



Weekly Management Report

January 23, 2026

- 1. Memo** Outage Events of January 1, 2026
Water and Power Department
- 2. Minutes** Burbank Police Commission
Meeting on November 19, 2025
Police Department
- 3. Summary** Parks and Recreation Board
Meeting on January 8, 2026
Parks and Recreation Department

MEMORANDUM



**WATER AND
POWER**



DATE: January 20, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power *M. K. Samra*
VIA: Riad Sleiman, Chief Assistant General Manager *R. Sleiman*
BY: Erik Olsen, Acting Assistant General Manager - Power Supply *E. Olsen*
BY: Kyle Wilson, Acting Assistant General Manager - Operational Technology *K. Wilson*

SUBJECT: OUTAGE EVENTS OF JANUARY 1, 2026

INITIAL EVENT

At approximately 11:21 am on January 1, 2026, there was a trip on a circuit from Golden State that feeds the area between Vanowen & Victory and Hollywood Way & Lincoln, with an initial outage to 685 customers. Fifteen seconds later, the circuit reclosed and restored all but four customers, including the Energy Control Center (ECC). A line crew was called out to patrol the circuit. One of the ECC operators walked out to the pole that feeds the ECC and found a dead squirrel and an overhead fuse that had opened. The line crew was directed to this pole and started repairs. Line crews completed their work and restored primary power to the ECC around 1:03 PM.

ANALYSIS OF EVENT

The ECC has both an Uninterruptible Power Supply (UPS) and a backup diesel generator as redundancy for the building. The expected action during an outage to the building is for the data room equipment to be powered by the UPS long enough for the diesel generator to start, and a transfer switch to switch from the outage circuit over to the emergency diesel generator. If everything worked as expected, the whole building, including the data room, would be powered for a long duration from the emergency generator until primary power was restored.

Initially, after the outage, the diesel generator and UPS appeared to be working as normal with the exception of the air conditioning and operator display wall which were not working. Operator PCs and associate displays were running on UPS. Soon after, operators received a high temperature alarm from the data room and propped doors open and turned on fans and air blowers to cool the room.

Approximately 21 minutes later, the VOIP Phones and Control Room went dark, and the Electric Shop was called out to investigate power issues with the building. Additional operators were called in to activate the backup control center and man substations. Los Angeles Department of Water and Power (LADWP) was also notified, as required by the North American Electric Reliability Corporation (NERC), due to the control room and communication issues. Once operators arrived at the backup control center at Magnolia Power Plant (MPP), they were unable to log in to the local computers or failover from the ECC servers in the data room over to the servers at MPP.

Upon arrival of the Electric Shop at the ECC, they confirmed the generator was running but not connected and found that the emergency transfer switch had a broken linkage on the generator side. They continued to troubleshoot. This was determined to be the cause of the emergency ECC power failure.

Due to the UPS batteries running out of power, all systems running in the data room powered down abnormally. Several critical systems are run from the data room at ECC, including several required for operators to run and monitor the system. In addition, many other BWP and city services were interrupted.

Once the primary power was restored and the data room back in power, it was discovered that one data cabinet did not have power due to a rack power supply unit. This Power Distribution Unit (PDU) was likely damaged by a power surge. The affected cabinet contained critical network equipment including one of the city's primary firewalls. As a result of this equipment being offline, all internet access to city facilities was unavailable. Operational Technology (OT) staff and Communications Shop staff were able to power the equipment from an adjacent network cabinet and bring the network gear back online. At this point, internet access was restored to the city.

Due to the power loss to all servers in the data center, all storage, computers, and network devices had to manually be brought online in the proper sequence, and all services provided by those resources required verification. OT and Information Technology (IT) staff first brought up all the SCADA systems necessary to restore control of the system to ECC operators. Staff then proceeded to bring online the rest of the devices and

services, such as network drives, etc., to restore all normal functionality. This work was completed at approximately 8:30 pm.

POST-EVENT HIGHLIGHTS AND ACTION ITEMS

Below is a list of highlights and action items being completed to mitigate the electrical and redundancy issues experienced at the ECC during this event:

- 1. Engineering:** Evaluating costs, resources and timeline to bring an additional circuit to the ECC. This would provide additional primary redundancy before relying on emergency generators.
- 2. Facilities:** ECC supervisors have been trained on how to manually reset the breaker for the server room air conditioning system.
- 3. Electric Shop:** ATS inspected and found a broken linkage to the generator connection side which was replaced on January 7, 2026. Scheduling testing with the Electric Shop and finding a way to test without creating another outage to the data room. In addition, periodic testing and additional maintenance of the complete emergency backup system will be outlined.
- 4. Line Section:** Rodent hardening and protectors to be installed on the pole that feeds the ECC.
- 5. Communications Shop:** Phones are operational, but a portion of the line is still out possibly due to water in the pull box. Staff has contacted AT&T for a service order and is still waiting for them to complete a service order.
- 6. IT/OT:**
 - An additional upstream network provider will be coming online soon to provide increased redundancy to the network.
 - A new firewall and network cores will be installed and configured within the next few months to provide proper failover and redundancy . This should ensure that even if any single site (ECC, City Hall) goes offline, the network will continue to function properly.
 - All applications running through the virtual environment will be configured to automatically start servers and services after a power failure to reduce recovery time.

