

Weekly Management Report

July 12, 2024

- 1. Memo** Recruitment Report – End of June 2024
Management Services Department

- 2. Minutes** Burbank Police Commission
Meeting on May 15, 2024
Police Department

- 3. Synopsis** Burbank Hospitality Association
Meeting on June 12, 2024
Community Development Department

- 4. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on July 15, 2024
Burbank-Glendale-Pasadena Airport Authority

- 5. Minutes** Sustainable Burbank Commission
Meeting on June 24, 2024
Public Works Department

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: July 3, 2024

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Joy Casucci, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of June 2024

Vacancies open to the public (32)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

Account Clerk*	(11) Lifeguard*
Administrative Analyst II	(2) Lifeguard-Instructor*
Aquatic Supervisor	Municipal Records Clerk
(2) Assistant Planner	(5) Police Recruit or Police Officer*
(2) Civil Engineering Assistant – BWP	(2) Senior Assistant City Attorney*
(9) Communications Operator*	(4) Senior Clerk*
(2) Custodian*	Senior Control Operator
(3) Electrical Engineering Associate I*	Senior Lifeguard*
Engineering Technician (Temp)*	(2) Senior Secretary*
(8) Facility Attendant II (PT)(Temp)*	Tree Trimmer*
(14) Firefighter Recruit or Firefighter**	Tree Trimmer Helper*
Fleet Maintenance Technician*	Veterinarian*
(5) Groundskeeper*	Veterinary Technician*
(2) Groundskeeper Helper*	Work Trainee I (PT)(Temp)
(2) Intermediate Clerk*	Workers' Compensation Representative II*
(2) Legal Assistant*	Youth Services Worker (BEST)*

*Continuous opening/open until filled

** Open continuously and these are anticipated vacancies for the year.

Vacancies open to City employees (0)

There are currently no positions that MS is accepting applications from City employees only.

Recruitment examinations in process (6)

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

(5) Groundskeeper (Jul 2024)	(2) Permit Technician (Jul 2024)
(2) Groundskeeper Helper (Jul 2024)	(2) Police Records Technician (Jul 2024)
Library Associate (Jul 2024)	(5) Police Recruit or Police Officer (Jul 2024)

Recruitment examinations completed (64)

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

(2) Administrative Analyst I	(11) Lifeguard
(4) Administrative Analyst II	(2) Lifeguard-Instructor
Administrative Officer	Manager Technology
Assistant City Engineer	Marketing Associate
Buyer I	Pipefitter Apprentice
Buyer II	Planning Technician
Civil Engineering Associate	(2) Police Cadet (PT)
(3) Clerical Worker	Police Captain
(9) Communications Operator	Police Lieutenant
Construction & Maintenance Worker	(5) Police Recruit or Police Officer
(3) Crossing Guard	Police Sergeant
(2) Custodian	Power Plant Maintenance Trainee
(5) Customer Service Representative II	(2) Power Plant Operator Trainee
(3) Customer Service Supervisor	(2) Principal Electrical Engineer
Electrical Engineering Associate I (Temp)	(8) Recreation Leader
Engineering Aide	(2) Senior Administrative Analyst
Engineering Technician (Temp)	(4) Senior Clerk
Executive Assistant	Senior Electrical Engineer
(8) Facility Attendant II (PT) (Temp)	Senior Litigation Paralegal
Financial Planning and Risk Manager	(3) Senior Recreation Leader
(3) Fire Engineer	(2) Senior Secretary
(14) Firefighter Recruit or Firefighter	Skilled Worker
Fire Inspector I	Solid Waste Supervisor
Fleet Maintenance Technician	(3) Solid Waste Truck Operator
Food Services Aide (PT)	Systems Engineer
Heavy Truck Driver	(2) Technical Support Analyst I
Human Resources Technician I	(2) Transportation Services Driver
Information Technology Security Manager	(10) Utility Worker
(2) Intermediate Clerk	(9) Work Trainee I (PT)(Temp)
(5) Jailer	Workers' Compensation Representative II
(3) Librarian	(4) Youth Employment Junior Team Leader
(2) Library Assistant	Youth Employment Team Leader

Recruitments by outside recruitment firms (2)

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Assistant City Engineer

Library Services Director

Upcoming job openings (25)

MS received notice that these positions are vacant, and they will be open to accept applications soon.

(2) Building Inspector II	(4) Fire Battalion Chief
(3) Civil Engineering Assistant	Fire Captain
Collection Systems Journeyman	Fleet Services Supervisor
Collection Systems Leadworker	Housing Services Assistant
(2) Collection Systems Worker	Human Resources Technician II
(2) Community Service Officer	Kennel Attendant

Lead Systems Engineer
Library Page (PT)
(2) License and Code Services Inspector II
Payroll Technician I
Permit Technician
Police Technician
Power Resources Planning Associate II

Recreation Supervisor
Senior Librarian
(3) Senior Tree Trimmer
Sign Language Interpreter (Temp)
Social Services Supervisor
Youth Services Worker (CREST)

Recruitment Plan Update – Police Recruit/Police Officer

There are currently five (5) Police Recruit/Police Officer vacancies. There were five (5) candidates hired this month and we received one (1) personnel requisition. As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month and our goal is to complete 12 every year.

