

**Burbank Unified School District
Administrative Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Andrew Cantwell, Chief Administrative Officer

PREPARED BY: Andrew Cantwell, Chief Administrative Officer

SUBMITTED BY: Terri Ramirez-Adams, Senior Administrative Assistant

DATE: July 10, 2025

SUBJECT: Adoption of Resolution 1 – Confirming Acceptance of the Surplus Property Advisory Committee Report; Declaring Properties Surplus; Authorizing the Pursuit of Sale for the Properties; and Finding the Properties to be Exempt Surplus Land Pursuant to Government Code Section 54221

Background:

The District owns two properties:

1. A parking lot property located near Palm Avenue, Glenoaks Boulevard, and Orange Grove Avenue in Burbank (referred to as the “Parking Lot Property)
2. The Community Day School site located at 223 E. Santa Anita Avenue, Burbank (referred to as the “Community Day School Property”)

Pursuant to Education Code Section 17388 et seq., the Board previously appointed a Surplus District Property Advisory Committee to evaluate potential surplus real estate assets and provide recommendations to the Board.

The Advisory Committee completed its evaluation and submitted a final report entitled “Surplus Property Committee Report to the Board,” which recommended that both the Parking Lot Property and the Community Day School Property be declared surplus and that the District pursue their sale in accordance with applicable Education Code requirements.

Discussion/Issues:

Adoption of the resolution allows the following:

- Formally confirm acceptance of the Surplus Property Advisory Committee’s report.
- Declare both the Parking Lot Property and the Community Day School Property as surplus.
- Authorize the District to begin the process of offering the properties for sale in compliance with Education Code Sections 17464, 17485 et seq., and Government Code Section 54222.
- Designate both properties as “exempt surplus land” under Government Code Section 54221(f)(1)(L)(i), thereby exempting the properties from the Surplus Land Act’s notification requirements.
- Direct the Superintendent or designee to initiate the required notification and bidding process for the sale of the properties, subject to future Board approval of final transaction terms.

Fiscal Impact:

Potential revenue from the future sale of surplus properties. Specific fiscal impacts will be determined following completion of the public offering and bid process.

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education adopt Resolution 1 – Confirming Acceptance of the Surplus Property Advisory Committee Report; Declaring Properties Surplus; Authorizing the Pursuit of Sale for the Properties; and Finding Properties to be Exempt Surplus Land Pursuant to Government Code Section 54221, as presented.



RESOLUTION 1

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE BURBANK
UNIFIED SCHOOL DISTRICT CONFIRMING ACCEPTANCE OF THE
SURPLUS PROPERTY ADVISORY COMMITTEE REPORT;
DECLARING PROPERTIES SURPLUS; AUTHORIZING THE PURSUIT
OF SALE FOR THE PROPERTIES; FINDING PROPERTIES TO BE
EXEMPT SURPLUS LAND PURSUANT TO GOVERNMENT CODE
SECTION 54221.**

(The Parking Lot Property and the Community Day School Property)

WHEREAS, Burbank Unified School District (the “District”) owns real property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, Burbank, CA 91502, which property is known generally as the District’s “Parking Lot Property” and real property located at 223 E Santa Anita Ave, Burbank, CA 91502, which property is known generally as the District’s “Community Day School Property” (collectively, the “Properties”)

WHEREAS, the District’s Board of Trustees (“Board”) previously appointed a Surplus District Property Advisory Committee, pursuant to Education Code section 17388, *et seq.* (the “Advisory Committee”), to advise the Board in the development of District-wide policies regarding the use or disposition of District real property not needed for school purposes, including the Parking Lot Property and Community Day School Property;

WHEREAS, the District’s Board has received and desires to accept the Advisory Committee’s final reported, entitled “Surplus Property Committee Report to the Board,” pursuant to Education Code section 17388, *et seq.* (the “Committee Report”) attached hereto as Exhibit A;

WHEREAS, with respect to the Parking Lot Property, as set forth in the Committee Report, the Advisory Committee recommended that:

- a) the Board declare the Parking Lot Property as surplus; and
- b) should the Board decide to pursue the surplus property procedures for the Parking Lot Property, the Board should sell the Parking Lot Property pursuant to California law and the process required by the Education Code;

WHEREAS, with respect to the Community Day School Property, as set forth in the Committee Report, the Advisory Committee recommended that:

- a. the Board declare the Community Day School Property as surplus; and

b) should the Board decide to pursue the surplus property procedures for the Community Day School Property, the Board should sell the Community Day School Property pursuant to California law and the process required by the Education Code;

WHEREAS, Assembly Bill 1486 revised Government Code section 54220, *et seq.* (the “Surplus Lands Act”), to establish certain notification requirements applicable to properties owned by public agencies which, in sum, require public agencies to notify certain housing sponsors identified by the Department of Housing and Community Development prior to selling or leasing the property (“Notice Requirements”);

WHEREAS, the Surplus Land Act also includes Government Code section 54221(f)(1)(L)(i), which establishes that properties sold or leased by school districts pursuant to the Advisory Committee process set forth in Education Code section 17388 are not subject to such public agency notification requirements because such property is deemed “exempt surplus land;”

WHEREAS, therefore, school districts can, and often do, formally declare such properties exempt from public agency notification requirements of the Surplus Land Act;

WHEREAS, prior to any sale to the public, the Properties must be offered to specified entities pursuant to Education Code section 17464 and Government Code section 54222;

WHEREAS, after complying with Education Code section 17464, Education Code section 17485 *et seq.*, and Government Code section 54222, if the notified entities do not identify an interest and/or a deal is not reached with an interested notified entity, the District desires to sell the Properties in a public bid auction, pursuant to Education Code section 17466 *et seq.* the date for which would be identified at a subsequent Board meeting and interested bidders for the purchase of the Properties would submit a bid proposal on a form to be supplied by the District.

