD23A.62085.0000.00000	Other Professional Services	298,449.00	Funds are required to prepare affordable housing documents for several projects in the pipeline. The funds will be utilized for consultant services to finalize Affordable Housing Templates, calculate affordable sales prices, and prepare other required documents for affordable housing developments.
141	305.CD23A.62170.0000.00000	Private Contractual Services	592,857.01	Funds are required for consultant costs related to the monitoring of affordable units, reviewing the eligibility of households for rental and ownership units, and legal services related to implementing affordable housing agreements.
SUBTOTAL			891,306.01	
<i>Parking Authority Capital Projects (Fund 310)</i>				
142	310.CD32A.62000.0000.000000	Utilities	23,797.82	Funds are needed to cover new trash hauling services required at Downtown parking structures
143	310.CD32A.62170.0000.000000	Private Contractual Services	52,775.00	Funds are needed to purchase legacy parking hang tags for employees and for the new and increased trash hauling services at the Orange Grove parking structure.
144	310.CD32A.62170.0000.22364	Private Contractual Services - Gangi Parking Structure Maintenance	86,162.00	Funds are needed to continue the upkeep and maintenance of the Gangi parking structure.
145	310.CD32A.62170.0000.22676	Private Contractual Services - Downtown Parking Garage Maintenance	37,351.60	Funds are needed to continue the upkeep and maintenance of the Downtown city parking garages.
146	310.CD32A.62170.0000.22677	Private Contractual Services - APX Structure Maintenance	58,564.37	Funds are needed to continue the upkeep and maintenance of the APX parking garage.
SUBTOTAL			258,650.79	

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
Capital Projects (Fund 370)				
147	370.CD23C.70019.0000.24792.0000	Real Estate Building Improvements - 2023 AmeriCold	100,000.00	Funds will be used for due diligence costs for the rehabilitation of the former AmeriCold site (10 West Magnolia). Target commencement is scheduled for the summer of 2025.
SUBTOTAL			100,000.00	

GENERAL FUND TOTAL	17,076,476.92
GENERAL FUND - RESTRICTED	11,023,765.14
GENERAL FUND - NON RESTRICTED	6,052,711.78
OTHER GOVERNMENTAL FUNDS	9,386,479.26
TOTAL GOVERNMENTAL FUNDS	26,462,956.18

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
Water Reclamation and Sewer Fund (Fund 494)				
148	494.PW23A.62085.0000.000000	Other Professional Services	407,528.20	Funds are needed for National Pollutant Discharge Elimination System (NPDES) consultation and potential litigation related to the new NPDES Permit.
149	494.PW23B.62170.0000.000000	Private Contractual Services	1,343,650.79	Funds are needed for continued maintenance and repair work currently in process by the new contract operator at the Burbank Water Reclamation Plant (BWRP) that will extend beyond the end of the current fiscal year, and to conduct a critical pilot study for sludge densification to enhance the secondary treatment process at the BWRP.
150	494.PW23D.62170.0000.000000	Private Contractual Services	400,000.00	Funds are needed for ongoing pump station maintenance and large sewer line cleaning currently in process and extending beyond the end of the current fiscal year.
SUBTOTAL			2,151,178.99	

Electric Fund (Fund 496)				
151	496.PS12E.15022.0000.21941.10700	Buildings - Work in Progress	88,500	Heating, Venting, and Air Conditioning (HVAC) upgrade study for the Electric fund: the project was postponed to FY 2025-26 due to vacancies and outage risk mitigation. The project has begun, and the Phase I install is set to take place in October 2025.
152	496.PS12E.15042.0000.22862.10700	Machinery and Equipment - Work in Progress	323,482	Backup Control Center (ECC): carryover funds needed to finish the project currently in progress.
153	496.PS12Z.15022.0000.23803.10700	Buildings - Work in Progress	10,637,822	Citywide Solar and Storage: Strategic project in the planning stages for future use in building renewable capital assets for citywide solar and storage facilities.
154	496.PS31A.15041.0000.00000.39100	Machinery and Equipment - Clearing	15,000	Manlift has reached the end of its useful life. The purchase was delayed, and funds were planned to be spent in FY 2025-26.
155	496.PS31B.15041.0000.00000.10700	Machinery and Equipment - Clearing	380,000	A carryover is needed for a new utility bucket truck with an aerial lift to replace the aging truck.
156	496.PS31B.15041.0000.00000.10700	Machinery and Equipment - Clearing	380,000	Carryover funds for a new utility bucket truck with an aerial lift to replace the aging truck.
157	496.PS31B.15041.0000.00000.10700	Machinery and Equipment - Clearing	300,000	Carryover funds to purchase a truck for the new Crew 7.
158	496.PS31B.15041.0000.00000.10700	Machinery and Equipment - Clearing	100,000	Replacement of a crew cab pickup truck is needed as it has reached its end of life. (20 years old)
159	496.PS31B.15041.0000.00000.10700	Machinery and Equipment - Clearing	100,000	Replacement of a crew cab pickup truck with a lift gate is needed as the existing asset (20 years old) has reached its end of life.
160	496.PS31E.15022.0000.22935.10700	Buildings - Work in Progress	232,693	Replace General Electric (GE) Relays-69 kV Lines: funds needed for continuing work to be performed after the Golden State station is energized.
161	496.PS31E.15022.0000.24123.10700	Buildings - Work in Progress	30,000	Golden State Substation Rebuild: funds to cover costs related to engineering, as-builts, and project closeout are not expected until after the fiscal year-end.
162	496.PS31E.15022.0000.24686.10700	Buildings - Work in Progress	41,148	Rebuild the Department Operations Center: carryover funds needed for the ongoing work on the Department Operations Center (DOC).

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
163	496.PS31E.15022.0000.24687.10700	Buildings - Work in Progress	115,580	Relocate Maps and Records Group: carryover funds needed for the ongoing work on the maps and records group relocation remodel.
164	496.PS31E.15022.0000.24891.10700	Buildings - Work in Progress	671,889	Burbank Substation Cable Bus and Bushing Upgrades: carryover funds needed for the work to replace A1 & A2 bus duct at the Burbank substation.
165	496.PS31T.15041.0000.000000.10700	Machinery and Equipment - Clearing	10,000	Carryover to fund a new enclosed 6' x 12' trailer for transformer test equipment storage and transport.
166	496.PS41A.62085.0000.000000.92300	Other Professional Services	126,220	Carryover funds to continue leadership training with the San Diego Centre for Organization Effectiveness.
167	496.PS41A.62300.0000.000000.92100	Special Departmental Supplies	36,761	Carryover funds for ergonomic upgrades to conference rooms / BWP board room furniture.
168	496.PS41A.62316.0000.000000.92300	Software & Hardware	37,370	Carryover funds for technology upgrades to conference rooms / BWP board room to allow for virtual conferencing in several campus locations.
169	496.PS41A.62590.0000.000000.93020	Event Sponsorship	27,360	Carryover funds sourced from the annual donation to BTORA (Burbank Tournament of Roses Association) for the city's float. Funds to cover the costs of the emergency safety stairs that will be installed inside the Auxiliary Warehouse as well as other necessary safety upgrades.
170	496.PS41A.62700.0000.000000.93020	Memberships and Dues	126,381	Carryover funds for future support of small modular reactor projects BWP is considering, in addition to joining nuclear energy associations and other hydropower associations for advocacy efforts.
171	496.PS41A.62745.0000.000000.92100	Safety Program	10,000	Carryover remaining funds to provide safety supplies for BWP's Chief Evacuation Wardens.
172	496.PS41A.62755.0000.000000.92000	Training	140,000	Carryover funds for continuing executive level leadership training and coaching from the Centre of Organizational Effectiveness multi-year contract. Every member of BWP's Senior Leadership Team will have an individual coach for mentoring/coaching.
173	496.PS41A.62755.0000.000000.93020	Training	21,808	Carryover remaining funds to ensure continued training and skills building for GM Office staff (GM, Legislative Analyst, Senior Administrative Analyst, Administrative Analyst II) to support administrative services.
174	496.PS42A.15042.0000.24483.10700	Machinery and Equipment - Work in Progress	1,846,760	Meter Data Management System Replacement / Upgrade: The project is currently in progress and expected to be completed in FY 2025-26.
175	496.PS43A.15022.0000.24480.10700	Buildings - Work in Progress	200,000	Fleet Covered Structure: carryover funds for the addition of a covered structure, multi-use, facility vehicle maintenance bay.
176	496.PS43A.15041.0000.000000.10700	Machinery and Equipment - Clearing	250,000	Carryover funds for the delayed procurement of a heavy-duty material handler and replacement of an old material handler in the Valley Plant.
177	496.PS43D.15022.0000.21941.10700	Buildings - Work in Progress	400,000	HVAC Upgrade Study for Electric Fund Share (ECC): the project was postponed to FY 2025-26 due to vacancies and outage risk mitigation. The project has begun, and the Phase I install is set to take place in October 2025.

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ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
178	496.PS44L.62085.0000.00000.90900	Other Professional Services	15,000.00	Carryover funds for a joint Electric Vehicle (EV) Guest Drive event with the cities of Glendale and Pasadena. Scheduling for the event has been delayed until the 2025-26 fiscal year; these carryover funds will allow BWP to fund its share of the joint event.
179	496.PS81A.15022.0000.23737.10700	Buildings - Work in Progress	6,543	Wavelength-Division Multiplexing Equipment Replacement: delays in equipment order; expected delivery and installation to occur in FY 2025-26.
SUBTOTAL			16,655,316.37	

Water Fund (Fund 497)

180	497.PS51B.15041.0000.000000.10500	Machinery and Equipment - Clearing	200,000	Funding is being carried over for the purchase of a backup generator for the Valley Pumping Plant (VPP). The VPP Booster Station Rehabilitation project required the use of all available storage areas on-site in support of the project, which delayed the procurement of the backup generator. Now that the VPP project is nearing completion, a backup generator can be procured and placed on-site when the area becomes available.
181	497.PS51B.15041.0000.000000.10500	Machinery and Equipment - Clearing	300,000	The Big Crane Truck replacement has been delayed due to the availability of a F600 incomplete chassis.
182	497.PS51D.15022.0000.21941.10500	Buildings - Work in Progress	11,500	HVAC Upgrade Study for ECC (water fund share): The project was postponed to FY 2025-26 due to vacancies and outage risk mitigation. The project has begun, and the Phase I install is set to take place in October 2025.
183	497.PS51D.15022.0000.22899.10500	Buildings - Work in Progress	441,765	The VPP Booster Station Rehabilitation project achieved substantial completion. Funding is being carried over for project closeout, which includes internal labor and project contingency.
184	497.PS51D.15042.0000.24483.10500	Machinery and Equipment - Work in Progress	263,823	Meter Data Management System Replacement / Upgrade: The project is currently in progress and expected to be completed in FY 2025-26.
185	497.PS51D.62085.0000.000000.63260	Other Professional Services	33,333	Carryover funds needed to support BWP's multi-year Apprenticeship Program.
SUBTOTAL			1,250,420.80	

Refuse Collection and Disposal Fund (Fund 498)

186	498.PW31A.15101.0000.000000	Vehicle Clearing	1,000,000.00	Funds are needed to replace a 2012 Autocar ACX trash truck and to purchase a new Chevrolet Bolt EV for the Solid Waste group.
187	498.PW31B.15101.0000.000000	Vehicle Clearing	90,000.00	Funds are needed to purchase a replacement vehicle for the 2004 Chevrolet 2500HD Landfill pickup truck that has reached the end of its useful life.
188	498.PW31C.62170.0000.00000	Private Contractual Services	55,513.66	Funds are needed to cover the increased costs of Burrtec's green waste hauling services.
189	498.PW31C.62170.0000.22669	Construction and Demolition (C&D) Outreach and Education	373,697.31	This funding is needed in part to pay for the Green Halo Construction and Demolition (C&D) waste management and reporting system. The system allows contractors and homeowners to submit solid waste plan applications for City staff approval and supports staff with accessing C&D diversion data for State reporting. These funds will also be used to further C&D outreach to permittees in the coming year.

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Enterprise Funds

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
190	498.PW31C.62170.0000.24743	Curbside Supplemental 2022	13,000.71	This project account is used for the Curbside Supplemental Payment Program. Funding supports activities related to beverage container recycling and will be utilized in the next fiscal year. Restricted
191	498.PW31C.62170.0000.24745	FY 2022-23 SB1383 Local Assistance Grant	151,043.50	This is grant funding awarded to the City to assist in the implementation of mandated Senate Bill (SB) 1383 programs. Funding has been allocated to contract with consultants for compliance, inspections, and enforcement. Restricted
192	498.PW31C.62170.0000.24941	2023 Curbside Supplemental	27,436.86	This project account is used for the Curbside Supplemental Payment Program. Funding supports activities related to beverage container recycling and will be utilized in the next fiscal year. Restricted
193	498.PW31C.62170.0000.24942	FY 2023-24 City/County Beverage	23,227.32	Funds for this multi-year program are restricted and can only be used for the promotion of bottle and can recycling. Funds will be utilized in the next fiscal year. Restricted
194	498.PW31C.62170.0000.25067	2024 Curbside Supplemental	18,575.53	This project account is used for the Curbside Supplemental Payment Program. Funding supports activities related to beverage container recycling and will be utilized in the next fiscal year. Restricted
195	498.PW31C.62170.0000.25068	FY 2024-25 City County Beverage	26,599.00	Funds for this multi-year program are restricted and can only be used for the promotion of bottle and can recycling. Funds will be utilized in the next fiscal year. Restricted
SUBTOTAL			1,779,093.89	
TOTAL ENTERPRISE FUNDS			21,836,010.05	

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Internal Service Funds

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
Vehicle Equipment Replacement Fund (Fund 532)				
196	532.PW34A.15101.0000.00000	Vehicle Clearing	220,000.00	The Fire Department has purchased a new water tender and three new fire engines. Carryover is requested for outfitting the equipment; \$20,000 is for the water tender and \$200,000 for the three engines.
197	532.LB01A.15101.0000.000000	Vehicle Clearing	43,200.00	Funds used for the fabrication, contingency, maintenance, delivery, and purchase of technology and supplies for the newly acquired Library outreach vehicle (Bookmobile) as approved by City Council on June 24, 2025.
198	532.ALL.15101.0000.000000	Vehicle Clearing	3,342,923.04	Fleet continues to catch up with vehicle purchases and outfitting from recent years. This includes outfitting the new rescue ambulance and Airbus H125 helicopter, and purchasing sewer and forestry maintenance vehicles.
SUBTOTAL			3,606,123.04	
Office Equipment Replacement Fund (Fund 533)				
199	533.LB01A.15041	Machinery and Equipment	49,220.68	Funds are requested to be carried over to complete the purchase of replacement self-checkout machines and associated credit card terminals for the three library branches.
200	533.PR27A/PR42A.15041	Machinery and Equipment	25,203.67	Funds are requested to be carried over to complete equipment purchases including a walk-in refrigerator at the Central Kitchen and DeBell Clubhouse kitchen equipment.
201	533.ALL.63050	Non-capitalized Assets	783,844.05	These accounts were established in FY 2003-04 for departments to use to replace assets costing less than \$10,000. Per the City's existing policy, these non-capitalized asset accounts are carried over annually.
SUBTOTAL			858,268.40	
Municipal Infrastructure Fund (Fund 534)				
202	534.PW21A.62450.1004	Bridge Maintenance	50,000.00	This line item replaces the former project account 14550. Funding is needed for programmatic bridge repairs currently in progress.
SUBTOTAL			50,000.00	
Communications Equipment Replacement Fund (Fund 535)				
203	535.PS72B.15042.0000.24460.10700	Machinery and Equipment - Work in Progress	147,306.66	Radio Base Station and Mobile Encryption: The project was delayed due to supply chain limitations. These carryover funds will be used in FY 2025-26.
204	535.PS72A.15042.0000.24461.10700	Machinery and Equipment - Work in Progress	1,000,000.00	Lifecycle Replacement of Non-Safety Radios: The project was delayed due to supply chain limitations. These funds will be used in FY 2025-26.
SUBTOTAL			1,147,306.66	
Information Technology Fund (Fund 537)				
205	537.IT04B.15112.0000.25190.00000	Enterprise Resource Planning (ERP) Solution	383,261.54	These funds were transferred from the ERP Burbank Oracle Systems Support (BOSS) Project and will be used for the research and planning phases of the new Enterprise Resource Planning solution, including consulting services and staff backfill.
206	537.IT01A.62170.0000.000000.00000	Information Technology (IT) Administration	91,049.25	Funds are for professional consulting services needed in the IT Administration Division to support contracted efforts tied to strategic initiatives, including the development and deployment of an AI pilot program, an open data portal, implementation of additional functionalities within the OurBurbank 311 platform, and the execution of a DISC (Dominance, Influence, Steadiness, and Conscientiousness) profile report along with comprehensive organizational assessments.

CITY OF BURBANK
CONTINUING APPROPRIATIONS BY ACCOUNT NUMBER FY 2024-25 to FY 2025-26
Internal Service Funds

ITEM #	ACCOUNT NUMBER	ACCOUNT NAME	SUBMITTED AMOUNT	JUSTIFICATION
207	537.IT02A.15111.0000.000000.00000	Network Management and Technology - Computers and Software Clearing	23,034.61	These funds are for the replacement of end-of-life technology core infrastructure components such as servers, switches, and routers. Funds will be used for the purchase of selected replacement hardware and software when moving forward with the remaining replacements.
208	537.IT02A.62170.0000.000000.00000	Contractual Services for Network Support Services	191,778.61	Funds for support contracts are needed in the IT Service Desk and Network Divisions to maintain continuity of Citywide network refresh rollouts, personal computer (PC) replacements, system upgrades, and high-impact technology projects.
209	537.IT02A.62316.0000.000000.00000	Technology Software and Hardware	572,965.11	Funds for ongoing enterprise software/hardware purchases and maintenance renewals. These funds will be used for the conversion of small-scale perpetual software licenses to cloud-based subscription licenses. The conversion is required as devices are updated to the Windows 11 Operating System.
210	537.IT02A.63050.0000.000000.00000	Non-capital Technology Purchases	226,631.99	Funds for procuring technology components and network equipment, such as wireless routers, access points, PCs, tablets, cables, and miscellaneous hardware that are not part of the PC replacement schedule. These funds will be used for the purchase of selected new and replacement hardware Citywide.
211	537.IT02A.63050.1000.000000.00000	PC Replacement	1,168,015.82	Funds for replacing end-of-life laptop and desktop equipment, including monitors. These funds will be used for the replacement of approximately 821 laptops and desktops throughout the City that have reached end of life in conjunction with the Windows 11 system upgrade.
212	537.IT03A.62170.0000.000000.00000	Geographic Information System (GIS) Contractual Services	75,000.00	Funds for contracted support are required for the GIS team. These funds are needed to maintain the continuity of service for the systems as well as for ongoing initiatives and integrations.
213	537.IT04A.62170.0000.000000.00000	Contractual Services for OurBurbank 311	228,655.79	Funds for contracted support are required for the OurBurbank 311 system. These funds are needed to maintain the continuity of service for the system as well as for ongoing initiatives and integrations.
214	537.IT04B.62170.0000.000000.00000	Contractual Services for Oracle E-Business Suite (EBS), Hyperion, and Database Analyst (DBA)	405,256.70	Funds for contracted support services are required for the Oracle EBS and Enterprise Performance Management (EPM) Systems. These funds are needed to maintain the continuity of service for these systems, as well as for the remaining integrations of the EPM and Oracle Time and Labor implementations.
215	537.FN01A.62316.0000.000000.00000	Software and Hardware	16,397.28	Funds to cover contracted support services necessary for software maintenance renewals within the Financial Services Department. They are essential to ensure uninterrupted service and to support training for newly onboarded Financial Services staff on the use of the CaseWare platform.
SUBTOTAL			3,382,046.70	

TOTAL INTERNAL SERVICE FUNDS	9,043,744.80
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STAFF REPORT



POLICE DEPARTMENT

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Rafael Quintero, Chief of Police
VIA: Viviana Garzon, Police Administrator
BY: Jeff Barcus, Police Lieutenant

SUBJECT: Adoption of a Resolution Authorizing Acceptance of the California Office of Traffic Safety 2026 Selective Traffic Enforcement Program Grant for \$190,000 and Amending the Fiscal Year 2025-26 Adopted Budget by Appropriating Funds

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE CALIFORNIA OFFICE OF TRAFFIC SAFETY 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT AGREEMENT AND ANY FUTURE AMENDMENTS, ACCEPTING \$190,000 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2025-26 ADOPTED BUDGET BY APPROPRIATING FUNDS.

BACKGROUND

The Burbank Police Department (Department) has been awarded \$190,000 in competitive grant funding through the California Office of Traffic Safety (OTS) for the Selective Traffic Enforcement Program (STEP). The program aims to reduce the number of deaths and injuries from vehicular accidents related to alcohol, speeding, red light violations, and other primary collision factors. The grant will fund enforcement operations that target impaired driving, distracted driving, excessive speed, and seat belt compliance. By increasing police presence, these operations will help educate the public and improve adherence to traffic safety laws. In addition to enforcement, the STEP grant supports educational efforts, including traffic safety presentations and community outreach focused on motorcycle safety, bicycle safety, and pedestrian awareness. The Department will also produce digital content to participate in OTS campaigns like "Click It

or Ticket,” “Sober or Hand ’Em Over,” and “Go Safely, California.” Through social media, the Department will engage with online communities to educate a broader audience and ultimately deter unsafe driving behaviors.

DISCUSSION

The Department is committed to reducing injuries at high-collision intersections by enhancing enforcement efforts against driving under the influence (DUI) through checkpoints and saturation patrols. Additional enforcement initiatives will focus on reducing distracted driving, improving seat belt compliance, and reducing bicycle and pedestrian collisions.

With a total grant allocation of \$190,000, the Department’s initiatives are divided as follows:

- \$177,750 will be allocated towards traffic safety education activities and increased enforcement through special details aimed at curbing distracted driving, excessive speed, and other primary collision factors.
- \$9,600 will be utilized for the purchase of electronic citation printers for traffic officers, and essential supplies for conducting DUI checkpoint operations. These supplies may include traffic cones, signage, high-visibility safety vests, lighting, reflective banners, and electronic flares.
- \$2,650 will be allocated to provide officers with specialized training in traffic enforcement, safety, and education.

The grant performance period runs from October 1, 2025, through September 30, 2026.

ENVIRONMENTAL REVIEW

Approval of the 2026 STEP grant agreement has no potential to result 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

This is a reimbursement grant and will not require any matching funds from the City. Staff is requesting Council authority to accept \$190,000 in 2026 STEP grant program funds and amend the Fiscal Year (FY) 2025-26 Adopted Budget to appropriate the funds as follows:

- \$190,000 from revenue account 121.PD000.48010.1022.25236.0000 (General City Grand Fund, Police Department General, Other Intergovernmental Revenues, OTS Safety Grant, 2026 STEP Grant) to the following expenditure accounts:

- \$177,750 to expenditure account 001.PD01A.60007.0000.25236 (General Fund, Patrol, Overtime – Safety, 2026 STEP Grant)
- \$9,600 to expenditure account 001.PD01A.62300.0000.25236 (General Fund, Patrol, Special Departmental Supplies, 2026 STEP Grant)
- \$2,650 to expenditure account 001.PD01A.62755.0000.25236 (General Fund, Patrol, Training, 2026 STEP Grant)

Funds will initially be drawn from account 121.ND000.30011.0000.00000 (General City Grant Fund, Non-Departmental, Assigned Fund Balance) until reimbursed.