Currently, there are eight (8) candidates in the onboarding process. Also, the following are updates for Police Recruits attending police academies:

- Six (6) Police Recruits are attending the Los Angeles Sheriff's Department (LASD) Academy and five (5) are attending the Rio Hondo Police Academy. Six (6) are scheduled to graduate in July 2024, two (2) in August 2024, and three (3) in November 2024.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently two (2) Firefighter Recruit/Firefighter vacancies. Currently, there are no candidates in the onboarding process. The Fire Department anticipates 12 Firefighter Recruit/Firefighter vacancies this year, therefore to prepare to fill the anticipated vacancies, the recruitment for Firefighter Recruit is currently underway and Firefighter remains open continuously. For the Firefighter Recruit recruitment, departmental oral examinations are scheduled for August 2024.

Ongoing Candidate Pool (OCP)

The OCP is an alternative recruitment process being used for certain classifications that the City usually recruits for multiple times annually. These recruitments are identified on the job posting as OCP and posted without a closing date. MS staff conducts frequent reviews of new candidates that have applied for these recruitments. Those who meet the Minimum Qualifications (MQs) for the respective classification they applied for, and who successfully pass the recruitment examination(s) as determined by the City, will be added to that OCP. Below is a list of departments that have received an OCP this month.

CC – Senior Clerk
BFD – Senior Clerk
BPD – Senior Clerk
PW – Intermediate Clerk and Senior Clerk

There have been six (6) candidates hired this month from OCPs.

MAY 15, 2024

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, McKenna, and Wenzel

Also Present: Chief Albanese, Captains Cornils and Cremins, Lieutenant Stohl, Sergeant Turner, Detective Kyles, MHET LCSW Veronica Miele, Officer Ashley Sudbrook, Administrative Analyst Bravo-Cuevas, Senior Assistant City Attorney Johal, and Executive Assistant Nakamura

FLAG SALUTE

The flag salute was led by Commissioner McKenna.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF PUBLIC COMMENTS

Appearing before the Commission were:

- Joel Schlossman, who commented on the “Drive Right, Save Lives collateral” and the state of economy
- Shanna Melman, who commented on traffic violations by parents around the schools

RESPONSE TO PUBLIC COMMENTS

Commissioners responded and thanked the community members for their comments.

APPROVAL OF MINUTES FROM APRIL 17, 2024

A motion was made by Commissioner McKenna, seconded by Commissioner Chapman, to approve the minutes from the April 17th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

- 1. Presentation, discussion, and recommendations, if applicable, on the status of patrol vehicles and technology updates**

Lieutenant Stohl reviewed the number and makeup of the patrol fleet, current technology and soon-to-be installed systems in the vehicles, acquisition/maintenance by Public Works, future planning for purchases, and electrification of the fleet.

- 2. Presentation, discussion, and recommendations, if applicable, on the Department’s policies, statistics, and outcomes of the Department’s homeless population engagement**

Sergeant Turner presented some notable stats:

- Homeless count for 2022 was 264; in 2023, it was 129
- Of the 14,205 calls for service YTD in 2024, 931 calls were related to the homeless

May 15, 2024

Meeting of the Burbank Police Commission

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Sergeant Turner also described Patrol and MHET's engagement with the population, and the partnership with other City Departments and local organizations to provide outreach and resources.

3. Update, discussion, and recommendations, if applicable, on the deployment of the new Mental Health Evaluation Team vehicle

Veronica Miele, from the Department of Mental Health, introduced herself as the Licensed Clinical Social Worker working with our MHET. Detective Kyles stated the new MHET vehicle was ordered in 2021 and finally arrived in 2023; following the modifications/outfitting, the vehicle was deployed in March 2024. Some features of the new vehicle include plain white/emblem free appearance, safety compartment in the rear for clothing and anxiety gadgets, and an adjacent seat in the rear to accommodate a support person.

Officer Ashley Sudbrook was introduced as a new member of the MHET.

4. General announcements by the Police Chief

Chief Albanese announced:

- 7/3 Recruit graduation (5 recruits)
- 7/18 Recruit graduation (1 recruit)
- 8/6 National Night Out

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

For July: A motion was made by Commissioner McKenna, seconded by Commissioner Hacobian, for a presentation, discussion, and recommendations, if applicable, on bike and pedestrian safety and parking enforcement efforts surrounding the start of the school year. Motion carried by consensus.

(Commissioner McKenna left the dais at 8:07pm)

For August: A motion was made by Commissioner McKenna, seconded by Commissioner Elman, for an update, discussion, and recommendations, if applicable, on the 2023-2025 Strategic Plan report. Motion carried by consensus.

(Commissioner Chapman returned to the dais at 8:10 pm)

For July: A motion was made by Commissioner McKenna, seconded by Commissioner Hacobian, for an update, discussion and recommendations, if applicable, on the effects of AB2147, the Freedom to Walk Act, since its enactment in January 2023. Motion carried by consensus.

Chief Albanese requested the addition of an agenda item for a follow up on the funding for acquisition and maintenance of the police fleet.

For July: A motion was made by Chair Coomes, seconded by Commissioner Forouzan, for a discussion and recommendations, if any, of a year-end review of the performance and functioning of Commission for the last fiscal year. Motion carried by consensus.