NOW, THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

- Section 1. That the above recitals are true and correct.
- Section 2. That the Board hereby accepts the Advisory Committee’s Report.
- Section 3. That the Board hereby declares the Parking Lot Property to be surplus property, which is defined by Education Code section 17455 as property “which is not or will not be needed by the district for school classroom buildings at the time of delivery of title or possession.”
- Section 4. That the Board hereby authorizes the pursuit of a sale of the Parking Lot Park Property, which transaction shall be in effect only under the terms and conditions of a future Board action and formal approval by the Board.
- Section 5. That the Board hereby finds and declares that the Parking Lot Property

constitutes “exempt surplus land” as defined in Government Code section 54221(f)(1)(L)(i) provided the Parking Lot Property is ultimately sold pursuant to the recommendation made by the Advisory Committee as set forth in Education Code section 17388, and therefore, will not be subject to the Notice Requirements.

Section 6. That the Board hereby declares the Community Day School Property to be surplus property, which is defined by Education Code section 17455 as property “which is not or will not be needed by the district for school classroom buildings at the time of delivery of title or possession.”

Section 7. That the Board hereby authorizes the pursuit of the sale of the Community Day School Property, which transaction shall be in effect only under the terms and conditions of a future Board action and formal approval by the Board.

Section 8. That the Board hereby finds and declares that the Community Day School Property constitutes “exempt surplus land” as defined in Government Code section 54221(f)(1)(L)(i) provided the Community Day School Property is ultimately sold pursuant to the recommendation made by the Advisory Committee as set forth in Education Code section 17388, and therefore, will not be subject to the Notice Requirements.

Section 9. That the District’s Superintendent or designee is authorized and directed to send written offers for the sale of the Properties to public agencies pursuant to Education Code section 17464, Education Code section 17489, and Government Code section 54222.

Section 10. That the District’s Superintendent, or a designee, is authorized and directed to take all actions necessary and required by Education Code for the sale of the Parking Lot Property and the Community Day School Property;

Section 11. That the Superintendent of the District or a designee is hereby authorized and directed to take all actions necessary to effectuate this Resolution.

ADOPTED, SIGNED AND APPROVED this 10th day of July 2025.



President of the Board of Trustees for
the Burbank Unified School District

I, Emily Weisberg, Clerk of the Board of Burbank Unified School District, do hereby certify that the foregoing Resolution was adopted by the Board of Trustees of said District at a meeting of said Board of Trustees held on the 10th day of July 2025, and that it was so adopted by the following vote:

AYES: 4

NOES: 0

ABSENT: 1

ATTEST: _____

Emily Weisberg
Clerk of the Board of Trustees of
Burbank Unified School District

EXHIBIT A

COMMITTEE REPORT

Burbank Unified School District
Surplus Property (“7-11”) Committee

May 14, 2025

Re: Surplus Property Committee Report to the Board (Resolution 11)

To the Members of the Board of Education:

Last fall, the Board voted to convene a Surplus Property (“7-11”) Committee (Committee) of community members to study and recommend to the Board whether two properties, 223 E Santa Anita Ave (Community Day School) and a district-owned parking lot located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue (Parking Lot), should be deemed surplus; and if so, whether they should be sold or leased, and the community’s tolerances and recommendations for future uses.

The Committee met five times between February 27 and May 14, including a site visit to the Community Day School campus on March 26, and held two public hearings, the first on April 30 and the second on May 14, 2025. At its meetings, the Committee requested and received information from District staff regarding the properties and their condition, their ownership and use history, estimated market rate values, Burbank enrollment and birth rate projections, the District’s budget and facilities needs, implications of sale vs. leasing, area demographics, current and future area land uses and zoning, and expressions of interest in the properties from potential lessees or buyers. In regard to tolerance and recommendations for future uses, the Committee considered the District’s and neighboring educational partners’ need, if any, for educational space, the City of Burbank’s Civic Center Project, and locations of and access to housing, parks, transportation, and hotels.

Recommendations

The Committee voted to recommend:

1. Both properties be declared surplus
2. Parking Lot
 - Sale of property to the highest bidder
 - Preference for community serving uses
3. Community Day School
 - Sale of property
 - Preference for community serving uses, specifically housing, parks, and educational uses (in no particular order)

Respectfully Submitted,

Committee Members:

Justin Robertson, Chair

Tyler Bonstead

Eric Carter

Andre Dionysian

Melissa Ximena Golebiowski

Peter Knapik

Hugo Maldonado

Chantal Sampogna

Attachment: Exhibit A