CONCLUSION

Approval and acceptance of this grant agreement supports the Department's goal of improving traffic safety within the City. The funding enables the Department to enhance enforcement efforts, expand public education, and invest in necessary equipment, all aimed at reducing traffic collisions and pedestrian injuries. These initiatives will contribute to creating a safer Burbank for all residents and visitors.

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – California Office of Traffic Safety 2026 Selective Traffic Enforcement Program Grant Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE CALIFORNIA OFFICE OF TRAFFIC SAFETY 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT AGREEMENT AND ANY FUTURE AMENDMENTS, ACCEPTING \$190,000 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2025-26 BUDGET BY APPROPRIATING FUNDS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

- A. The Burbank Police Department has been notified that its grant application through the State of California, Office of Traffic Safety Selective Traffic Enforcement Program (STEP) was approved in the amount of \$190,000.
- B. The program aims to reduce the number of persons killed and injured in vehicular crashes involving alcohol, speeding, failure to stop at red lights, and other primary collision factors.
- C. The grant funds enforcement operations that target impaired driving and other primary collision factors such as, distracted driving, excessive speed, and seat belt compliance.
- D. The STEP grant provides funding for additional educational opportunities including traffic safety presentations to the public and additional community outreach, focusing on motorcycle safety, bicycle safety, and pedestrian awareness.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

- 1. The City accepts the California Office of Traffic 2026 Safety Selective Traffic Enforcement Program (STEP) Grant in the amount of \$190,000.
- 2. The 2026 STEP Grant Agreement between the State of California Office of Traffic Safety and the City of Burbank (the Grant Agreement) is hereby approved.
- 3. The City's Fiscal Year 2025-26 Annual Budget is amended by appropriating \$190,000 in California Office of Traffic Safety Grant funding from revenue account 121.PD000.48010.1022.25236.0000 (General City Grand Fund, Police Department General, Other Intergovernmental Revenues, OTS Safety Grant, 2026 STEP Grant) to the following expenditure accounts:

Account Number	Account Title	Amount
001.PD01A.60007.0000.25236	General Fund, Patrol, Overtime – Safety, 2026 STEP Grant	\$177,750
001.PD01A.62300.0000.25236	General Fund, Patrol, Special Departmental Supplies, 2026 STEP Grant	\$9,600
001.PD01A.62755.0000.25236	General Fund, Patrol, Training, 2026 STEP Grant	\$2,650

4. The Financial Services Director or her 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.

5. The City Manager, or his designee, is authorized to execute all necessary documents and other matters relating to this grant.

PASSED and ADOPTED this ____ day of August, 2025.

Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Kimberley Clark, City Clerk

By: _____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk 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 August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Kimberley Clark, City Clerk

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY Burbank	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT Burbank Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect. In addition, the department will participate in community collaboration and engagement activities to engage in conversations regarding traffic safety with community members.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$190,000.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Emil Brimway TITLE: Lieutenant – Traffic Bureau EMAIL: ebrimway@burbankca.gov PHONE: (818) 238-3232 ADDRESS: 200 North Third St. Burbank, CA 91502 _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: Rafael Quintero TITLE: Chief of Police EMAIL: rquintero@burbankca.gov PHONE: (818) 238-3000 ADDRESS: 200 North Third St. Burbank, CA 91502 _____ (Signature) (Date)
C. FISCAL OFFICIAL NAME: Viviana Garzon TITLE: Police Administrator EMAIL: vgarzon@burbankca.gov PHONE: (818) 238-3218 ADDRESS: 200 North Third St. Burbank, CA 91502 _____ (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758 _____ (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: M6MJVWJ4RF89 REGISTERED ADDRESS: 200 N Third St CITY: Burbank ZIP+4: 91502-1201
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$190,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$190,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$190,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

The City of Burbank is 17 square miles with a population of approximately 107,000 currently but has and will increase steadily. In response to the housing crisis, recent state legislation encouraged the city to permit the construction of multiple mixed-use (residential, commercial, and retail) complexes and additional dwelling units (ADUs) which will add a significant number of Burbank residents. This construction has completed in the Downtown area which has increased both vehicle and pedestrian traffic within the same geographic area.

In addition to the new businesses and retail spaces that will be included in the mixed-use projects, construction has begun on three new hotels, the Burbank Airport Terminal replacement, and the Warner Brothers Ranch Campus. Burbank remains the Media Capital of the World and home to major studios: Warner Brothers, Walt Disney, Nickelodeon, and Netflix Animation. The entertainment industry comprises most of the current workforce population of 182,000. Burbank also has some of the highest performing retail chains, such as Costco, Target, Wal-Mart, Amazon, and the largest IKEA in the United States, in addition to the Empire Shopping Center, and Saint Joseph's Medical Center to create a diverse workforce and attract many consumers and tourists to increase the daytime population in Burbank to 250,000. The current development projects will only increase the amount and flow of traffic through the City of Burbank which will also increase traffic-related issues and crashes.

The Burbank Airport continues to expand with not only the construction of a new \$1.2 billion terminal, but the completion of multiple transit centers on either side of the airport property the service multiple light rail and bus routes, that increase pedestrian traffic in and around the airport property. Once construction of the new terminal is complete all access to both passenger and cargo operations will be accessed within the City of Burbank.

The City of Burbank continues to focus enforcement efforts on the ongoing issues with speeding violations, automobile versus pedestrian crash, hit-and-run crash, and alcohol-related crash.

Despite significant enforcement efforts, overall crash increased in 2024 by 9.8%, with injury crash increasing by 9.6%.

While many jurisdictions saw a significant rise in the number of vehicle vs. pedestrian crash over the past year, the Burbank Police Department made pedestrian safety a primary focus in its operations after seeing significant increases in the post COVID time frame. This effort was assisted by a significant funding increase by OTS in our previous STEP grants. Between 2023 and 2024, we saw only a 3.1% increase in total vehicle vs pedestrian crashes and a 5.5% increase in those crashes resulting in injury. The Burbank Police Department will continue to target enforcement efforts to minimize crash with pedestrians since the city has a high demographic of elderly residents, as well as a robust city development plan that encourages alternate forms of transportation, to include walking and bicycling.

Like most of California and the nation, speeding remains one of the top three primary crash factors in Burbank. Unsafe speed was listed as the primary crash factor in 95 crashes with a total of 118 persons injured and no deaths. Unsafe speed accounted for 19.8% of total crashes resulting in injuries and 16.5% of total injuries from crash in Burbank.

In response to the strong correlation between excessive speed and young male drivers, the Burbank Police Department strives to educate the public on overall traffic and pedestrian safety, which includes frequent educational presentations at adult recreational centers, schools, and youth groups at local places of worship.

In 2024, we saw a 16.6% increase in the number of alcohol-related crashes, however the number of alcohol related injury crash decreased by 14.3%. In 2022 Department authorized the formation of a two-man DUI Enforcement Team to help address this issue, however due to staffing the team was reduced to one officer in 2023. The DUI Enforcement Team works during the nighttime hours until 0300 hours with the sole purpose of proactively finding and arresting intoxicated drivers, responding to crash, and conducting traffic enforcement to reduce crash and injuries. The Burbank Police Department is committed to making Traffic Safety one of its highest priorities with additional allocation of funds and personnel outside of grant funding.

Like many agencies across California, the Burbank Police Department has faced challenges with recruitment and retention of sworn officers. This has resulted in a reduction in the number of officers assigned specifically to traffic enforcement, by nearly 40%.

However, as the City of Burbank continues to build new residential and commercial structures, Burbank's residential, workforce, and daytime populations will continue to grow. In turn, the daily traffic congestion and the consequent traffic-related issues and concerns will increase. The Burbank Police Department plans to monitor our enforcement activity and statistics to identify common patterns, violations, and problematic areas. Based on analysis, the Burbank Police Department will adapt enforcement efforts to manage conditions for motorist and pedestrian safety through all the City changes.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

Our STEP grant request will be focused in five main areas: PCF, speed, pedestrian safety, bicycles safety and DUI enforcement.

PCF: We will continue to focus on those violations that cause crash and the areas where they occur. In 2024, the top five PCF's (and the % of total crashes in 2024) were: right-of-way violations (17.49%), improper turning (16.05%), DUI (12.57%), unsafe speed (11.38%) and failure to obey signs / signals (11.5%).

Speed: This includes areas where speed is a contributing factor in injury crash, as well as criminal behavior, such as illegal street racing or side-show activity that can result in significant injury or death.

Pedestrian Safety: Though great strides in reducing vehicle vs. pedestrian crash were made, recent completion of mix use construction projects has increased the areas where pedestrians and vehicles can come into conflict with each other. Continued enforcement and education efforts are needed to not lose ground on the gains already made.

Bicycle Safety: Burbank has seen a significant increase in the usage of bicycles as mode of transportation. This has resulted in the largest increase in type of crash in the past year. With a 122% increase in the total number of bicycle vs vehicle crash, resulting in an increase of 89.5% in the number of injured victims, to include one fatality, bicycle safety must be a priority for the Burbank Police Department in the coming years.

DUI: With the DUI Team staffing being reduced by half, we saw a 16.6% increase in the number of DUI related crash, we were fortunate to have a reduction in the number of injuries resulting from those crash by 14.3%. We will look to have both those numbers trending downward in the coming years.

Define the target population the grant intends to serve and how they are affected by the problem(s).

The City of Burbank has a diverse population across social-economic factors: Th Burbank Police Department provides service delivery equally throughout the City. Specific enforcement and education efforts will be targeted at different demographics based on offender likelihood, at risk communities and historical crash data. This can include young drivers for speed related violations, older community members involving pedestrian safety and partnering with other City departments where we see an increase in crashes.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:

Target Number

1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.

1

2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

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3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.

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4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.

2

5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.

2

6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).

1

7. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.

3

8. Conduct DUI Saturation Patrol operation(s).

16

9. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	14
10. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	20
11. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	4
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	4
13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
14. Conduct Know Your Limit campaigns with an effort to reach members of the community.	2
15. Participate in highly visible collaborative DUI Enforcement operations.	3
16. Participate in highly visible collaborative Traffic Enforcement operations.	2
17. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	2
18. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.	1
19. Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.	2
3. METHOD OF PROCEDURE A. <u>Phase 1 – Program Preparation (1st Quarter of Grant Year)</u> - The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section. - Conduct all training needed to implement the program, in the first quarter. - Purchase all grant related supplies and materials to implement the program, in the first quarter. - Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America. - In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly. - Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations. <u>Media Requirements</u> Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.	
B. <u>Phase 2 – Program Operations (Throughout Grant Year)</u> <u>Media Requirements</u> The following requirements are for all grant-related activities: Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.	

- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$90,000.00
402PT-26	20.600	State and Community Highway Safety	\$57,000.00
405e DDL-26	20.616	Distracted Driving Laws	\$40,000.00
1906-26	20.611	Racial Profiling Prohibition Grants	\$3,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-26	\$15,000.00	3	\$45,000.00
DUI Saturation Patrols	164AL-26	\$1,975.00	16	\$31,600.00
Know Your Limit	164AL-26	\$1,600.00	2	\$3,200.00
Traffic Enforcement	402PT-26	\$1,925.00	14	\$26,950.00
Collaborative DUI Enforcement	164AL-26	\$1,800.00	3	\$5,400.00
Motorcyclist Safety Presentation	402PT-26	\$1,600.00	4	\$6,400.00
Street Racing and Sideshow Enforcement Operations	402PT-26	\$5,000.00	1	\$5,000.00
Pedestrian and Bicycle Enforcement	402PT-26	\$1,600.00	4	\$6,400.00
Collaborative Traffic Enforcement	402PT-26	\$1,800.00	2	\$3,600.00
Traffic Safety Educational Presentations	402PT-26	\$600.00	2	\$1,200.00
Distracted Driving Enforcement	405e DDL-26	\$2,000.00	20	\$40,000.00
Community Collaboration Engagement	1906-26	\$1,500.00	2	\$3,000.00
Category Sub-Total				\$177,750.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	\$2,650.00	1	\$2,650.00
				\$0.00
Category Sub-Total				\$2,650.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	\$4,800.00	1	\$4,800.00
Zebra Printer	402PT-26	\$1,200.00	4	\$4,800.00
Category Sub-Total				\$9,600.00
F. INDIRECT COSTS				
				\$0.00

Category Sub-Total				\$0.00
GRANT TOTAL				\$190,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Know Your Limit - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel

Motorcyclist Safety Presentation - Overtime for grant funded traffic safety education at fairs and/or community events conducted by appropriate department personnel.

Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel

Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.

Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Community Collaboration Engagement - Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

Zebra Printer - Used to issue citations during enforcement activities.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[a\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

- rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director, Transportation
BY: Marcos Fuentes, Senior Transportation Planner

SUBJECT: Approval to Initiate Planning and Design of Phase 2 of the Downtown Burbank San Fernando Boulevard Reconfiguration Project

RECOMMENDATION

Approve maintaining existing improvements implemented during Phase 1 of the Downtown Burbank San Fernando Boulevard Reconfiguration Project, and direct staff to initiate design of Phase 2 of the project.

BACKGROUND

In 2020, the City Council (Council) adopted the City's *Complete Our Streets Plan*, which identified and prioritized pedestrian and multimodal safety projects across the City. Among the short-term priority projects was the Downtown Burbank San Fernando Boulevard Reconfiguration Project (Project), located between Olive Avenue and Magnolia Boulevard (Attachment 1). The corridor experiences the highest levels of pedestrian and vehicular activity citywide and has historically been the site of frequent turning-movement-related collisions, with data showing that over 80% of pedestrian-vehicle collisions Downtown are the fault of the driver.

In January 2023, Council directed staff to implement a quick-build reconfiguration of the three-block corridor as a pilot Project, with the goal of enhancing pedestrian safety, improving multimodal access, and preserving access for businesses. The design converted San Fernando Boulevard from a two-way street to a one-way northbound configuration, while also adding curb extensions, restriping lanes, adjusting traffic signals, and introducing new loading and short-term parking zones. The pilot also retained

pandemic-era outdoor dining parklets and introduced new landscaping elements. Implemented in March 2024, the pilot was designed to be low-cost and flexible, enabling staff to evaluate its performance over a 12-month period and make modifications as needed. A before-and-after Project data collection and analysis was carried out to evaluate the pilot's performance, and the Council received a six-month status update in October 2025 (Attachment 2).

The Project supports key goals in the *Complete Our Streets Plan*, *Burbank2035 General Plan*, and the forthcoming *Downtown Burbank Transit Oriented Development Specific Plan*, including creating a safer and more walkable Downtown, improving access to major transit hubs, and supporting future regional transit investments like the North Hollywood to Pasadena Bus Rapid Transit line. In October 2024, Council received a six-month status update and directed staff to conduct additional analysis of near-miss collisions at two key intersections. This report provides a summary of the pilot's completion, near-miss findings, and a recommendation to proceed with Phase 2 of the Project.

DISCUSSION

Project 12-Month Update

The focus for the second half of the pilot was to evaluate the number of collisions before and after the Project, study near-miss collisions and possible treatments at two key intersections, collect information on overall number of visitors and tax revenue during the pilot, and implement paid parking in Downtown.

Collisions

For collisions, the number before and after the Project was similar and statistically minimal with no significant change after installation. Before the Project, between January 2023 to February 2024, there was one collision reported in the Project area, which was a head-on crash caused by improper starting or backing of a vehicle. After the Project, between March 2024 and March 2025, there were two collisions which included a hit-and-run caused by improper passing, and a rear-end of a parked vehicle caused by unsafe speed resulting in one reported injury. None of these three collisions involved injuries to pedestrians or bicyclists.

Visitors and Tax Revenue

The addition of Paid Parking in Downtown and active parking enforcement seven days a week during the second half of the pilot further mitigated illegal parking activities, especially near mid-block crosswalks and near pedestrian painted areas. The Project area hosted several special events, like the Summer Arts Festival and the Winter Wine Walk, showing that the roadway elements installed for the pilot were able to accommodate these events and support the versatility and placemaking value of Downtown. The number of visitors in the Project area has remained steady since the Project's installation at about 1.3 million per month, and quarterly tax revenue saw a

modest increase of 3.7% over the pilot's duration. Moreover, in March the Project received the Safety or Intelligent Transportation System Projects Award from the League of California Cities.

Near-Miss Collision Analysis

During the six-month Project update, Council shared concerns and observations about the way pedestrians outnumber cars in the Project area during certain days of the week, and whether these conditions could lead to close call interactions between the two modes. As a result, Council directed staff to measure and analyze near-miss collisions at the intersections of San Fernando Boulevard at Palm Avenue and at Magnolia Boulevard, as those are the two busiest intersections in the Project area during peak times (Thursday through Saturday). Council also requested that staff analyze the feasibility of a scramble crosswalk treatment or an extended Lead Pedestrian Interval (LPI) at both locations. LPI is a brief signal phase when only pedestrians are allowed to step into the intersection before any vehicles are permitted to enter.

Staff conducted a qualitative and quantitative assessment analysis of near-miss collisions which consisted of capturing video footage of intersection activity and using third-party consultant video analysis software to count the number of pedestrian and vehicles moving through the two intersections in a three-day span between Thursday, February 20, 2025, through Saturday February 22, 2025. Around-the-clock monitoring captured the paths and patterns of pedestrians and cars crossing through the intersection and when paths of travel come close to intersecting (within one to five seconds). It also looked at intersection geometry, traffic signal timings, collision history, and considerations for roadway operations to maintain adequate traffic flow.

For the intersection at Palm Avenue, the analysis found that 71% of near-misses involved pedestrians crossing against the red hand signal, typically in response to a perceived gap in traffic after a vehicle had passed. This activity suggests that the improvements made by the Project, specifically removing the southbound lane, removing turn conflicts, shortening crossing distances, and maintaining slow vehicular speeds, have reduced the exposure pedestrians have to vehicular traffic, improved pedestrian visibility, and allowed pedestrians to cross the street regardless of signal phase. To address Council's request, staff investigated a scramble crosswalk at this location and found that, aside from the new traffic signal equipment and striping that would be required, this treatment would require signal timing adjustments that would result in significantly longer wait times for both pedestrian and vehicles, which would likely worsen corridor operations for cars and people and could further worsen pedestrian crosswalk compliance. However, staff plans to further explore solutions to improve interactions at this intersection.

The findings at Magnolia Boulevard also showed that pedestrian volumes were higher than vehicles, but that pedestrian paths of travel more closely mirrored the existing

crosswalks and signal phases. About 55% of the observed near-miss interactions occurred when pedestrians had the walk signal, showing that unlike at Palm Avenue, more near-misses at Magnolia Boulevard occurred when pedestrians were crossing correctly, highlighting the opportunity to further separate pedestrian and vehicular movements. Staff also studied a scramble crosswalk at this location, as well as an all-pedestrian phase, a similar treatment where pedestrians are allowed to cross in both street directions while all cars are given a red light. Both treatments were found to require adjusting signal timing for both cars and pedestrians that would result in overall longer wait times and likely cascading operational drawbacks downstream in the Project area. Further, the pedestrian scramble at this intersection is not feasible as part of Phase 1 because it would require significant capital expenditure, such as restriping the intersection and purchase and installation of new traffic signal equipment.

As a result of this analysis, staff recommends that no additional pedestrian crossing treatments be added to the Palm Avenue intersection at this time. For the Magnolia Boulevard intersection, staff will consider extending the LPI phase from four to seven seconds and installing no-right-on-red signage. This change will mean pedestrians will have a longer opportunity to begin their crossing while cars will not be able to make conflicting movements during the LPI or when the light is red. This approach will incur minimal cost and can be installed quickly, as it will only require signal timing readjustment and installing two traffic signs, will minimize the likelihood of downstream operational impacts, and can achieve much of the benefit of a scramble crosswalk.

Paid Parking Program

In March 2025, the City implemented a Parking Management Strategy (Strategy) for Downtown overlapping the Project area. The goals of the Strategy are to address concerns about parking availability, congestion, inefficient use of curb space, and align parking operations with the broader goals of the Burbank2035 General Plan to improve transportation and land use in one of the most commercially active parts of the City. The program's implementation consisted of a comprehensive parking management system, covering 145 high-demand on-street parking spaces, and employing fees to ensure 80% occupancy, encourage turnover and reduce congestion. The Strategy includes mobile payment options, kiosks, and enhanced enforcement. Revenue from the program is used to operate the parking system and is reinvested into Downtown parking infrastructure. These objectives are complimentary to the Project as they expand parking enforcement resources needed to provide more efficient curb management and decrease illegal parking along red curbs and the two new short-term parking areas, along with maintaining overall circulation and safety in Downtown.

Phase 2

The Downtown San Fernando Boulevard Reconfiguration Project Phase 2 is identified as a Medium-Term priority in the City's *Complete Our Streets Plan* that would replace the quick-build improvements introduced in Phase 1 with permanent infrastructure (Attachment 3). With the pilot successfully demonstrating that one-way traffic operations support both access and safety, Phase 2 would make this configuration permanent. On-street parking would be retained, while roadway areas would be reconfigured to increase sidewalk widths and outdoor dining areas while maintaining the one-way travel lane. These improvements would be accompanied by enhanced landscaping, shade trees, upgraded irrigation, pedestrian-scale lighting, outdoor dining space, and other streetscape amenities to create a more inviting and accessible environment.

Moving to Phase 2 of the Project would involve planning and conceptual design, refinement of the roadway cross section identification of additional amenities, and preparation of technical studies for surveying, utility relocation, traffic analysis and other analysis. Public engagement with key stakeholders, including the City's Property-Based Business Improvement District (PBID), commissions, and community groups, would shape priorities related to sidewalk furnishings, lighting, trees, and access features. Although the City secured a \$1 million state grant to begin these activities, additional funding via grant funds or other sources would need to be identified for the full Phase 2 project, which is estimated to have a rough order of magnitude cost of approximate \$7 million dollars.

Next Steps

Should Council approve staff's recommendation to maintain the Phase 1 improvements while initiating Phase 2, work on Phase 2 could begin as early as Winter 2026 with the initiation of planning and design. Phase 2 will include community outreach, developing conceptual renderings, detailed engineering, technical analysis (e.g., further mobility- and economic-related metrics), environmental review, and refinement of the permanent street layout through interdepartmental coordination and targeted stakeholder engagement. Staff will also work with stakeholders, such as the PBID Board, Transportation Commission, and other community groups, to guide decisions on sidewalk furnishings, lighting, landscaping, outdoor dining elements, and potential for flexible street closures using equipment such as built-in bollards that can be raised to close streets for special events.

During this period, staff will continue pursuing construction funding from regional, state, and federal sources, to potentially be combined with other local infrastructure funding. The planning process will culminate in conceptual renderings and design alternatives, which will be presented to Council for selection of a preferred option. The preliminary planning and design work within Phase 2 is expected to take approximately 18 months to complete.

Once a preferred design is selected, staff will prepare construction documents and cost estimates for permitting and bidding. Outreach efforts and measures to minimize construction-related disruptions to businesses will also be developed. The timeline for final design and construction of the Phase 2 is dependent on securing additional funds for construction. If funds were secured during the planning and preliminary design phase, final design and construction could take an additional 24 to 36 months to complete.

Additionally, approval of staff's recommendation would authorize ongoing maintenance of Phase 1 quick-build improvements. This includes repainting crosswalks and yellow pedestrian areas, replacing plastic bollards, maintaining planters, and modifying the traffic signal at San Fernando Boulevard and Magnolia Boulevard as discussed above to improve pedestrian crossings. The interim configuration is expected to remain in place for approximately four to five years, depending on when construction funding is secured. This timeline may be extended if additional time is needed to secure full funding.

