



Weekly Management Report

October 2, 2026

- 1. Minutes** Civil Service Board Meeting on February 4, 2026
Management Services Department

- 2. Synopsis** Burbank Hospitality Association (BHA)
Meeting on August 19, 2026
Community Development Department

September 2, 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
Jacqui Batayneh, Administrative Officer
Joy Casucci, Human Resources Manager
Griselda De La Cruz, Senior Administrative Analyst
Mary Garipian, Acting Ast General Mgr–Utility Admin Serv
Drew Johnstone, Sustainability Officer
Betsy McClinton, Management Services Director
Brooke Oldaker, Administrative Analyst II
April Rios, Human Resources Manager
Rene Sanchez, Senior Administrative Analyst
Jessica Sandoval, Executive Assistant
Riad Sleiman, Chief Assistant General Manager-BWP
Julianne Venturo, Ast Management Services Director
Zanin Zuljevic, Senior Video Production Associate

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Griffin and carried 5-0 to approve the minutes of the regular meeting of August 5, 2026, with the following roll call vote: Ayes: Linda Barnes, Matthew Doyle, 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 September 2026, the Burbank Water and Power Department was proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Keledjian and carried 5-0, to approve the establishment of the title and specification for the classification of Sustainability Associate, the establishment of the title and specification for the classification of Sustainability Analyst, and the establishment of the title and specification, as amended, for the classification of Senior Sustainability Analyst. with the following roll call vote: Ayes: Linda Barnes, Matthew Doyle, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Recruitment and Selection Report – August 2026

Noted and filed

Appointments and Assignments

For the month of September 2026, there were eight temporary appointment extensions and two 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. Keledjian, seconded by Mr. Griffin and carried 5-0 to approve the Appointments and Assignments for the month of September 2026 with the following roll call vote: AYES: Linda Barnes, Matthew Doyle, Brady Griffin, Alexander Keledjian, and Jacqueline Waltman. NOES: None.

Future Agenda Items

The Board requested to agendaize a discussion to identify what data they would like to see, the Board's concerns and purpose for reviewing the data, and include information regarding the Board's responsibilities per the Burbank Municipal Code (BMC).

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:37 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: September 25, 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 – August 19, 2026

- Creative Talent Network eXpo (CTNx) was awarded a \$15,000 sponsorship for this year's event. The Board encouraged CTN's Founder and President, Tina Price, to follow through on her stated commitment to extend collaboration with local businesses and strengthen partnerships with more Burbank hotels in future years. The Board recognizes the value of CTNx's mission and noted that these steps would meaningfully enhance community benefit and economic impact.
- The Board authorized a Letter of Support for Afriat Consulting Group's Aloft and Residence Inn project, acknowledging this project will address the identified need for modernized infrastructure, economic benefits from TOT revenue, and long-term value for the hospitality sector and broader community.
- The FY2026-2027 BHA Budget Plan was approved. The new \$2.3 million budget reflects a shift in marketing needs, expanded project volume and the implementation of the new 1.75% assessment rate.
- The Board approved a proposal which brings digital marketing management in-house, enabling more efficient updates with the Visit Burbank website, improved responsiveness, and enhanced overall platform performance.
- Staff delivered a Fan Zone recap highlighting weekend visitation that attracted over 77,000 people, increased hotel stays and revenue, and media coverage reaching up to 24 million viewers. The Board commended Staff for the seamless execution of the Fan Zone, noting the unprecedented level of interdepartmental coordination across City divisions and emphasizing the significant economic and promotional benefits generated by hosting an Official FIFA-affiliated event.