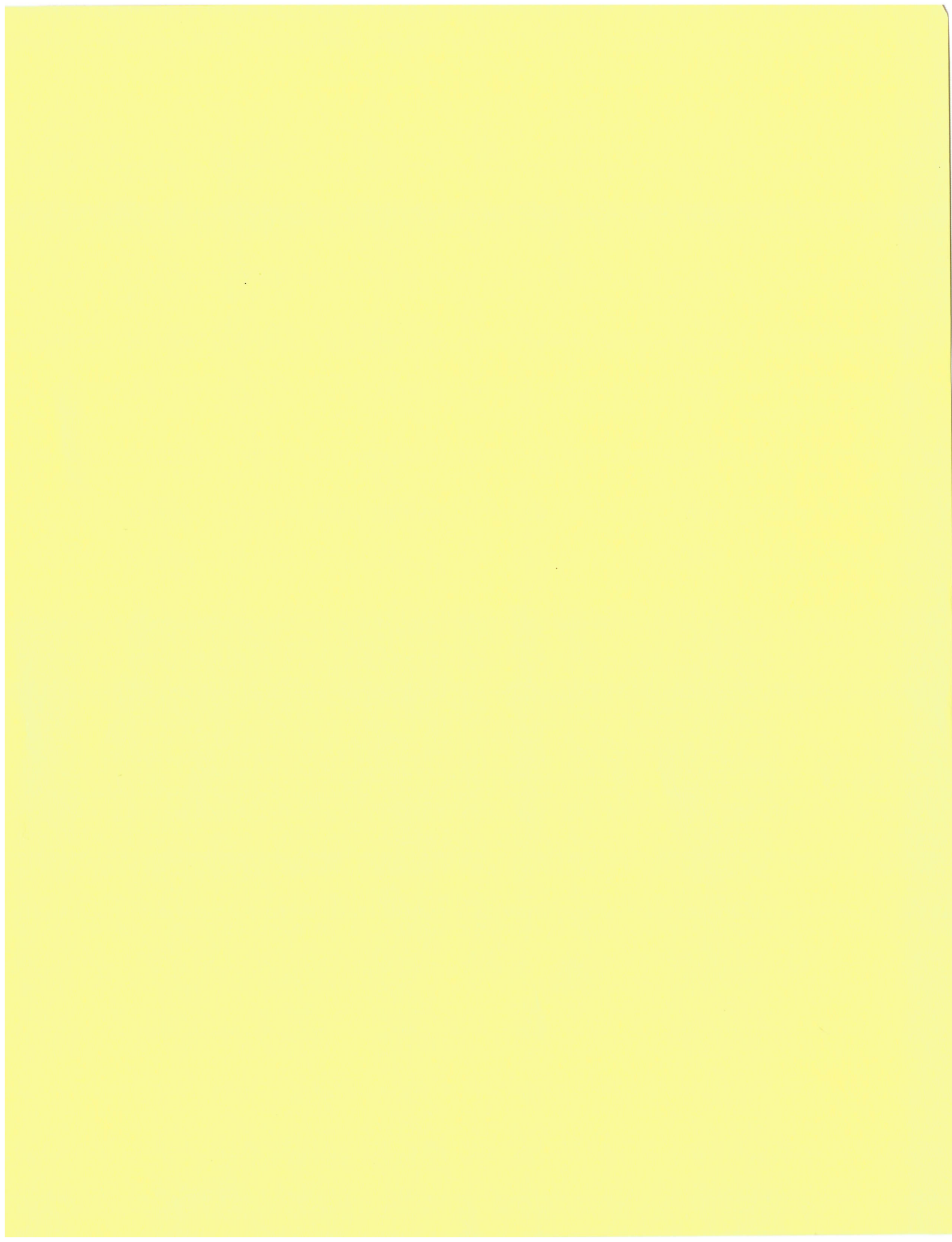




# Weekly Management Report

## October 31, 2025

- 1. Memo**                      City Manager Tracking List Item No. 2686 – Feasibility of Amending the Building Code to Require Air Conditioning in All Residential Buildings  
**Community Development Department**
  
- 2. Memo**                      Business Attraction Update: ICSC Western Retail Conference  
**Community Development Department**
  
- 3. Memo**                      Film Permit Office – Duties and Responsibilities  
**Police Department**
  
- 4. Minutes**                   Civil Service Board  
Meeting on October 1, 2025  
**Management Services Department**
  
- 5. Minutes**                   Burbank Water and Power Board  
Meeting on October 2, 2025  
**Water and Power**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** October 17, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Mario Osuna, Assistant Community Development Director

**SUBJECT:** City Manager Tracking List #2686 – Feasibility of Amending the Building Code to Require Air Conditioning in All Residential Buildings

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### **RECOMMENDATION**

Note and file.