May 15, 2024

Meeting of the Burbank Police Commission

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For August: A motion was made by Commissioner Hacobian, seconded by Commissioner Wenzel, for a reporting out, discussion and recommendations, if any, by the School Safety Ad Hoc Subcommittee. Motion carried by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, July 17, 2024, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2015 hours.

Mike Elman
Secretary, Burbank Police Commission

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: July 9, 2024

TO: Justin Hess, City Manager

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

SUBJECT: Burbank Hospitality Association Meeting – June 12, 2024

- The Board voted to enter into a partnership with Burbank Merch, which creates an opportunity to sell branded merchandise on the Visit Burbank website. Visit Burbank would receive a share of the proceeds for each item sold through their website.
- The Board approved the Burbank Chamber of Commerce's request for a \$25,000 marketing partnership with Visit Burbank which would help enhance local tourism by expanding Visit Burbank's reach in the Chamber Guide, on their website and during Chamber hosted events. The intent would be to generate local awareness of Visit Burbank and to encourage staycations and local business events at hotels.
- Staff presented the latest updates on Elephant Parade. Milestones include a grand arrival event at IKEA, the painting of a blank elephant in front of City Hall by the Burbank Cultural Arts Commission, a custom-made elephant for Burbank and the launch of creative assets such as a poster, map, and landing page on Visit Burbank's website. A press release was also sent out attracting coverage by NBC4 and CBS News Los Angeles.
- Updates from this year's International Pow Wow attendance, a conference that is the largest generator of inbound travel to the U.S., were presented to the Board. Visit Burbank was able to host 80 appointments and numerous walkups with tour operators, industry/media representatives and online tour operators. Visit Burbank hosted two familiarization (FAM) tours associated with IPW, including the Visit California post-IPW "Central Coasting" FAM tour, and the BrandUSA Canada Mega FAM.



July 11, 2024

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, July 15, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

17852 Lee Avenue
Redington Shores, FL

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of July 15, 2024

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, July 15, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) May 1, 2024 **[See page 1]**
 - (ii) June 5, 2024 **[See page 4]**
 - 2) Operations and Development Committee
 - (i) May 6, 2024 **[See page 6]**
 - 3) Finance and Administration Committee
 - (i) June 3, 2024 **[See page 8]**
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) June 3, 2024 **[See page 10]**
 - b. Commission Minutes
(For Approval)
 - 1) June 17, 2024 **[See page 12]**
 - c. Treasurer's Report
 - 1) March 2024 **[See page 18]**
 - d. Proposed Fourth Amendment
Aviation Hangar Lease – Warner Media, LLC **[See page 48]**

- e. Approval of Change Order Request **[See page 54]**
Professional Services Agreement – Runway Shoulders and
Blast Pad Rehabilitation Design (E22-11)
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Election of Officers **[See page 56]**
 - b. Additional Public Art Opportunity **[See page 57]**
Approval of Infrastructure Development
(Replacement Passenger Terminal)
 - c. Award of Professional Services Agreement **[See page 64]**
Airport Marketing Consultant Services
- 7. ITEMS PULLED FROM CONSENT CALENDAR
- 8. EXECUTIVE DIRECTOR COMMENTS
- 9. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on
their activities, and request an agenda item for future meeting.)
- 10. PUBLIC COMMENT
- 11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, July 15, 2024

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meetings of May 1, 2024, and June 5, 2024; Operations and Development Committee meeting of May 6, 2024; approved minutes of the Finance and Administration Committee meeting of June 3, 2024; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 3, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of June 17, 2024, are included in the agenda packet for Commission review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for March 2024 is included in the agenda packet. At its meeting on June 17, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. PROPOSED FOURTH AMENDMENT – AVIATION HANGAR LEASE – WARNER MEDIA, LLC. A staff report is included in the agenda packet. At its meeting on June 17, 2024, the Finance and Administration Committee voted (3-0) to recommend that the Commission approve the proposed Fourth Amendment to the Lease with Warner Media. GTC Management Services, Inc., the aviation operating entity of Time Warner, was awarded an Aviation Hangar Lease in 2003 for three adjoining facilities in the northwest area of the Airport. As a result of the acquisition of Time Warner by AT&T Inc. ("AT&T"), completed on June 14, 2018, Time Warner became a wholly owned subsidiary of AT&T. Thereafter AT&T and Time Warner implemented a series of changes with the entities that oversee their aviation operation. During this period, the leased premises was reduced, the lease term was extended, and the Lease was transferred among affiliated entities through assumptions and assignments. Warner Media, LLC., a wholly owned conglomerate of AT&T, is now the responsible entity managing the aviation operations and tenancy in the remaining leasehold (Hangar 37) and wishes to memorialize all changes to the Lease under one amendment.
- e. APPROVAL OF CHANGE ORDER REQUEST – PROFESSIONAL SERVICES AGREEMENT – RUNWAY SHOULDERS AND BLAST PAD REHABILITATION DESIGN (E22-11). A staff report is included in the agenda packet. At its meeting on June 17, 2024, the Operations and Development Committee voted (2-0) to recommend that the Commission approve a Change Order to the RDM International Inc. contract in the amount of \$21,678, an increase of \$10,000 for design management service not to exceed a total of \$30,000, an increase in the

design contingency to a total not to exceed amount of \$40,000 and authorization for Staff to implement the proposed changes.

