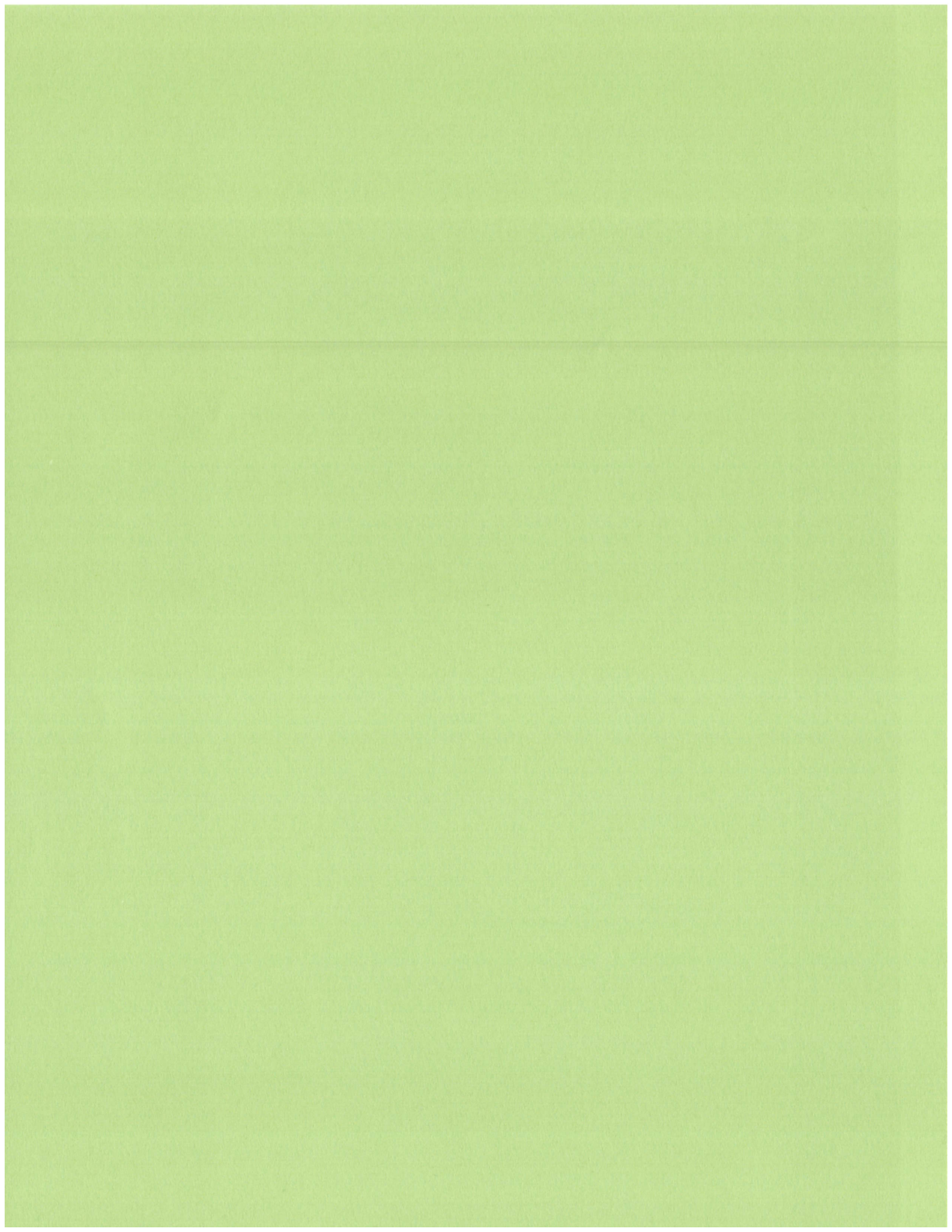




Weekly Management Report

March 27, 2026

- 1. Memo** Burbank Hospitality Association
Meeting on February 18, 2024
Community Development Department
- 2. Summary** Parks and Recreation Board
Meeting on March 12, 2026
Parks and Recreation Department
- 3. Minutes** Civil Service Board Meeting on March 4, 2026
Management Services Department
- 4. Minutes** Water and Power Board Meeting on March 5, 2026
Burbank Water and Power



