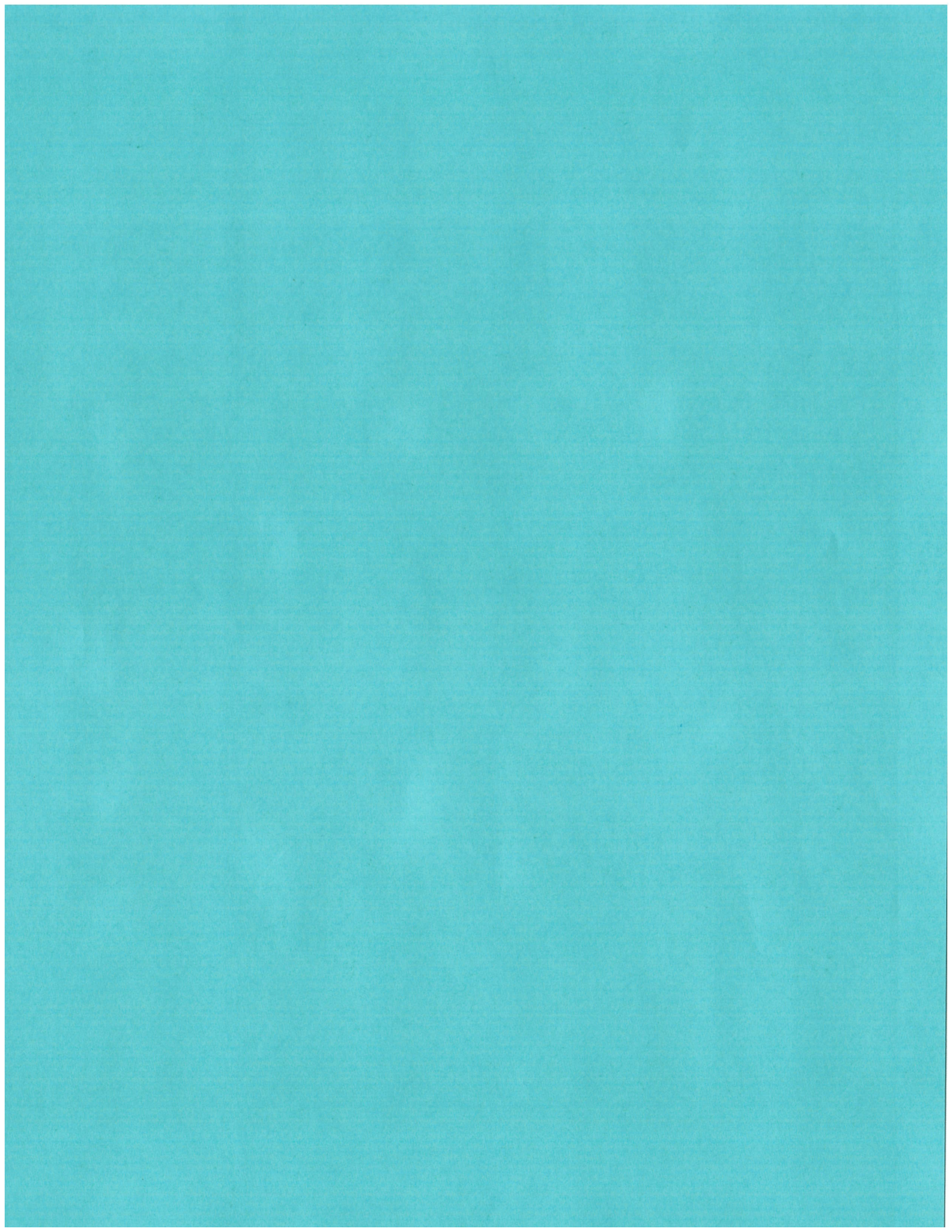




Weekly Management Report

May 8, 2026

- 1. Minutes** Burbank Water and Power Board
Meeting on April 2, 2026
Burbank Water and Power Department
- 2. Synopsis** Transportation Commission
Meeting on April 22, 2026
Community Development Department
- 3. Synopsis** Planning Commission
Meeting on March 9, 2026
Community Development Department