6. ITEMS FOR COMMISSION APPROVAL

- a. **ELECTION OF OFFICERS.** A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.
- b. **ADDITIONAL PUBLIC ART OPPORTUNITY – APPROVAL OF INFRASTRUCTURE DEVELOPMENT (REPLACEMENT PASSENGER TERMINAL).** A staff report is included in the agenda packet. During the selection process for the Replacement Passenger Terminal (“RPT”) Art in Public Places sculptures, the Commission directed staff and the Program Manager to determine if an additional public artwork opportunity within the RPT could be made available to local area artists that may not possess past public artwork experience.

Working with the design-build team, staff and the Program Manager identified three locations within the RPT, more specifically the connectors in the gate concourse, which can be structurally modified to provide an additional public artwork opportunity. This design modification and infrastructure implementation work will need to be added to the design-builder’s scope. A proposed Change Directive to issue a Change Order for this task is included in the agenda packet.

At its special meeting on July 10, 2024, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve a Change Order to Holder, Pankow, TEC – a Joint Venture in the amount \$200,600 to perform the RPT design modification and infrastructure implementation necessary to create this additional public artwork opportunity.

- c. **AWARD OF PROFESSIONAL SERVICES AGREEMENT - AIRPORT MARKETING CONSULTANT SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission award a Professional Services Agreement to Anyone Collective for a not-to-exceed amount of \$895,000. Anyone Collective will provide airport marketing consulting services and media purchases in support of the Authority’s FY 2025 Branding, Marketing and Advertising program. Details on the proposed expenditures and scope of work are included in the agenda packet. Subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its consideration immediately following the Committee’s meeting.

**SUSTAINABLE BURBANK COMMISSION
JUNE 24, 2024, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Robin Gemmill (Vice Chair)
Kevin O'Brien
Limor Zimskind
Alissandra Valdez
Adrine Der-Tavitian
Jenny Deahl
Jared Cavagnuolo
Charles Wilson

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Robert Keatinge – Associate Planner, Community Development
Amanda Landry – Principal Planner, Community Development

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

William Elder thanked the Commission for their support of the Bus Rapid Transit efforts.

B. Commission Member Communication

Chair Victoria Kirschenbaum announced that she volunteered for the Monarch Mile and toured the Apricot farms. She stated that she and Commissioner Jenny Deahl viewed the new plantings at Brace Canyon Park. Ms. Kirschenbaum also introduced the new Sustainable Burbank Commissioner Charles Wilson.

Commissioner Wilson introduced himself.

Vice Chair Robin Gemmill provided an update on Burbank Unified School District (BUSD) and Tree People's Cal Fire Grant status.

Commissioner Deahl provided an update on the recent Parks and Recreation Board meeting.

C. Staff Communication

There was no comment from staff.

IV. APPROVAL OF MINUTES

Ms. Deahl moved, and Ms. Valdez seconded a motion to approve the May 20, 2024, draft minutes. The motion was approved by Ms. Gemmill, Mr. Cavagnuolo, Ms. Zimskind, Mr. O'Brien, Ms. Der-Tavitian, Mr. Wilson, and Ms. Kirschenbaum.

V. MEDIA DISTRICT PLAN UPDATE

Community Development Staff Robert "Bobby" Keatinge provided an update on the Media District Plan and requested feedback from the Commission (attachment 1). Commissioners asked questions and engaged in discussion.

VI. SUSTAINABLE EVENTS BUDGET PROPOSAL FISCAL YEAR 2024-25

Ms. Kirschenbaum provided an update on the City Council meeting regarding the budget provided to the Commission. Ad Hoc Sustainable Burbank Commission Budget Subcommittee was created which include Ms. Zimskind, Ms. Deahl, Ms. Kirschenbaum, and Mr. Wilson as members. The subcommittee is to meet with staff to discuss the process of utilizing the budget.

VII. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

Ms. Kirschenbaum and Ms. Deahl provided an update on the Recology Tour. The subcommittee asked staff about the process at the plant. They also asked staff for an update on their outreach efforts and the email blast being sent to businesses.

VIII. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE

Ms. Deahl provided an update on the ribbon cutting event for the iron flow battery. Ms. Kirschenbaum provided an update on the recent Transportation Commission meeting. She also provided an update on the Burbank Water and Power Board meeting.

IX. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE

The subcommittee received the Los Angeles County Community Forest Master Plan and provided a brief update. Ms. Gemmill informed the Commission about an oak tree insect infestation affecting the Santa Monica area.

