



Weekly Management Report

August 28, 2026

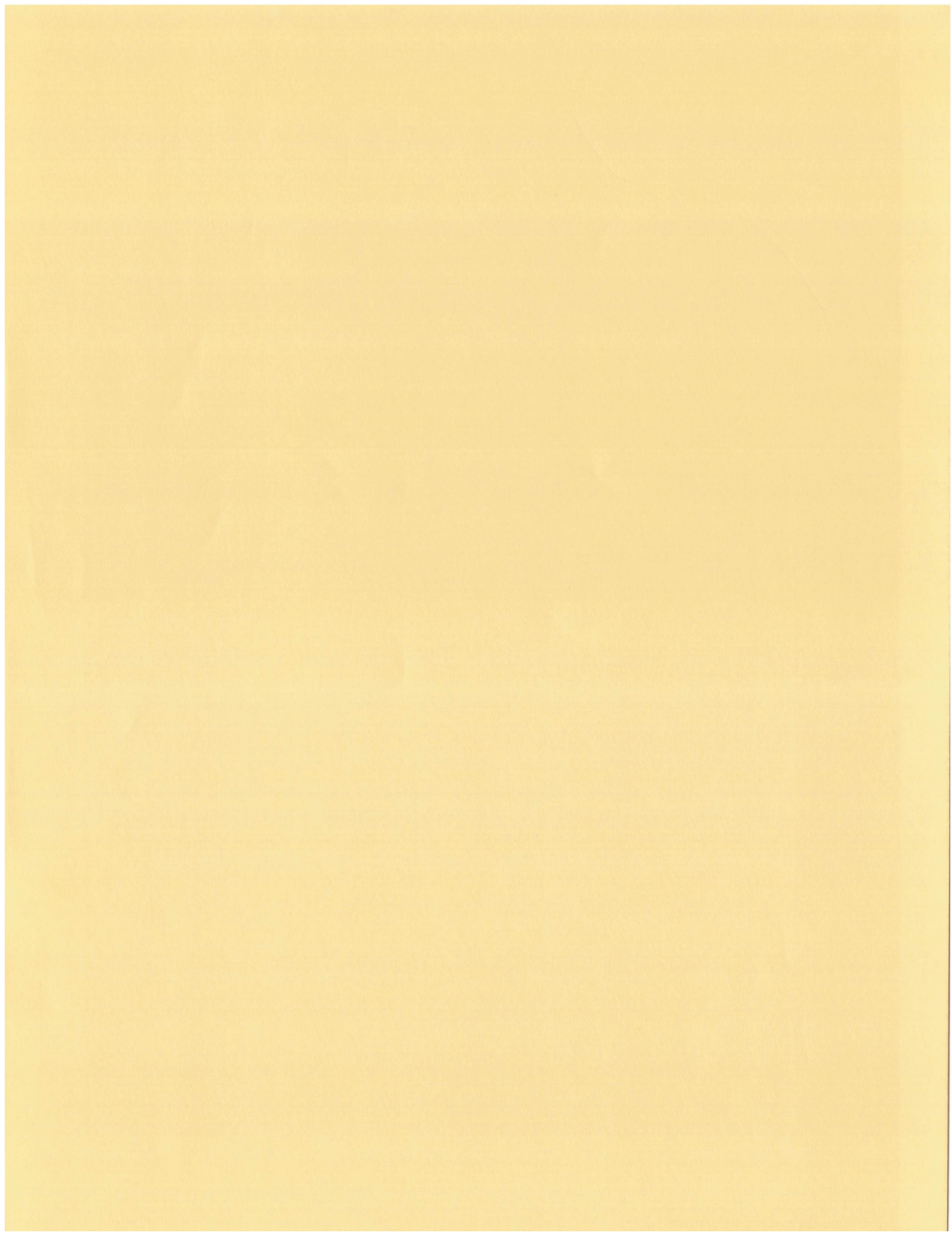
- 1. Memo** Burbank Hospitality Association (BHA)
Meeting on June 17, 2026
Community Development Department

- 2. Summary** Parks and Recreation Board
Meeting on August 13, 2026
Parks and Recreation Department

- 3. Memo** Senate Bill 346 – Short-Term Rental Facilitator Act of 2025
Tracking List # 2721
Community Development Department

