Weekly Management Report
November 25, 2026

1.	**Memo**	Planning Commission Meeting on October 26, 2026 **Community Development Department**
2.	**Memo**	Landlord-Tenant Commission Meeting on November 2, 2026 **Community Development Department**
3.	**Memo**	Burbank Hospitality Association Meeting on October 7, 2026 **Community Development Department**
4.	**Minutes**	Burbank Water and Power Board Meeting on November 5, 2026 **Water and Power Department**
5.	**Minutes**	Civil Service Board Meeting on November 4, 2026 **Management Services Department**

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: November 4, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Fred Ramirez, Assistant Community Development Director – Planning
By: Diana Arias, Intermediate Clerk

11/4/26

SUBJECT: Planning Commission Meeting –October 26, 2026

- This memorandum goes over the general information of the Planning Commission meeting that was held on October 26, 2026. There was one item for public hearing and one report presented to the Planning Commission.
- Project No. 26-0003272 was presented to the Commission by Assistant Planner, Eduardo Rendon. The project included a request for a Conditional Use Permit and Development Review to Allow an Amusement Enterprise Use (Super WYLD) at 330 N. San Fernando Boulevard (formerly the Urban Outfitters store).
- After Commission discussion, Commissioner Bennett made a motion to approve the item, subject to amendments on the Project Condition of Approval No. 13 to change the hours of operation from 8 a.m. to 10 p.m., Sunday through Saturday, A Request for a Conditional Use Permit and Development Review to Allow an Amusement Enterprise Use (Super WYLD) at 330 N. San Fernando Boulevard. Commissioner Van Gorder seconded the motion with the proposed edits to the Condition of Approval No. 13. Motion carried by a 5-0 vote. Motion passed.
- Project No. 18-0003736 was presented to the Commission by Principal Planner, Leonard Bechet. The report included a follow-up of the Draft Downtown Transit Oriented Development Specific Plan ("DTSP") Policy Document.
- After Commission discussion and feedback to staff the commission noted and filed the report.
- Planning Manager, Scott Plambaeck announced to the Commission there will be two items for the scheduled Planning Commission meeting for November 9th.

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: November 24, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Shipra Rajesh, Housing Development Manager

SUBJECT: Landlord-Tenant Commission Meeting – November 2, 2026.

- One member of the public attended the meeting in person.
- There were no oral comments during the meeting.
- The Commission reported on an intake form concerning reimbursement of security deposit and rental charges incurred after the tenant's departure. The case remains open pending further correspondence from the tenant.
- Commissioner Rodriguez inquired about permitting group homes in the City's single-family residential zones. Shipra Rajesh, Housing Development Manager, explained that community care facilities as well as transitional and supportive housing are permitted uses in the residential zones.
- Commission Chair Nahabedian proposed agendizing a follow-up discussion on the future role of the Landlord-Tenant Commission and inquired about mediation training for the Commissioners. Shipra Rajesh recommended agendizing this topic for early 2027, following further direction from the City Council.
- The Commission approved the October 5, 2026, meeting minutes.
- There were no Commission or staff announcements.
- The meeting adjourned at 6:26 P.M.

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: November 24, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Mary Hamzoian, Interim Assistant Community Development Director, Economic Development & Real Estate
BY: Odette Zakarian, Senior Administrative Analyst

SUBJECT: Burbank Hospitality Association (BHA) Meeting – October 7, 2026

- Craig Settimo, General Manager of Hotel Amarano, was appointed to the Board. Mr. Settimo is a Burbank resident and heavily involved in community organizations. He has many years of hotel sales and operations experience.

- The Board renewed its annual marketing partnership with the Burbank Chamber of Commerce. Throughout the year, the Chamber has continuously promoted Visit Burbank in their newsletter and social media platforms, as well as the Guide to Burbank. They also hosted mixers at three Burbank hotels and recognized Visit Burbank as a top-tier sponsor at State of the City. The Chamber will continue these efforts as well as new initiatives in 2027.

- Staff provided a marketing update and gave the Board a preview of the new visitor guide, bike map for hotels participating in the bike program, and digital ads. The Board also made a motion to hire an independent digital media specialist to manage paid media campaigns. By transitioning away from a full-service agency model and bringing website maintenance and social and digital media management in-house, Visit Burbank will be saving around $155,000 annually.

6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
NOVEMBER 05, 2026

Mr. Smith called the meeting of the Burbank Water and Power Board to order at 5:00 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Smith called for the Pledge of Allegiance to the Flag.

