

**BURBANK UNIFIED SCHOOL DISTRICT**  
**SURPLUS PROPERTY ADVISORY (“7-11”) COMMITTEE**

April 9, 2025

**Minutes**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

*The meeting was called to order by Committee Chair, Justin Robertson at 6:05 p.m.  
The pledge of allegiance was led by Hugo Maldonado.*

2. ROLL Call (Establishment of Quorum)

**Members Present:**

- **Justin Robertson - Chair**
- **Chantal Sampogna**
- **Tyler Bonstead**
- **Hugo Maldonado**
- **Andre Dionysian**
- **Eric Carter**
- **Peter Knapik**

**Members Absent:**

- **Naomi Park**
- **Melissa Ximena Golebiowski**

3. APPROVAL OF MINUTES - Minutes 03.26.25

*The motion to approve was made by Peter Knapik  
Seconded by Eric Carter*

*Motion carried, as presented, one committee member abstained (Andre Dionysian)*

4. PUBLIC COMMENT (No more than two (2) minutes may be allotted to each speaker)

5. NEW AND/OR UNFINISHED BUSINESS

- Valuation Report for Both Properties
  - Valuation Reports of properties reviewed
- Brief Budget Discussion – General Fund / Bond Funds
  - Reviewed a handout that provided the description of funds and allowable uses
  - Surplus funds are almost never allowable to transfer to General Fund
  - Deferred Maintenance Legacy Fund – no longer receive funds
- Potential Uses for Properties Discussed by Staff
  - Provided a handout, the website has interactive city-wide zoning
  - CDS Zone BCCB is for commercial use
  - Mr. Cantwell relayed a message from Cabinet, they wanted to make clear that there is no current plan for utilization of CDS. If not leased, there are advocates for either using CDS as a professional development space or storage
- City Plan Community Needs
  - Provided copy of 1997 City Plan

- \*Approximate start time: 6:45\* Committee Discussion on Tentative Position on Determining Surplus Status and Exploration of community tolerance levels for potential uses.
  - There was a discussion amongst the committee members

***The motion to declare both properties surplus was made by Andre Dionysian  
Seconded by Chantal Sampogna  
Motion carried unanimously***

***The motion to recommend the sale of the parking lot was made by Eric Carter  
Seconded by Hugo Maldonado  
Motion carried unanimously***

- Questions / Committee Thoughts:
  - In order to lease does the property need to be deemed surplus? Response: The property must be deemed surplus in order to lease.
  - If a property is been deemed surplus, can it be changed? Response: Yes, at any point of the process the recommendation can change. Up until the District signs an agreement/contract.
  - If CDS is used by the District as a professional development space, will it be used as a constant professional development space? Response: The space would be used as an ongoing PD space, however the District doesn't have the financial ability to provide PD.
  - If both properties are sold, what will happen to the cash? Response: Goes into fund 40, not able to invest but will get interest. The funds must go into facilities (similar to bond) funds. If leased, those funds can go into general fund.
  - Will it hurt us to put these funds into facilities? Response: No, the District has much need based on the Facilities Master Plan. Did not go out for the bond based on need kept the rate was kept the same as the previous bond.
  - At some point during the process would the District take consideration on parks needed in the community? Response: At a certain point, the City of Burbank will be notified and have priority to negotiate.

## 6. ITEMS FOR FUTURE AGENDA

- Public Hearing Notice
- Discussion item which may lead to a vote to make a recommendation to the Board
- Burbank Civic Center Project
- Location of Parks in the Area

## 7. NEXT MEETING is scheduled for April 30, 2025

## 8. ADJOURNMENT

The meeting was adjourned by the Committee Chair Justin Robertson at 7:30 pm