Alternatively, Council may direct staff to remove the Phase 1 improvements and restore the street to its original condition. This would involve eliminating successful pilot elements such as shorter crossing distances, flex parking zones, and expanded pedestrian space, resulting in increased vehicle traffic and reduced walkability. This scenario would require coordination across departments, vendors, and stakeholders to remove equipment, restripe the roadway, reorient parking, and reset traffic signals. Based on consistent community input throughout the project, restoring San Fernando Boulevard to its previous layout would run counter to the feedback expressed by most property owners, businesses, residents, and visitors, who have strongly supported efforts to enhance Downtown's walkability.

COMMUNITY OUTREACH

Outreach for this Project began with the development of the *Complete Our Streets Plan* throughout 2019 and 2020. Outreach continued through a series of surveys administered to the Downtown PBID during the COVID-19 pandemic, during outdoor dining operations and a temporary closure of the Project area, and more recently after the pilot Project was installed. Other public outreach events between 2022 and 2025 included pop-up events at the Cultural Market and Farmers Market, and multiple presentations to the Downtown PBID Board and the Transportation Commission. On October 3, 2024, staff provided a six-month update to the Downtown PBID Board to gather further feedback and insight on the Project. In May 2025, the PBID Board provided a letter of support for a Metro grant application that could fund Phase 2 of the Project and improve Downtown First/Last mile connectivity.

Staff conducted two surveys to assess stakeholder and visitor opinions about the Project. The first, distributed to all PBID members in July 2024, received 39 responses. Results

indicated generally favorable views, with a majority finding the one-way configuration beneficial, appropriate for safety, and expressing support or neutrality toward making the changes permanent (Attachment 4). A second survey was conducted in May 2025 at two pop-up events during the Cultural Market on the AMC Walkway/Palm Paseo and the Farmers Market, resulting in approximately 100 interactions and 36 completed surveys. Feedback was strongly positive, with most respondents reporting they liked the changes, felt safer walking or driving on San Fernando Boulevard, were more likely to visit Downtown Burbank, and supported making the Project permanent. Respondents also reported a mix of walking and driving as primary travel modes, with most identifying as Burbank residents (Attachment 5).

In July 2025, the Transportation Commission voted 4-1 in support of staff's recommendation to build upon the pilot's momentum and advance the Project to Phase 2. In their motion, and in line with public feedback received about the Project, Commissioners requested further exploration of flexible or permanent street closures in the Project area to continue making Downtown more walkable and welcoming for visitors, especially during special events. They also requested more analysis of the Project's fiscal impacts on Downtown businesses, number of visitors, continued assessment of traffic safety, and ongoing stakeholder engagement through Phase 2's development.

ENVIRONMENTAL REVIEW

Implementation of the first phase of the Downtown Burbank San Fernando Boulevard Reconfiguration Project as directed by Council was previously determined to be exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines - 14 CCR § 15301(c), as the action involved maintenance or alteration of existing streets that did not result in any expansion of the use, and the action added safety or health protection devices in conjunction with existing facilities.

If the Council directs staff to proceed with maintaining the existing Phase 1 temporary street improvements while planning and designing Phase 2 improvements, the maintenance activities will remain exempt from CEQA pursuant to 14 CCR § 15301(c) as the action will include maintenance of existing streets and sidewalks, that will not involve expansion of existing or former use and will not create additional automobile lanes. Any potential environmental impacts derived from more permanent infrastructure installed as part of Phase 2 will be studied separately as part of Phase 2 planning in accordance with CEQA, and the related environmental analysis will be presented for Council consideration prior to Council's selection and approval of the final Phase 2 design.

Alternatively, if the Council directs staff to restore the Project Area to its original conditions, the restoration is similarly exempt under CEQA Guidelines – 14 CCR § 15301. The restoration would be limited to the modification of existing pavement markers and striping. These modifications are considered minor alterations to an existing public

facility with negligible or no expansion of existing or former use, and do not constitute a new development or result in substantial changes to the existing environment. Additionally, the restored 2-way configuration would not substantially increase capacity, result in additional vehicle miles traveled, or expand the overall function beyond the former street use that existed prior to the temporary reconfiguration. Therefore, the planned restoration would fall within the scope of the Class 1 - "Existing Facilities" CEQA exemption.

FISCAL IMPACT

Should Council approve staff's recommendation, there would be no immediate fiscal impact to the City Budget. In the 2025-26 Fiscal Year adopted Budget, Council appropriated \$100,000 of additional funds for this Project in account # 107.CD33A.70002.0000.24206, to maintain the Phase 1 improvements (refreshing paint at crosswalks and new pedestrian areas, replacing damaged white plastic bollards, and ongoing maintenance of planters). Over the longer term, the City would need to identify additional funding to complement the \$1 million in grant funds already secured to construct the Phase 2 improvements.

Alternatively, if the Council wishes to pursue restoration of the Project area to its original conditions, staff estimates it would cost approximately \$150,000 between staff time, labor, and vendor services. Similarly, this cost could be accommodated in the existing City budget.

CONCLUSION

Phase 1 of the Downtown Burbank San Fernando Boulevard Reconfiguration Project achieved significant positive changes to Downtown Burbank, aligning with the City's broader goals of improving safety and enhancing the pedestrian experience. By converting the corridor to one-way northbound travel and implementing proven pedestrian safety countermeasures, such as curb extensions and delineators, the Project has led to measurable safety improvements. These improvements include a notable increase in driver yield compliance at crosswalks along key segments, adding short-term parking areas, and curtailing illegal parking, while also preserving the strong baseline safety conditions that existed prior to implementation. These results reflect the success of the Phase 1 pilot, which demonstrated that San Fernando Boulevard could maintain vehicle access while creating a more walkable and inviting environment for all users.

Staff recommends that Council direct staff to maintain the existing Phase 1 street improvements and proceed with initiating Phase 2 as it offers a strategic path to ensure Downtown Burbank continues to evolve in a way that balances access, safety, and long-term economic vitality. Phase 2 of the Project would build on Phase 1 momentum, transitioning the temporary improvements into permanent infrastructure designed to better serve the long-term needs of Downtown Burbank. With enhanced sidewalks,

upgraded landscaping, expanded outdoor uses, and new public amenities, the Project will support a more inviting and attractive streetscape that reinforces Downtown as a vibrant civic and economic hub. Lastly, in combination with improvements currently in development for the AMC Walkway/Palm Paseo, maintaining the improvements from Phase 1 and initiating Phase 2 will enhance the City's position as a regional destination prepared to welcome visitors for upcoming international events (2026 Super Bowl, 2026 FIFA World Cup, and 2028 Olympic and Paralympic Games) while continuing to support local businesses and the local community.

ATTACHMENTS

- Attachment 1 – Complete Our Streets Plan Downtown San Fernando Boulevard
Reconfiguration Project (Phase 1)
- Attachment 2 – Six-Month Project Status Update Staff Report
- Attachment 3 – Complete Our Streets Plan Downtown San Fernando Boulevard
Reconfiguration Project (Phase 2)
- Attachment 4 – PBID Post Installation Survey Results
- Attachment 5 – Pop-up Survey Results

SHORT-TERM PRIORITY PROJECT

DOWNTOWN, SAN FERNANDO BLVD. RECONFIGURATION PROJECT (PHASE 1)

PROJECT LOCATION:

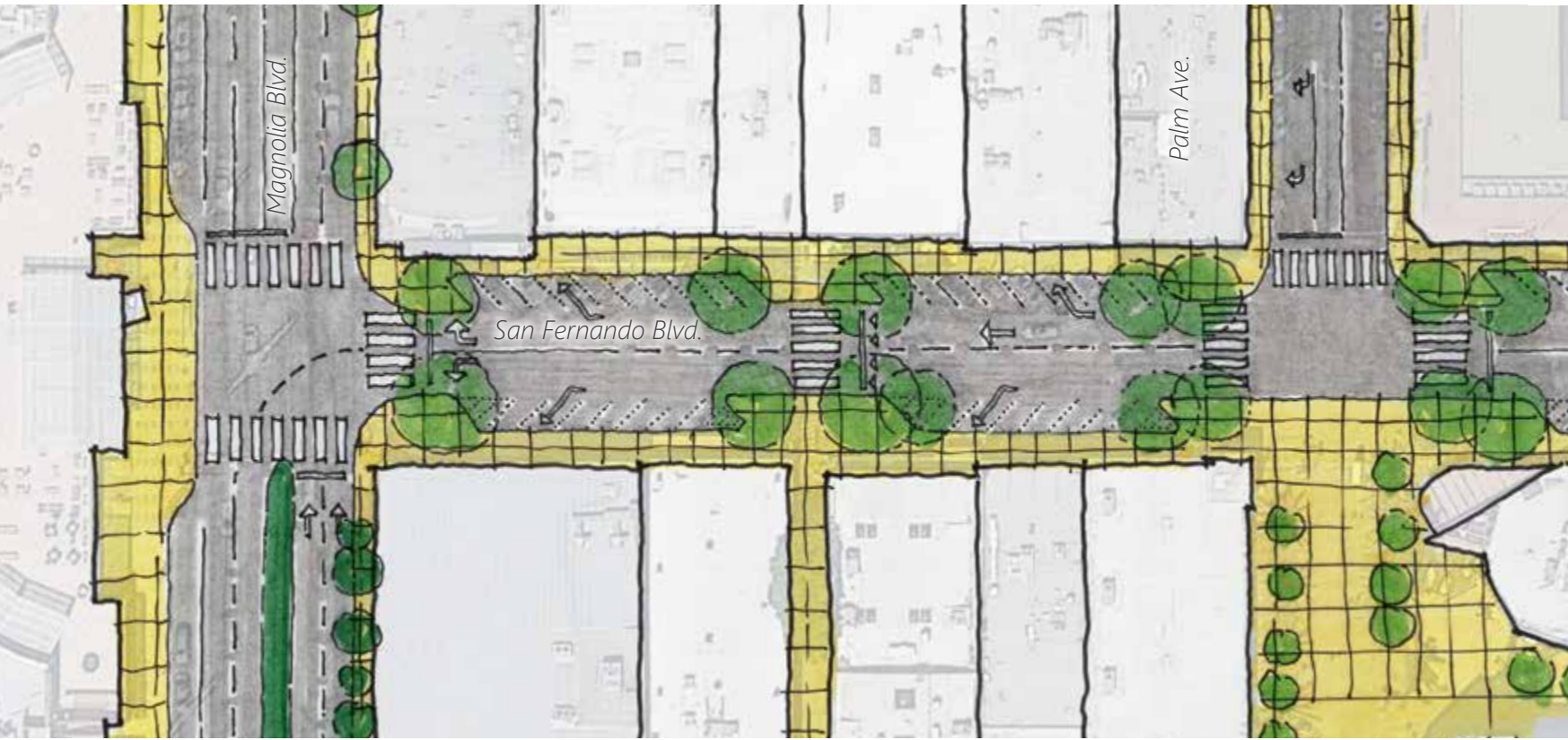
San Fernando Blvd. between Magnolia Blvd. and Olive Ave.

PROJECT DESCRIPTION:

- Change vehicular flow of traffic to be one-way only traveling northbound on San Fernando Blvd.
- Install signage and modify roadway striping.
- Remove six parking spaces to maintain head-in angled parking on west side of San Fernando Blvd.

PURPOSE:

- Enhance vehicular and pedestrian safety.
- Phase 1 would be a short-term test project. If successful, a Phase 2 project would create a more long-term improvement with wider sidewalks and traffic calming.



Proposed.

Priority Eligibility:

- Priority networks: **Pedestrian**
- Within focus areas: **Yes**

Average Annual Collisions within a quarter mile (June 2013 - June 2018):

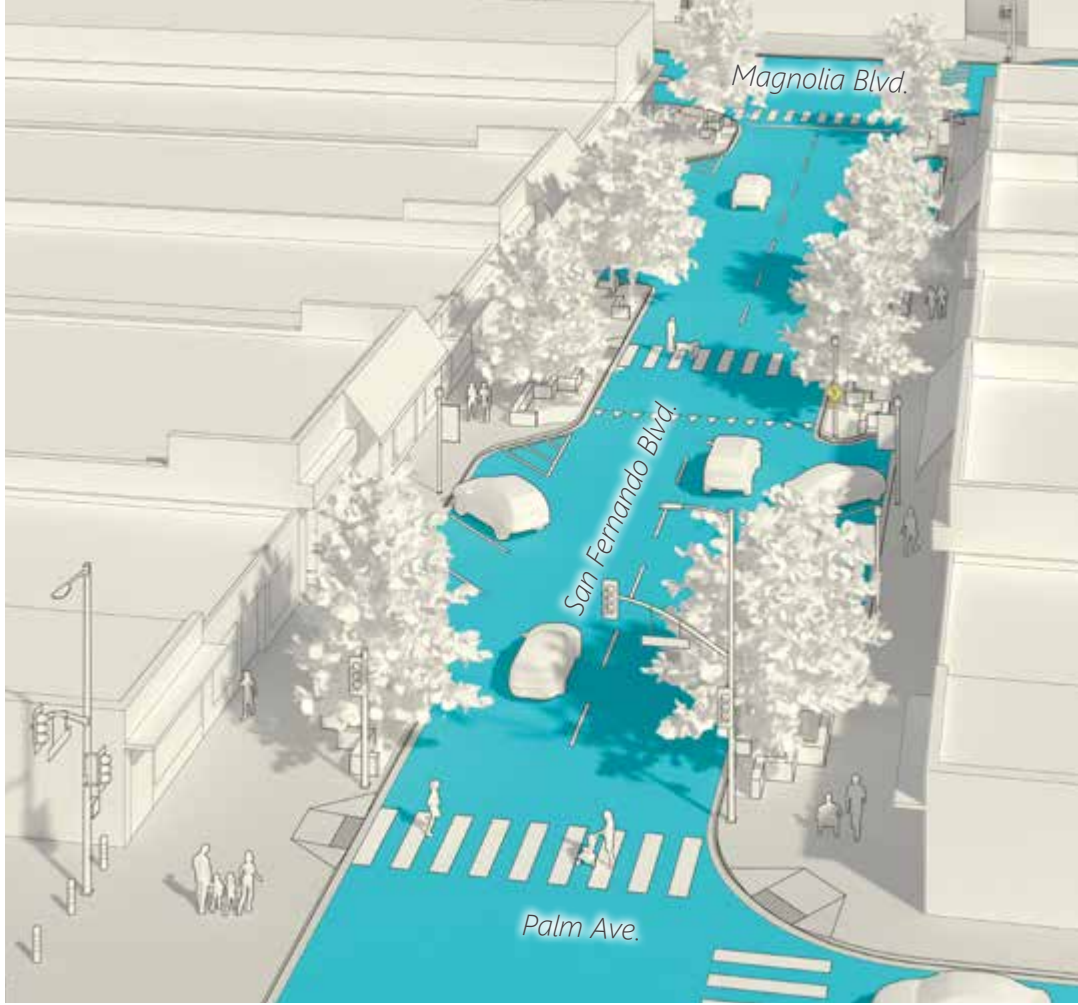
- Total collisions: **97.6 per year** (citywide average: 1,302.4 per year)
- Pedestrian collisions: **6.2 per year** (citywide average: 61.4 per year)
- Bicyclist collisions: **3.2 per year** (citywide average: 53.2 per year)
- Motorist-only collisions: **87.4 per year** (citywide average: 1,175.2 per year)
- Total collision severity: 8 of 488 collisions (**2%**) resulted in KSI incidents
- Pedestrian collisions severity: 1 of 31 collisions (**3%**) resulted in KSI incidents
- Bicyclist collision severity: 1 of 16 collisions (**6%**) resulted in KSI incidents
- Motorist-only collision severity: 7 of 437 collisions (**2%**) resulted in KSI incidents

Socio-Economic Indicators:

- CalEnviroScreen 3.0 Percentile Scores: **70-75%**

Planning-Level Rough-Order-of-Magnitude (ROM) Cost Estimate: \$255K

Annual Operations and Maintenance (O&M) Cost Estimate: \$50K



Proposed.

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: October 29, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director, Transportation
BY: Marcos Fuentes, Senior Transportation Planner

SUBJECT: Update on the First Six Months of the Downtown Burbank San Fernando Boulevard Reconfiguration, Phase 1

RECOMMENDATION

Note and file.

BACKGROUND

In 2020, City Council (Council) adopted the Citywide Complete Our Streets Plan, which identified specific projects for implementation. Projects were classified as either long-term or short-term as determined by stakeholders' input and data analysis of certain criteria, including priority eligibility areas, number of collisions, cost, and ability to be implemented quickly. The Downtown Burbank San Fernando Boulevard Reconfiguration Project - Phase 1 (Project) is one of the short-term priority projects located in the City's Downtown, between Olive Avenue and Magnolia Boulevard. (Attachment 1).

In January 2023, Council directed staff to reconfigure the three-block stretch of San Fernando Blvd, conduct data analysis and public outreach to measure the performance of the reconfiguration, and provide Council with a performance assessment six months after the Project's installation. The main goal of the Project is to enhance vehicular and pedestrian safety in Downtown Burbank, which has the highest amount of pedestrian and vehicular activity in the City¹. Further, data collected for the Complete Our Streets Plan revealed that over 80% of pedestrian-vehicle collisions are due to the fault of the motorist,

¹ City of Burbank, *Citywide Complete Our Streets Plan (2020)*, Figure 2-29, Page 30

and those collisions predominately occur when vehicles are making turning movements². Underscoring the risk that pedestrians face in such a high activity urban area became the impetus of the Project.

The Project consists of reconfiguring San Fernando Blvd between Olive Ave and Magnolia Blvd from a two-lane, two-way street into a one-lane, one-way street in the northbound direction. Included in this reconfiguration is a re-orientation of angled parking spaces on the west side of the street, implementation of painted curb extensions at intersections, narrowing of travel lanes with roadway striping and paint, temporary reconfiguration of traffic signals to support the one-way operation, and implementation of additional loading zone and short-term parking spaces on San Fernando Blvd. The Project preserves the in-street outdoor dining parklets installed as COVID-19 pandemic measures and added temporary potted plant landscaping to enhance new pedestrian spaces.

This Project is being implemented as a 12-month pilot with the objective of testing the benefits and success of the roadway reconfiguration achieved using “quick-build” materials, meant to be low in cost, easy to install, and easy to remove. This allows the City to test the Project, measure its effects, and modify the improvements in response to observations. It also supports other City planning documents and efforts, like the Burbank2035 General Plan’s Mobility Element, which strives to ensure that “Burbank’s complete streets will meet all mobility needs and improve community health”. The Project would also support the upcoming Downtown Burbank Transit Oriented District Specific Plan’s key objectives of creating a pedestrian friendly environment, enhancing multimodal access connections between the Downtown’s major public transit stations and the rest of the City, and ensuring enough parking availability and accessibility for all modes of transport to the City’s Downtown commercial attractions and amenities. Additionally, with the proposed North Hollywood to Pasadena Bus Rapid Transit System planned stop at Olive Ave and San Fernando Blvd expected to open for service in 2027, this Project will further improve the appeal and connectivity between Downtown Burbank and the larger region.

DISCUSSION

Project Installation

The Project was implemented during the first week of March 2024, initiating the 12-month pilot period. The Project’s installation involved strategic temporary street closures that enabled necessary roadwork to put the Project in place and simultaneously retained pedestrian and loading access to affected Downtown businesses. Additionally, community stakeholders were notified of the Project’s installation via the City’s social

² City of Burbank, *Citywide Complete Our Streets Plan (2020)*, Figure 2-30, Page 30

media platforms, fliers distributed by Downtown Ambassadors, and message boards placed at key locations throughout Downtown.

Painted curb extensions were installed at all major intersections and midblock crossings to shorten pedestrian crossing distances and improve the line of sight between vehicles and pedestrians, thereby addressing crosswalk yield compliance issues. Contrasting yellow paint was used throughout the Project at curb extensions to match the branding color palette used by the Downtown Property Improvement District (PBID) and provide a cohesive aesthetic and sense of identity. Plastic bollards were installed to separate the space between pedestrians and vehicles along with new planters. Pavement markers were added to indicate the presence of a new class III bikeway, or shared lane, to promote bicycling in the northbound direction and improve bicyclist connectivity to the City's bicycle network. The Project added four on-street parking spaces, retained all pre-existing ADA parking, and installed two new flexible parking areas to accommodate commercial and passenger loading demand. Additional loading zone curb parking spaces off San Fernando Blvd on Magnolia Blvd, Palm Ave, and Orange Grove Ave were added with consistent time restrictions for loading zones and short-term parking to better accommodate commercial activities and food-delivery driver demand.

Safety Countermeasures

For the Project to achieve its goal of improving safety for all roadway users, it must successfully implement proven pedestrian safety countermeasures outlined in the Caltrans' *Local Roadway Safety Manual* (2024). This Project implemented the following safety countermeasures:

- Changed San Fernando Blvd from two-way to one-way, which is expected to reduce all collisions by 35%;
- Added delineators, reflectors, and object markers, with a crash reduction factor (CRF) of 15%;
- Installed curb extensions at crosswalks, expected to reduce pedestrian and bicycle collisions by 35%; and
- Modified traffic signals to give pedestrians a head start (Leading Pedestrian Interval; LPI), reducing pedestrian and bicycle collisions by 60%.

Measuring Success

Success of the Project is being measured using identified key metrics to assess conditions before and after installation directly related to the purpose of the Project, as listed in the Complete Our Streets Plan, to enhance vehicular and pedestrian safety. Secondary benefits of the pilot design include encouraging more walking and bike activity Downtown and providing commercial loading areas to reduce double parking. To help

understand whether the Project is succeeding in achieving its stated goal, the analyses focus on the following before and after implementation elements:

- Pedestrian and bicycle activity based on counts collected at study intersections;
- Safety analysis inclusive of auto speeds, yield compliance at midblock crosswalks, and the number and severity of collisions along the Project corridor;
- Commercial loading activity based on 24 hours of video data on the corridor; and
- Traffic distribution, Level of Service (LOS), and queueing analysis.

While auto LOS is also being analyzed to understand the impact of the Project on auto travel behavior and delay, it is not a performance metric for evaluating Project success as the metric does not directly relate to the Project goals of safety, increased multimodal activity, and loading activity control. This measure does, however, assess whether the reconfiguration has pushed traffic demand to other nearby streets.

The pre-installation data analysis of the metrics listed above was carried out in 2022 (Attachment 2), in which commercial loading activity was also observed during a 24-hour period before and after the Project to capture curb utilization and illegal parking. This confirmed the timeframes when most commercial loading takes place, the severity of vehicles parking along red curbs and mid-block crosswalks. Additionally, Downtown businesses were surveyed on their perceptions of the proposed Project and general on-street parking needs. Results from the loading analysis and survey established that retaining on-street parking and vehicular access to the Project area was a top priority for businesses, and informed time restriction used in the new flex parking spaces, which followed similar time restrictions already in place throughout Downtown to provide commercial loading between 5AM – 12PM, 10-minute parking between 12PM - 9PM, and no parking 3AM – 5AM.

Post-Installation Analysis Results

Post-installation data was collected in May 2024 for the same metrics analyzed prior to implementation (Attachment 3). Starting with crosswalk yield compliance in the Project area, results showed that before the Project was built, vehicles were yielding to pedestrians at a rate of as low as 51%. After Project implementation, yield compliance improved by more than 20% between Orange Grove Ave and Olive Ave (63% to 85%) and Magnolia Blvd and Palm Ave (63% to 86%), and by more than 30% between Palm Ave and Orange Grove Ave (51% to 83%).

Auto speeds remained largely consistent before and after implementation, with 85% of vehicles traveling at or below 21 mph. Specific segments showed minor changes in speed, with slight variations of 1 mph up or down across the corridor, but all segments were well below the 25 mph speed limit.