ROLL CALL

BOARD PRESENT: Mr. Altman; Mr. Cherry; Mr. Eskandar; Mr. Malotte; Mr. Nielsen; Mr. Smith

BOARD ABSENT: Mr.Luddy

STAFF PRESENT: Mr. Sleiman, Chief Assistant General Manager-BWP; Mr. Messineo, Assistant General Manager-Power Supply; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Assistant General Manager-Operational Technology; Mr. Aquino, Assistant General Manager-Customer Service; Ms. De La Cruz, Acting Assistant General Manager-Utility Administrative Services; Mr. Olsen, Acting Assistant General Manager-Electric Services; Mr. Casillas, Power Resources Manager; Ms. Covarrubias, Administrative Analyst II; Mr. Beckett, Water Maintenance/Construction Superintendent; Mr. Shehata, Electrical Engineer; Mr. Clark, Principal Electrical Engineer;; Mr. Chwang, Senior Assistant City Attorney; Ms. Kalomian, Financial Planning and Risk Manager; Ms. Sheth, Financial Accounting Manager-BWP; Mr. Sheikh, Senior Manager-Water Systems; Mr. Cranmer, Environmental and Safety Manager, Ms. Flores, Senior Administrative Analyst; Ms. Momayez, Energy Services and Utility Rates Manager

ORAL COMMUNICATIONS

None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Mr. Sleiman began the General Manager Report by informing the Board that agenda item 7D. Recommend the Approval of a Five-Year Lease Agreement with U.S. Bancorp Government Leasing and Finance Inc., for an Electric Bucket Truck would be postponed to a later date and would no longer be presented to City Council on December 08, 2026, as originally planned.

Mr. Sleiman provided an update on the Integrated Resources Plan (IRP), noting that BWP is currently reviewing vendor proposals to the Request for Proposal (RFP). Mr. Sleiman also noted that the selected vendor will be presented to the Board upon completion of the review process.

Mr. Sleiman introduced Mr. Olsen to the Board and noted that he will temporarily serve as the Assistant General Manager of Electrical Services while Ms. Samra and Mr. Sleiman focus on the IRP and budget process.

Mr. Sleiman informed the Board that Ms. Samra has returned to work but was unable to attend the meeting due to limitations with her ability to speak.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Cherry, seconded by Mr. Eskandar, and carried 6 – 0, noting Mr. Luddy's absence, to approve the meeting minutes of the regular meeting of October 01, 2026.

END OF CONSENT CALENDAR

PRESENTATIONS

RECOMMEND THE ISSUANCE OF WATER REVENUE BONDS NOT TO EXCEED $43,000,000 FOR WATER SYSTEM CAPITAL INVESTMENTS

Ms. Kalomian, Mr. Lom, Director of KNN Public Finance, LLC, and Mr. Sheikh presented the recommendation for the issuance of water revenue bonds not to exceed $43,000,000 for Water System Capital Investments.

Mr. Lillio, Mr. Lom, and Ms. Kalomian responded to board member questions.

It was moved by Mr. Malotte, seconded by Mr. Altman, and carried 6 – 0, noting Mr. Luddy's absence, to recommend that the Burbank City Council authorize the issuance of not to exceed $43,000,000 principal amount of its BWP Water Revenue Bonds, Series of 2026 on a tax-exempt basis; approving the engagement of professional services in connection therewith; approving and authorizing the execution of a fifth supplemental bond indenture; approving the form and authorizing the distribution of an official statement for us in connection of the sale of such bonds; approving the forms of and authorizing certain documents in connection therewith; and authorizing certain other actions relating to the foregoing.

RECOMMEND THE RENEWAL OF THE AUTHORITY OF THE GENERAL MANAGER OF BURBANK WATER AND POWER, AS DESIGNEE TO THE CITY MANAGER, TO ENTER INTO CONTRACTS FOR POWER SUPPLY PRODUCTS AND SERVICES WITH A TERM UP TO FIVE YEARS, WITH SUCH AUTHORITY EXPIRING IN FIVE YEARS ON DECEMBER 31, 2031.

Ms. Kalomian presented the recommendation to renew the authority of the General Manager of Burbank Water and Power, as designee to the City Manager, to enter into contracts for power supply products and services with a term up to five years, with such authority expiring in five years on December 31, 2031.

Ms. Kalomian responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Altman, and carried 6 – 0, noting Mr. Luddy's absence, to recommend that the Burbank City Council adopt a Resolution authorizing the General Manager of BWP, as designee of the City Manager, to undertake short-term sales and purchases

of up to five years in duration for products and services necessary for operation for the City of Burbank's electric utility.

2026 MID-YEAR UPDATES TO BURBANK WATER AND POWER'S RULES AND REGULATIONS GOVERNING UTILITY SERVICE

Ms. Flores presented the 2026 mid-year updates to Burbank Water and Power's Rules and Regulations Governing Utility Service.

Ms. Flores and Mr. Sleiman responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Cherry, and carried 6 – 0, noting Mr. Luddy's absence, to recommend the updated BWP Rules and Regulations Governing Utility service for adoption by the Burbank City Council.