### **BACKGROUND**

At the February 11, 2025, City Council Meeting, Council Member Anthony requested a first step report on amending the City's Building Code to require air conditioning in all residential buildings.

An estimated 20% of residential units in Burbank, mostly housed in older structures, lack air conditioning, which may increase risks related to extreme heat events. The absence of cooling systems can negatively impact resident health, comfort, and safety, especially among vulnerable populations such as seniors, children, and low-income households.

While implementing a local amendment to the baseline California Building Code (CBC) adoption to require air conditioning could mitigate these impacts, it must be approached carefully in light of conflicting policy goals and emerging state legislation. Notably, such a requirement fundamentally contradicts environmental goals embedded in the California Green Building Standards Code (CalGreen), which emphasizes energy conservation and reducing greenhouse gas emissions. In addition, Assembly Bill (AB) 130, effective from October 1, 2025 through June 1, 2031, which promotes housing affordability, limits local government's ability to modify state building standards related to residential buildings, unless an exception exists. AB 130 was enacted by Governor Newsom on June 30, 2025. To justify a local amendment to the baseline code, the City would need to make formal

findings of local climatic, geological, or topographical conditions not considered by the CBC Standards Commission (CBSC) that warrant deviation from statewide codes.

## **DISCUSSION**

In Southern California, the cities of Palm Springs, Cathedral City, and most recently the City of Los Angeles require that residential units be able to maintain a maximum indoor temperature ranging from 80°F to 82°F. These mandates were adopted in response to local heat risks and reflect findings based on extreme climate conditions. Although State-level recommendations suggest maintaining indoor temperatures below 82°F during heat waves, the State has not adopted building standards requiring cooling systems in all residential units.

In evaluating the implications of requiring a citywide maximum indoor temperature standard for all residential units in Burbank, the following considerations must be assessed.

### **AB 130 and Cost Sensitivity in Housing**

AB 130 reinforces a state-level policy direction aimed at reducing local regulatory barriers that result in increased residential development costs. The law prohibits changes to the Building Code not in effect before September 30, 2025 and sends a strong signal that cost-inducing local mandates on housing, especially those applied during retrofits, are disfavored unless tied to urgent safety concerns or exempted categories.

While AB 130 went into effect October 1, 2025, it also specifies that local amendments must be in effect no later than September 30, 2025, in order to be carried forward. Ordinances take effect 30 days after adoption, meaning any ordinance would have needed to be adopted no later than August 31, 2025 for this code cycle (if a code change was deemed prudent).

The City of Los Angeles adopted its ordinance in August 2025, after nearly two years of development, including community engagement, technical studies, legal reviews, and coordination with utilities. The length and complexity of that process highlights the careful planning necessary for any citywide temperature regulation. These timing constraints, combined with the cost sensitivity provisions in AB 130, emphasize the importance of assessing whether a citywide temperature standard would significantly impact housing costs, and whether more targeted or incentive-based approaches might achieve similar public health outcomes without triggering regulatory conflicts or affordability concerns.

To amend the CBC and impose a requirement that residential units maintain a maximum indoor temperature, the City must make a formal finding that Burbank faces unique local climatic, geological, or topographical conditions that deem the amendment necessary as an emergency standard to protect health and safety, and that this risk is not addressed

by the State Code. However, Burbank's climate does not differ significantly from the broader Southern California region, where summer temperatures are elevated but generally remain below the extreme heat levels seen in desert environments. The State has already considered regional heat risks and has not codified a requirement for air conditioning in residential buildings, indicating that high temperatures alone are not deemed sufficient to justify a life-safety mandate. As such, Burbank would not meet the burden of proof required to amend the CBC under current state law. Any attempt to adopt such a requirement would likely be preempted unless tied to a clearly documented local hazard that materially differs from statewide conditions. Cities such as Palm Springs and Cathedral City have adopted local indoor temperature standards based on prolonged and extreme summer heat exceeding 100°F, which constitutes a more severe and distinguishable climatic condition. These jurisdictions were able to justify CBC amendments by demonstrating localized risks not applicable to Burbank. The City of Los Angeles adopted their ordinance before the AB 130 went into effect after two years of analysis and coordination.

#### Environmental Impacts and Regulatory Alignment

CalGreen emphasizes reduced energy consumption and passive design strategies. A universal air conditioning mandate could conflict with these goals. The City's Greenhouse Gas Reduction Plan (GGRP) targets should be considered when evaluating potential code changes.

In addition, California's Energy Code (Title 24, Part 6) would apply to any new cooling requirement, including standards for:

- Minimum energy efficiency such as Seasonal Energy Efficiency Ratio (SEER) ratings
- Duct design and sealing
- Thermal insulation and building envelope standards
- Thermostat controls and thermal zoning

While compliance ensures reduced long-term energy use, it also increases initial installation costs, particularly in retrofits where structural or electrical upgrades may be required. This could raise average costs toward the higher end of the estimated \$3,000 to \$10,000 range, or higher, should the electrical service need to be upgraded, especially in older buildings.