**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
APRIL 02, 2026**

UNAPPROVED

Mr. Cherry called the meeting of the Burbank Water and Power Board to order at 5:02 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. Casillas, Acting Administrative Officer-BWP; Mr. Prestia, Assistant General Manager-Utility Administrative Services; Mr. Messineo, Assistant General Manager-Power Supply; Mr. Wilson, Assistant General Manager-Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Acting Assistant General Manager-Operational Technology; Mr. Aquino, Assistant General Manager-Customer Service Operations; Mr. Johnstone, Sustainability Officer; Mr. Chwang, Senior Assistant City Attorney; Ms. Kurihara, Senior Assistant City Attorney; Ms. Luz, Senior Secretary; Mr. Saini, Senior Administrative Analyst; Mr. Knauth, Senior Electrical Engineer; Mr. Canyon, Marketing Manager; Mr. Nahhas, Principal Civil Engineer-BWP; Ms. Flores, Senior Administrative Analyst; Ms. Kalomian, Financial Planning & Risk Manager; Ms. Sheth, Financial Accounting Manager-BWP; Mr. Shiekh, Manager Water Engineering/Planning; Mr. Beckett, Water Maintenance Construction & Superintendent; Mr. Sanchez, Civil Engineering Associate-BWP

ORAL COMMUNICATIONS

None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Samra began the General Manager’s report by announcing that the new Burbank Water and Power website is now live and giving kudos to the team that worked on it. Ms. Samra continued her report by announcing the retirement celebration for Senior Security Guard Lydia Ray on April 9, 2026, on BWP’s campus.

Ms. Samra informed the board on the Regional Intermodal Transportation Center Solar + Storage ribbon-cutting event, noting that more information will be announced as the date nears. In addition, Ms. Samra briefed the board on the power outage earlier in the day, noting that power was restored in just under an hour.

Lastly, Ms. Samra took a moment to thank Mr. Lillio and his entire BWP team for their hard work on the budget, noting the challenges faced and those expected.

Ms. Samra and Mr. Chwang responded to board member questions.

**CONSENT CALENDAR
MINUTES**

It was moved by Mr. Luddy, seconded by Mr. Smith, and carried 7 – 0 to approve the meeting minutes of the regular meeting of March 05, 2026.

END OF CONSENT CALENDAR

REPORTS TO THE BOARD

APPROVAL TO AWARD BID SCHEDULE NO 1541 TO PAVECO CONSTRUCTION, INC. TO PERFORM ASPHALTIC CONCRETE AND PORTLAND CEMENT CONCRETE REPAIRS FOR WATER, ELECTRIC, AND FIBER OPTIC SERVICES FOR BURBANK WATER AND POWER

Mr. Sanchez, Civil Engineering Associate-BWP, presented Bid Schedule No. 1541 for asphaltic concrete and concrete repairs for water, electric, and fiber optic services for Burbank Water and Power.

Mr. Sanchez, Mr. Beckett, Ms. Samra, Mr. Sheikh, and Mr. Lillio responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 7 – 0, to approve the award of Bid Schedule No. 1541 to Pavco Construction, Inc., to perform asphaltic concrete and Portland Cement Concrete Repairs for water, electric, and fiber optic services for Burbank Water and Power.

PROPOSED UPDATE TO BURBANK WATER AND POWER’S FISCAL YEAR 2026-27 BUDGET

Mr. Lillio, Chief Financial Officer, presented the revisions made to the Burbank Water and Power’s proposed updated Fiscal Year 2026-27 budget.

Mr. Lillio, Ms. Samra, and Mr. Johnstone responded to board member questions.

It was moved by Mr. Smith, seconded by Mr. Luddy, and carried 7 – 0, to recommend approval of the utility’s proposed Fiscal Year 2026-27 budget as presented at the April 02, 2026 Burbank Water and Power Board meeting to the Burbank City Council for the Electric Fund, Water Fund, MPP Operating Fund, Tieton Operating Fund, street Lighting Fund, and Communication Fund.

RECOMMEND THE INTRODUCTION AND APPROVAL OF AN ORDINANCE AMENDING THE BURBANK MUNICIPAL CODE TO UPDATE THE SUSTAINABLE WATER USE ORDINANCE

Mr. Johnstone, Sustainability Officer, presented an ordinance to amend the Burbank Municipal Code to update the Sustainable Water Use Ordinance.

Mr. Johnstone, Ms. Samra, Mr. Wilson, and Ms. Kurihara responded to board member questions.

It was agreed upon by the board and staff that voting would not take place during the April 02, 2026 BWP Board meeting and would be rescheduled for the May 14, 2026 BWP Board meeting.

INFORMATION FROM STAFF

None.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar gave kudos to Mr. Lillio and everyone who worked on the budget for their hard work toward delivering a well-put-together budget.

Mr. Luddy highlighted the healthy discussion during the budget presentation and further emphasized the policy discussion during the ordinance item.