MEMORANDUM



COMMUNITY DEVELOPMENT



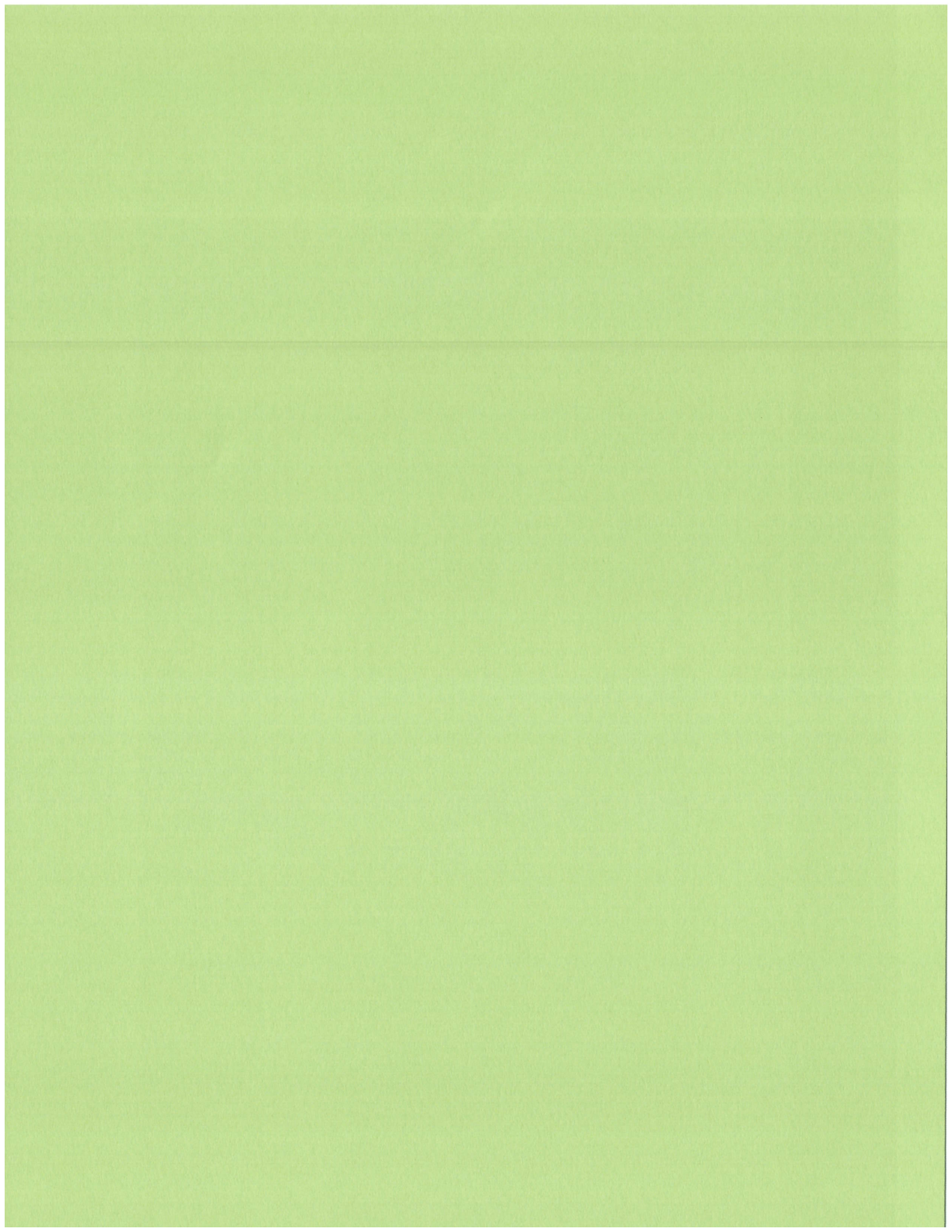
DATE: March 17, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – February 18, 2026

- The Board reviewed a proposal from FlightPath3D which offers Visit Burbank the opportunity to curate its own content on the in-flight map and destination guide. The Board felt current content that is generated by FlightPath3D's team is outdated and underwhelming, the Board did not feel there was enough analytics to support spending \$30,000 on this program.
- The Board approved a letter of support for accreditation of the City of Burbank's Economic Development Division through the International Economic Development Council.
- Applications for Visit Burbank sponsorships were reviewed and the Board decided to award \$30,000 to AfroAnimation 6.0 and Arts Media and Entertainment Institute, and \$2,500 to Burbank Comedy Festival. Decisions were based on attendance, hotel nights and food and beverage revenue generated from the previous year's event.
- Staff provided updates on current projects in development. The Richard Orlinski Exhibit will take place on the AMC Walkway from May 12-July 21. The RFP for the Monument and Wayfinding Signage program was posted on March 2nd in search for an urban design firm. The Krypto statue is currently stored on the Warner Bros. lot until updates are available on the dog park, and the Superman Statue will likely be installed in the green space in front of the Garry Marshall Theatre.



