



# Weekly Management Report

## April 24, 2026

- 1. Summary**      Parks and Recreation Board  
Meeting on April 9, 2026  
**Parks and Recreation Department**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the monthly budget. It includes categories for housing, utilities, food, and entertainment. The goal is to identify areas where spending can be reduced without affecting the quality of life.

The third section focuses on investment strategies. It suggests diversifying the portfolio to include stocks, bonds, and real estate. The author also mentions the importance of regular reviews and adjustments based on market conditions.

Finally, the document concludes with a summary of key takeaways. It reiterates the need for discipline and consistency in financial planning. The author encourages readers to take control of their finances and work towards their long-term goals.

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

Meeting: Parks and Recreation Board

Date: Thursday, April 9, 2026

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Park Parks and Recreation Director; Noah Altman, Recreation Services Manager; Paula Ohan, Senior Administrative Analyst; Emin Yusufov, Administrative Analyst II; Lissette Rojo; Administrative Analyst II; Chad Thompson, Executive Assistant; Omar Avilla, 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 & Christopher Rizzotti

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Avilla provided announcements for the P&R programs and facilities.	
2 Presentations	<ul style="list-style-type: none"> <li>• Ms. Tamala Takahashi presented an award to Mr. Phirman in recognition of his outstanding hard work and dedication to keeping Burbank's parks clean, safe, and free of litter.</li> <li>• Ms. Rojo recognized the Volunteers of the Burbank Animal Shelter for their continued compassion and commitment to supporting the care and well-being of animals at the Burbank Animal Shelter.</li> <li>• Ms. Ohan presented certificates to the 2026 Residents Inspiring Service and Empowerment (RISE) participants, celebrating their meaningful contributions and positive impact within the community.</li> </ul>	
3 Department Director Report	Ms. Garcia introduced Mr. Altman, who provided an update on the City of Burbank's second annual Earth Day celebration, highlighting planned activities, community engagement efforts, and sustainability initiatives. He also shared details about the featured artwork, "We Rise, Together" by Siyowin Peters, emphasizing its message of environmental stewardship and collective responsibility in caring for the community and the planet.	
4 Oral Communications	<p>Ms. Walton expressed concerns regarding the pool temperature at the Verdugo Aquatic Facility, noting its impact on user comfort and overall experience. She requested that staff review current temperature settings.</p> <p>Ms. Harrison thanked the Park Board for taking the time to review the Center Stage agreement. She also expressed her sincere appreciation for the Colony Theatre and its continued partnership and contributions to the community.</p>	

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5	Response to Oral Communications	Mr. Messerlian thanked Ms. Walton for raising her concerns regarding the pool temperature at the Verdugo Aquatic Facility. Ms. Garcia responded by outlining steps being taken to address the issue, including the recent order of pool covers to help retain heat. She added that staff will continue working closely with Public Works to monitor conditions and implement additional solutions to maintain appropriate pool temperatures	
6	Written Communications	None.	
7	Park Board Comments	Ms. Assadi shared that the Burbank Youth Board did an outstanding job supporting the Spring Egg-Stravaganza, noting their engagement with the community. Mr. DePalo also expressed his appreciation, thanking staff for their hard work and coordination in delivering a successful and well-attended event.	
8	Burbank Center Stage- 2026 Sublease, Master Lease Modification, and Operating Agreement with The Colony Theatre Company Update	Ms. Coronado provided an update on the 2026 Sublease, Master Lease Modification, and Operating Agreement with The Colony Theatre Company, outlining current progress and key considerations. Mr. Messerlian inquired about efforts to advertise and promote the variety of events held at the theatre. Ms. Gamino shared that she stays informed about upcoming events by following the local arts community and receiving updates directly from The Colony Theatre Company.	Noted and Filed
9	Dick Clark Dog Park Progress Report- April 2026 Update	Ms. Garcia provided an update on the progress of the Dick Clark Dog Park. Mr. Brody questioned the bid process and timeline of that process.	Noted and Filed.
10	Consent Calendar	<p>Approval of Minutes</p> <p>Minutes of the March 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>It was motioned by Mr. Brody, seconded by Ms. Gamino and carried 5-0 to approve the Consent Calendar.</p>
11	Tabled Items	<p><u>Departmental Operations Update</u></p> <p>Noted and Filed.</p> <p>None.</p>	

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12	Additional Comments from the Board and staff	Mr. Brody expressed interest in receiving weekly reminders highlighting upcoming Parks and Recreation events. Mr. Messerlian agreed, noting that regular updates on departmental activities and events would be beneficial for staying informed and enhancing overall awareness. Staff will explore options for providing consistent and timely event communications	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned in loving memory of Linda Murphy at 7:46.	