- 4. Minutes** Civil Service Board
Meeting on August 5, 2026
Management Services Department

- 5. Minutes** Burbank Water and Power Board
Meeting on August 6, 2026
Water and Power Department



MEMORANDUM



DATE: August 14, 2026

TO: Justin Hess, City Manager

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

SUBJECT: Burbank Hospitality Association (BHA) Meeting – June 17, 2026

- Visit Burbank's marketing agency Verdin, and social media manager, Lady Muse, presented an annual recap to the Board. The Board was impressed with Lady Muse's growth across all social platforms and is eager to continue working with her in the new fiscal year. The Board elected to terminate the contract with Verdin as they struggled with execution, timelines, and meeting expectations.
- Julie Guffey, Sales Coordinator at Warner Bros. Studios Tour Hollywood, was appointed as a non-voting Board Member. She has several years of sales experience at WBSTH and Santa Monica Tourism.
- The Board approved the following sponsorships for Fiscal Year 2025/2026 Burbank International Film Festival was awarded \$20,000 with the opportunity for an additional \$5,000 if they able to secure 100 room nights, MUSEXPO was awarded \$60,000 for their continued growth in revenue over the years.
- Production of the Superman statue is complete, and the statue is being stored at the Warner Bros. property. Staff is working with DC Comics to coordinate an unveiling event in April 2027 to coincide with Superman Day and the release of a new movie.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, August 13, 2026

Staff Present: Marisa Garcia; Parks and Recreation Director, Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Dena Moon, Administrative Officer; Megan Wilke, Administrative Analyst II, Chad Thompson, Executive Assistant; Christie Lesinski, Cultural Affairs Supervisor; Jon McGinley, Recreation Services Manager; Edgar Manoukian, Recreation Coordinator; Ricardo Corado, Senior Recreation Leader; Rena Ghamelian, Recreation Supervisor

Board Members Present: Mr. DePalo, Mr. Brody, Ms. Assadi, Ms. Gamiño

Board Members Absent: Mr. Messerlian

Council Liaison Present: None

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Lesinski provided announcements for the P&R programs and facilities.	
2	Presentations	• Parks and Recreation Month Video • Recognition of the Summer 2026 Counselors in Training (CIT) • Recognition of the Youth Sports Perpetual Award Recipients	
3	Department Director Report	Ms. Garcia welcomed Mr. McGinley to provide a recognition of the Los Angeles Dodgers. The Dodgers recently highlighted the Cit's Parks and Recreation Department's Adaptive Sports Program during a pre-game ceremony, recognizing the program and its impact on the community.	
4	Oral Communications	Mr. Hawk shared information on the upcoming Burbank Community Band concerts. Mr. Mincing expressed interest in having the Parks and Recreation board and the Heritage Commission to collaborate on future initiatives	
5	Response to Oral Communications	None.	
6	Written Communications	There were two written communications received.	
7	Park Board Comments	Ms. Gamiño shared that she was on the site-specific selection committee for the Johnny Carson Park Shade Structure Public Art Project.	
8	Election of Officers and Liaison Listing	Ms. Wilke introduced the discussion regarding the election of officers for the positions of Chair, Vice Chair, and Secretary, as well as the liaison appointments to the various boards and advisory committees within the Parks and Recreation Department.	It was motioned by Mr. DePalo, seconded by Ms. Assadi and carried 5-0 to elect Mr. Brody as Chair.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

			It was motioned by Mr. Brody, seconded by Mr. DePalo to elect Ms. Assadi as Vice Chair. It was motioned by Mr. Brody, seconded by Ms. Assadi to elect Ms. Gamiño as Secretary. Art in Public Places- Mr. Brody Burbank Athletic Federation- Primary: Mr. DePalo Alternate: Mr. Messerlian Burbank Cultural Arts- Primary: Ms. Gamiño Alternate: Mr. Brody Burbank Sustainable Commission – Primary: Ms. Assadi Alternate: Mr. Messerlian DeBell Golf Course Advisory- Primary: Mr. DePalo Alternate: Mr. Messerlian Senior Board- Primary: Mr. DePalo Alternate: Ms. Gamiño Youth Board- Primary: Ms. Assadi Alternate: Mr. Brody
9	Review of City Council Goals and Expectations of Board Members	Ms. Wilke provided the Committee with an update on recent City Council actions related to Board, Commissions, and Committees.	Noted and Filed.
10	Burbank Channel Bikeway Public Art	Ms. Wilke requested the Board to select a representative to serve on the Burbank Channel Bikeway Public Art Opportunity Phase I Site- Specific Selection Committee.	It was motioned Ms. Gamino and seconded by Mr. DePalo