X. AD HOC OUTREACH SUBCOMMITTEE

Ms. Valdez provided an update on the Go Green events and informed the Commission about her planned efforts for community outreach.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Banning of Gas-Powered Leaf Blowers in Burbank – Discussion (August 13, 2024)

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Ad Hoc Environmental Justice Subcommittee
2. Ad Hoc Sustainable Burbank Commission Budget Subcommittee
3. Election of Officers (August 19, 2024)

FUTURE AGENDA ITEMS

- Urban Forestry Plan Presentation by Parks and Recreation (TBD)
- Greenhouse Gas Reduction Plan Annual Report and Inventory Update (July 15, 2024)
- Presentation from Parks and Recreation on Urban Forestry, Habitat Restoration and Electrification of Landscape Equipment (July 15, 2024)

XIII. ADJOURNMENT

The meeting was adjourned at 6:33 p.m. The next meeting will be held on Monday, July 15, 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

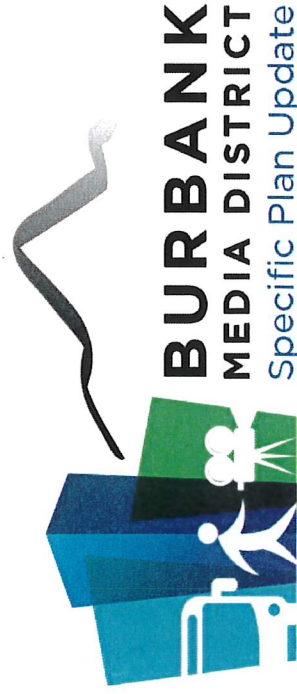
John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

Attachment 1

MEDIA DISTRICT SPECIFIC PLAN UPDATE SUSTAINABLE BURBANK COMMISSION INTRODUCING THE ADMINISTRATIVE DRAFT

June 24, 2024



Project Team

CITY OF BURBANK – CDD/Planning Division

Amanda Landry: Project Manager, Principal Planner

Fred Ramirez: Asst. CDD Director - Planning

Scott Plambaeck: Planning Manager

David Kim: Senior Planner

Joseph Pangilinan: Associate Planner

Robert Keatinge: Associate Planner

CITY OF BURBANK – CDD/Transportation Division:

David Kriske: Asst. CDD Director – Transportation

Marcos Fuentes: Senior Planner

SO. CALIFORNIA ASSOC. OF GOVERNMENTS (SCAG)

Grieg Asher: Planning Supervisor

WITH TECHNICAL SUPPORT FROM:

WSP: Land Use & Transportation

ARELLANO ASSOCIATES: Outreach & Engagement

PERKINS + WILL: Urban Design

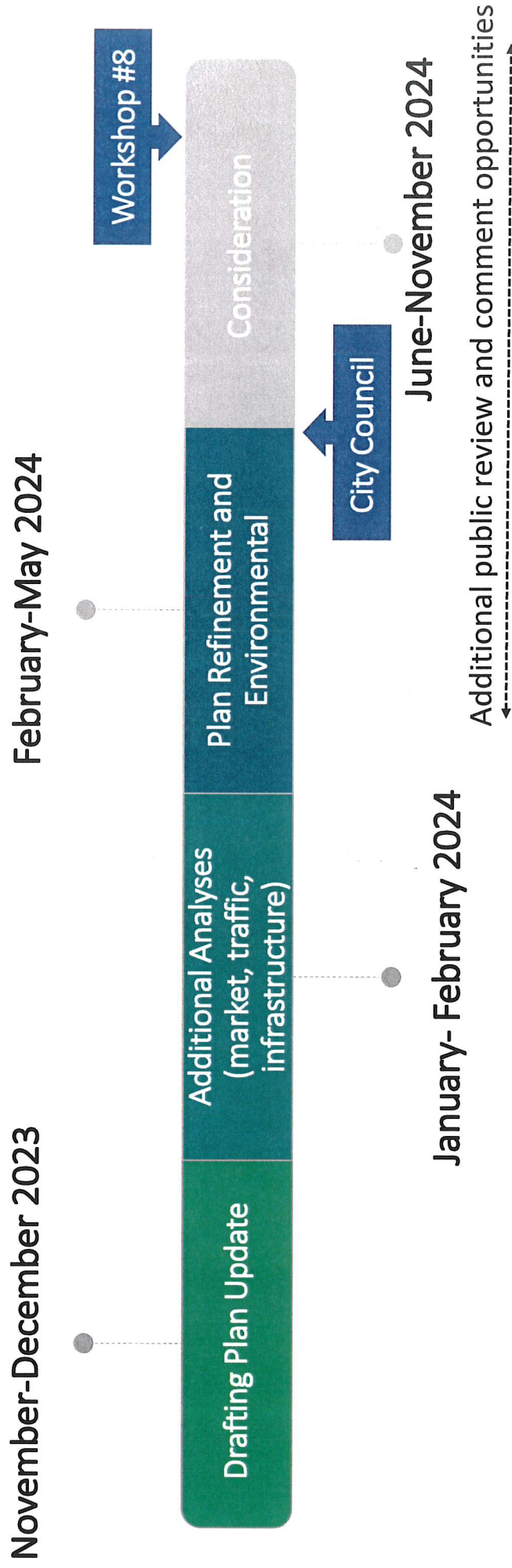
RINCON: Environmental Analysis

KOSIMONT: Economic Market Analysis



BURBANK
MEDIA DISTRICT
Specific Plan Update

Project Timeline – Current Phase



Chapters 1 and 2: Executive Summary and Introduction

- **Executive Summary**
 - Comprehensive overview of the Specific Plan
 - Outlines existing conditions and guiding framework