#### Cost and Equity

Permit valuation data shows that retrofitting or installing air conditioning systems can present significant cost burdens ranging from \$3,000 - \$10,000 per unit. These additional costs will disproportionately affect low-income residents and owners of older buildings. Without appropriate financial assistance programs, a mandate could increase the risk of displacement or rent increases. Supportive policies such as rebates, grants, or utility

partnerships should be considered in tandem with any code change. Currently, Burbank Water and Power offers a rebate of up to \$35 for the purchase of an Energy Star rated room air conditioner. While this incentive reflects a positive effort to promote energy-efficient cooling, the current rebate level is limited and would not, on its own, provide sufficient financial justification for implementing a citywide mandate.

#### Infrastructure and Enforcement

City departments would need adequate resources to enforce any new air conditioning requirement, particularly for retrofits. Coordination with electric utilities would also be necessary to assess potential impacts on grid capacity, particularly during peak summer loads. Given that cooling loads can significantly increase electricity usage, it is imperative to ensure that Burbank's infrastructure is equipped to handle the additional usage and that incentives are used to promote energy-efficient systems is essential.

#### ENVIRONMENTAL REVIEW

This report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review pursuant to § 15378 of Title 14 of the California Code of Regulations (CEQA Guidelines).

#### FISCAL IMPACT

A consultant would be necessary to assist in the implementation and enforcement of a citywide maximum indoor temperature standard for all residential units. Preliminary estimates on contracting a consultant range between \$27,000 to \$45,850 per year.

#### CONCLUSION

While addressing extreme heat impacts and ensuring thermal comfort for Burbank residents is a valid and important policy goal, amending the Building Code to mandate air conditioning in all residential units presents substantial legal, environmental, financial, and practical challenges. Given these considerations, staff recommends that the City not pursue a local code amendment at this time. The Community Development Department will continue to monitor the legal landscape for future considerations.



# MEMORANDUM



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**DATE:** October 23, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Marissa Cardwell, Senior Economic Development Analyst

**SUBJECT:** Business Attraction Update: ICSC Western Retail Conference

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Business Attraction and Retention is a key priority for economic development. Staff works year-round to attract new businesses and developments to Burbank, focusing on core commercial areas like Downtown Burbank, Magnolia Park, and the Airport and Media Districts.

To support these efforts, staff participates twice annually in the International Council of Shopping Centers (ICSC) retail conferences which provide vital opportunities for networking and business recruitment. Most recently, staff attended the **ICSC Western Retail Conference in collaboration with TeamCA** and other California municipalities to showcase Burbank's retail opportunities.

Leading up to the conference, staff reached out to more than 50 retail tenants sharing a broker deck with data, a list of available vacancies and opportunity sites in Burbank, and a request to meet.

During the event staff conducted several meetings with brokers and developers interested in Burbank resulting in follow-up communications to connect interested parties with available lease spaces across the City. Staff was also able to network with other event attendees including brokers, developers, and expanding retailers, promoting Burbank as a prime retail destination through marketing brochures, digital materials, and newly created branded giveaways.

Several notable companies expressed interest in Burbank including **What A Peach, Better Buzz Coffee, Luna Grill, EVgo Fast Charging, Northgate Markets, Paris**

**Baguette, Relax Station, and The Bar Method.** Additionally, staff held meetings with developers interested in Burbank such as **Brandywine Homes**.

The ICSC Western Conference continues to be a valuable platform for advancing Burbank's economic development goals. Staff will maintain active follow-up to foster these relationships and identify viable retail locations throughout the City.

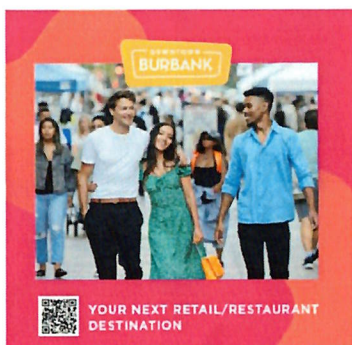


## ABOUT ICSC WESTERN:

ICSC Western is a regional gathering of innovators and dealmakers who are dedicated to strengthening communities and economies by bringing the spaces where consumers shop, dine, work, play, and gather to life.