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

Meeting: Parks and Recreation Board

Date: Thursday, March 12, 2026

Staff Present: Marisa Garcia, Parks and Recreation Director; Diego Cevallos, Assistant Parks and Recreation Director; Grace Coronado, Assistant Park Parks and Recreation Director; Jon McGinley, Recreation Services Manager; Dena Moon; Administrative Officer; Emin Yusufov, Administrative Analyst II; Chad Thompson, Executive Assistant; Alex Hernandez, Recreation Coordinator.

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

Board Members Absent: None.

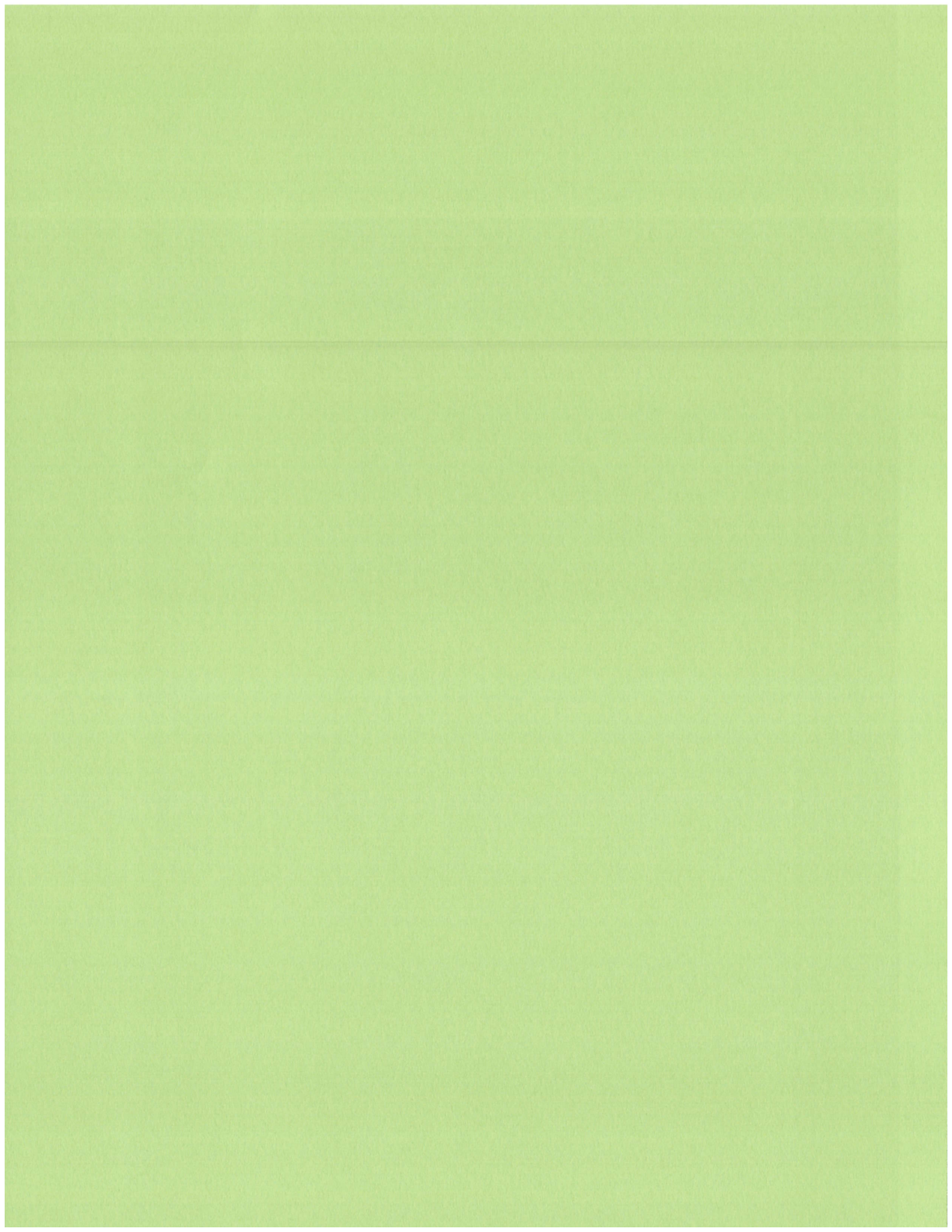
Council Liaison Present: Christopher Rizzotti.