The two new flex parking areas between Magnolia Blvd and Palm Ave, and between Palm Ave and Orange Grove Ave, have proven beneficial for commercial loading and short-term parking, with increased use of the designated spaces. Commercial loading also remained consistent before and after the Project's installation, signaling that there were no adverse impacts to businesses' loading needs. However, a significant amount of loading still occurs in red curb zones and through double parking. Staff will evaluate whether extending the flex-zone loading hours beyond 12PM and designating a food delivery waiting area in a nearby City garage, will reduce illegal parking. The potential establishment of better parking management and paid parking in Downtown would also better manage parking demands and improve adherence to regulations.

Vehicle, pedestrian, and bicycle volume counts on San Fernando Blvd revealed several positive outcomes post-implementation. Despite a reduction in vehicle volumes across all segments, pedestrian volumes remained high, even surpassing auto volumes in key areas. Notably, pedestrian activity increased slightly between Magnolia Blvd and Palm Ave, indicating the corridor's enhanced walkability. Bicycle volumes also showed consistency, with minor fluctuations, demonstrating ongoing use of the corridor by cyclists. Auto volumes on San Fernando Blvd decreased as expected due to the removal of one travel lane, but increased slightly on Third St, First St, and side streets, suggesting that overall access to Downtown was not changed but did shift slightly to other streets. Nonetheless, LOS measurements at intersections around the Project showed no appreciable increase in vehicle delay due to the reconfiguration. Finally, vehicle queues were measured on San Fernando Blvd and surrounding street intersections. These measurements showed longer queuing times than before the reconfiguration at four specific intersections: San Fernando Blvd and Orange Grove Ave (eastbound left), San Fernando Blvd and Magnolia Blvd (northbound left), 1st Street and Orange Grove Avenue (southbound left), and 1st St and Olive Ave (northbound left). Anecdotally, staff has observed periods of higher vehicle queues along San Fernando Blvd as traffic enters the reconfigured street to find parking. This queuing is not necessarily due to the reconfiguration to one-way operation but could be exacerbated by the narrower lanes that prevent cars from passing others waiting to park. It should be noted that this behavior occurred prior to the reconfiguration and would likely be relieved if appropriate parking management were implemented.

A post-installation survey was also distributed to Downtown businesses in July 2024 (Attachment 4). The survey results showed overall positive feedback on the Reconfiguration Project with a majority (54%) agreeing that the one-way configuration has benefited the area, and 41% of respondents believing it helps attract more customers. Additionally, 72% feel the current level of safety along San Fernando Blvd is appropriate, and 69% are either supportive or neutral about making the changes permanent. Finally, 62% of those surveyed expressed either satisfaction or neutrality about the changes, with a minority (38%) supporting dissatisfaction.

Coordination meetings between Community Development, Public Works, Fire, and Police Departments were held throughout the Project's design and installation process to ensure emergency vehicle access is maintained. The Fire Department has indicated that responding to calls in the area prior to the reconfiguration was already challenging but the narrower street, coupled with private vehicles continuing to park illegally in No Stopping areas, have made traversing this segment of San Fernando Blvd even more challenging. The Police Department noted that the continued presence of illegally parked vehicles and loading activities in No Stopping areas on San Fernando Blvd require more enforcement resources to maintain a clear path of travel and reinforce behavior. Additional parking enforcement resources would likely improve but may not entirely eliminate this issue.

At present, staff is working on developing a Parking Management Strategy for Downtown overlapping the Project Area, which aims to address concerns about parking availability, congestion, and inefficient use of curb space. The Parking Management Strategy will be presented to the City Council in late 2024 and would align with the broader goals of the Burbank2035 General Plan to improve transportation and land use in one of the most commercially active parts of the City. Currently, limited parking tools and regulations contribute to issues such as low turnover and high demand in Downtown Burbank, particularly on San Fernando Boulevard. Should the City Council desire to implement this strategy, it would consist of a comprehensive parking management system, covering 145 high-demand on-street parking spaces, and employing fees to ensure 80% occupancy, encourage turnover and reduce congestion. The Parking Management Strategy would include mobile payment options, kiosks, and enhanced enforcement, with potential excess revenue reinvested into parking infrastructure. These objectives would be complimentary to the Project as they would expand parking enforcement resources needed to provide more efficient curb management and decrease illegal parking along red curbs and the two new short-term parking areas, along with maintaining overall circulation and safety in Downtown.

Next Steps

Staff plans to collect more data at the nine-month point focusing on changes to commercial loading activity, and a deeper review of the number of visitors observed in Downtown before and after the Project's installation. Comparison of the metrics described above will also be made to determine the Project's overall performance. Outreach efforts and Project updates are planned in the form of a community meeting, a pop-up event at the Cultural Market, and an update to the Transportation Commission. Additionally, staff will continue monitoring traffic operations in the corridor and explore ways to improve circulation without compromising pedestrian safety gains through signal timing adjustments and continued parking enforcement to decrease road obstructions, including analyzing the feasibility and options for improving pedestrian crossing at San Fernando Boulevard and Magnolia Avenue.

City Staff views the San Fernando Reconfiguration Project and proposed paid parking management for Downtown Burbank to be complementary projects. They are critical projects that seek to improve safety and circulation (the Reconfiguration project), and improve access and availability (paid parking management) to Downtown Burbank.

Upon the pilot's completion, a 12-month update will be provided to Council focusing on the Project's assessment, community input, and formal recommendation to either move the Project to a second phase, restore the roadway to its original conditions, or consider other alternatives.

COMMUNITY OUTREACH

Outreach for this Project began with the development of the Complete Our Streets Plan throughout 2019 and 2020, and through surveys administered to the Downtown PBID as part of COVID-19 outdoor dining and a temporary closure of the Project area. Other public outreach events in 2022 and 2023 included pop-up events at the Cultural Market and Farmers Market, and presentations to the Downtown PBID Board and the Transportation Commission. On October 3, 2024, staff provided a six-month update to the Downtown PBID Board to gather further feedback and insight on the Project.

ENVIRONMENTAL REVIEW

Implementation of the first phase of the Downtown Burbank San Fernando Boulevard Reconfiguration Project as directed by Council was previously determined to be exempt from review under the California Environmental Quality Act (CEQA) pursuant to 14 CCR § 15301(c), as the action involved maintenance or alteration of existing streets that did not result in any expansion of the use, and the action added safety or health protection devices in conjunction with existing facilities. Further, this six-month update to Council 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 CEQA 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact to operating the pilot phase of this Project.

CONCLUSION

The Downtown San Fernando Boulevard Reconfiguration Project has brought significant positive changes to Downtown Burbank, aligning with the City's broader goals of improving safety and enhancing the pedestrian experience. By converting the corridor to a one-way northbound street, the Project has successfully increased pedestrian safety, as demonstrated by an over 20% improvement in vehicle yield compliance at midblock crosswalks. Key safety features, such as curb extensions and bollards, have further enhanced pedestrian visibility and security, while preserving on-street parking and providing designated commercial loading zones has helped maintain business access

and operations. Feedback from businesses and the community has largely been positive, with 54% of respondents indicating that the reconfiguration has been beneficial to the area, and 41% reporting that it has helped attract customers, underscoring the Project's role in supporting Downtown's economic vitality.

Additionally, the Project has strengthened Downtown's pedestrian-oriented environment, with an observed increase in foot traffic in certain segments of the corridor and consistent bicycle activity. The introduction of flexible parking areas has also provided necessary loading accommodations without adversely impacting parking availability. With 72% of survey respondents indicating that the current safety level is appropriate and 69% expressing support or neutrality toward making the changes permanent, the Project has demonstrated both practical benefits and community stakeholder approval. As the pilot phase progresses, continued data collection and community outreach will be essential in assessing the Project's long-term viability and ensuring it aligns with the City's goals of enhancing multimodal access and maintaining Downtown Burbank's appeal as a commercial and recreational destination.

However, issues such as illegal parking in red zones and ongoing double parking indicate a need for stronger enforcement, which may be alleviated with additional parking enforcement resources and signage. Fire and Police Departments have also highlighted concerns regarding emergency access due to the narrower roadway and congestion. Therefore, ongoing coordination will be crucial to address these operational hurdles. Furthermore, while auto volumes have shifted to adjacent streets without causing major delays, localized queuing remains a concern, particularly around intersections. As the pilot phase continues into its second half, further data collection and public engagement will guide decisions on the Project's future, ensuring that lessons learned are incorporated into a potential Phase 2, which would balance making permanent safety improvements to the corridor combined with practical considerations for all roadway users.

ATTACHMENTS

Attachment 1 – Complete Our Streets Plan Downtown San Fernando Boulevard
Reconfiguration Project (Phase 1)

Attachment 2 – Memorandum – Summary of Existing Conditions Data Collection

Attachment 3 – Memorandum – Summary of Post-Implementation Level of Service,
Delay, and Queue Results

Attachment 4 – PBID Post Installation Survey and Results

Attachment 5 – Complete Our Streets Plan Downtown San Fernando Boulevard
Reconfiguration Project (Phase 2)

MID-TERM PRIORITY PROJECT

DOWNTOWN, SAN FERNANDO BLVD. RECONFIGURATION PROJECT (PHASE 2)

PROJECT LOCATION:
San Fernando Blvd. between Magnolia Blvd. and Olive Ave.

- PROJECT DESCRIPTION:**
- Build permanent infrastructure for Phase 2.
 - Make one-way vehicular flow of traffic be permanent. Reduce vehicle travel lanes from two lanes to one lane.
 - Reconstruct curb and gutter to expand parkways from current 10 ft. to about 17 ft. Streamline and reorganize sidewalk zones.
 - Provide more street trees or shade structures.

- PURPOSE:**
- Enhance vehicular and pedestrian safety.
 - Expand shade and urban greenery.



Proposed.

Priority Eligibility:

- Priority networks: **Pedestrian**
- Within focus areas: **Yes**

Average Annual Collisions within a quarter mile (June 2013 - June 2018):

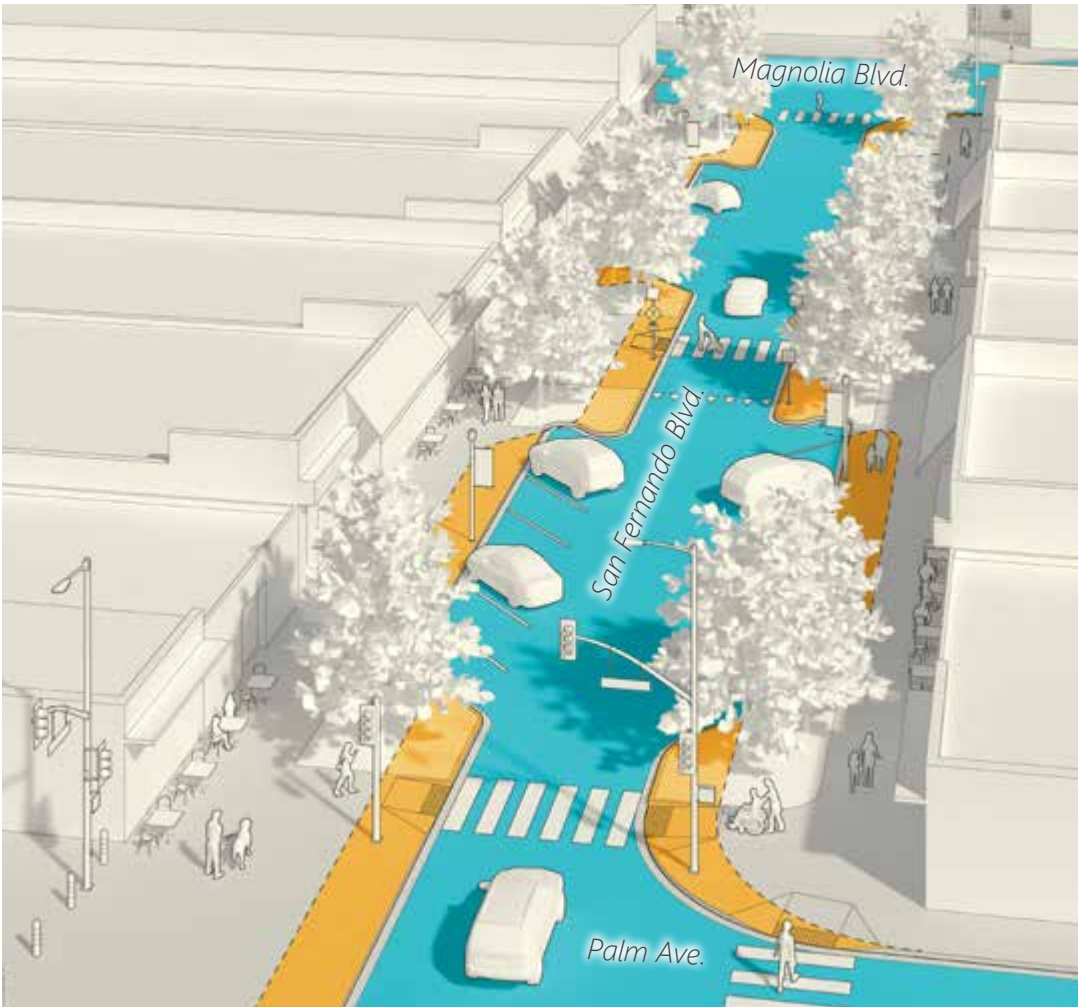
- Total collisions: **97.6 per year** (citywide average: 1,302.4 per year)
- Pedestrian collisions: **6.2 per year** (citywide average: 61.4 per year)
- Bicyclist collisions: **3.2 per year** (citywide average: 53.2 per year)
- Motorist-only collisions: **87.4 per year** (citywide average: 1,175.2 per year)
- Total collision severity: 8 of 488 collisions (**2%**) resulted in KSI incidents
- Pedestrian collisions severity: 1 of 31 collisions (**3%**) resulted in KSI incidents
- Bicyclist collision severity: 1 of 16 collisions (**6%**) resulted in KSI incidents
- Motorist-only collision severity: 7 of 437 collisions (**2%**) resulted in KSI incidents

Socio-Economic Indicators:

- CalEnviroScreen 3.0 Percentile Scores: **70-75%**

Planning-Level Rough-Order-of-Magnitude (ROM) Cost Estimate: \$3.3 million

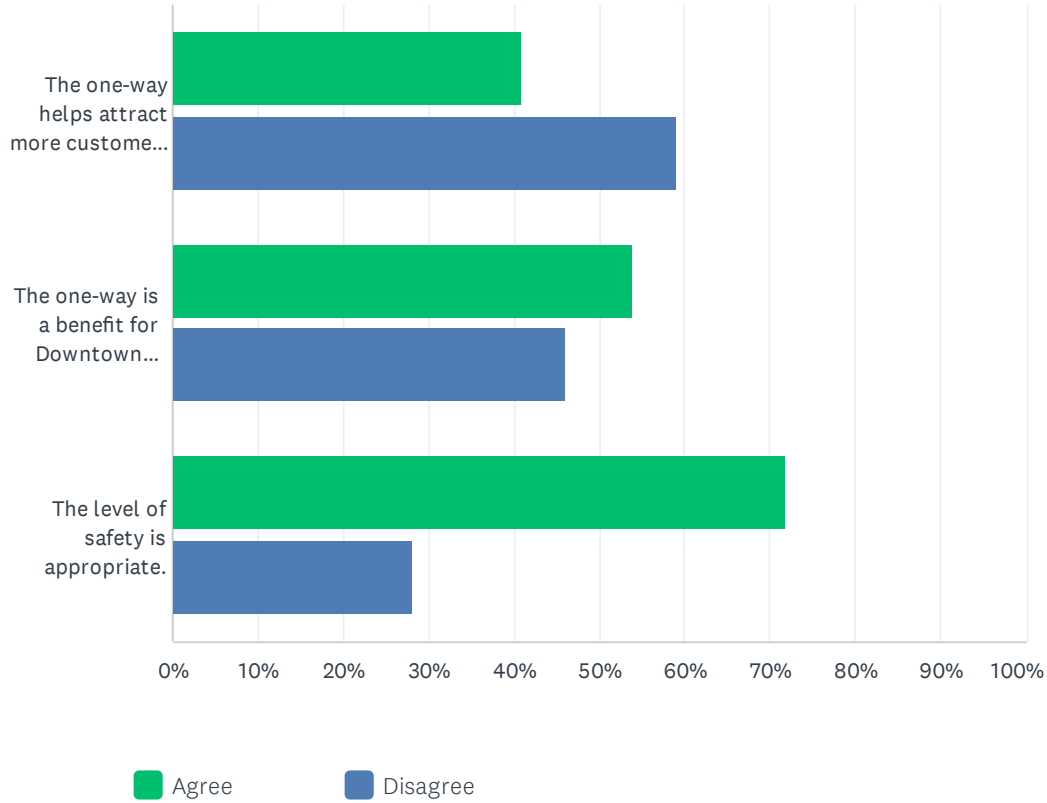
Annual Operations and Maintenance (O&M) Cost Estimate: N/A



Proposed.

Q4 Please indicate your level of agreement with the following statements about the Reconfiguration of San Fernando Blvd.

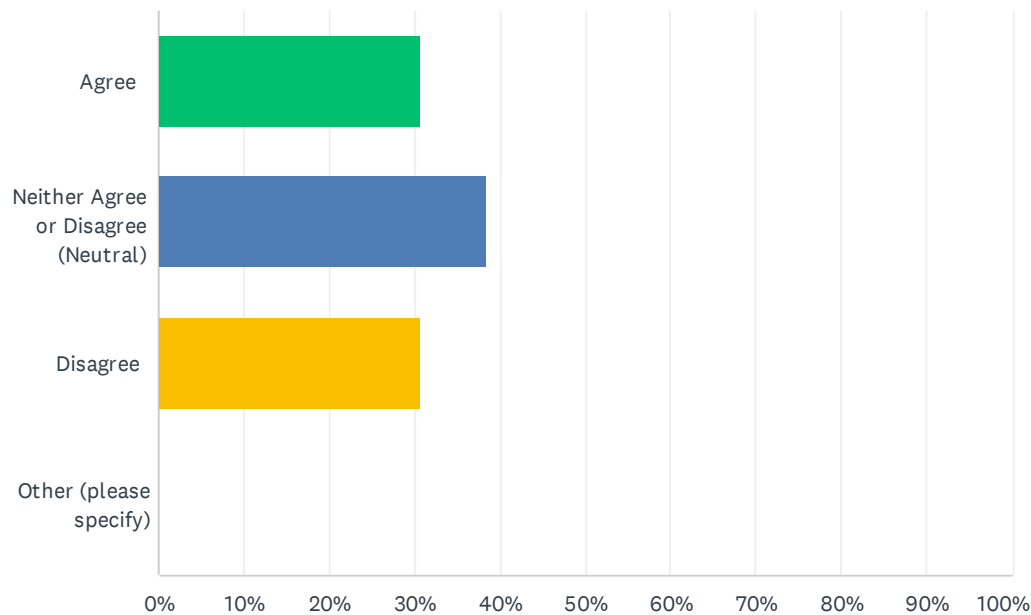
Answered: 39 Skipped: 0



	AGREE	DISAGREE	TOTAL
The one-way helps attract more customers to my business.	41.03% 16	58.97% 23	39
The one-way is a benefit for Downtown Burbank.	53.85% 21	46.15% 18	39
The level of safety is appropriate.	71.79% 28	28.21% 11	39

Q5 I would like the one-way Reconfiguration of San Fernando Blvd. to be permanent.

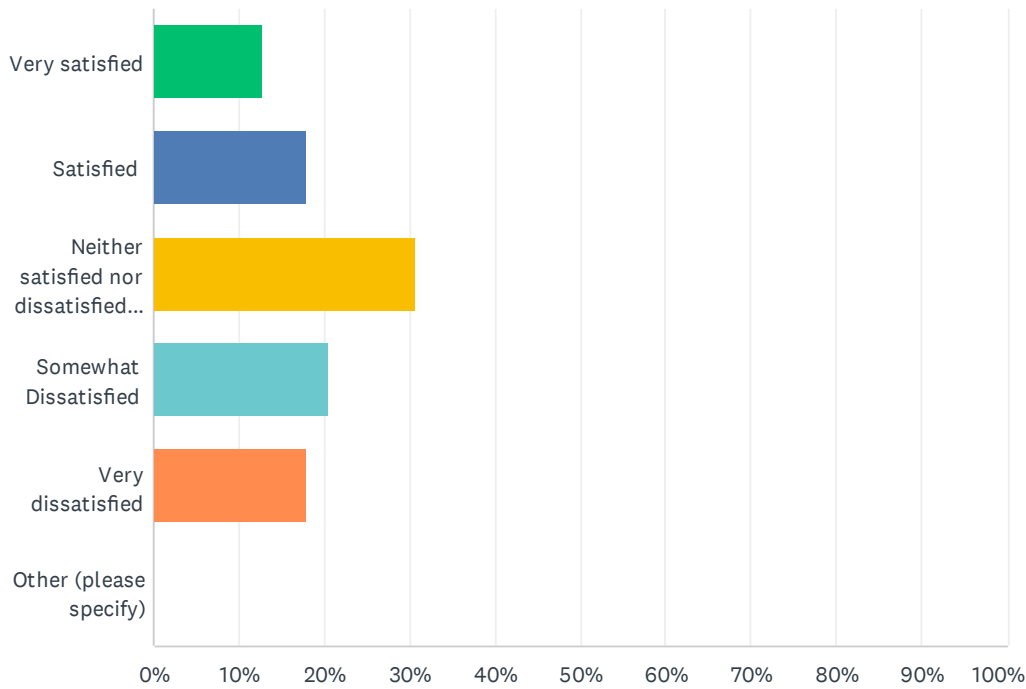
Answered: 39 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	30.77%	12
Neither Agree or Disagree (Neutral)	38.46%	15
Disagree	30.77%	12
Other (please specify)	0.00%	0
TOTAL		39

Q6 How satisfied are you with the overall changes made by the one-way Reconfiguration?

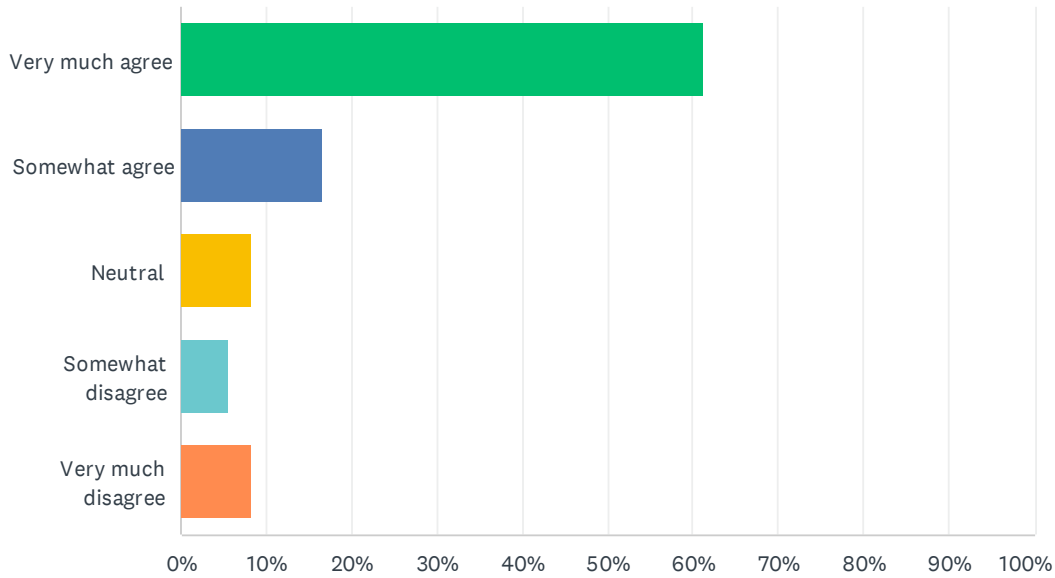
Answered: 39 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	12.82%	5
Satisfied	17.95%	7
Neither satisfied nor dissatisfied (Neutral)	30.77%	12
Somewhat Dissatisfied	20.51%	8
Very dissatisfied	17.95%	7
Other (please specify)	0.00%	0
TOTAL		39

Q1 I like the changes introduced by the Project.