- **Introduction**
 - Describes the purpose and relationship to General Plan
 - Three overarching goals:
 1. Emphasize Contextual Developed
 2. Encourage Transit Oriented Growth
 3. Facilitate Streamlined Housing Production



Chapter 3: Community Engagement

Community Workshops

- Project Overview – September 2022
- Land Use & Placemaking – October 2022
- Transportation & Mobility – November 2022
- Proposed Alternatives – February 2023
- Land Use – November 2023
- Mobility – March 2024

Stakeholder Briefings

- September 2022
- October 2022
- November 2022

Burbank Farmer’s Market Booth

- November 2023

Neighborhood Walkabouts

- November 2022
- January 2023
- April 2023

City Listening Session

- May 2023

Notification

- Eblasts
- Social Media
- Postcard Mailers
- Bus Shelter Advertisements
- Business Outreach
- Park Banners
- Pop-up Events

Chapter 4: Media District Profile and Characteristics

- Explains the context of the Media District in relation to Burbank and Los Angeles County
- Existing conditions and demographic profile
- Highlights relevant planning documents and policies applicable to the planning area.



4,500
Population



2,500
Housing Units



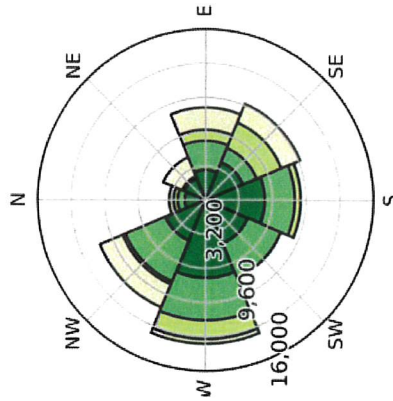
39.5
Median Age



\$92,600
Median Income

SPECIFIC PLAN AREA – COMMUTING PATTERNS

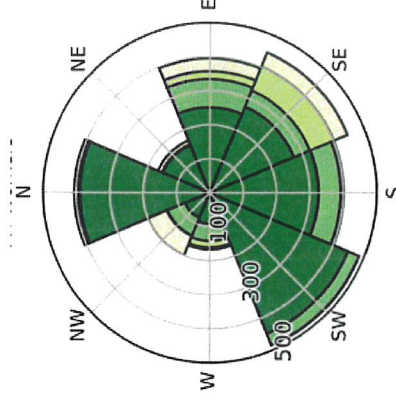
Commuter Distance	Work in Specific Plan Area	%
< 10 Miles	32,305	48%
10 - 24 Miles	19,201	28%
25 - 50 Miles	6,784	10%
> 50 Miles	9,101	14%
	67,391	



- ~67,000 commute to the Specific Plan Area to work
- ~2,300 commute out of the Specific Plan Area to work



Commuter Distance	Live in Specific Plan Area	%
< 10 Miles	2,012	76%
10 - 24 Miles	346	13%
25 - 50 Miles	140	5%
> 50 Miles	166	6%
	2,664	



Source: OnTheMap, Kosmont (2023)

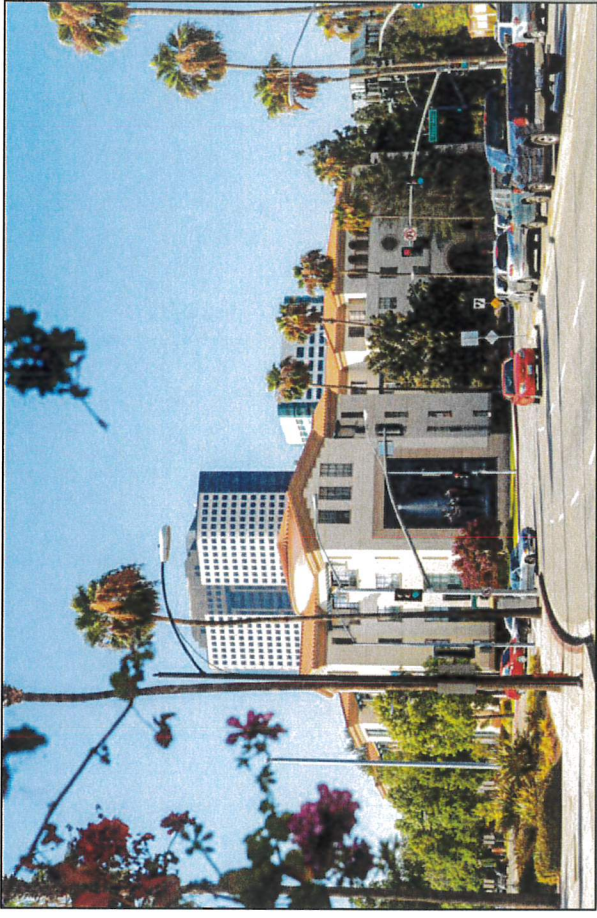
BURBANK MEDIA DISTRICT SPECIFIC PLAN - REAL ESTATE MARKET ANALYSIS | APRIL 2024 | 20



BURBANK
MEDIA DISTRICT
Specific Plan Update

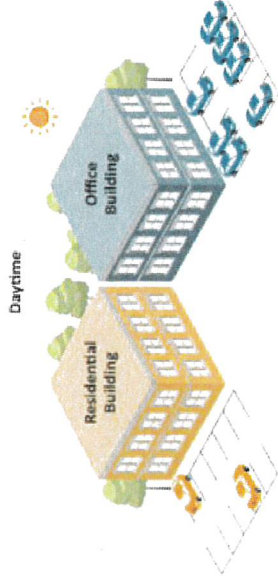
Chapter 5: Land Use and Urban Form

- Articulates the goals of the land use plan for the Media District.
- Explains the land use designations, zoning, permitted and conditionally permitted uses, and transfer of development rights (TDR).
- Includes a full set of objective development standards and guidelines.