## DOWNTOWN BURBANK'S BROCHURE FOR ICSC:



1. 2.2 MILLION POPULATION IN 20 MIN. DRIVE-TIME
2. MORE THAN 600 SHOPS & RESTAURANTS
3. PRIME LOCATION RIGHT OFF THE I-5 FREEWAY
4. AVERAGE HHG OF \$132K+
5. AMC THEATER RANKED TOP 3 GLOBALLY
6. TOP LOCAL EMPLOYERS  
nickelodeon  
Disney  
TESLA
7. LARGEST IKEA IN THE U.S.
8. 9,000 PARKING SPACES
9. DEDICATED ALFRESCO DINING
10. 4.1 MILLION VISITORS ANNUALLY



## MEMORANDUM



### POLICE DEPARTMENT

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**DATE:** August 15, 2025

**TO:** Rafael Quintero, Chief of Police 

**FROM:** Mark Stohl, Police Captain  
Gina Kozai, Administrative Analyst II

**SUBJECT:** Film Permit Office – Duties and Responsibilities

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#### **BACKGROUND**

This memo outlines the Burbank Police Department's (Department) management of the City's film permitting process. It also highlights additional stakeholders and how the Department collaborates with all interested parties to facilitate, support, and promote film production in the City of Burbank (City).

#### **DISCUSSION**

The process of facilitating filming in the City is enumerated under Ordinance NO 19-3-920 and Burbank Municipal Code (3-4-2001). Both specifically designate the Chief of Police as the issuing authority of all film permits. Film permits are issued by the Film Permit Office, whose primary purpose is to efficiently process permits and foster a vibrant and supportive environment for the entertainment industry to actively film in our city, while also considering impacts on our residents and businesses.

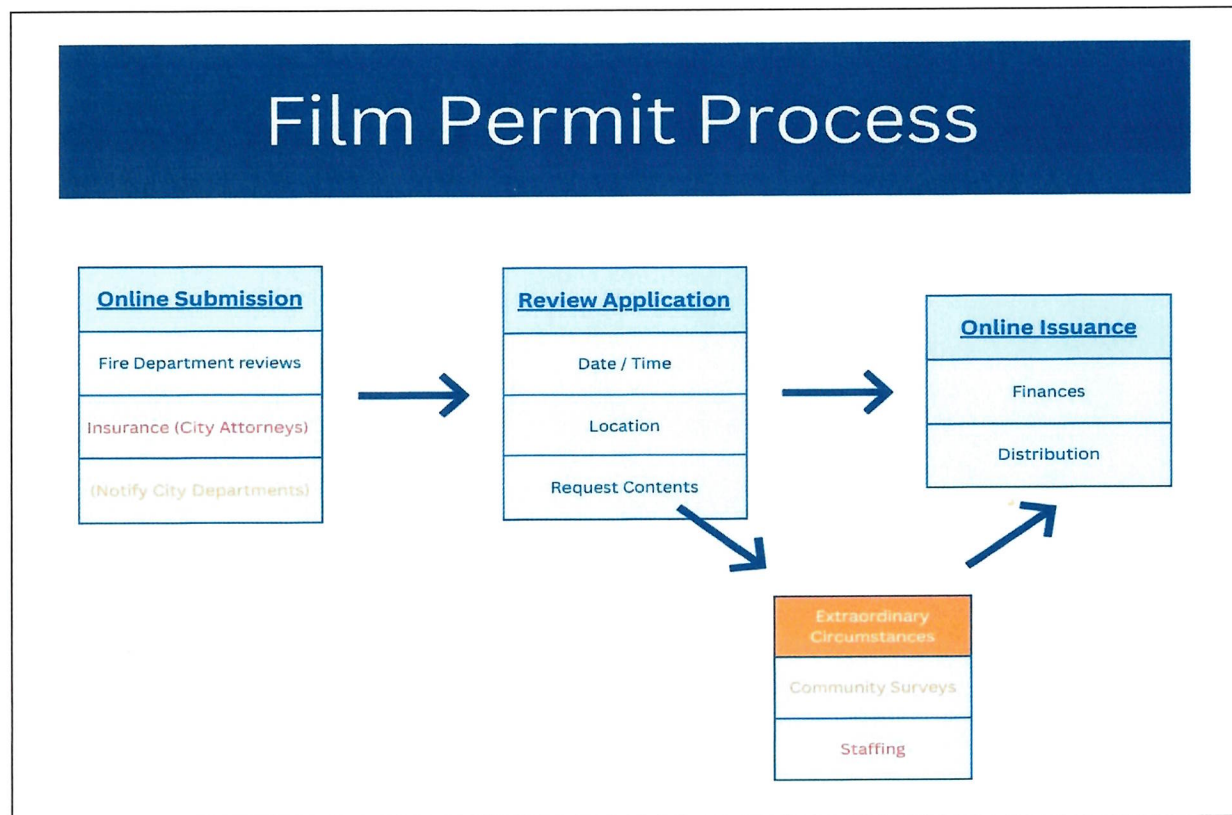
#### ***Process for Obtaining a Film Permit***

The permit issuance process is streamlined and standardized, as shown on the chart on the next page. Approval process timelines vary depending on project size but in most instances can be completed in as little as three business days. For complex productions<sup>1</sup> Film Permit Office staff recommend submitting applications at least two weeks before the scheduled filming date due to coordination required from other Departments. For example, ten business days is required to provide sufficient time for review of traffic control plans for street closures.