BURBANK WATER AND POWER'S OPERATIONS AND FISCAL YEAR 2025-26 YEAR-END FINANCIAL REPORT

Mr. Lillio and Ms. Sheth presented Burbank Water and Power's operations and Fiscal Year 2025-26 year-end financial report.

Mr. Lillio, Mr. Sleiman, Ms. Sheth, and Mr. Messineo responded to board member questions.

INFORMATION FROM STAFF

ENVIRONMENTAL, HEALTH, AND SAFETY UPDATE

Mr. Cranmer updated the Board on BWP's total recordable injury rate.

Mr. Cranmer responded to board member questions.

WATER DIVISION UPDATE

Mr. Sheikh updated the Board on the current water supply condition.

Mr. Sheikh and Mr. Beckett responded to board member questions.

ELECTRIC SERVICES UPDATE

Mr. Clark updated the Board on system capacity, anticipated growth associated with specific plans, system load forecasts, and the infrastructure requirements, costs, and lead times needed to support growth.

Mr. Shehata provided the Board with an update on the Average Service Availability Index.

Mr. Clark, Mr. Shehata, and Mr. Sleiman responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Cherry requested information regarding the 15 Lifeline accounts in arrears and the 40 in arrears last month, and whether any service disconnections had occurred. Mr. Cherry also requested a report summarizing BWP's approach to service disconnections.

Mr. Eskandar requested that BWP's operations and financials be presented on a monthly basis rather than quarterly.

Mr. Smith requested that additional agenda items be included for open discussion of BWP's operations and financial reports. Mr. Smith also requested a calendar outlining items scheduled for upcoming Board meetings and suggested discussing communication regarding potential rate increases at the next meeting.

Mr. Altman emphasized the importance of clear communication with the public regarding anticipated changes to utility rates.

ADJOURNMENT

The regular meeting was adjourned at 7:12 p.m.

The next regular board meeting is scheduled for December 03, 2026, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Power Resources Manager
Recording Secretary

Mandip Kaur Samra
General Manager-BWP
Secretary to the Board

Brian Smith, BWP Board Chair

November 4, 2026
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present:	Jacqueline Waltman, Chairperson Brady Griffin, Vice-Chairperson Linda Barnes Alexander Keledjian
Members not present:	Matthew Doyle, Secretary
Also present:	Daniel Amaya, Administrative Analyst II Jacqui Batayneh, Administrative Officer Jason Black, BCEA Member at Large Armando Casillas, Power Resources Manager Mary Garipian, Acting Ast General Mgr-Utility Admin Serv Joe Lillio, Chief Financial Officer Betsy McClinton, Management Services Director Eric Mirzaian, Ast Public Works Director Fleet & Buildings Jina Oh, Chief Assistant City Attorney Melissa Potter, Assistant Library Services Director April Rios, Human Resources Manager Mandip Samra, General Manager – BWP Rene Sanchez, Senior Administrative Analyst Griselda Sandoval, BCEA President Jessica Sandoval, Executive Assistant Fabio Serafini, Manager Customer Service Operations Damian Skinner, Public Works Director Wayne Smith, Warehouse Manager – BWP Alvaro Valdez, Ast Mgt Services Dir-Risk Mgt & Safety

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Griffin, seconded by Ms. Barnes and carried 4-0 to approve the minutes of the regular meeting of October 7, 2026, with the following roll call vote: Ayes: Linda Barnes, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Proposed Amendments to Classification Plan

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet the needs of the departments and the City. For the month of November 2026, the Public Works Department and the Burbank Water and Power Department were proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Mr. Keledjian, seconded by Mr. Griffin and carried 4-0, to approve the revision of the specification for the classification of Storekeeper, establishment of the title and specification for the classification of Lead Storekeeper with the following roll call vote: Ayes: Linda Barnes, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

MOTION CARRIED: It was moved by Mr. Keledjian, seconded by Mr. Griffin and carried 4-0, to approve the establishment of the title and specification for the classification of Facilities Maintenance Technician I, revision of the title and specification for the classification of Construction and Maintenance Worker to Facilities Maintenance Technician II, revision of the title and specification for the classification of Construction and Maintenance Leadworker to Lead Facilities Maintenance Technician, establishment of the title and specification for the classification of Facilities Maintenance Supervisor with the following roll call vote: Ayes: Linda Barnes, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Recruitment and Selection Report – October 2026

Noted and filed

Appointments and Assignments

For the month of November 2026, there were two temporary appointment extensions and two temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, the Library Services Department, and the Management Services Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Griffin and carried 4-0 to approve the Appointments and Assignments for the month of November 2026 as amended with the following roll call vote: AYES: Linda Barnes, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Future Agenda Items

None.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:10 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Jacqueline Waltman, Chairperson

_____DATE_____
Matthew Doyle, Secretary