- The BWP security guard procedure for notifying proper staff in the event of power issues at ECC will be updated.
- Out-of-band cellular monitoring systems will be installed at critical sites. These devices will remain running on battery after a power loss and will send notification via a cellular connection, even if city wide networking is down.
- Improved monitoring will be added to systems showing amps/voltage. Email notifications to key people will be implemented, including ECC management, OT, and Electric Shop.

NOVEMBER 19, 2025

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 Hacobian.

CALL TO ORDER

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

Also Present: Chief Quintero, Deputy Chief Cornils, Lieutenant Fekety, Senior Assistant City Attorney Johal, Administrative Analyst Rangel; Council Liaisons Mullins and Rizzotti

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 ORAL COMMUNICATIONS

Appearing before the Commission were:

- Christopher Flowers, who commented on educational opportunities at Grand Canyon University
- Christopher Rizzotti, who encouraged Commissioners to observe public gatherings (rallies, memorials, etc.) to see the preparation and deployment of officers at such events

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked speakers.

APPROVAL OF MINUTES FROM SEPTEMBER 17, 2025, MEETING

Commissioner McKenna made a motion, seconded by Commissioner Chapman, to approve the minutes of the September 17th meeting. Motion carried.

ITEMS OF BUSINESS

1. Presentation and discussion of Chief Quintero's vision and priorities for the BPD

Chief Quintero has been in office for seven months. His presentation included his guiding philosophy, assessment of his first 100 days, accomplishments, strategic priorities, and vision for the future.

2. Review and recommendations, if applicable, of the OIR report presented at the joint City Council and Police Commission meeting on October 14, 2025

Commissioners discussed:

- have OIR present at meetings more often than once a year
- participation in BPD policy development

Commissioner Coomes made a motion, seconded by Commissioner Hartonian, to establish an ad hoc subcommittee to review and make recommendations for the renewal of the OIR contract, to commence immediately and expire no later than May 2026. Motion did not carry, with four votes not in favor.

3. General announcements by Chief Quintero - brief announcements regarding upcoming events and/or items of note related to the police department

- 10/27 POALAC Award of Excellence in Investigation presented to our detectives leading a task force for the arrest of a South American theft group
- 12/10 Shop with a Cop
- 12/11 Promotion Party (tentative)
- 12/20 Gun Buy Back event

Four recruits graduated in October .

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized for January:

Presentation on LAZ Parking; Community Resource Officer; annual Military Report

Commissioner Wenzel made a recommendation – Cadet or Explorer leading the flag salute at the meeting

Chair Hacobian made a motion, seconded by Commissioner Mckenna, to have a discussion on how to structure agenda items to align with City Council goals and to clearly define purpose, outcome, and community impact (for February). Motion carried.

Chair Hacobian made a motion, seconded by Commissioner Wenzel, to have a discussion on strengthening and refining the Commission’s community engagement (for February). Motion carried.

NEXT MEETING DATE – Wednesday, January 21, 2026
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:53 pm.

Anne Wenzel
Secretary, Burbank Police Commission

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, January 8, 2025

Staff Present: Marisa Garcia, Park, Recreation and Community Services Director; Diego Cevallos, Assistant Park, Recreation and Community Services Director; Grace Coronado, Assistant Park, Recreation and Community Services Director; Jon McGinley, Recreation Services Manager; Erin Barrows, Recreation Services Manager; Edgar Manoukian, Administrative Analyst II; Emin Yusuf, Administrative Analyst I; Chad Thompson, Executive Assistant; Ricardo Corado, Senior Recreation Leader.

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

Board Members Absent: None.

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Vacant (Alternate)

Item Discussed	Summary	Direction or Action, if any
1	Announcements	
2	Presentations	
3	Department Director Report	
4	Oral Communications	
5	Response to Oral Communications	
6	Written Communications	
7	Park Board Comments	
8	2026 Fédération Internationale de Football	Noted and Filed

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

	Association (FIFA) World Cup and Los Angeles 2028 Olympic and Paralympic Games Update	Games. Mr. DePalo thanked staff for all their hard with the preparation for the World Cup and LA 2028 Olympic and Paralympic Games	
9	Burbank Athletic Federation (BAF) Board Appointments	Mr. McGinley shared the Parks and Recreation Departments recommendation of appointing Dennis Roy and Larry Nelson to fill the two vacancies for a three-year term on the Burbank Athletic Federation Board of Directors.	Appointed Larry Nelson and Dennis Roy. Mr. DePalo motioned, Ms. Assadi seconded. Approved 5-0.
10	Approval of Funding Allocation for the Community Arts Grant Program	Ms. Barrows shared an update on the 2026 Community Arts Grant Program. Mr. Messerlian questioned how the Artists get promoted after the grant money is awarded. Mr. Brody shared his thoughts on the 2026 Community Arts Grant Program.	Considered approving allocation of funding 2026 Community Arts Grant Program awards totaling \$61,500.
11	Parks and Recreation Calendar of Board Meetings	Mr. Edgar presented a report to discuss dark meeting dates for July and December 2026.	Discussed the Park and Recreation Board's (Board) upcoming calendar of Board meetings.
12	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the November 13, 2025 meetings were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Police Park Patrol Reports</u> The Police Park Patrol Report for November was noted and filed.</p> <p><u>Dick Clark Dog Park Progress Report</u> Monthly Dick Clark Dog Park update.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was motioned by Mr. Brody, seconded by Ms. Assadi, and carried 5-0 to approve the Consent Calendar.</p>
13	Tabled Items	None.	
14	Additional Comments from the Board and staff	None.	

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

15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned at 7:17 in memory of Tom McDonald.	