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<sup>1</sup> A complex production can include any extraordinary circumstances (as defined in the film permit rules and regulations), which include but are not limited to blocking of public right-of-way, filming in/adjacent to freeways or railways, filming on rooftops, or any request that would require additional forms and approval processes from other City departments or external agencies.

Film requests that include other extraordinary circumstances such as the use of drones, pyrotechnics, stunts, weapons, or filming outside normal of business hours (7AM to 10PM), may not require as much lead time. Extraordinary circumstances require applicants to conduct a survey of residents and businesses within a 300' radius from any area impacted and require the presence of at least one police officer; these permits are generally issued within five business days.



### **Stakeholders**

The Film Permit Office serves as the primary point of contact for applicants, guiding them through all City requirements and facilitating the issuance of permits. Staff collaborates with various City Departments to obtain all necessary approvals and incorporate any department-specific conditions into the final permit. Each City department plays a distinct role in the permit process, as outlined below.

- Police Department:
  - Reviews proposed filming activities to determine necessary requirements and provides recommendations to minimize impacts on the community and production.
  - Provides film location assistance, conducts walk-throughs, and community insight for location scouts before and throughout the permitting process.
  - Assigns safety services (police officer), as needed, to ensure permit compliance or on-set safety.

- Fire Department:
  - Reviews each request to ensure compliance with State Fire Codes and safety rules involving power, wiring, pyrotechnics, live audiences, and related issues.
  - Issues additional permits when applicable for pyrotechnical/special effects, open flames, or temporary membrane structures (lightweight fabric structures).
  - Assigns a Fire Safety Officer to ensure permit compliance and on-set safety.
- City Attorney's Office:
  - Reviews and approves insurance documents, license and entry agreements, and related legal materials to minimize liability to the City.
- Public Works:
  - Ensures that filming does not disrupt essential City services, including street cleaning, refuse collection, other regularly scheduled City-wide services, or contracted construction projects.
  - Reviews and approves potential traffic impact and control plans.
  - Advises on traffic safety issues for street/lane closures, use of oversized vehicles and equipment on City streets, and traffic mitigation measures.
  - Reviews requests to alter any City signage.
- Community Development:
  - Manages rental of City-owned parking lots.
  - Coordinates the rerouting of buses and works with regional transportation agencies to minimize disruption.
- Parks and Recreation:
  - Coordinates use of any park facilities for filming, basecamp setups, or crew parking.
  - Reviews any animal-related filming activities.
- Library:
  - Coordinates use of library facilities for filming, basecamp setups, or crew parking.
- Water and Power:
  - Reviews any proposed impacts on street lighting (excluding traffic signals) or other electrical services.
  - Ensures compliance with State and local water regulations.

### ***Common Challenges Faced During Film Permit Issuance***

#### ***Insurance Requirements***

The most common challenge for permit applicants tends to be meeting insurance requirements. Approved insurance documentation is required for each permit. The City's insurance requirements are comparable to, and in many instances more flexible than those of neighboring cities, whether permitted independently or through FilmLA. For

instance, Culver City requires an occurrence-based commercial general liability policy that cost three times the amount of the insurance requirement in Burbank.

### **Safety Staffing**

The City's film permit ordinance requires police personnel to staff film productions when public streets are used for production parking or other related activities. The presence of police officers is required to ensure public safety, minimize disruption to the community, conduct crowd and/or traffic management, and ensure compliance with the terms of the permit. Police presence is not assigned with the sole purpose to provide security, a common misperception of production companies. During the permitting process, staff provide information regarding the necessity and purpose of officers to dispel this misperception.

The Film Permit Office works closely with productions to minimize the requirements for safety personnel, including encouraging filming at times that incur minimal impact to the public right-of-way and surrounding community. Additionally, the Film Permit Office will also recommend alternate locations on private property, which eliminates the need for police staffing.

All film permit assignments requiring a police officer are staffed on a voluntary, overtime basis and overtime is funded via permit fees. The City successfully staffed the majority of productions in 2025 utilizing Burbank police officers. When Burbank officers are unavailable to staff productions, assistance is provided by officers from the Glendale Police Department and the California Highway Patrol. In several instances, the Film Permit Office collaborated with production companies to adjust their filming plans in ways that removed the requirement for officers, resulting in significant cost savings for the production.