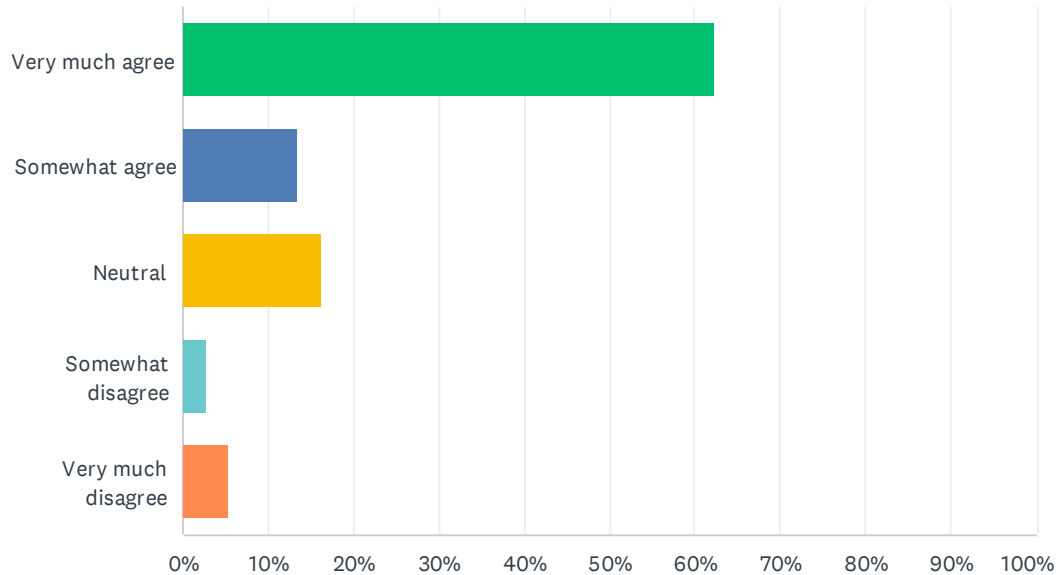
Answered: 36 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very much agree	61.11%	22
Somewhat agree	16.67%	6
Neutral	8.33%	3
Somewhat disagree	5.56%	2
Very much disagree	8.33%	3
TOTAL		36

Q2 I feel safer when walking or driving on San Fernando since the Project was installed.

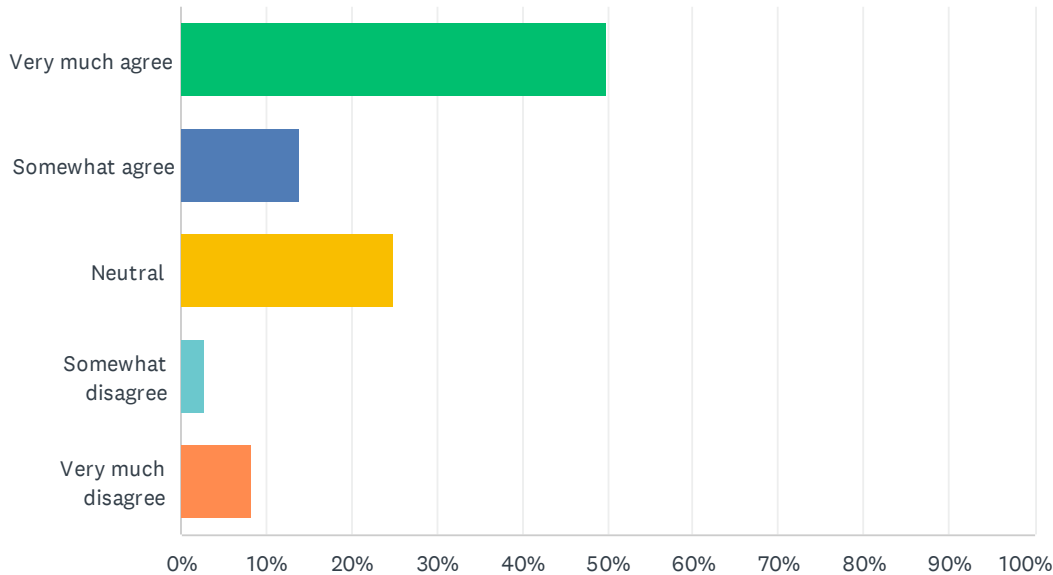
Answered: 37 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very much agree	62.16%	23
Somewhat agree	13.51%	5
Neutral	16.22%	6
Somewhat disagree	2.70%	1
Very much disagree	5.41%	2
TOTAL		37

Q3 I visit or I would like to visit Downtown Burbank more often since the Project was installed.

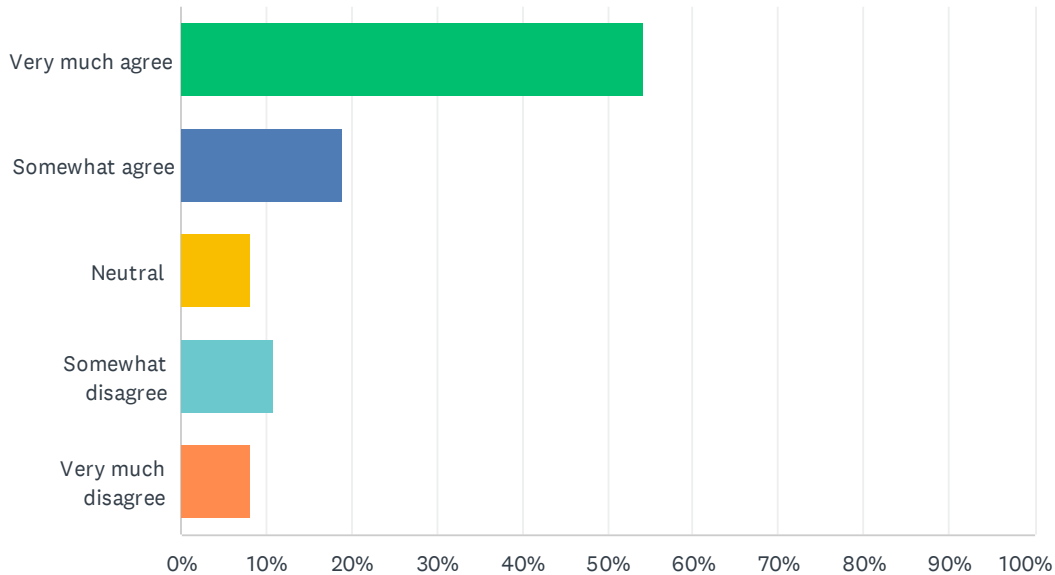
Answered: 36 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very much agree	50.00%	18
Somewhat agree	13.89%	5
Neutral	25.00%	9
Somewhat disagree	2.78%	1
Very much disagree	8.33%	3
TOTAL		36

Q4 I would like to see the changes introduced by the Project become permanent.

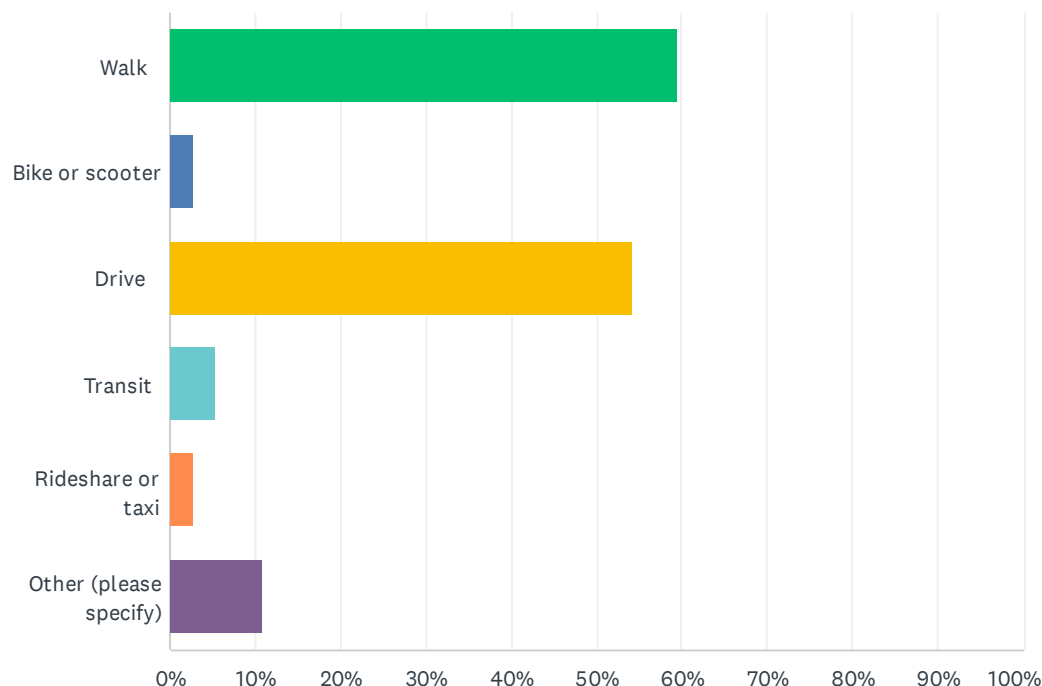
Answered: 37 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very much agree	54.05%	20
Somewhat agree	18.92%	7
Neutral	8.11%	3
Somewhat disagree	10.81%	4
Very much disagree	8.11%	3
TOTAL		37

Q5 How do you most often travel to/from/on San Fernando Blvd? (Select all that apply.)

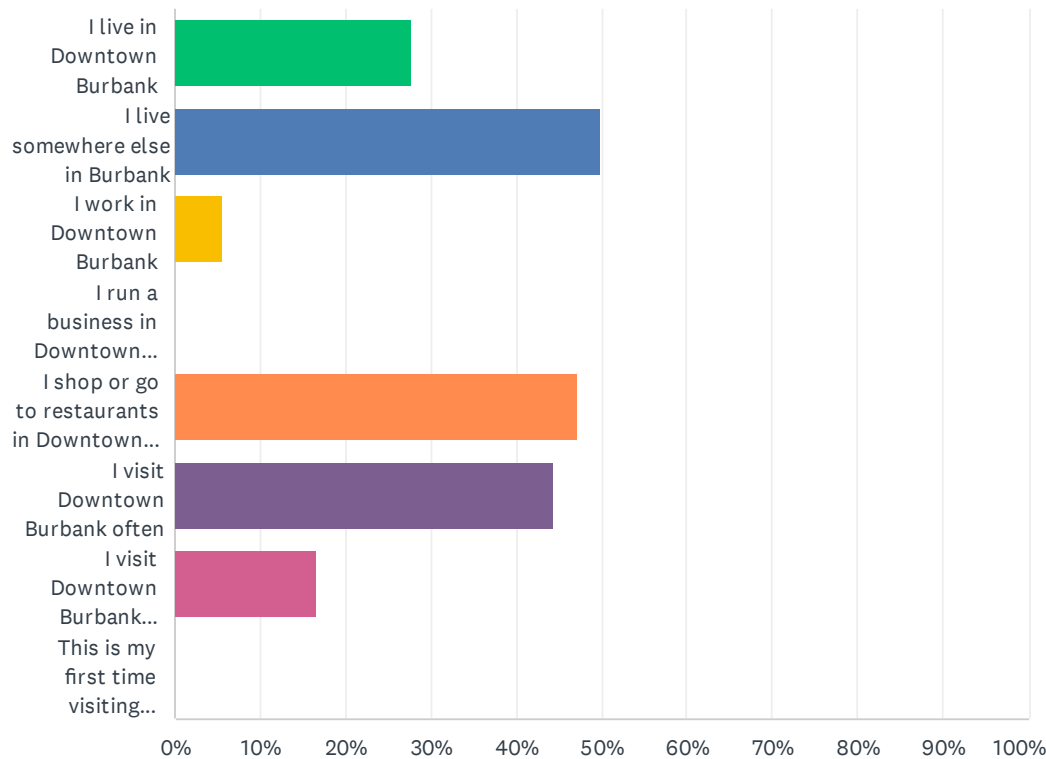
Answered: 37 Skipped: 0



ANSWER CHOICES	RESPONSES	
Walk	59.46%	22
Bike or scooter	2.70%	1
Drive	54.05%	20
Transit	5.41%	2
Rideshare or taxi	2.70%	1
Other (please specify)	10.81%	4
Total Respondents: 37		

Q6 What is your connection to Downtown Burbank? (Select all that apply.)

Answered: 36 Skipped: 1



ANSWER CHOICES	RESPONSES	
I live in Downtown Burbank	27.78%	10
I live somewhere else in Burbank	50.00%	18
I work in Downtown Burbank	5.56%	2
I run a business in Downtown Burbank	0.00%	0
I shop or go to restaurants in Downtown Burbank	47.22%	17
I visit Downtown Burbank often	44.44%	16
I visit Downtown Burbank occasionally	16.67%	6
This is my first time visiting Downtown Burbank	0.00%	0
Total Respondents: 36		

Q7 What, if anything, would you improve or change about the Project?

Answered: 32 Skipped: 5

Q8 Please enter your email address if you would like to stay informed about project updates. (Optional)

Answered: 20 Skipped: 17

STAFF REPORT



CITY CLERK'S OFFICE

DATE: August 26, 2025

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adoption of an Ordinance Amending Title 2, Chapter 1, Article 4 (Boards, Commissions, and Committees) of the Burbank Municipal Code Relating to Boards, Commissions, and Committees

RECOMMENDATION

Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 2, CHAPTER 1, ARTICLE 4 (BOARDS, COMMISSIONS, AND COMMITTEES) OF THE BURBANK MUNICIPAL CODE RELATING TO BOARDS, COMMISSIONS, AND COMMITTEES.

SUMMARY

The above-entitled Ordinance was introduced at a City Council Regular Meeting on July 29, 2025. Council Members Anthony, Mullins, and Rizzotti, and Vice Mayor Takahashi were present. At the introduction, Council requested the following modifications to the Ordinance.

- **Term Limits – § 2-1-401.C**

This section was adjusted to apply the term limits prospectively, regardless of the number of consecutive terms that have commenced before August 1, 2025, and clarify that the term limit does not extend to Council-appointed representatives on external agencies.

- **Senior Citizen Board (Applications) – § 2-1-415.D**

This section was adjusted with minor administrative changes related to the process of applying for a vacant position.

- **Burbank Water and Power Board and Transportation Commission (Meeting Location) – §§ 2-1-418.D and 2-1-419.D**

These sections were adjusted to remove the requirement to hold meetings in the Council Chambers.

- **Consistent Board Member Composition**

On July 29, 2025, Council voted to introduce the ordinance with language that improves the consistency of board member composition, reducing composition of the following six Boards, Commissions, and Committees (BCCs) from seven to five members to bring their membership consistent with other BCCs¹:

- Board of Library Trustees
- Burbank Water and Power Board
- Infrastructure Oversight Board
- Police Commission
- Senior Citizen Board
- Transportation Commission

It was proposed to implement the composition changes during the 2026 annual recruitment cycle by reducing the positions through attrition upon expiring terms. However, as an alternative, Council could consider the following implementation options:

- 1) **Reappointment of All Members in July 2026:** Delay the reduction in BCC membership until the next annual recruitment (July 2026), at which time all current BCC terms could be scheduled to expire, and all members would have the opportunity to reapply under the newly established member composition guidelines. This approach would provide a clear and equitable transition timeline, maintain continuity in the short term, and allow all current members to be considered for reappointment in alignment with the new structure. Any terms created by members who vacate their position during the year would remain vacant and be eliminated through attrition.
- 2) **General Delay of Composition Changes for Planning Transition:** Postpone implementation of the reduction for one year or more, allowing current members to continue serving and providing additional time for transition planning and outreach. Any terms created by members who vacate their position during the year would remain vacant and be eliminated through attrition.

¹ The following BCCs are comprised of five members each: Board of Building and Fire Code Appeals, Charter Review Committee, Civil Service Board, Heritage Commission, Landlord-Tenant Commission, Park, Recreation, and Community Services Board, and Planning Commission.

- **Updated Attendance Policy**

On July 29, 2025, Council voted to implement the following Attendance Policy:

- a) Absences will be tracked during the 12-month period of August 1st to July 31st, with the absence count resetting the following August 1st.
- b) A BCC member's second absence from a regular meeting would continue to trigger a warning, but rather than notifying the BCC chair, staff would directly notify the member in writing with a copy provided to the chair and the City Clerk.
- c) Upon a third absence within this period, the City Clerk will place the matter on the City Council's agenda for consideration and action to either excuse the absences or remove the member.
- d) Should the Council excuse the member's three absences, and the member misses a fourth meeting within that 12-month period, the member shall automatically be removed from their position by City staff.

Staff recommends the updated attendance policy take effect August 1, 2025, rather than waiting until the 2026 annual recruitment period as member absences continue to present a challenge. During the previous reporting period of August 2024 to July 2025, 10 BCC members failed to attend at least 75% of the scheduled meetings.

When a BCC member is in violation of the Attendance Policy, staff must:

- Email the BCC liaison to confirm that a notice of the Attendance Policy was sent to the BCC member.
- Confirm the date that the BCC will meet to consider the member's absences.
- Request a letter from the Chair regarding the BCC's recommendation as to how to handle the absences.
- Create a Staff Report for Council to deliberate on whether to excuse the absences or remove the member.
- If the member is removed, the process of recruiting a replacement begins.

While implementing the updated attendance policy immediately would not reduce the staff time and effort involved to address each instance of excessive absenteeism, it would eliminate the need for staff overseeing the BCCs to employ formulas based on percentages to calculate a member's absence rate.

Vote at Introduction:

AYES: Anthony, Mullins, Rizzotti, and Takahashi.

NOES: None.

ABSENT: Perez.

This Ordinance, as modified, is now presented for adoption. The Ordinance also contains minor, non-substantive changes, such as formatting and citation, and includes standard provisions related to publication and codification.

ENVIRONMENTAL REVIEW

This activity involves internal reorganization and has no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. As such, it is not a “project” subject to the requirements of the California Environmental Quality Act (CEQA) Guidelines (14 Cal. Code Regs § 15378).

FISCAL IMPACT

Attachment 4 provides the results of a survey of 52 cities which have, on average, 12 BCCs comprised of 5–7 members each. The City of Burbank has a total of 23 BCCs with a current member roster of 129 individuals. The City’s 23 BCCs require considerable support and resources, and it is anticipated that the proposed changes will decrease the amount of staff time required to manage them. Funding to pay for the needed updates to the Burbank Municipal Code is provided by the City Clerk’s Office and the changes will be implemented by the City’s vendor, General Code.

ATTACHMENTS

Attachment 1 – Ordinance

Attachment 2 – Redlined Ordinance

Attachment 3 – February 4, 2025, Report to Council

Attachment 4 – Survey of Cities

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
BURBANK AMENDING TITLE 2, CHAPTER 1, ARTICLE 4
(BOARDS, COMMISSIONS, AND COMMITTEES) OF THE
BURBANK MUNICIPAL CODE RELATING TO BOARDS,
COMMISSIONS, AND COMMITTEES

City Attorney's Synopsis

This Ordinance amends certain provisions of the Burbank Municipal Code to make various changes relating to Boards, Commissions, and Committees including establishing a consistent member composition; modifying the attendance policy; providing additional reasons for member removal; removing the registered elector requirement; implementing a member term limit, requiring completion of unexpired terms before applying to another Board, Commission, or Committee; requiring that all members reside in Burbank; eliminating non-voting liaison positions from the Sustainable Burbank Commission; modifying member requirements for the Art in Public Places Committee; updating meeting locations; and other clarification edits.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

- A. At the February 4, 2025, City Council meeting, Council considered proposed changes to the City of Burbank Boards, Commissions, and Committees (BCCs).
- B. During the discussion, Council provided direction to staff to enact changes to the composition, policies, and member requirements of the City's BCCs.
- C. This ordinance addresses a reduction in overlapping roles and duties amongst BCC members, increases the efficient use of City staff and resources, ensures qualified and trained BCC members, and increases public participation in meetings.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

- 1. Section 2-1-401 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-401: TERM OF OFFICE, CONTINUITY, AND TERM LIMITS:

- A. Boards and Commissions: Except as may be otherwise provided, the term of office of all board and commission members shall be four (4) years and such terms shall commence on August 1. The terms shall be staggered by appointment or by lot, when feasible. Members shall serve at the discretion of the City Council. Board and commission members whose terms of office have expired shall continue to serve until

their successors are appointed and qualified. A committee, if any, that has a four (4) year membership term shall be governed by this section.

- B. Committees: Except as may be otherwise provided in this Article, the term of office of all Council appointed committee members shall be two (2) years and all such terms shall commence on August 1. The terms shall be staggered by appointment or by lot so that as near as possible one-half (1/2) shall expire each year. Members shall serve at the discretion of the City Council. Committee members whose terms of office have expired shall continue to serve until their successors are appointed and qualified.
- C. Term Limits: Commencing August 1, 2025, no person may serve more than three (3) consecutive full terms on a single board, commission, or committee. This term limit does not apply to Council appointments due to vacancy that will result in a partial term. This term limit also shall not apply to Council-appointed representatives that serve on external agencies including but not limited to the Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Greater Los Angeles County Vector Control District, Metropolitan Water District, and Santa Monica Mountains Conservancy and Advisory Committee.

2. Section 2-1-403 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-403: ABSENCES, VACANCIES, AND ADDITIONAL REASONS FOR REMOVAL:

A. Defined Terms:

- 1. Member: For the purposes of this section, “Member” shall mean any appointed or elected member to a Board, Commission, or Committee who has voting authority for that Board, Commission, or Committee.
- 2. Absence: For the purposes of this section, “absence” shall mean the failure of a member of a board, commission, or committee to be present during at least two-thirds (2/3) of the entire meeting.
- 3. 12-Month Period: For the purposes of this section, “12-month period” shall mean the period from August 1 to July 31.

- B. Two (2) Absences: City staff assigned to assist any board, commission, or committee shall notify any member who fails to attend two (2) regularly scheduled meetings. A copy of such notice shall be provided to the chair and the City Clerk.
- C. Three (3) Absences: In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed.

1. The board, commission, or committee shall consider the reasons for the absences, review them with the member, and make a determination whether the absences should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.
 2. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff.
- D. Additional Reasons for Removal: A member of a board, commission, or committee may be removed due to violation of the policies outlined in the "City Council Expectations of Board, Commission, and Committee Members" document or failure to attend training sessions mandated by the City.
- E. Vacancies: Vacancies on boards, commissions, or committees occurring during the term of office shall be filled within ninety (90) days from the date the vacancy occurs. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term.
- F. Vacancies Due to Military Leave: The Council shall have the discretion to appoint a replacement board, committee, or commission member for that period of time during which a vacancy on a board, commission or committee shall occur due to a leave of absence caused by the military service of a member. The replacement appointee shall serve only until such time as the absent board member returns from military leave and only for the remaining term of the absent board member at the time of appointment. The Council shall have the discretion to fill any vacancy on any non-charter board, committee, or commission by appointing any person who because of military service cannot immediately serve on the board, committee, or commission."

3. Section 2-1-406 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-406: SERVING ON MORE THAN ONE BOARD, COMMISSION OR COMMITTEE PROHIBITED:

No person shall serve at the same time on more than one board, commission or committee described in Articles 4 and 5 of this chapter, unless as otherwise provided in the Charter or in this code. Persons appointed to serve unexpired terms must complete the term before applying to serve on another board, commission, or committee."