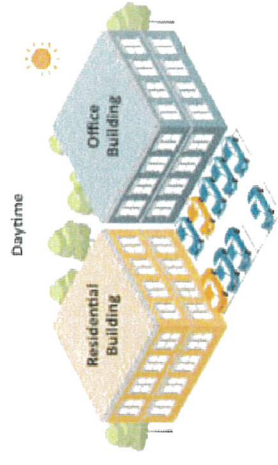


Chapter 6: Mobility

- Safe and efficient multi-modal transportation system to support the future development of the Media District



Unshared: Business as Usual



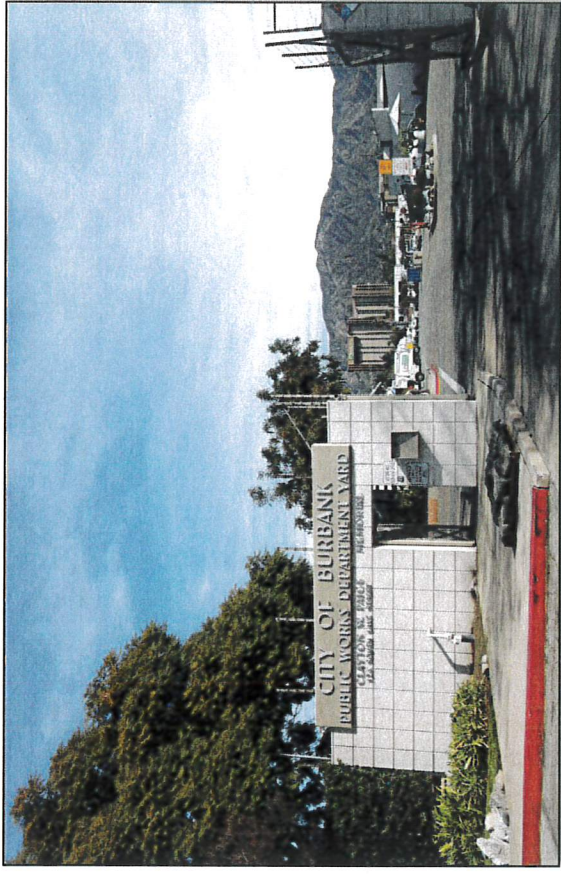
Shared: Right-sized Parking

- On-Street Parking Management employing Citywide Parking Management Principles:
 - Protect Single Family Parking

- Leverage Underused Private Parking
- Increase Availability
- Regulate Street and Public Parking Lots with fees

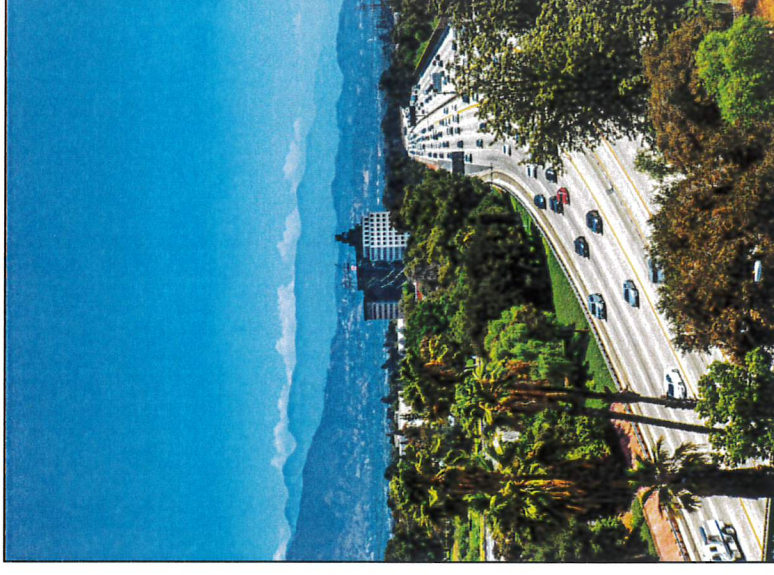
Chapter 7: Infrastructure

- Discusses public facilities, water supply, energy, and sewage systems
- Additional analysis of existing capacity and potential improvements necessary to meet future demands is being completed