Council Liaison Absent: Konstantine Anthony

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Hernandez provided announcements for the P&R programs and facilities.	
2 Presentations	Mr. Manoukian presented the 2026 Community Champions Grant video. Mr. McGinley recognized all partners, sponsors, and volunteers who contributed to the success of the Burbank Adaptive Sports Expo (BASE).	
3 Department Director Report	Ms. Garcia thanked all Board members and volunteers for their support for the third annual BASE event.	
4 Oral Communications	Mr. Hawk shared information on the upcoming Burbank Community Band show.	
5 Response to Oral Communications	Mr. DePalo thanked Mr. Hawk for all his work with the Community Band.	
6 Written Communications	None.	
7 Park Board Comments	Mr. DePalo attended the Burbank Athletic Federation board meeting. He shared some of the exciting events coming up through the Sports office.	
8 Budget Update on Fiscal Year 2026-27.	Ms. Moon provided an update on the Fiscal Year 2026-27 Budget Process.	Noted and Filed
9 Update on Fiscal Year 2025-26 Completed Capital Improvement Projects and Fiscal Year 2026-27 Requests.	Ms. Moon provided the Board with an update on completed Capital Improvement Projects for Fiscal Year 2025-26, as well as proposed requests for Fiscal Year 2026-27. Mr. Messerlian inquired about the progress of the soccer field project at Brace Canyon Park, and Ms. Garcia responded with details regarding its status. Mr. Messerlian also raised questions about the typical timeline from budget adoption to project completion.	Noted and Filed.

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

10	Adaptive Sports Update	Mr. McGinley provided an update on the Department's efforts and key accomplishments in Adaptive Sports, including the Burbank Adaptive Sports Expo. Ms. Assadi expressed appreciation to staff for their hard work and dedication to the Adaptive Sports Program. Mr. Messerlian inquired about the primary geographic sources of participants in the program.	Noted and Filed.
11	Consent Calendar	<p>Approval of Minutes</p> <p>Minutes of the February 12, 2026, meeting were approved.</p> <p><u>City Council Agenda Items Update</u></p> <p>Noted and Filed.</p> <p><u>Contract Compliance</u></p> <p>Noted and Filed.</p> <p><u>Police Park Patrol Reports</u></p> <p>The Police Park Patrol Report for January was noted and filed.</p> <p><u>Dick Clark Dog Park Progress Report- March 2026 Update</u></p> <p>Monthly Dick Clark Dog Park update.</p> <p><u>Departmental Operations Update</u></p> <p>Noted and Filed.</p>	It was motioned by Ms. Gamiño, seconded by Mr. DePalo, and carried 5-0 to approve the Consent Calendar.
11	Tabled Items	None.	
12	Additional Comments from the Board and staff	Mr. DePalo emphasized the importance of completing the Dick Clark Dog Park, as well as advancing improvements to the Starlight Bowl, McCambridge Pool, Olive Recreation Center, and Earthwalk Park. Mr. Messerlian would like to see an update on the Dick Clark Dog Park.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned in loving memory of Linda Murphy at 7:13.	



March 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: Linda Barnes, Chairperson
Jacqueline Waltman, Vice-Chairperson
Iveta Ovsepyan, Secretary
Matthew Doyle
Brady Griffin

Also present: Victoria Akerson, Principal Electrical Engineer
Daniel Amaya, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Chief Assistant City Attorney
Brooke Oldaker, Administrative Analyst II
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Fabio Serafini, Manager Customer Service Operations
Eldon Tsan, Accountant
Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

None

Future Agenda Items

Vice-Chairperson Jacqueline Waltman requested to agendize the cancelation of the July 1, 2026, Civil Service Board meeting.