4. Section 2-1-407 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-407: RESIDENCY:

Except as may be otherwise provided in this Code or by Council resolution, no person shall be eligible to be a member of any board, commission, or committee unless they reside within the jurisdictional boundaries of the City of Burbank. This includes all appointments to outside agency boards, including but not limited to, The Burbank-Glendale-Pasadena Airport Authority.”

5. Section 2-1-409 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-409: BOARD OF LIBRARY TRUSTEES:

- A. Composition of Board: The Board of Library Trustees shall consist of five (5) members.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.
- C. Powers and Duties of the Board: The Board of Library Trustees shall have the following powers and duties:
 - 1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.
 - 2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
 - 3. To recommend to the Council the acquisition of library sites by the City.
 - 4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City.”

6. Section 2-1-413 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-413: POLICE COMMISSION:

- A. Composition of Commission:
 - 1. The Police Commission established by Section 705 of the Burbank City Charter shall consist of five (5) members.

2. When making appointments to the Commission, Council should appoint the best qualified candidate(s) and strive for diversity of ethnicities, color, gender, professions, or other characteristics of our Burbank community.
3. Further, in making appointments the Council should consider the candidate's experience, interest in, and knowledge of law enforcement practices, social work and care work, re-entry services, clinical psychology, homelessness advocacy or service, and/or other related expertise.

B. Meetings: The Police Commission shall meet as follows:

1. In August for the purpose of holding an election as provided in Section 2-1-408 of this code.
2. On at least a quarterly basis; or monthly as necessary and as scheduled by the Police Commission for the purpose of carrying out their powers and duties pursuant to subsection E, below.
3. At the specific request of the Council.

C. Additional Personnel: To assist the Police Commission in the performance of its duties, the Council may provide the Commission with paid personnel. Such personnel need not be included within the Civil Service System. Should the services of any regular City employee be needed, request therefor may be made by the Commission to the City Manager, and they are authorized to assign such personnel, if available.

D. Liaison Representation:

1. The Mayor shall designate a member of the Council to meet with the Police Commission but such Council member shall not be a member of the Commission.
2. The Chief of Police, or in their absence a member of their administrative staff, shall meet with the Police Commission but shall not be a member of the Commission.

E. Powers and Duties of the Commission: The Police Commission shall have the following powers and duties:

1. To initiate studies and surveys in the general field of police science and law enforcement and report its findings and recommendations to the Council;
2. To conduct hearings, investigations, or both, at the request of the Council for the purpose of ascertaining whether additional legislation is needed for the health, safety, peace and welfare of the inhabitants of the City and to make findings and recommendations to the Council;

3. To act in an advisory capacity to the Council on policy matters pertaining to the Police Department of the City;
 4. To receive complaints, except those relating to traffic engineering, pertaining to the Police Department and law enforcement in general;
 5. To examine books, papers, records and accounts in the Police Department, other than confidential matters under investigation.
- F. False Statements: Any false statement willfully made under oath in any paper filed with the Police Commission, or in any testimony given in any proceedings before the Commission, or in any investigation conducted by or under the jurisdiction of the Commission, shall be punishable as provided by the Penal Code of the State of California.”

7. Section 2-1-415 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-415: SENIOR CITIZEN BOARD:

- A. Establishment and Composition of Board: There is hereby created a Senior Citizen Board consisting of five (5) members, all of whom shall be senior citizens.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.
- C. Liaison with City Manager: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.
- D. Applicants: Senior citizens who wish to be considered for appointment to the Senior Citizen Board may apply by filing an application with the City Clerk’s Office online or in person.
- E. Evaluation Committee: An Evaluation Committee appointed by the Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the Council.
- F. Powers and Duties: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.
 2. To collect and study factual information relative to all aspects of aging.
 3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.
 4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.
 5. To become aware of problems as they arise and recommend plans for action.
 6. To inform local and state organizations of the needs and resources of older people.
 7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.
 8. To become familiar with developments in other communities on County, State and Federal programs.
- G. Reports: The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board.”

8. Section 2-1-416 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-416: YOUTH BOARD:

- A. Establishment and Composition of Board: There is hereby created a Youth Board consisting of fifteen (15) members, eleven (11) of whom shall be selected as follows: one from Burbank High School, one from John Burroughs High School, one from Providence High School, one from Monterey High School, one from Luther Burbank Middle School, one from Dolores Huerta Middle School, one from John Muir Middle School, one from St. Finbar Parish School, one from St. Francis Xavier School, and one from St. Robert Bellarmine School, and one from Lycée International de Los Angeles. The middle school representatives shall be a member of either the seventh or eighth grade class. Four (4) at-large members shall be appointed by a three-fifths (3/5) vote of all Council members. Should any designated school fail to submit a student representative for the Board, the vacant seat may be filled with an additional at-large member. No member shall be over twenty (20) years of age at the time of appointment to the Youth Board.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Youth Board for liaison purposes only.

- C. **Liaison with City Manager:** The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.
- D. **School Members:** Each high school and middle school member may be selected based on interest and qualifications for Youth Board by the school's administration. All candidates must sign a statement that they have read the Youth Board brochure and fully understand the function of the Board and their duties and responsibilities as Board members.
- E. **Term of Office:** The term of office for each Board member shall be one (1) year commencing on September 1.
- F. **Powers and Duties:** The Youth Board shall have the following powers and duties:
 - 1. To represent the interests of local youth in community affairs.
 - 2. To represent the City in matters of interest to youth in the community.
 - 3. To assist in helping other youth in the community to understand and appreciate local government.
 - 4. To obtain interpretations for local youth on City ordinances, rules and regulations which affect them.
 - 5. To encourage local youth to actively participate in community affairs and matters of concern to the City.
 - 6. To conduct studies and investigations in the general field of youth and community interest and to communicate its findings and recommendations to the Council.
 - 7. To encourage coordination of effort among community institutions and organizations that focus on youth problems and needs.
 - 8. To advise and assist the Park and Recreation Board on issues affecting the youth in the community.
- G. **Reports:** The chair of the Youth Board shall provide the Council and Park and Recreation Board with minutes of Youth Board meetings and copies of studies and resolutions to be considered by the Youth Board."

9. Section 2-1-418 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-418: BURBANK WATER AND POWER BOARD:

- A. Establishment and Composition of the Board: There is hereby created a Burbank Water and Power Board consisting of five (5) members.
- B. Secretary of the Board: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board’s deliberations and may participate in all debates and discussions.
- C. Powers and Duties of the Board: The Burbank Water and Power Board shall have the following powers and duties:
 - 1. To review and make recommendations on all capital improvements which require Council approval;
 - 2. To review and make recommendations on purchased power agreements with terms of more than five (5) years;
 - 3. To review and make recommendations regarding the Burbank Water and Power’s annual budget;
 - 4. To review and make recommendations regarding electric and water rates;
 - 5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power’s annual budget; and
 - 6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.
- D. Meetings: The Burbank Water and Power Board shall hold a regular meeting at least once a month at a time and place to be designated by the board. Special meetings may be called by the Chair or three (3) members of the Board. When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any board or commission established by this division.
- E. Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business.”

10. Section 2-1-419 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-419: TRANSPORTATION COMMISSION:

- A. Establishment and Composition of the Commission: There is hereby created a Transportation Commission consisting of five (5) members. The Council shall give consideration to appointing persons affiliated with the following groups: small businesses, large businesses, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities and bicyclists.
- B. Secretary of the Commission: The Community Development Director shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission’s deliberations and may participate in all debates and discussions.
- C. Powers and Duties of the Commission: The Transportation Commission shall have the following powers and duties:
 - 1. To make recommendations to the City Council on transportation planning issues including, but not limited to, the transportation element of the General Plan and its components.
 - 2. To make recommendations on the expenditure of Proposition A funds, Proposition C funds, air quality funds and bonds, fees, loans and grants for the purpose of funding transportation improvements.
 - 3. To make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers, new technologies, traffic programs and parking.
 - 4. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.
- D. Meetings: The Transportation Commission shall hold a regular meeting at least once a month at a time and place to be designated by the Commission. Special meetings may be called by the chair or three (3) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division.

- E. Quorum: A majority of the members of the Commission shall constitute a quorum for the transaction of business.”

11. Section 2-1-422 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-422: ART IN PUBLIC PLACES COMMITTEE:

- A. Composition of Committee: The Art in Public Places Committee shall consist of five (5) members. The Parks and Recreation Director or their designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Parks and Recreation Director or its designee.
- B. Powers and Duties of the Committee: The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and E of Section 10-1-1114 of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.
- C. Meetings: The Art in Public Places Committee shall hold public meetings as needed. Special meetings may be called by the chair or any two other members of the Committee.
- D. Quorum: A majority of the members of the Committee shall constitute a quorum for the transaction of business.
- E. Term: Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401.A.”

12. Section 2-1-424 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-424: SUSTAINABLE BURBANK COMMISSION:

- A. Establishment of the Commission: The Sustainable Burbank Commission shall advise and make recommendations to the City Council on matters related to the implementation of the City of Burbank Sustainability Action Plan, and help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability.
- B. Composition of the Commission:

1. The Sustainable Burbank Commission shall be composed of nine (9) members to be appointed by Council. When appointing persons to the Commission, Council should consider representation of the business community at large who is engaged in environmental issues, the real estate or development industry, or faith-based or non-profit community.
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Sustainable Burbank Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee's activities.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.
3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.

C. Powers and Duties of the Commission:

1. The Sustainable Burbank Commission shall have the duties to:
 - a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.s
 - b. Engage the participation of the community.
 - c. Provide community support for advancing policy initiatives and programs.
 - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
 - e. Advise the City Council in the review of proposals, programs, practices, and goals.

- D. Meetings:** The Sustainable Burbank Commission shall meet regularly at least every other month, on a day and time and place to be determined and fixed by the Commission and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. All meetings shall be open to the public. Regular minutes of each meeting shall be maintained by the Public Works

Department. Agendas of the Commission shall be posted as required by the laws of the State of California.

- E. Quorum: A majority of the members of the Sustainable Burbank Commission shall constitute a quorum.”

13. Section 2-1-425 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-425: BURBANK CULTURAL ARTS COMMISSION:

- A. Establishment: The Burbank Cultural Arts Commission is an advisory body to the City Council. The Commission shall make policy and funding recommendations on matters related to the implementation of the City’s Cultural Arts Plan, help engage the community by participating in various public education, outreach, and promotional activities related to cultural arts and other duties as requested by Council.

B. Composition of the Commission:

1. The Burbank Cultural Arts Commission shall be composed of nine (9) members appointed by the City Council as follows: from the business community at-large, who is engaged in the arts, or who represents a diversity of art disciplines such as: arts education; art in public places; dance; live theater; film, studio and recording industry; media affiliated resources; music; and visual arts.
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision and direction and control of the business and meetings of the Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee’s activities.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.
3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.

C. Powers and Duties:

1. The Burbank Cultural Arts Commission shall have the duties to:

- a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
 - b. Engage the participation of the community.
 - c. Provide community support for advancing policy initiatives and programs.
 - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
 - e. Advise the City Council in the review of proposals, programs, practices, and goals.
 - f. Other duties as requested by Council.
- D. Meetings: The Burbank Cultural Arts Commission shall meet as needed, on a day and time and place to be determined and fixed by the Commission at its August meeting and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary by the Commission. All meetings shall be open to the public. Minutes of each meeting shall be maintained by the Parks and Recreation Department.”
- E. Quorum: A majority of the members of the Commission shall constitute a quorum.

14. Section 2-1-426 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-426: INFRASTRUCTURE OVERSIGHT BOARD:

- A. Establishment and Purpose: There is hereby created an Infrastructure Oversight Board, who shall oversee and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this new Board, in part, is to ensure the reliability, maintenance and safety of the City’s infrastructure. Some oversight parameters may include: safety, funding, planning, construction, (i.e., high level review of scope, schedule, cost, and risk of infrastructure projects), operations, maintenance (reviewing the adequacy of existing maintenance programs), and implementation of best practices related to infrastructure.
- B. Composition of the Board:
- 1. The Infrastructure Oversight Board shall be composed of the following members:
 - a. Five (5) members to be appointed by Council.
 - b. When appointing persons to the Board, Council should consider not only diversity, but also the appointee’s interest in and knowledge of City

- infrastructure projects, methods, and procedures. As such, Council should consider appointment of architects, civil engineers, as well as professionals with expertise in other areas such as project management, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, and/or other related expertise. Toward this end, when recruiting for open positions on this Board, the City Clerk in any advertisements shall encourage civil engineers, as well as professionals with expertise in other areas such as transportation, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, to apply.
2. The Board shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Infrastructure Oversight Board. The Chairperson shall preside at all meetings of the Board.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chair, perform all the duties of the Chair, and in so acting, shall have all the powers of the Chair.
 3. Liaison with Council: The City Council shall designate two members of the City Council to attend Board meetings, but such members shall not be members of the Board.
- C. Powers and Duties of the Board: The Infrastructure Oversight Board shall have the duties to:
1. Act as advisory body to the Council on matters related to City infrastructure (non-enterprise funded).
 2. Provide annual review and recommendation to Council as recommended by City staff for infrastructure projects and programs, such as:
 - a. Capital Improvement Projects – Major Projects (i.e., construction or renovation of a municipal facility)
 - b. Programmatic Capital – routine and regular annual capital renewal (i.e., the City's pavement management program, HVAC replacements, roof replacement, etc.)
 - c. Maintenance Programs
 3. Annually review staff's recommended infrastructure funding prioritization for Council consideration and review the proposed general fund infrastructure expenditures. Review of funding and recommended prioritization of annual budget and 10-year infrastructure plans. Annual review of funding shall include a review of use of prior year funding and what was and was not accomplished versus

planned project and program specific goals.

4. Receive quarterly reports on the status of funded projects.
 5. Review and recommend infrastructure policies, practices, and programs in accordance with adopted plans (i.e., the General Plan, Specific Plans, Complete Streets Plan, Bicycle Master Plan, etc.).
 6. Assist in communicating with the community concerning infrastructure projects and programs and the importance of properly maintaining the City's assets.
 7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or as prescribed in the Burbank Municipal Code, adopted plans and governing rules, laws and regulations.
- D. Meetings: The Infrastructure Oversight Board shall meet regularly at least every month, on a day and time and place to be determined and fixed by the Board and held in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. Regular action minutes of each meeting shall be maintained by the Public Works Department. The Board may create subcommittees as necessary to accomplish the goals of the Board.
- E. Quorum: A majority of the members of the Infrastructure Oversight Board shall constitute a quorum."

15. The above changes to the Burbank Municipal Code will apply to the 2026 BCC recruitment cycle and onward.

16. For any board, commission, or committee in which the composition of members is being reduced pursuant to this Article, the reduction shall occur through the expiration of current members' terms until the member composition of the board, commission, or committee reaches the number authorized pursuant to this Article for that particular board, commission, or committee. In the event of an unscheduled vacancy, the vacancy shall not be filled unless an appointment is needed to meet the membership threshold for that specific board, commission, or committee, as established by this Article.

17. All other sections of Title 2, Section 1, Article 4, not amended by this Ordinance, shall remain in full force and effect.

18. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

19. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

20. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this Ordinance into the Burbank Municipal Code.

21. The City Clerk will certify to the passage of this ordinance and cause the City Attorney Synopsis of this ordinance to be published once in a newspaper of general circulation within 14 days of adoption, that is published and circulated in the City of Burbank, California, or as required by applicable law.

PASSED AND ADOPTED this ____ day of _____, 2025.

Nikki Perez
Mayor

Attest

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

By: _____
Kane Thuyen
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ATTACHMENT 1

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following its ____, 2025 adoption.

Kimberley Clark, City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
BURBANK AMENDING TITLE 2, CHAPTER 1, ARTICLE 4
(BOARDS, COMMISSIONS, AND COMMITTEES) OF THE
BURBANK MUNICIPAL CODE RELATING TO BOARDS,
COMMISSIONS, AND COMMITTEES

City Attorney's Synopsis

This Ordinance amends certain provisions of the Burbank Municipal Code to make various changes relating to Boards, Commissions, and Committees including establishing a consistent member composition; modifying the attendance policy; providing additional reasons for member removal; removing the registered elector requirement; implementing a member term limit, requiring completion of unexpired terms before applying to another Board, Commission, or Committee; requiring that all members reside in Burbank; eliminating non-voting liaison positions from the Sustainable Burbank Commission; modifying member requirements for the Art in Public Places Committee; updating meeting locations; and other clarification edits.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

- A. At the February 4, 2025, City Council meeting, Council considered proposed changes to the City of Burbank Boards, Commissions, and Committees (BCCs).
- B. During the discussion, Council provided direction to staff to enact changes to the composition, policies, and member requirements of the City's BCCs.
- C. This ordinance addresses a reduction in overlapping roles and duties amongst BCC members, increases the efficient use of City staff and resources, ensures qualified and trained BCC members, and increases public participation in meetings.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

- 1. Section 2-1-401 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-401: TERM OF OFFICE, CONTINUITY, AND TERM LIMITS:

- A. Boards and Commissions: Except as may be otherwise provided, the term of office of all board and commission members shall be four (4) years and such terms shall commence on August 1. The terms shall be staggered by appointment or by lot, when feasible. Members shall serve at the discretion of the City Council. Board and commission members whose terms of office have expired shall continue to serve until

their successors are appointed and qualified. A committee, if any, that has a four (4) year membership term shall be governed by this section.

- B. Committees: Except as may be otherwise provided in this Article, the term of office of all Council appointed committee members shall be two (2) years and all such terms shall commence on August 1. The terms shall be staggered by appointment or by lot so that as near as possible one-half (1/2) shall expire each year. Members shall serve at the discretion of the City Council. Committee members whose terms of office have expired shall continue to serve until their successors are appointed and qualified.
- C. Term Limits: ~~Commencing August 1, 2025, no~~ No person may serve more than three (3) consecutive full terms on a single board, commission, or committee. ~~This term limit does not apply to Council appointments due to vacancy that will result in a partial term. This limitation on the number of terms of office shall not apply to any unexpired term to which a person is appointed by the City Council.~~ This term limit also shall not apply to Council-appointed representatives that serve on external agencies including but not limited to the Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Greater Los Angeles County Vector Control District, Metropolitan Water District, and Santa Monica Mountains Conservancy and Advisory Committee.”

2. Section 2-1-403 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-403: ABSENCES, VACANCIES, AND ADDITIONAL REASONS FOR REMOVAL:

A. Defined Terms:

- 1. Member: For the purposes of this section, “Member” shall mean any appointed or elected member to a Board, Commission, or Committee who has voting authority for that Board, Commission, or Committee.
- 2. Absence: For the purposes of this section, “absence” shall mean the failure of a member of a board, commission, or committee to be present during at least two-thirds (2/3) of the entire meeting.
- 3. 12-Month Period: For the purposes of this section, “12-month period” shall mean the period from August 1 to July 31.

- B. Two (2) Absences: City staff assigned to assist any board, commission, or committee shall notify any member who fails to attend two (2) regularly scheduled meetings. A copy of such notice shall be provided to the chair and the City Clerk.
- C. Three (3) Absences: In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the

attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed.

1. The board, commission, or committee shall consider the reasons for the absences, review them with the member, and make a determination whether the absences should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.
 2. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff.
- D. Additional Reasons for Removal: A member of a board, commission, or committee may be removed due to violation of the policies outlined in the "City Council Expectations of Board, Commission, and Committee Members" document or failure to attend training sessions mandated by the City.
- E. Vacancies: Vacancies on boards, commissions, or committees occurring during the term of office shall be filled within ninety (90) days from the date the vacancy occurs. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term.
- F. Vacancies Due to Military Leave: The Council shall have the discretion to appoint a replacement board, committee, or commission member for that period of time during which a vacancy on a board, commission or committee shall occur due to a leave of absence caused by the military service of a member. The replacement appointee shall serve only until such time as the absent board member returns from military leave and only for the remaining term of the absent board member at the time of appointment. The Council shall have the discretion to fill any vacancy on any non-charter board, committee, or commission by appointing any person who because of military service cannot immediately serve on the board, committee, or commission."

3. Section 2-1-406 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-406: SERVING ON MORE THAN ONE BOARD, COMMISSION OR COMMITTEE PROHIBITED:

No person shall serve at the same time on more than one board, commission or committee described in Articles 4 and 5 of this chapter, unless as otherwise provided in the Charter or in this code. Persons appointed to serve unexpired terms must complete the term before applying to serve on another board, commission, or committee."

4. Section 2-1-407 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-407: RESIDENCY:

Except as may be otherwise provided in this Code or by Council resolution, no person shall be eligible to be a member of any board, commission, or committee unless they reside within the jurisdictional boundaries of the City of Burbank. This includes all appointments to outside agency boards, including but not limited to, The Burbank-Glendale-Pasadena Airport Authority.”

5. Section 2-1-409 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-409: BOARD OF LIBRARY TRUSTEES:

A. Composition of Board: The Board of Library Trustees shall consist of five (5) members.

B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.

C. Powers and Duties of the Board: The Board of Library Trustees shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.
2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
3. To recommend to the Council the acquisition of library sites by the City.
4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City.”

6. Section 2-1-413 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-413: POLICE COMMISSION:

A. Composition of Commission:

1. The Police Commission established by Section 705 of the Burbank City Charter shall consist of five (5) members.

2. When making appointments to the Commission, Council should appoint the best qualified candidate(s) and strive for diversity of ethnicities, color, gender, professions, or other characteristics of our Burbank community.
3. Further, in making appointments the Council should consider the candidate's experience, interest in, and knowledge of law enforcement practices, social work and care work, re-entry services, clinical psychology, homelessness advocacy or service, and/or other related expertise.

B. Meetings: The Police Commission shall meet as follows:

1. In August for the purpose of holding an election as provided in Section 2-1-408 of this code.
2. On at least a quarterly basis; or monthly as necessary and as scheduled by the Police Commission for the purpose of carrying out their powers and duties pursuant to subsection E, below.
3. At the specific request of the Council.

C. Additional Personnel: To assist the Police Commission in the performance of its duties, the Council may provide the Commission with paid personnel. Such personnel need not be included within the Civil Service System. Should the services of any regular City employee be needed, request therefor may be made by the Commission to the City Manager, and they are authorized to assign such personnel, if available.

D. Liaison Representation:

1. The Mayor shall designate a member of the Council to meet with the Police Commission but such Council member shall not be a member of the Commission.
2. The Chief of Police, or in their absence a member of their administrative staff, shall meet with the Police Commission but shall not be a member of the Commission.

E. Powers and Duties of the Commission: The Police Commission shall have the following powers and duties:

1. To initiate studies and surveys in the general field of police science and law enforcement and report its findings and recommendations to the Council;
2. To conduct hearings, investigations, or both, at the request of the Council for the purpose of ascertaining whether additional legislation is needed for the health, safety, peace and welfare of the inhabitants of the City and to make findings and recommendations to the Council;

3. To act in an advisory capacity to the Council on policy matters pertaining to the Police Department of the City;
4. To receive complaints, except those relating to traffic engineering, pertaining to the Police Department and law enforcement in general;
5. To examine books, papers, records and accounts in the Police Department, other than confidential matters under investigation.
- F. False Statements: Any false statement willfully made under oath in any paper filed with the Police Commission, or in any testimony given in any proceedings before the Commission, or in any investigation conducted by or under the jurisdiction of the Commission, shall be punishable as provided by the Penal Code of the State of California.”