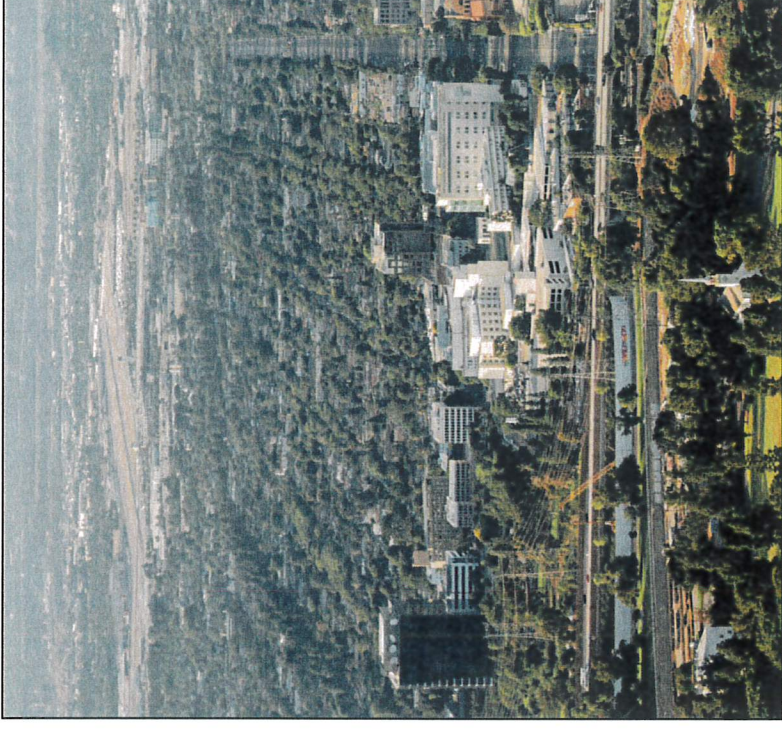
Chapter 8: Implementation

- Summarizes steps to implement the Specific Plan, including regulatory actions, programs, and improvement projects
- Identifies potential funding through financing strategies and sources
- Outlines the entitlement process for future projects



Environmental Review

- MDSP Update Project is subject to the California Environmental Quality Act (CEQA).
- Program Environmental Impact Review (EIR) is being prepared.
- Additional Outreach Anticipated in Summer 2024
 - Focused on the environmental review and the release of the draft environmental documents.



Next Steps

Workshop Eight (Summer 2024)

- Gather additional feedback on the Draft Specific Plan

Finalizing Specific Plan and Environmental Review (Fall 2024)

- Completing the final draft plan and environmental document

Planning Commission Meeting and City Council Hearings (Winter 2024)

- Presentation for consideration of adoption

[Additional Available Resources \(www.burbankmediadistrictsp.com\)](http://www.burbankmediadistrictsp.com)

Stay Connected, Stay Engaged

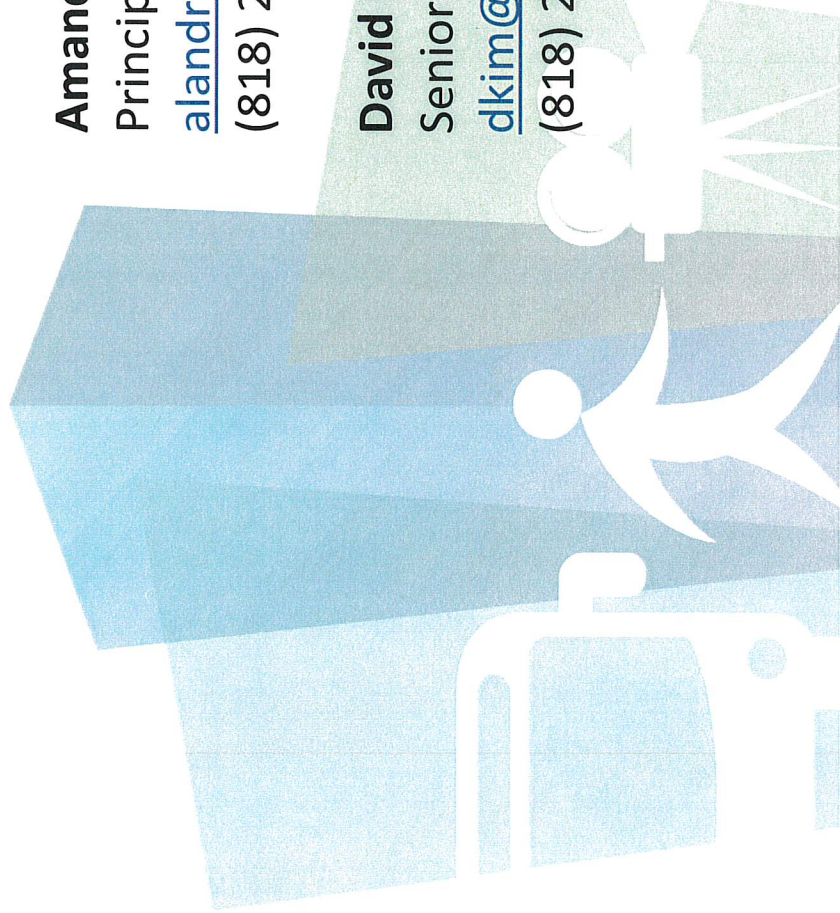
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please contact:

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**MEDIA DISTRICT SPECIFIC PLAN UPDATE
SUSTAINABLE BURBANK COMMISSION
INTRODUCING THE ADMINISTRATIVE DRAFT
June 24, 2024**