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Griffin and carried 5-0 to approve the minutes of the regular meeting of February 4, 2026, with the following roll call vote: Ayes: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – February 2026

Noted and filed

Appointments and Assignments

For the month of March 2026, there were nine temporary appointment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department and the Financial Services Department.

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

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:51 p.m.

Julianne Venturo
Assistant Management Services Director

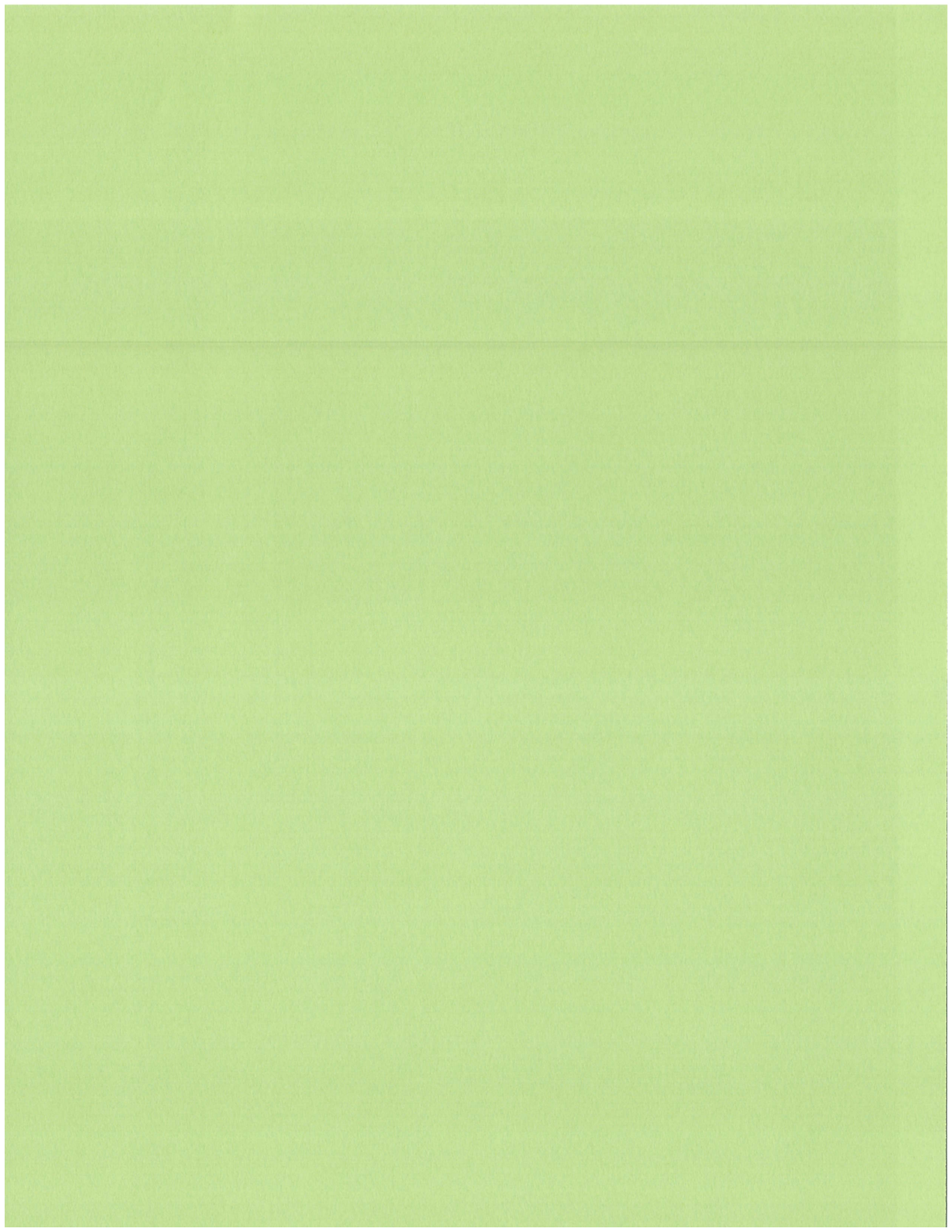
APPROVED:

Linda Barnes, Chairperson

DATE _____

Iveta Ovsepyan, Secretary

DATE _____



**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
MARCH 05, 2026**

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; Ms. Kashani; Mr. LeMasters; Mr. Luddy; Mr. Smith

BOARD ABSENT: None.