7. Section 2-1-415 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-415: SENIOR CITIZEN BOARD:

- A. Establishment and Composition of Board: There is hereby created a Senior Citizen Board consisting of five (5) members, all of whom shall be senior citizens.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.
- C. Liaison with City Manager: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.
- D. Applicants: Senior citizens who wish to be considered for appointment to the **Senior Citizen** Board may apply by filing an application with the **Mayor at their office in City Hall** City Clerk’s Office either online or in person. ~~Application forms may be obtained from the Mayor’s office.~~”
- E. Evaluation Committee: An Evaluation Committee appointed by the Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the Council.
- F. Powers and Duties: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.
 2. To collect and study factual information relative to all aspects of aging.
 3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.
 4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.
 5. To become aware of problems as they arise and recommend plans for action.
 6. To inform local and state organizations of the needs and resources of older people.
 7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.
 8. To become familiar with developments in other communities on County, State and Federal programs.
- G. Reports: The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board.”

8. Section 2-1-416 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-416: YOUTH BOARD:

- A. Establishment and Composition of Board: There is hereby created a Youth Board consisting of fifteen (15) members, eleven (11) of whom shall be selected as follows: one from Burbank High School, one from John Burroughs High School, one from Providence High School, one from Monterey High School, one from Luther Burbank Middle School, one from Dolores Huerta Middle School, one from John Muir Middle School, one from St. Finbar Parish School, one from St. Francis Xavier School, and one from St. Robert Bellarmine School, and one from Lycée International de Los Angeles. The middle school representatives shall be a member of either the seventh or eighth grade class. Four (4) at-large members shall be appointed by a three-fifths (3/5) vote of all Council members. Should any designated school fail to submit a student representative for the Board, the vacant seat may be filled with an additional at-large member. No member shall be over twenty (20) years of age at the time of appointment to the Youth Board.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Youth Board for liaison purposes only.

- C. **Liaison with City Manager:** The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.
- D. **School Members:** Each high school and middle school member may be selected based on interest and qualifications for Youth Board by the school's administration. All candidates must sign a statement that they have read the Youth Board brochure and fully understand the function of the Board and their duties and responsibilities as Board members.
- E. **Term of Office:** The term of office for each Board member shall be one (1) year commencing on September 1.
- F. **Powers and Duties:** The Youth Board shall have the following powers and duties:
 - 1. To represent the interests of local youth in community affairs.
 - 2. To represent the City in matters of interest to youth in the community.
 - 3. To assist in helping other youth in the community to understand and appreciate local government.
 - 4. To obtain interpretations for local youth on City ordinances, rules and regulations which affect them.
 - 5. To encourage local youth to actively participate in community affairs and matters of concern to the City.
 - 6. To conduct studies and investigations in the general field of youth and community interest and to communicate its findings and recommendations to the Council.
 - 7. To encourage coordination of effort among community institutions and organizations that focus on youth problems and needs.
 - 8. To advise and assist the Park and Recreation Board on issues affecting the youth in the community.
- G. **Reports:** The chair of the Youth Board shall provide the Council and Park and Recreation Board with minutes of Youth Board meetings and copies of studies and resolutions to be considered by the Youth Board."

9. Section 2-1-418 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-418: BURBANK WATER AND POWER BOARD:

- A. Establishment and Composition of the Board: There is hereby created a Burbank Water and Power Board consisting of five (5) members.
- B. Secretary of the Board: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board’s deliberations and may participate in all debates and discussions.
- C. Powers and Duties of the Board: The Burbank Water and Power Board shall have the following powers and duties:
 - 1. To review and make recommendations on all capital improvements which require Council approval;
 - 2. To review and make recommendations on purchased power agreements with terms of more than five (5) years;
 - 3. To review and make recommendations regarding the Burbank Water and Power’s annual budget;
 - 4. To review and make recommendations regarding electric and water rates;
 - 5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power’s annual budget; and
 - 6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.
- D. Meetings: The Burbank Water and Power Board shall hold a regular meeting at least once a month ~~in the Council chambers of City Hall~~ at a time ~~and place~~ to be designated by the ~~h~~Board. Special meetings may be called by the Chair or three (3) members of the Board. When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any board or commission established by this division.”
- E. Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business.”

10. Section 2-1-419 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-419: TRANSPORTATION COMMISSION:

- A. Establishment and Composition of the Commission: There is hereby created a Transportation Commission consisting of five (5) members. The Council shall give consideration to appointing persons affiliated with the following groups: small businesses, large businesses, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities and bicyclists.
- B. Secretary of the Commission: The Community Development Director shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission’s deliberations and may participate in all debates and discussions.
- C. Powers and Duties of the Commission: The Transportation Commission shall have the following powers and duties:
 - 1. To make recommendations to the City Council on transportation planning issues including, but not limited to, the transportation element of the General Plan and its components.
 - 2. To make recommendations on the expenditure of Proposition A funds, Proposition C funds, air quality funds and bonds, fees, loans and grants for the purpose of funding transportation improvements.
 - 3. To make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers, new technologies, traffic programs and parking.
 - 4. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.
- D. Meetings: The Transportation Commission shall hold a regular meeting at least once a month ~~in the City Hall~~ at a time ~~and place~~ to be designated by the Commission. Special meetings may be called by the chair or three (3) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division. ~~All regular meetings of the Commission shall be held in the Council chamber of the City Hall, 275~~

~~East Olive Avenue, Burbank, California unless otherwise provided in the rules and regulations of the Commission."~~

- E. Quorum: A majority of the members of the Commission shall constitute a quorum for the transaction of business."

11. Section 2-1-422 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-422: ART IN PUBLIC PLACES COMMITTEE:

- A. Composition of Committee: The Art in Public Places Committee shall consist of five (5) members. The Parks and Recreation Director or their designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Parks and Recreation Director or its designee.
- B. Powers and Duties of the Committee: The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and E of Section 10-1-1114 of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.
- C. Meetings: The Art in Public Places Committee shall hold public meetings as needed. Special meetings may be called by the chair or any two other members of the Committee.
- D. Quorum: A majority of the members of the Committee shall constitute a quorum for the transaction of business.
- E. Term: Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401.A."

12. Section 2-1-424 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-424: SUSTAINABLE BURBANK COMMISSION:

- A. Establishment of the Commission: The Sustainable Burbank Commission shall advise and make recommendations to the City Council on matters related to the implementation of the City of Burbank Sustainability Action Plan, and help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability.

B. Composition of the Commission:

1. The Sustainable Burbank Commission shall be composed of nine (9) members to be appointed by Council. When appointing persons to the Commission, Council should consider representation of the business community at large who is engaged in environmental issues, the real estate or development industry, or faith-based or non-profit community.
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Sustainable Burbank Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee's activities.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.
3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.

C. Powers and Duties of the Commission:

1. The Sustainable Burbank Commission shall have the duties to:
 - a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.s
 - b. Engage the participation of the community.
 - c. Provide community support for advancing policy initiatives and programs.
 - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
 - e. Advise the City Council in the review of proposals, programs, practices, and goals.

- D. Meetings:** The Sustainable Burbank Commission shall meet regularly at least every other month, on a day and time and place to be determined and fixed by the Commission and in accordance with the Ralph M. Brown Act. Additional noticed

meetings may be scheduled as necessary. All meetings shall be open to the public. Regular minutes of each meeting shall be maintained by the Public Works Department. Agendas of the Commission shall be posted as required by the laws of the State of California.

- E. Quorum: A majority of the members of the Sustainable Burbank Commission shall constitute a quorum.”

13. Section 2-1-425 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-425: BURBANK CULTURAL ARTS COMMISSION:

- A. Establishment: The Burbank Cultural Arts Commission is an advisory body to the City Council. The Commission shall make policy and funding recommendations on matters related to the implementation of the City’s Cultural Arts Plan, help engage the community by participating in various public education, outreach, and promotional activities related to cultural arts and other duties as requested by Council.

B. Composition of the Commission:

1. The Burbank Cultural Arts Commission shall be composed of nine (9) members appointed by the City Council as follows: from the business community at-large, who is engaged in the arts, or who represents a diversity of art disciplines such as: arts education; art in public places; dance; live theater; film, studio and recording industry; media affiliated resources; music; and visual arts.
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision and direction and control of the business and meetings of the Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee’s activities.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.
3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.

C. Powers and Duties:

1. The Burbank Cultural Arts Commission shall have the duties to:

- a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
- b. Engage the participation of the community.
- c. Provide community support for advancing policy initiatives and programs.
- d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
- e. Advise the City Council in the review of proposals, programs, practices, and goals.
- f. Other duties as requested by Council.

D. Meetings: The Burbank Cultural Arts Commission shall meet as needed, on a day and time and place to be determined and fixed by the Commission at its August meeting and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary by the Commission. All meetings shall be open to the public. Minutes of each meeting shall be maintained by the Parks and Recreation Department.”

E. Quorum: A majority of the members of the Commission shall constitute a quorum.

14. Section 2-1-426 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-426: INFRASTRUCTURE OVERSIGHT BOARD:

A. Establishment and Purpose: There is hereby created an Infrastructure Oversight Board, who shall oversee and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this new Board, in part, is to ensure the reliability, maintenance and safety of the City’s infrastructure. Some oversight parameters may include: safety, funding, planning, construction, (i.e., high level review of scope, schedule, cost, and risk of infrastructure projects), operations, maintenance (reviewing the adequacy of existing maintenance programs), and implementation of best practices related to infrastructure.

B. Composition of the Board:

- 1. The Infrastructure Oversight Board shall be composed of the following members:
 - a. Five (5) members to be appointed by Council.

- b. When appointing persons to the Board, Council should consider not only diversity, but also the appointee's interest in and knowledge of City infrastructure projects, methods, and procedures. As such, Council should consider appointment of architects, civil engineers, as well as professionals with expertise in other areas such as project management, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, and/or other related expertise. Toward this end, when recruiting for open positions on this Board, the City Clerk in any advertisements shall encourage civil engineers, as well as professionals with expertise in other areas such as transportation, urban planning, traffic engineering, structures/buildings, construction management, budget/finance, to apply.
 2. The Board shall have the constituted offices of Chairperson and Vice Chairperson.
 - a. Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Infrastructure Oversight Board. The Chairperson shall preside at all meetings of the Board.
 - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chair, perform all the duties of the Chair, and in so acting, shall have all the powers of the Chair.
 3. Liaison with Council: The City Council shall designate two members of the City Council to attend Board meetings, but such members shall not be members of the Board.
- C. Powers and Duties of the Board: The Infrastructure Oversight Board shall have the duties to:
 1. Act as advisory body to the Council on matters related to City infrastructure (non-enterprise funded).
 2. Provide annual review and recommendation to Council as recommended by City staff for infrastructure projects and programs, such as:
 - a. Capital Improvement Projects – Major Projects (i.e., construction or renovation of a municipal facility)
 - b. Programmatic Capital – routine and regular annual capital renewal (i.e., the City's pavement management program, HVAC replacements, roof replacement, etc.)
 - c. Maintenance Programs
 3. Annually review staff's recommended infrastructure funding prioritization for Council consideration and review the proposed general fund infrastructure expenditures. Review of funding and recommended prioritization of annual budget

and 10-year infrastructure plans. Annual review of funding shall include a review of use of prior year funding and what was and was not accomplished versus planned project and program specific goals.

4. Receive quarterly reports on the status of funded projects.
 5. Review and recommend infrastructure policies, practices, and programs in accordance with adopted plans (i.e., the General Plan, Specific Plans, Complete Streets Plan, Bicycle Master Plan, etc.).
 6. Assist in communicating with the community concerning infrastructure projects and programs and the importance of properly maintaining the City's assets.
 7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or as prescribed in the Burbank Municipal Code, adopted plans and governing rules, laws and regulations.
- D. Meetings: The Infrastructure Oversight Board shall meet regularly at least every month, on a day and time and place to be determined and fixed by the Board and held in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. Regular action minutes of each meeting shall be maintained by the Public Works Department. The Board may create subcommittees as necessary to accomplish the goals of the Board.
- E. Quorum: A majority of the members of the Infrastructure Oversight Board shall constitute a quorum."

15. The above changes to the Burbank Municipal Code will apply to the 2026 BCC recruitment cycle and onward.

16. For any board, commission, or committee in which the composition of members is being reduced pursuant to this Article, the reduction shall occur through the expiration of current members' terms until the member composition of the board, commission, or committee reaches the number authorized pursuant to this Article for that particular board, commission, or committee. In the event of an unscheduled vacancy, the vacancy shall not be filled unless an appointment is needed to meet the membership threshold for that specific board, commission, or committee, as established by this Article.

17. All other sections of Title 2, Section 1, Article 4, not amended by this Ordinance, shall remain in full force and effect.

18. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

19. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

20. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this Ordinance into the Burbank Municipal Code.

21. The City Clerk will certify to the passage of this ordinance and cause the City Attorney Synopsis of this ordinance to be published once in a newspaper of general circulation within 14 days of adoption, that is published and circulated in the City of Burbank, California, or as required by applicable law.

PASSED AND ADOPTED this ____ day of _____, 2025.

Nikki Perez
Mayor

Attest

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

By: _____
Kane Thuyen
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ATTACHMENT 2

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following its ____, 2025 adoption.

Kimberley Clark, City Clerk

STAFF REPORT



CITY CLERK'S OFFICE

DATE: February 4, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Melissa Dekermenji, CMC, Records Manager
and Kimberley Clark, City Clerk

SUBJECT: Review of the City of Burbank Boards, Commissions, and Committees

RECOMMENDATION

Provide direction to staff on proposed changes to the City of Burbank Boards, Commissions, and Committees.

BACKGROUND

At the July 18, 2023, City Council Meeting, Council Member Mullins requested a first step report on the composition of the City's Boards, Commissions, and Committees (BCCs). Subsequently, on April 9, 2024, Council Member Mullins requested a discussion of the BCC attendance policy.

The Council has established various BCCs to review City programs, projects, and community issues. These groups provide greater community participation and input into local government while facilitating quality decisions by the Council. The City's BCCs provide additional lines of communication between the public and the Council to enhance City government responsiveness. BCC benefits include focusing attention on specific issues, encouraging citizen participation, providing a community viewpoint, and making recommendations based on a thorough analysis of alternative solutions. BCC members serve in an advisory capacity with limited decision-making authority. Each BCC has the opportunity to provide input and make recommendations to the Council; however, they do not determine or establish City policy or administrative direction.

DISCUSSION

This report provides an overview and summary of the purpose, role, powers and duties, and composition of the City's 23 appointed Boards, Commissions, and Committees. The BCCs are presented as follows: (1) BCCs Established by the Burbank Municipal Code (BMC) and Charter and (2) Other BCCs. Furthermore, at the request of Council, staff has included recommendations for changes to existing BCCs.

BCCs Established by the BMC/Charter

Art in Public Places Committee (BMC §§ 2-1-422; 10-1-1114)

Purpose: The Art in Public Places Committee reviews and approves proposed public art projects ensuring compliance with the Burbank Municipal Code Section 10-1-1114. The Committee also makes recommendations to the City Council on expenditures from the Art in Public Places Fund.

Composition: The Art in Public Places Committee consists of seven (7) members: one (1) Planning Commission Member chosen by a majority of that Commission; one (1) Park, Recreation and Community Services Board Member chosen by a majority of that Board; and five (5) at-large members chosen by the City Council, one of whom shall be chosen from the business community following a recommendation by the Chamber of Commerce, one from the residential community (however, the directive concerning these prescriptive appointments is not followed), with the remaining three members selected at large.

Board of Building and Fire Code Appeals (BMC § 2-1-414; Chapter 9-1)

Purpose: The Board of Building and Fire Code Appeals may recommend proposed code amendments, consider appeals of code applications and interpretations, fees for such appeals, and review proposals of alternate methods and materials of construction. In hearing an appeal, the Board cannot waive the requirements of the Building and Fire Code.

Composition: The Board of Building and Fire Code Appeals consists of five (5) members qualified by experience and training to make decisions on matters pertaining to building construction and fire prevention.

Board of Library Trustees (BMC § 2-1-409)

Purpose: The mission of the Board of Library Trustees is to act in an advisory capacity to the Council on all things pertaining to public libraries. Over time, the Board's purpose has developed into working in an advisory capacity to ensure the optimal operation of the entire Burbank Library System, including representing the community and sharing concerns and/or suggestions with Library staff, acting as a liaison between the Library and the Council, and at all times, representing and/or promoting the Library and all of its undertakings.

Composition: The Board of Library Trustees consists of seven (7) members.

Burbank Cultural Arts Commission (BMC § 2-1-425)

Purpose: The Burbank Cultural Arts Commission (BCAC) makes policy and funding recommendations on matters related to the implementation of the City's Cultural Arts Plan, helps engage the community by participating in various public education, outreach, and promotional activities related to cultural arts, and performs other duties as requested by Council.

Composition: The Burbank Cultural Arts Commission is composed of nine (9) members, of which six (6) are Burbank residents and three (3) may be residents or non-Burbank residents. The appointments by the Council may be from the business community at-large, a person engaged in the arts or who represents a diversity of art disciplines such as arts education, art in public places, dance, live theater, film, the studio and recording industry, media affiliated resources, music, and visual arts.

Burbank Water and Power Board (BMC § 2-1-418)

Purpose: The Burbank Water and Power Board is committed to providing reliable, affordable, and sustainable water, electric, and related services to meet BWP customers' needs. This advisory board reviews and makes recommendations related to power, electricity, water, capital improvements, and related operations.

Composition: The Burbank Water and Power Board consists of seven (7) members.

Charter Review Committee (Burbank Charter § 1400)

Purpose and Composition: Not more than five (5) years following completion of the previous Charter review or the completion of the citizen committee review, whichever is most recent, the Council shall appoint a citizen committee of five (5) members, with one appointed by each Council Member, to consider the Charter and advise the Council whether a comprehensive Charter review is necessary. The committee may recommend a full review; a limited, focused review; or no review. Upon such recommendation, the Council may appoint a full Charter Review Committee, the number and appointments of which shall be determined by the Council, to determine what, if any, Charter changes should be placed before the voters.

Civil Service Board (BMC §§ 2-1-504, 2-1-506)

Purpose: The Civil Service Board acts in an advisory capacity to the City Manager and City Council on problems concerning personnel administration and holds hearings and appeals as needed.

Composition: The Civil Service Board consists of five (5) members.

Heritage Commission (BMC § 2-1-420)

Purpose: The Heritage Commission is an advisory body to both Council and staff concerning historic resources. The Commission is authorized to issue permits for alteration of designated historic resources.

Composition: The Heritage Commission is comprised of five (5) Burbank residents who are appointed by the Council and serve four-year terms.

Infrastructure Oversight Board (BMC § 2-1-426)

Purpose: The Infrastructure Oversight Board (IOB) shall oversee and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this Board, in part, is to ensure the reliability, maintenance, and safety of the City's infrastructure. Oversight parameters may include safety, funding, planning, construction (i.e., high-level review of scope, schedule, cost, and risk of infrastructure projects), operations, maintenance (reviewing the adequacy of existing maintenance programs), and implementation of best practices related to infrastructure.

Composition: The Infrastructure Oversight Board consists of seven (7) members.

Landlord-Tenant Commission (BMC § 2-1-417)

Purpose: The Landlord-Tenant Commission is committed to resolving residential landlord and tenant disputes through education, informal mediation, and providing resources.

Composition: The Landlord-Tenant Commission consists of five (5) members.

Park, Recreation and Community Services Board (BMC § 2-1-410)

Purpose: The Park, Recreation and Community Services Board supports the Park, Recreation, and Community Services Department to carry out its mission to provide enrichment opportunities through dedicated people, beautiful parks, and inspiring programs. As an advisory body to the City Council, the Board makes recommendations to the Council on all matters pertaining to public parks, squares, and grounds in the City, including rules and regulations; acquisition of park sites; matters affecting policy, procedures, and operations; contracts; funding and awarding grants.

Composition: The Park, Recreation and Community Services Board consists of five (5) members.

Planning Commission (BMC §§ 2-1-411; 10-1-1901 and following)

Purpose: The Planning Commission is appointed by the City Council and is tasked with directing the long-term growth and development of the City through the ongoing review, approval, and/or recommendations on land use development projects, general plan land

use policies, zoning regulations, and associated specific plans, rules and regulations. The Planning Commission helps facilitate future growth and development as envisioned by the City by providing expert input during their deliberation on land use planning matters at community meetings and public hearings. The Planning Commission also hears zoning-related applications and appeals of zoning decisions.

Composition: The Planning Commission is comprised of five (5) Burbank residents who are appointed by the Council and serve four-year terms.

Police Commission (BMC § 2-1-413)

Purpose: The mission of the Police Commission is to ensure on behalf of the Council that the Burbank Police Department maintains the highest levels of integrity, professionalism, and commitment to the community.

Composition: The Police Commission consists of seven (7) members.

Senior Citizen Board (BMC § 2-1-415)

Purpose: The Senior Citizen Board is committed to advocating for senior citizen-related issues, conducting outreach, advising on program development that will benefit older adults in our community, and encouraging older adult participation and engagement with City government.

Composition: The Senior Citizen Board consists of seven (7) members, all of whom shall be senior citizens (55+ years of age).

Sustainable Burbank Commission (BMC § 2-1-424)

Purpose: The Sustainable Burbank Commission shall advise and make recommendations to the Council on matters related to the implementation of the City of Burbank Sustainability Action Plan and help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability.

Composition: The Sustainable Burbank Commission is composed of nine (9) members appointed by Council, including six (6) Burbank residents and three (3) members who may be residents or non-residents representing either the business community at large who is engaged in environmental issues, the real estate or development industry, or faith-based or non-profit community. Additionally, representatives from the following are non-voting liaisons: the Board of the Chamber of Commerce, the Youth Board, the Planning Commission, the Burbank Water and Power Board, the Superintendent of the Burbank Unified School District or their designee, and the Executive Director of the Burbank-Glendale-Pasadena Airport or their designee.

Transportation Commission (BMC § 2-1-419)

Purpose: The Transportation Commission works to develop an adaptable and efficient mobility system that enhances Burbank's quality of life, strengthens its economy, and ensures equal access. The Transportation Commission guides the community and Council on advancing the City's transportation system, implementing adopted plans such as the Burbank2035 General Plan Mobility Element and Complete our Streets Plan, and monitoring the use of transportation funding. Their recommendations prioritize a balanced network that meets the needs of all users, including transit riders, pedestrians, bicyclists, motorists, and individuals with mobility, visual, or hearing challenges. The Commission may also make recommendations on traffic programs and parking.

Composition: The Transportation Commission consists of seven (7) members. The Council shall give consideration to appointing persons affiliated with the following groups: small business, large business, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities, and bicyclists.

Youth Board (BMC § 2-1-416)

Purpose: The Youth Board is committed to increasing youth engagement with City government through communication, advocating for youth-related issues, conducting outreach, advising on program development that will benefit youth in our community, and encouraging youth participation in government affairs.

Composition: The Youth Board consists of seventeen (17) members, four (4) of whom shall be selected as follows: one from Burbank High School, one from John Burroughs High School, one from Providence High School, and one from Monterey High School. Seven (7) members shall be appointed by a three-fifths (3/5) vote of all the Council members. Six (6) members shall be designated as voting alternates and shall be selected as follows: one from Luther Burbank Middle School, one from Dolores Huerta Middle School, one from John Muir Middle School, one from St. Finbar, one from St. Francis Xavier, and one from St. Robert Bellarmine. The middle school representatives shall be members of either the seventh or eighth grade class. Should any designated school fail to submit a student representative for the Board, the vacant seat may be filled with an additional at-large member. No member shall be over 20 years of age at the time of appointment to the Board.

Other Boards, Commissions, and Committees

Burbank-Glendale-Pasadena Airport Authority

Purpose: The Burbank-Glendale-Pasadena Airport Authority is a separate governmental entity created in 1977 under a joint powers agreement between the cities of Burbank, Glendale, and Pasadena for the sole purpose of owning and operating the Hollywood Burbank Airport. The mission of the Airport Authority is to provide state-of-the-art regional airport facilities and related services that are efficient, safe, convenient, and user-friendly, while being a good neighbor.