### **Clarification of Common Misconceptions**

#### **Burbank Film Permit Costs**

The film industry has expressed concerns regarding film permit fees. The Film Permit Office has maintained the same application processing fees since January 1, 2020, with only a few minor adjustments implemented on July 1, 2023. The current permit fees are listed below:

| <b>Current Fees</b>           |       |
|-------------------------------|-------|
| 1-2 day permit processing fee | \$398 |
| 3-7 day permit processing fee | \$707 |
| Student 1-2 day permit        | \$25  |
| Student 3-7 day permit        | \$100 |
| Revision                      | \$67  |
| Student Revision              | \$20  |
| Non-profit permit processing  | \$40  |

The film-related fees do not reflect the costs production companies incur when engaging with a private business or residents who may impose additional charges for filming on

their property, or ancillary location needs such as parking, basecamp setups, craft services, restrooms, etc., as the City has no authority to regulate private entities.

Below is a list of fees for similarly sized cities where film activity occurs:

| FEES                                    | Burbank                             | Glendale | Beverly Hills                                                                                                                          | Culver City | Pasadena                                                                                                |
|-----------------------------------------|-------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------|
| Film Fees                               | \$398 (1-2 day)<br>\$707 (3-7 days) |          | \$4,648/day (City property interior/exterior)<br>\$2,252/day (Commercial outside triangle on Rodeo Drive)<br>\$1,932/day (Residential) | \$606       | \$973.84/day (private property)<br>\$1,240.40/day (City property)<br>\$521/day (handheld <10 cast/crew) |
| FilmLA                                  |                                     | \$931    |                                                                                                                                        | \$931       |                                                                                                         |
| Revision                                | \$67                                |          |                                                                                                                                        | \$105       |                                                                                                         |
| FilmLA Revision (during business hours) |                                     | \$148.75 |                                                                                                                                        | \$148.75    |                                                                                                         |
| FilmLA Revision (after business hours)  |                                     | \$208    |                                                                                                                                        | \$208       |                                                                                                         |
| Police Review                           |                                     | \$316/hr | \$325                                                                                                                                  |             |                                                                                                         |

The following is the cost comparison for police services in surrounding cities of comparable size.

| POLICE                 | Burbank  | Glendale | Beverly Hills | Culver City | Pasadena                                   |
|------------------------|----------|----------|---------------|-------------|--------------------------------------------|
| Hourly Rate            | \$150/hr | \$289/hr | \$133/hr      |             | \$95/hr (officer)<br>\$115/hr (supervisor) |
| Minimum                | \$600    | \$1,156  | \$532         |             | \$570 (ofcr)<br>\$690 (sup)                |
| Weekday Minimum        |          |          |               | \$2,569.95  |                                            |
| Hourly Rate after Min. |          |          |               | \$321.24/hr |                                            |
| Weekend Minimum        |          |          |               | \$2,918.47  |                                            |
| Hourly Rate after Min. |          |          |               | \$364.80/hr |                                            |

#### Hours of Operation

The Film Permit Office operates Monday through Friday, from 8:00 A.M. to 5:00 P.M. The Film Permit Office strives to issue all permits Monday through Thursday and has one employee on Fridays who can begin to process permits that are submitted through the

online portal and answer any questions. For comparison, the City of Pasadena operates on a Monday through Thursday schedule but requires a longer lead time of five business days to process film applications.

The City will continue to work closely with production companies and industry representatives to further inform and educate them on the City's processes, helping to clarify requirements and address any misperceptions.

### ***Ongoing Initiatives***

City staff are advancing several initiatives to strengthen the City's position as a premier destination for filming and to enhance the experience for productions companies:

#### ***Marketing and Outreach***

Teams are developing a coordinated marketing campaign to promote filming in Burbank. This will include flyers, posters, print ads, and social media content that highlight the City's film-friendly services, streamlined processes, and the unique assets that make the City an ideal production location.

#### ***Updated Film Permitting Website***

Staff are evaluating options for improvements for the film permitting website that will offer improved functionality for the industry and create efficiencies for internal work processes. The updated platform will make it easier for applicants to access information, locate filming sites, submit applications, and track permit progress, while improving efficiency for staff.

#### ***Process Evaluation***

Staff are conducting a comprehensive review of the City's film permitting processes to identify opportunities for greater efficiency, enhanced customer service, and to ensure that Burbank remains competitive within the regional film market. This includes evaluating permit fees, processing times, effective processes from other jurisdictions, and multi-departmental coordination to better support both production needs and minimize community impacts.

### **CONCLUSION**

The Film Permit Office, in collaboration with other City departments, plays a vital role in facilitating safe and efficient film production within the City. The City continues to offer competitive permit fees, efficient processing times, and a collaborative approach that prioritizes the needs of production companies and the well-being of residents and businesses. The City remains committed to seeking ongoing improvements and innovations to further support a vibrant and sustainable filming industry.