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	Opportunity Phase I Site-Specific Selection Committee		for Mr. Brody to serve on the Site-Specific Selection Committee
11	Fiscal and Financial Training for Public Officials	Ms. Wilke reminded the Board of the Fiscal and Financial Training requirement established by Senate Bill 837, which became effective January 1, 2026.	Noted and Filed.
12	Spring 2026 Parks and Recreation Programming Update	Mr. Manoukian shared the highlights of the Parks and Recreation Department's key accomplishments from Winter 2026 (April- June)	Noted and Filed.
13	Consent Calendar	<u>Approval of Minutes</u> Minutes of the June 11, 2026, meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Police Park Patrol Reports</u> The Police Park Patrol Report for May and June was noted and filed. <u>Dick Clark Dog Park Progress Report – July 2026 Update</u> Noted and Filed. <u>Departmental Operations Update</u> Noted and Filed.	It was motioned by Ms. Gamiño, seconded by Mr. DePalo and carried 4-0 to approve the Consent Calendar. Mr. Messerlian absent.
14	Tabled Items	None.	
15	Additional Comments from the Board and staff	None.	
16	Introduction of New Agenda Items	None.	
17	Adjournment	The meeting was adjourned at 7:50 p.m.	

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: August 21, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
BY: Katie Picha, Administrative Officer
Beverly Ibarra, Building Administration Manager

SUBJECT: City Manager Tracking List #2721 Senate Bill 346 – Short-Term Rental Facilitator Act of 2025

At the June 30, 2026 City Council meeting, Mayor Takahashi requested an informational memo regarding Senate Bill (SB) 346, which authorizes California cities and counties to require online short-term rental platforms to provide periodic reports identifying short-term rental properties operating within their jurisdictions.

BACKGROUND

SB 346, the Short-Term Rental Facilitator Act of 2025 (Act), was signed by Governor Newsom on October 13, 2025, and became effective on January 1, 2026. The Act provides local governments with an additional enforcement tool to administer existing Transient Occupancy Tax (TOT) ordinances and local short-term rental regulations by authorizing local governments to require online short-term rental facilitators to provide information identifying short-term rental properties operating within their jurisdictions. It does not establish statewide regulation of short-term rentals, nor does it require cities or counties to allow or regulate short-term rentals.

The legislation was enacted in response to longstanding challenges faced by local governments in identifying short-term rentals advertised through online platforms such as Airbnb and Vrbo. Prior to SB 346, jurisdictions often had limited ability to identify the location of individual listings or determine whether short-term rental operators were properly registered, licensed, and complying with applicable TOT requirements.

DISCUSSION

SB 346 is not self-executing. A local government may obtain information from short-term rental platforms under the Act only after adopting an ordinance that makes the Act applicable within its jurisdiction. Without such an ordinance, short-term rental platforms are not required to provide reports pursuant to SB 346.

If an ordinance is adopted, a city or county may require short-term rental facilitators to provide periodic reports identifying short-term rentals operating within their jurisdiction, no more frequently than once every three months, unless the city or county's TOT is remitted monthly, in which case monthly reporting may be required. A city or county may require these reports to include the following information:

- Physical address of each short-term rental, including the nine-digit zip code; and
- If necessary to uniquely identify a property:
 - Assessor's Parcel Number (APN);
 - Listing URL (Uniform Resource Locator/web address); and
 - Unit-specific identifying information for accessory dwelling units, guest houses, multifamily properties, or timeshare units located at the same address.

In addition, SB 346 requires participating short-term rental platforms to display any short-term rental license or registration number required by the city or county, as well as any TOT certification number issued by the jurisdiction. The city or county may audit online short-term rental platforms to verify compliance and impose administrative fines for violations of the ordinance.