Composition: The Airport Authority consists of nine (9) commissioners, three (3) from each city. The commissioners from each city are appointed by their respective City Councils.

Burbank Housing Corporation

Purpose: The Burbank Housing Corporation (BHC) is a non-profit affordable housing developer in Burbank, California. Chartered in 1997 with the assistance of the City of Burbank's Redevelopment Agency, BHC has positively impacted the Burbank community and helped house hundreds of low- and moderate-income families by providing over 300 affordable rental units, four after-school and family resource centers, and two nationally accredited childcare centers.

Composition: A nine-member volunteer Board of Directors operates BHC. In accordance with its By-laws and Articles of Incorporation, the directors are appointed by different segments representative of the Burbank community: the Chamber of Commerce, the Ministerial Association, the Board of Realtors, Wesley Senior Housing, and the Advisory Council on Disabilities. To include BHC tenants in BHC decision-making process, two board positions are reserved for BHC residents. Council appoints two board members.

Community Development Goals Committee

Purpose: The Committee functions as the liaison entity between the City (Community Development Department) and the public (Burbank residents) on matters relevant to the United States Department of Housing and Urban Development (HUD).

Composition: The Committee consists of nine (9) members appointed by Council.

Greater Los Angeles Vector Control District

Purpose: The Greater Los Angeles Vector Control District, initially known as the Southeast Mosquito Abatement District, was established in 1952. The District provides vector (insect) control services throughout its service area which includes 35 cities and certain portions of the unincorporated areas of Los Angeles County.

Composition: Each city within the boundaries, as well as Los Angeles County, may have representation on the Board. The Council appoints the City's representative to the District for a four-year term.

Metropolitan Water District (Directorship)

Purpose: The Metropolitan Water District (MWD) is a special district governed by a 38-member board of directors representing MWD's 26-member public agencies. MWD provides drinking water to approximately 18 million people in Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura counties.

Composition: Governed by a Board of Directors comprised of 38 members, each member agency is entitled to at least one director; additional directors are based on the assessed valuation for district purposes. As a member agency, the City of Burbank through the Council appoints one director.

Santa Monica Mountains Conservancy Advisory Committee

Purpose: Through direct action, alliances, partnerships, and joint powers authorities, the Conservancy's mission is to strategically buy back, preserve, protect, restore, and enhance treasured pieces of Southern California to form an interlinking system of urban, rural, and river parks; open space; trails; and wildlife habitats that are easily accessible to the general public. The Santa Monica Mountains Conservancy helps preserve more than 72,000 acres of parkland in both wilderness and urban settings and has improved more than 114 public recreational facilities throughout Southern California.

Composition: The Conservancy consists of nine (9) voting members, three (3) ex officio members, and six (6) legislative members. This policy-making entity for the Conservancy is broadly representative of state, regional, and local interests. A 26-member Advisory Committee meets jointly with the Conservancy and offers citizens the opportunity for even greater participation. The Council appoints one representative to this Committee.

STAFF RECOMMENDATIONS

Each BCC provides a valuable benefit and advantage to our community. Some staff members who work closely with the City's BCCs, have recommended potential modifications to the current BCC structure and composition. Staff is seeking direction from Council on the proposed recommendations.

1. Establishing a Consistent Member Composition

To establish uniformity, consider setting an appropriate and consistent member composition. Staff recommendations included establishing a consistent composition of five (5) members - or in the case of some BCCs, no more than seven (7) members - for all City-initiated BCCs. An exception would be the Youth

Board (see section 2e, below). If Council opts to reduce the size of a given BCC, this could be gradually implemented as current terms expire or positions become vacant. The City Clerk's Office conducted a survey of 52 cities (Attachment 1) and found that, on average, each had 12 BCCs comprised of 5–7 members.

2. Consolidation, Changes to Membership, and BCC Name Changes

- a. Remove the requirement to appoint one member to the Art in Public Places Committee from the residential community and one member from the business community following a recommendation from the Chamber of Commerce.
- b. Consolidate the Burbank Cultural Arts Commission and Art in Public Places Committee as a new commission potentially named the Cultural Affairs Commission. This new Cultural Affairs Commission would maximize and leverage resources, including staffing, to achieve goals and objectives in an efficient manner.
- c. Consider changing the name of the Community Goals Committee to a more descriptive name such as Community Development Block Grant (CDBG) Goals Committee.
- d. Allow all members of the Youth Board, including “middle school voting alternates,” to be voting members.
- e. Add a member to the Youth Board drawn from the high school student body of Lycee International (LILA) de Los Angeles.
- f. Reduce the Youth Board to 13 members, 10 of whom (11 if LILA is added) would represent the designated schools as stated in the BMC with three (or four) members appointed at-large to maintain an odd member number (13 or 15) for voting purposes and to allow non-designated schools an opportunity for representation.

3. Attendance Policy and Causes for Removal

Currently, BMC § 2-1-403: ABSENCES AND VACANCIES (Attachment 2) provides limited reasons for BCC member removal, namely absences (three consecutive regular meeting absences or failure to attend 75% of regularly scheduled meetings in a 12-month period).

Council may wish to simplify the attendance requirement in the code:

- a. A member's second absence would continue to trigger a warning, but rather than staff notifying the BCC chair, staff would directly notify the member in writing with a copy provided to the chair and the City Clerk.
- b. Instead of relying on the member's appointment date or their attendance during the previous quarter, Council could amend the code to apply to situations where a member misses three meetings during the 12-month period of August 1 to July 31, with the absence count resetting the following August 1st. Upon the third absence the City Clerk would implement the existing procedure (i.e., the matter is placed on the Council's agenda for consideration and action to either excuse the absences or remove the member.
- c. Additionally, should the Council excuse the member's three absences and the member misses a fourth meeting, Council may wish to amend the code so that upon the member's fourth absence within that 12-month period, the City Clerk would implement the existing procedure. Alternatively, Council may authorize the member's automatic removal by City staff.
- d. Finally, Council may amend the attendance requirement in the code to allow the members of the BCC to confer and recommend to Council a member's removal for situations that are not tied solely to three or more missed meetings, such as repeated absences after an excusal hearing.

Council may wish to add additional reasons for BCC member removal:

- a. Violation of the policies outlined in "City Council Expectations of Board, Commission, and Committee Members" (Attachment 3).
- b. Failure to attend training sessions mandated by the City.

Other Council Considerations:

The Council may wish to consider other aspects of managing the City's BCCs, including:

- Implementing term limits for BCC members
- Eliminating the requirement for members to be registered electors of the City
- Requiring members of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission to be Burbank residents
- Removing non-voting liaisons from the Sustainable Burbank Commission
- Addressing whether individuals serving on one BCC can apply to serve on another without resigning from their current position; alternatively, Council may wish to

require serving BCC members to complete their term before applying for a different BCC.

- Establishing guidelines for the conduct of BCC meetings similar to the guidelines recently established for City Council meetings; Council may also wish to ask BCCs to establish annual or biennial goals and report out on progress.

ENVIRONMENTAL REVIEW

This activity involves internal reorganization and has no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. As such, it is not a “project” subject to the requirements of the California Environmental Quality Act (CEQA) Guidelines (14 Cal. Code Regs § 15378).

FISCAL IMPACT

There is no fiscal impact associated with this report. However, each BCC requires City staff support and resources.

CONCLUSION

Staff is seeking direction from Council as to which proposals they wish to pursue and approval to return with more information and an outline of the steps necessary to implement them. Staff’s initial recommendations provide multiple benefits including reducing overlapping roles and duties, increasing the efficient use of City staff and resources, ensuring qualified and trained BCC members, and establishing defined guidelines and standards for all BCCs.

ATTACHMENTS

Attachment 1 – Survey of Cities

Attachment 2 – BMC § 2-1-403: Absences and Vacancies

Attachment 3 – City Council Expectations of Board, Commission, and Committee Members

Boards, Commissions, and Committees Survey of Cities

City	Population	Number of Boards, Commissions, and Committees	Average Number of Members per Boards, Commissions, and Committees
Anaheim	345,940	14	9
Antioch	114,794	7	5
Bakersfield	407,615	15	5
Cerritos	48,394	6	7
Chino Hills	78,665	3	5
Chula Vista	277,220	20	7
Corona	159,743	3	5
Fullerton	141,874	8	7
Garden Grove	170,488	7	7
Gilroy	58,101	11	7
Glendale	192,366	17	5
Glendora	51,569	5	5
Goleta	32,855	7	5
Huntington Beach	196,652	18	7
Indio	90,416	7	5
Inglewood	105,181	20	5
La Mesa	60,721	12	7
La Mirada	46,658	6	9
La Quinta	38,181	5	6
Lafayette	25,208	14	7
Laguna Beach	22,795	14	7
Lake Elsinore	71,563	2	5
Long Beach	456,062	31	9
Monrovia	37,500	11	5
Morgan Hill	45,342	3	7
Norwalk	100,373	9	8
Orange	137,264	8	7
Pacific Grove	14,988	10	7
Pasadena	135,732	37	9
Pismo Beach	8,036	4	5

Riverside	317,261	18	10
Roseville	151,901	16	6
Sacramento	525,041	33	7
San Gabriel	38,670	6	5
San Leandro	91,008	9	9
Santa Ana	309,441	13	7
Santa Clarita	221,345	7	5
Santa Cruz	61,950	14	7
Santa Monica	91,105	16	7
Saratoga	30,163	10	5
Sierra Madre	11,013	5	5
Solana Beach	12,867	5	7
South El Monte	19,590	4	5
South Lake Tahoe	21,414	7	5
South Pasadena	26,314	11	5
Stanton	37,970	3	5
Sunnyvale	152,258	10	6
Temecula	110,846	4	5
Thousand Oaks	124,265	16	6
Torrance	143,600	14	7
West Hollywood	36,661	16	7
Whittier	85,311	16	5

STAFF REPORT



CITY CLERK'S OFFICE

DATE: August 26, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Maria Sanchez, Administrative Analyst I

SUBJECT: Consideration of the Board of Library Trustees Recommendation to Excuse the Absences of Board Member

RECOMMENDATION

Approve the recommendation of the Board of Library Trustees (Board) to excuse the absences of Board Member Emily Weisberg.

BACKGROUND

Burbank Municipal Code (BMC) § 2-1-403 requires that a Member who is absent for three consecutive meetings or who fails to attend at least 75% of the regularly scheduled meetings during a 12-month period have their attendance record reviewed by the Board, Commission, or Committee on which they serve and a recommendation made to Council to either excuse the absences, remove the Member, or take any other appropriate action deemed necessary by Council.

DISCUSSION

Board Member Emily Weisberg was originally appointed to the Board by Council on July 17, 2018, and was reappointed on July 12, 2022, to serve a term ending on July 31, 2026. The Board holds meetings on the second Wednesday monthly. Board Member Weisberg missed the following five regularly scheduled meetings:

- August 14, 2024
- November 13, 2024
- February 12, 2025
- March 12, 2025
- June 11, 2025

The table below details Board Member Weisberg’s attendance during the past 12 months.

MEETING DATE	ATTENDANCE
1. August 14, 2024	Absent
2. September 11, 2024	Present
3. October 9, 2024	Present
4. November 13, 2024	Absent
5. December 11, 2024	Present
6. January 8, 2025 (Cancelled)	N/A
7. February 12, 2025	Absent
8. March 12, 2025	Absent
9. April 9, 2025	Present
10. May 14, 2025	Present
11. June 11, 2025	Absent
12. July 9, 2025 (Dark)	N/A

Within the past 12 months, Board Member Weisberg has missed five out of 10 regularly scheduled meetings, which puts the Member’s current attendance record at 50% of the regularly scheduled meetings, which is below the 75% threshold.

On August 13, 2025, the Board reviewed the absences of Member Weisberg and voted to recommend that Council excuse them. The reasons for Member Weisberg’s absences and rationale for the Board’s decision are outlined in the recommendation letter from Chair Darrin Borders (Attachment 1).

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 for this item.

CONCLUSION

The Board recommends that Council excuse Member Weisberg’s absences.

ATTACHMENT

Attachment 1 – Recommendation Letter from Board of Library Trustees Chair

ATTACHMENT 1

Date: August 14, 2025

From: Darrin Borders, Chair, Board of Library Trustees

To: Burbank City Council

Re: Report and Recommendation – Board of Library Trustees Board Member Absences

Mayor Perez, Vice-Mayor Takahashi, and Honorable City Council Members:

This memo serves as the Board of Library Trustees' (BOLT) report and recommendation on a recent member's absences, in accordance with Burbank Municipal Code (Code) Section 2-1-403.A, which states:

“Absences: In the event a member of a board, commission or committee is absent for three (3) consecutive regularly scheduled meetings of the board, commission or committee to which they have been appointed, or who fails to attend at least seventy five percent (75%) of the regularly scheduled meetings during a twelve (12) month period, which commences on the date of the appointment of the individual member to office, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. The board, commission, or committee shall consider the reasons for the absences with the member and make a determination whether the absences should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.”

Recently, Board Member Weisberg has fallen out of compliance with the required 75% attendance rate over a twelve-month period, as outlined in Code Section 2-1-403.A. The table below details her attendance from August 2024 to July 2025. From the overall calculation, the attendance record for regularly scheduled meetings under the Code is 50%, which is below the 75% threshold.

	Aug. 24	Sep. 24	Oct. 24	Nov. 24	Dec. 24	Jan. 25	Feb. 25	Mar. 25	Apr. 25	May 25	Jun. 25	Jul. 25
Attended?	NO	YES	YES	NO	YES	Canceled	NO	NO	YES	YES	NO	DARK
Note	Excused			Excused			Excused	Excused			Excused	

The BOLT discussed these absences at its August 13th meeting. Board Member Weisberg expressed her regrets for missing the Board meetings due to work commitments and BUSD Board of Education meeting or event conflicts. Ms. Weisberg was initially appointed to BOLT in July 2018 and is currently serving a second term with a history of meeting commitments. The BOLT understands the unique situation and does not expect further issues with attendance. Given her dedication, valuable insights, and contributions that greatly benefit the Board and our community, the BOLT voted unanimously to excuse Board Member Weisberg's absences and to recommend that City Council excuse these absences as well.

Thank you for your consideration of the BOLT's recommendation on this matter.

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: August 26, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Asst. Community Development Director, Transportation
BY: Angelica Gonzales, Parking Analyst
Karen Pan, Transportation Services Manager

SUBJECT: Discussion of the Valet Parking Meter Fees for Paid Parking Meter Zones

RECOMMENDATION

Staff recommends that City Council direct staff to implement the Valet Parking Meter Fee as approved in November 2024.

BACKGROUND

On November 26, 2024, the City Council (Council) adopted an Ordinance to establish a new parking meter zone for Downtown Burbank (Ordinance) where drivers pay to park at street parking spaces along San Fernando Boulevard between Magnolia Boulevard and Angeleno Avenue, as well as the side streets on either side of San Fernando between First Street and Third Street. The hourly parking fee is set to ensure that drivers always have at least one or two parking spaces available on each block at any time, making it easier for visitors to find a parking spot. Council also approved a new fee to park at curb spaces in the parking meter zone, which can be adjusted by staff, within broad limits, a few times a year to ensure that drivers always have one or two spaces available to park. The current parking fee is \$2.00 per hour and is required between 8:00 AM and midnight each day.

The City offers a valet parking permit program that allows private valet operators to reserve on-street parking spaces to collect and deliver cars from patrons of adjacent businesses. The permit requires valet operators to identify the spaces to be used, provide a valet operation map, locate appropriate off-street parking to store customer cars, and provide appropriate insurance to cover unexpected events. The City charges a one-time

permit fee to process the application and allows the valet operator to use the public curb spaces for free. Permanent valets are charged a nominal annual fee.

Approval of the Ordinance included a Valet Parking Meter fee that would apply to valet operators who wish to use any on-street curb spaces within the parking meter zone. This is because in a parking meter zone, valet operators are using public spaces that the general public pay to use through the parking meter fee. The Valet Parking Meter fee is the same as the public fee of \$2.00 per hour. The valet operator is charged the hourly parking rate for each space it uses, for the duration of their valet operations. For instance, if the public is paying \$2.00 per hour to park their vehicle and a valet operator establishes a two-space valet zone for six hours per evening, it would pay \$24 per day to use the paid spaces. These spaces are reserved for the valet operator's exclusive use for the valet operator hours using signage.

During the November 19, 2024, City Council meeting introducing the Ordinance, the restaurant owner at 269 E Palm Avenue submitted a public comment expressing that valet operators in the Downtown parking meter zone should not be required to pay for parking fees. This business owner has operated a four-space valet zone, operating seven hours per day Tuesday through Thursday and 14 hours per day Friday through Sunday since October 2024. In response to the public comment, Council approved the parking meter zone and the valet parking meter fee but directed staff to come up with options for crediting or discounting the fee.

In March 2025, staff implemented the parking meter zone for Downtown Burbank, but it delayed charging the Valet Parking Meter fee to the entire parking meter zone while responding to Council's request. This staff report provides information and options for addressing valet operators' use of on-street paid parking spaces in Downtown Burbank. Staff has informed the current valet operator about the upcoming discussion and Council meeting date.

DISCUSSION

There are currently two permanent valet operations in the City, with one located in the Downtown Burbank parking meter zone (at 269 E Palm Avenue) and the other located at 3500 W Olive Avenue, which is not in a parking meter zone. To address the issue of accommodating valet operators in a parking meter zone where the City charges a fee to the public to use parking spaces, staff has identified three options for Council consideration:

Option A – Implement Valet Parking Meter Fee as Approved in November 2024

Option A would implement the fee as approved by Council when the parking meter zone was established. Valet operators would continue to be allowed to exclusively utilize curb parking spaces for valet collection and delivery to customers but would pay a fee equal to the hourly rate charged to the public, multiplied by the number of spaces used for the valet zone and the number of hours the zone is in operation.

Example 1 shown below shows how much the quarterly fee would be for a business that would like to use two parking spaces in the evenings for a valet zone:

Example 1. Valet Parking Meter Fee Calculation

Curbside Valet Spaces Requested:	2
Hourly paid parking charge:	\$2.00
Valet Hours of Operation per day:	6 (6PM-12AM Thurs. thru Sun.)
Number of Days per Quarter in Operation:	52
Quarterly Valet Curb Spaces Fee	\$1,248

Staff found that nearby cities charge similar fees. Table 1 shows the fees Glendale, Los Angeles, and Pasadena charge businesses seeking to provide valet services in a parking meter zone. None of these neighboring cities offer a credit or discount to businesses, although Glendale caps the rate at \$3.00 per hour, and Los Angeles charges the average of the actual hourly revenue collected at parking spaces in the applicable zone.

Table 1. Neighboring Cities' Parking Fees and Credits

City	Parking Meter Cover Fee	Credit Offered
Burbank	100% per hour per parking space	None.
Glendale	100% per hour per parking space.	None. Hourly fee is capped at \$3.00 per hour.
Los Angeles	Hourly charge per parking space, where hourly charge is the average hourly fee collected by parking spaces in the specific neighborhood or district. Example: • Neighbor A: \$5 per hour per parking space • Neighbor B: \$3 per hour per parking space • Valet Operator's Fee: \$4 per hour per parking space	None
Pasadena	100% per hour per parking space	None.

Staff recommends Option A, which is to implement and manage the paid parking operations based on the existing policies and fees that were adopted by Council in November 2024, and not to offer the spaces for free (via fee removal or fee credit). The purpose of establishing the parking meter zone for Downtown Burbank is for the Parking Authority to manage parking through price, so that customers

and visitors to Downtown always have a convenient parking space available, along with ensuring parking turnover and reducing traffic congestion. Parking fees collected are important to offset the costs to manage the paid parking infrastructure as well as reinvest back into Downtown's parking assets. Reducing or waiving the valet parking fee is contrary to this goal, as it allows some users to receive City resources for free while others must pay and reduces resources available to maintain overall parking assets in Downtown. The clear goals and revenue transparency approved by Council helps build trust and support for the City's parking management operations Downtown and potentially in other neighborhoods.

Option B – Reduce the Valet Parking Meter Fee

Option B would reduce the valet parking meter fee by 50% and allow valet operators using spaces in parking meter zones to use those curb spaces at a reduced price compared to members of the public. When applied to Example 1, the valet operators would pay \$1.00 per hour instead of \$2.00 per hour for each parking space. Option B creates a discount for businesses but results in lost revenue for the parking meter zone that could otherwise be used for parking management operations and active transportation amenities and improvements in Downtown Burbank. For these reasons, Option B is not recommended.

Option C – Remove Valet Parking Meter Fee and Implement Valet Space Cap

Option C would remove the valet parking meter fee from the City's fee resolution and would allow valet operators using spaces in parking meter zones to use those curb spaces for free. To minimize impacts to the remaining paid parking spaces in Downtown, staff recommends this option include a cap so that no more than 5% of the paid parking spaces may be used for valets, on a first-come-first serve basis. For Downtown, this cap would be seven spaces. Additionally, staff recommends no valet operations be allowed on San Fernando Boulevard in Downtown. Option C would remove all financial impacts to existing and future valet operators in Downtown, but would result in more significant loss of revenue (compared to Option B) meant to support parking management operations and active transportation amenities. Further, a valet space cap is proposed under Option C because giving away too many parking spaces to valet operators would result in fewer spaces available to the public, thereby potentially raising the price paid by members of the public to park at the remaining spaces (above what they would otherwise pay). This is based on Council's policy to set curb space fees to ensure that a few spaces are always available. For these reasons, Option C is not recommended.

Since the implementation of the parking management program in March 2025, the City has received one public comment about valet parking in Downtown Burbank. The person wrote that the City should not have valet services in Downtown Burbank.

ENVIRONMENTAL REVIEW

This staff report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and as such, falls outside the definition of a “project” under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to CEQA Guidelines § 15378. The staff recommendation would simply implement the fee previously approved in November 2024, and implementing the other options does not affect the overall management of the existing use of parking and roadway network infrastructure.

FISCAL IMPACT

All parking fees are deposited into the Parking Authority Fund 310 to pay for parking management services provided by the Parking Authority. The revenue from the parking meter zone fees in Downtown Burbank are reinvested back into Downtown Burbank to be used to offset the operations, maintenance, active transportation amenities, and management of Downtown Burbank’s public parking lots and structures.

Implementing Option A would have no fiscal impact. Implementing Options B or C will reduce the revenue received by the Parking Authority Fund, depending on the number and hours of public parking spaces reserved for valet operators. The current four-space valet zone operating in Downtown Burbank is costing up to \$26,208 per year in lost parking revenue. With only about 145 spaces in the Downtown parking meter zone, further reducing revenue from a small parking meter zone is concerning as it may impact the ability for these fees to cover the cost to manage the zone. If the cost to manage the Downtown Burbank parking management operations exceeds revenues, other funding sources like the General Fund would need to subsidize the difference. Further, additional zones could create additional fiscal impact. The parking spaces on Palm Avenue have been shown to be heavily used since the parking management program has been implemented, suggesting that the lost revenue from the existing valet zone is likely similar to this maximum amount.

CONCLUSION

The recent establishment of the parking meter zone in Downtown Burbank is an essential tool to enhance convenience of parking for residents and visitors by making one to two parking spaces available per block at all times. Staff recommends Council implement Option A to continue to apply existing parking fees consistently to the public and businesses who wish to occupy street parking spaces in Downtown Burbank. This is consistent with Council’s Parking Management Principles of dedicating all parking fees towards supporting parking and transportation services and infrastructure in Downtown Burbank.

ATTACHMENT

None.