October 1, 2025  
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: Linda Barnes, Chairperson  
Jacqueline Waltman, Vice-Chairperson  
Iveta Ovsepyan, Secretary  
Matthew Doyle

Members not present: Brady Griffin

Also present: Daniel Amaya, Administrative Analyst II  
Erin Barrows, Recreation Services Manager  
Jacqueline Batayneh, Administrative Officer  
Tania Cooper, Jail Manager  
Grace Coronado-Cervantes, Assistant PRCS Director  
Michael Del Campo, Assistant PRCS Director  
Daniel Lippert, Acting Assistant General Manager  
Claudio Losacco, Police Captain  
Betsy McClinton, Management Services Director  
Jina Oh, Chief Assistant City Attorney  
Alex Prestia, Ast Gen Mgr-Utility Administrative Services  
April Rios, Human Resources Manager  
Rene Sanchez, Acting Human Resources Manager  
Jessica Sandoval, Executive Assistant  
Riad Sleiman, Chief Assistant General Manager - BWP  
Kristen Smith, Assistant PRCS Director  
Julianne Venturo, Ast Management Services Director  
Megan Wilke, Administrative Analyst II  
Angela Zhamkochian, Acting Administrative Analyst II

**Open Public Comment Period of Oral Communications**

None

**Future Agenda Items**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 4-0 to approve the minutes of the regular meeting of September 3, 2025, with

the following roll call vote: Ayes: Matthew Doyle, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None. ABSENT: Brady Griffin.

### **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 October 2025, the Park and Recreation Department and the Police Department were proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Ovsepyan and carried 4-0, to approve the revision of the specification for the classification of Urban Forester with the following roll call vote: Ayes: Matthew Doyle, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None. ABSENT: Brady Griffin.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 4-0, to approve the establishment of the title and specification for the classification of Cultural Affairs Supervisor with the following roll call vote: Ayes: Matthew Doyle, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None. ABSENT: Brady Griffin.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Ovsepyan and carried 3-1, to approve the revision of the specification for the classification of Jailer with the following roll call vote: Ayes: Matthew Doyle, Iveta Ovsepyan, and Linda Barnes. NOES: Jacqueline Waltman. ABSENT: Brady Griffin.

### **Recruitment and Selection Report – September 2025**

Noted and filed

### **Expedited Recruitment Quarterly Report**

Noted and filed.

### **Appointments and Assignments**

For the month of October 2025, there were eight temporary appointment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Public Works Department, and the City Attorney's Office.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Ovsepyan and carried 4-0 to approve the Appointments and Assignments for the month of October 2025 with the following roll call vote: AYES: Matthew Doyle, Iveta Ovsepyan, Linda Barnes, and Jacqueline Waltman. NOES: None. ABSENT: Brady Griffin.

### **Additional Leave Quarterly Report**

Noted and filed.

**Changes to Boards, Commissions, and Committees**

Noted and filed.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:40 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Linda Barnes, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Iveta Ovsepyan, Secretary

DATE \_\_\_\_\_



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
OCTOBER 02, 2025**

**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. LeMasters; Mr. Luddy; Mr. Malotte; Mr. Smith

**BOARD ABSENT:** None.

**STAFF PRESENT:** Mr. Sleiman, Chief Assistant General Manager-BWP; Mr. Wilson, Assistant General Manager-Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Aquino, Assistant General Manager-Customer Service Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Acting Administrative Officer-BWP; Mr. Chwang, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Mr. Sheikh, Manager Water Planning and Engineering; Mr. Beckett, Water Maintenance and Construction Superintendent; Ms. Momayez, Energy Services and Utility Rates Manager; Ms. Bhakti, Financial Accounting Manager-BWP; Ms. Elorde, Principal Civil Engineer-BWP; Mr. Hupalo, Marketing Associate; Mr. Kidd, Marketing Associate; Mr. Azarian, Senior Administrative Analyst; Ms. Sarkissian, Manager Customer Service Operations

**ORAL COMMUNICATIONS**

None.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

None.

**GENERAL MANAGER REPORT**

Mr. Sleiman began his report by informing the board about BWP's electric meter deployment project, highlighting that the project officially began earlier in the week.

Mr. Sleiman ended his report by noting the City Council's action to excuse Board Member Eskandar's and Board Member LeMasters' absences and reiterated that if they were to miss one more board meeting, they would be removed from the BWP Board.

**CONSENT CALENDAR  
MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. Smith, and carried 5 – 0 (Mr. LeMasters and Mr. Luddy abstained) to approve the meeting minutes of the regular meeting of September 04, 2025.