SB 346 does not preempt or otherwise limit a local government's authority to regulate short-term rentals. Cities retain authority to prohibit or allow short-term rentals, establish licensing and registration requirements, regulate enforcement procedures, and adopt TOT requirements that differ from the reporting procedures established under the Act. The Act provides an additional enforcement mechanism without limiting a local jurisdiction's existing municipal police powers.

Citywide Use of Information

Currently, short-term rentals of fewer than thirty (30) consecutive days are not permitted in any residential zone in the City of Burbank and the minimum required lease for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) is ninety (90) days.

To utilize the reporting authority provided by the Act, the City Council would need to adopt a local ordinance establishing the applicability of SB 346 within the City, address the City's reporting requirements, and specify applicable enforcement provisions.

If the City were to adopt an ordinance implementing SB 346, the information obtained from short-term rental platforms could assist City staff in:

- Identifying unregistered or unauthorized short-term rentals including the location of such operations;
- Verifying compliance with applicable zoning regulations;
- Investigating complaints concerning potentially unlawful short-term rental activity;
- Comparing platform-reported listings with the City's TOT registrations.
- Identifying properties that may not be remitting required TOT; and
- Improving the accuracy and completeness of TOT collection.

CONCLUSION

SB 346 provides local jurisdictions, upon adoption of a local ordinance, with an additional enforcement tool to identify and regulate short-term rental properties utilizing online platforms. The Act may be particularly useful in jurisdictions where short-term rentals are prohibited or subject to registration, licensing, zoning, or tax requirements, as information reported by platforms can assist the City in identifying potentially unauthorized or noncompliant operations.

**August 5, 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
 Matthew Doyle, Secretary
 Linda Barnes
 Alexander Keledjian

Also present: Sean Aquino, Ast General Manager – Cust Serv & Mrktg
 Jennifer Becker, Financial Services Director
 Joy Casucci, Human Resources Manager
 Kevin Harbach, Senior Video Production Associate
 Allen Khachatourian, Senior Engineering Technician
 Betsy McClinton, Management Services Director
 April Rios, Human Resources Manager
 Rene Sanchez, Senior Administrative Analyst
 Jessica Sandoval, Executive Assistant
 Kane Thuyen, Senior Assistant City Attorney
 Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

None

Election of Officers

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Griffin and carried 5-0 to appoint Ms. Waltman as Chair. It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 5-0 to appoint Mr. Griffin as Vice-Chairperson. It was moved by Mr. Griffin, seconded by Ms. Waltman and carried 5-0 to appoint Mr. Doyle as Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Griffin (with Mr. Keledjian abstaining) and carried 4-0 to approve the minutes of the regular meeting of June 3, 2026, with the following roll call vote: Ayes: Linda Barnes, Matthew Doyle, Brady Griffin, and Jacqueline Waltman. NOES: None, ABSTAINED Alexander Keledjian.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – June and July 2026

Noted and filed

Expedited Recruitment Quarterly Report

Noted and filed

Appointments and Assignments

For the month of August 2026, there were three temporary appointment extensions and four temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Financial Services Department, and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 5-0 to approve the Appointments and Assignments for the month of August 2026 with the following roll call vote: AYES: Linda Barnes, Matthew Doyle, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Additional Leave Quarterly Report

Noted and filed

Fiscal and Financial Training for Public Officials

Noted and filed

Future Agenda Items

None

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:18 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
AUGUST 06, 2026**

**6A.
UNAPPROVED**

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

ROLL CALL

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

BOARD ABSENT: None.

STAFF PRESENT: Ms. Samra, General Manager-BWP; Mr. Riad, Chief Assistant General Manager-BWP; Mr. Wilson, Assistant General Manager-Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Assistant General Manager-Operational Technology; Mr. Aquino, Assistant General Manager-Customer Service Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Power Resources Manager; Ms. Kurihara, Senior Assistant City Attorney; Mr. Beckett, Water Construction and Maintenance Superintendent; Ms. Meza, Senior Secretary

ORAL COMMUNICATIONS

Mr. Mensing began his comment by expressing his frustration with the .25-cent-per-session ChargePoint fee he previously brought to the Burbank City Council. Mr. Mensing also commented on billing discrepancies associated with his BWP utility bill.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Johnstone responded to Mr. Mensing's public comment by highlighting similar disappointment with the ChargePoint fee and noted that BWP is exploring alternatives to proceed with a less costly service provider.