STAFF PRESENT: Ms. Samra, General Manager-BWP; Mr. Messineo, Assistant General Manager-Power Supply; Mr. Sleiman, Chief Assistant General Manager-BWP; Mr. Wilson, Assistant General Manager-Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Acting Assistant General Manager-Operational Technology; Mr. Serafini, Acting Assistant General Manager-Customer Service Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Acting Administrative Officer-BWP; Ms. Hourany, Senior Administrative Analyst; Mr. Chwang, Senior Assistant City Attorney; Ms. Luz, Senior Secretary; Mr. Spence, Manager Technology; Mr. Siani, Senior Administrative Analyst; Mr. Canyon, Marketing Manager; Ms. Sheth, Financial Account Manager-BWP; Ms. Kalomian, Financial Planning & Risk Manager

ORAL COMMUNICATIONS

None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Samra began the General Manager's report by welcoming the newest Board Member, Ms. Kashani, who was recently appointed by the City Council on Tuesday, February 24th.

Ms. Samra then informed the Board that Representative Friedman had earmarked \$1 million for the Reservoir project.

Ms. Samra also noted that the monthly operations and financial report were not included on this month's agenda, explaining that BWP will discuss the transition to quarterly updates to the Board.

Ms. Samra further updated the Board on a recent water main break near Whitnall Highway and Clark Avenue, noting that crews were dispatched around 2:30 a.m. and restored service to customers by the afternoon. She commended the water maintenance and construction teams for their quick response and dedication.

Lastly, Ms. Samra reminded the Board and the public that customers needing after-hours assistance should call BWP's after-hours phone number, 818-238-3778, and clarified that there had been a recent mix-up in which the main customer service line was mistakenly advertised as the after-hours number.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 7 – 0 to approve the meeting minutes of the regular meeting of February 05, 2026.

END OF CONSENT CALENDAR

PRESENTATION

OVERVIEW OF BURBANK WATER AND POWER'S CUSTOMER SERVICE OPERATIONS

Mr. Serafini, Acting Assistant General Manager-Customer Service Operations, presented an overview of Burbank Water and Power's Customer Service Operations.

Mr. Serafini, Ms. Samra, Mr. Spence, Mr. K. Wilson, Mr. Sleiman, and Mr. R. Wilson responded to board member questions.

REPORTS TO THE BOARD

APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN BURBANK WATER AND POWER AND TMG UTILITY ADVISORY SERVICES, INC. DBA TMG CONSULTING, INC.

Mr. Wilson, Acting Assistant General Manager-Operational Technology, presented the Professional Services Agreement with TMG Utility Advisory Services, Inc., DBA TMG Consulting, Inc.

Mr. K. Wilson, Ms. Samra, Mr. Spence, and Mr. Chwang responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Luddy, and carried 6 – 1, with Mr. Smith voting no, to approve the Professional Services Agreement between BWP and TMG Utility Advisory Services, Inc., DBA TMG Consulting, Inc., in the amount of \$1,068,000.

RECOMMENDATION FOR CITY COUNCIL ADOPTION OF AN ORDINANCE AMENDING AND RESTATING ARTICLE 3 OF TITLE 8 OF THE BURBANK MUNICIPAL CODE, RELATING TO THE SUSTAINABLE WATER USE PRACTICES, AND FINDING OF A CEQA EXEMPTION (14 CCR 15301, 15305, 15308)

This item was pulled from the agenda and will be rescheduled for a future meeting.

UPDATE TO YEAR TWO OF THE FISCAL YEAR 2025-26 & 2026-27 BUDGETS

Mr. Lillio and Ms. Samra presented BWP’s proposed updated Fiscal Year 2026-27 budget.

Mr. Lillio, Ms. Samra, Ms. Sheth, and Mr. K. Wilson responded to board member questions.

It was agreed upon by the board and staff that voting would not take place during the March 05, 2026 BWP Board meeting and would be rescheduled for the April 02, 2026 BWP Board meeting.

INFORMATION FROM STAFF

None.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

None.

ADJOURNMENT

The regular meeting was adjourned at 7:45 p.m.

The next regular board meeting is scheduled for April 02, 2026, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Acting Administrative Officer-BWP
Recording Secretary

Mandip Kaur Samra
General Manager-BWP
Secretary to the Board

Tim Cherry, BWP Board Chair