**BID SCHEDULE 1535 – RESERVOIR 4 AND 5 SAFETY ACCESS STAIR SYSTEM PROJECT – FINDING OF CEQA EXEMPTION UNDER 14 CCR § 15301 AND § 15032 AND CONTRACT AWARD**

Ms. Elorde and Mr. Sheikh responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 7 – 0 to approve the award of a contract to Dumarc Corporation for the Reservoir 4 and 5 Safety Access Stair System Project, Bid Schedule 1535, in the amount of \$683,198.00, and to authorize the BWP General Manager to execute any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office and up to an amount available within the council-approved Fiscal Year budget.

**END OF CONSENT CALENDAR**

**REPORTS TO THE BOARD  
BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Lillio presented BWP's financial update for the month of July 2025.

Mr. Lillio, Mr. Sheikh, and Mr. Wilson responded to board member questions.

This was an information item only. No action was taken.

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

Mr. Aquino presented the mid-year updates to Burbank Water and Power's Rules and Regulations Governing Utility Services.

Mr. Sleiman responded to board member questions.

It was moved by Mr. Luddy, seconded by Mr. Malotte, and carried 6 – 0 (Mr. Altman abstained) to recommend that the Burbank City Council approve the mid-year updates to the BWP Rules and Regulations Governing Utility Service.

**UPDATES TO THE FISCAL YEAR 2025-26 CITYWIDE FEE SCHEDULE**

Mr. Lillio presented the updates on the public electric vehicle charging rates in the City's Fee Schedule.

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

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 5 – 1 (Mr. Altman abstained) to recommend that the Burbank City Council adopt a resolution to amend the Fiscal

Year 2025-26 Citywide Fee Schedule. Staff recommends updating the public electric vehicle charging rates, the solar rates, and miscellaneous service fees related to utility service calls.

**RECOMMEND TO CITY COUNCIL ADOPTION OF RESOLUTIONS RATIFYING AND APPROVING GRANT APPLICATIONS FOR THE MAGNOLIA POWER PROJECT WITH THE CALIFORNIA ENERGY COMMISSION FOR THE BULK GRID ASSET ENHANCEMENTS FOR THE GRID RELIABILITY PROGRAM, AND AUTHORIZING THE BWP GENERAL MANAGER, AS THE CITY MANAGER'S DESIGNEE, TO NEGOTIATE AND EXECUTE ALL RELATED AGREEMENTS AND FORMS**

Mr. Messineo presented the resolutions ratifying and approving the grant applications for the Magnolia Power Project with the California Energy Commission.

Mr. Messineo and Mr. Chwang responded to board member questions.

It was moved by Mr. Luddy, seconded by Mr. Smith, and carried 7 – 0 to recommend to the Burbank City Council the adoption of (1) a resolution ratifying and approving grant applications for the bulk grid asset enhancements for Grid Reliability Program (Advanced Gas Path Resiliency Upgrade) for Magnolia Power Project at Burbank Water and Power, and authorizing and directing the BWP General Manager, as the City Manager's designee, to negotiate, execute, and implement all required and related agreements and forms with the California Energy Commission, the Southern California Public Power Authority, and other subcontractors and vendors, such authority subject to approval by the Southern California Public Power Authority of such project; and (2) a resolution ratifying and approving grant applications for the bulk grid asset enhancements for Grid Reliability Project (Advanced Compressor Resiliency Upgrade) for Magnolia Power Project at Burbank Water and Power, and authorizing and directing the BWP General Manager, as the City Manager's designee, to negotiate, execute, and implement all required and related agreements and forms with the California Energy Commission, the Southern California Public Power Authority, and other subcontractors and vendors; such authority subject to approval by the Southern California Public Power Authority of such project.

**INFORMATION FROM STAFF  
CUSTOMER SERVICE UPDATE**

Mr. Aquino updated the board on the Customer Information System project, also highlighting upcoming projects, such as the lobby credit card payment projects, meter data management system upgrade, AMI meter deployment, and the online account manager project.

Mr. Aquino and Mr. Sleiman responded to board member questions.

**SUSTAINABILITY UPDATE**

Mr. Johnstone updated the board on the customer outreach BWP plans to conduct in anticipation of the federal solar tax credit expiring.

Mr. Johnstone, Mr. Sleiman, and Mr. Kidd responded to questions.

**ELECTRIC SERVICES UPDATE**

Mr. Sleiman updated the board on the before-and-after numbers for the amount of overloaded transformers within the City. Mr. Sleiman also provided an update on BWP's average service availability index to date, as well as the customer average interruption duration index to date.

Mr. Sleiman responded to board member questions.

**COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Eskandar gave kudos to staff on the letters being sent out to the community regarding the street light replacement project.

**ADJOURNMENT**

The regular meeting was adjourned at 7:00 p.m.

The next regular board meeting is scheduled for November 06, 2025, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

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Armando Casillas  
Acting Administrative Officer – BWP  
Recording Secretary

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Mandip Kaur Samra  
General Manager – BWP  
Secretary to the Board

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Tim Cherry, BWP Board Chair