Mr. Sleiman stated that Mr. Aquino would address the billing discrepancies that Mr. Mensing brought to the Board by the end of the evening.

SELECTION OF THE BWP BOARD CHAIR AND VICE-CHAIR

It was moved by Mr. Eskandar, seconded by Mr. Luddy, and carried 6 – 0, with Mr. Smith abstaining, to appoint Mr. Smith as the BWP Board Chair.

It was moved by Mr. Malotte, seconded by Mr. Eskandar, and carried 6 – 0, with Mr. Altman abstaining, to appoint Mr. Altman as the BWP Vice-Chair.

GENERAL MANAGER REPORT

Mr. Sleiman began the General Manager Report by congratulating the newly elected Board Chair and Board Vice-Chair, and then presented the outgoing Board Chair, Mr. Cherry, with an award in appreciation for his time and dedication serving as the Board's Chair.

Mr. Sleiman continued with the report by informing the Board of recent cybersecurity concerns affecting water utilities within the United States, clearly noting that BWP is not one of the affected utilities. Mr. Sleiman reassured the Board and the public of the processes in place at BWP, should a situation of this nature occur.

Lastly, Mr. Sleiman briefly noted to the Board that the topic of data centers will be discussed by the Burbank City Council at a later date, and encourages the public to tune in or participate in the City Council's public comment period.

FISCAL AND FINANCIAL TRAINING FOR PUBLIC OFFICIALS (SENATE BILL 827)

Mr. Casillas informed the Board of the Fiscal and Financial Training for Public Officials, which was sent by the Burbank City Clerk's Office on July 22, 2026, and noted that the training must be completed within 30 days.

Mr. Casillas and Ms. Kurihara responded to board member questions.

CONSENT CALENDAR MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Cherry, and carried 6 – 0, with Mr. Malotte abstaining, to approve the meeting minutes of the regular meeting of June 04, 2026.

END OF CONSENT CALENDAR

REPORTS TO THE BOARD

BURBANK WATER AND POWER'S OPERATIONS AND FINANCIALS REPORT

Mr. Lillio presented Burbank Water and Power's quarterly financial report for the period January to March 2026.

Mr. Lillio, Ms. Samra, Mr. Sleiman, and Mr. Aquino responded to board member questions.

INFORMATION FROM STAFF WATER DIVISION UPDATE

Mr. Wilson updated the Board on MWD's latest storage levels, the Northern Sierra's precipitation levels, and the Colorado River. Mr. Wilson also updated the Board on the San Diego County Water Authority's agreement with the City of Burbank and the Southern California Regional Water Authority Joint Powers Authority agreement.

Mr. Wilson responded to board member questions.

SUSTAINABILITY UPDATE

Mr. Johnstone updated the Board on the Property Assessed Clean Energy (PACE) financing option item that was going to the City Council on the August 25, 2026, meeting. Mr. Johnstone also updated the board on the Native Garden Kit Program.

Ms. Kurihara, Mr. Johnstone, and Mr. Sleiman responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Altman commented on BWP's communication, specifically noting a recent incident near his place of residence involving a BWP staff member having the Burbank Police accidentally being called on them by one of Mr. Altman's neighbors.

Mr. Cherry asked staff whether there was a possibility of regular updates to the Board on the partnership between BWP and Warner Brothers regarding the International Broadcast Center for the Los Angeles 2028 Olympic Games.

Mr. Smith thanked the Board for the nomination of the BWP Chair position. Mr. Smith welcomed Mr. Nielsen to the Board and welcomed Mr. Malotte again for his reappointment to the Board. Mr. Smith also requested that an Operational Technology update be done at a future Board meeting to highlight the work done in that division.

Mr. Nielsen noted it was nice to meet everyone and that he is looking forward to the next Board meeting in September.

Mr. Eskandar thanked Mr. Smith for representing the Board before the City Council by supporting fellow board members seeking reappointment and appointment to the Board.

ADJOURNMENT

The regular meeting was adjourned at 6:52 p.m.

The next regular board meeting is scheduled for September 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