Mr. Altman expressed his excitement about BWP’s new battery program, praising BWP for stepping up after the federal incentives were removed.

Mr. LeMasters shared his concerns about a scheduling conflict with next month’s board meeting and asked whether the board would be open to holding the May Board meeting on May 14, 2026.

Ms. Kashani provided a general comment on staff reports to the board and asked for more comparisons between past and new impacts of proposed changes for future items.

ADJOURNMENT

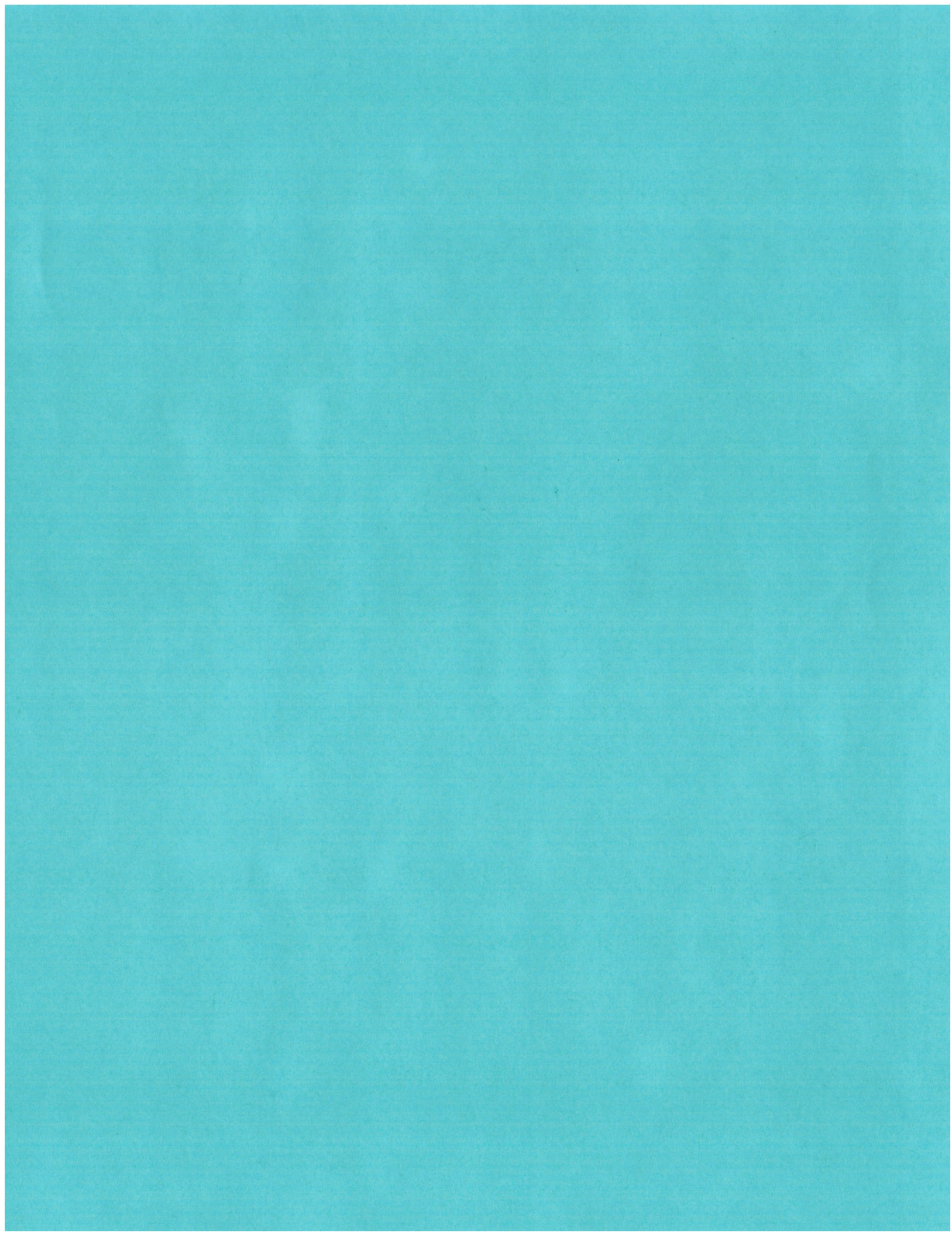
The regular meeting was adjourned at 8:09 p.m.

The next regular board meeting is scheduled for May 14, 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




MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 6th, 2026

TO: Justin Hess, City Manager

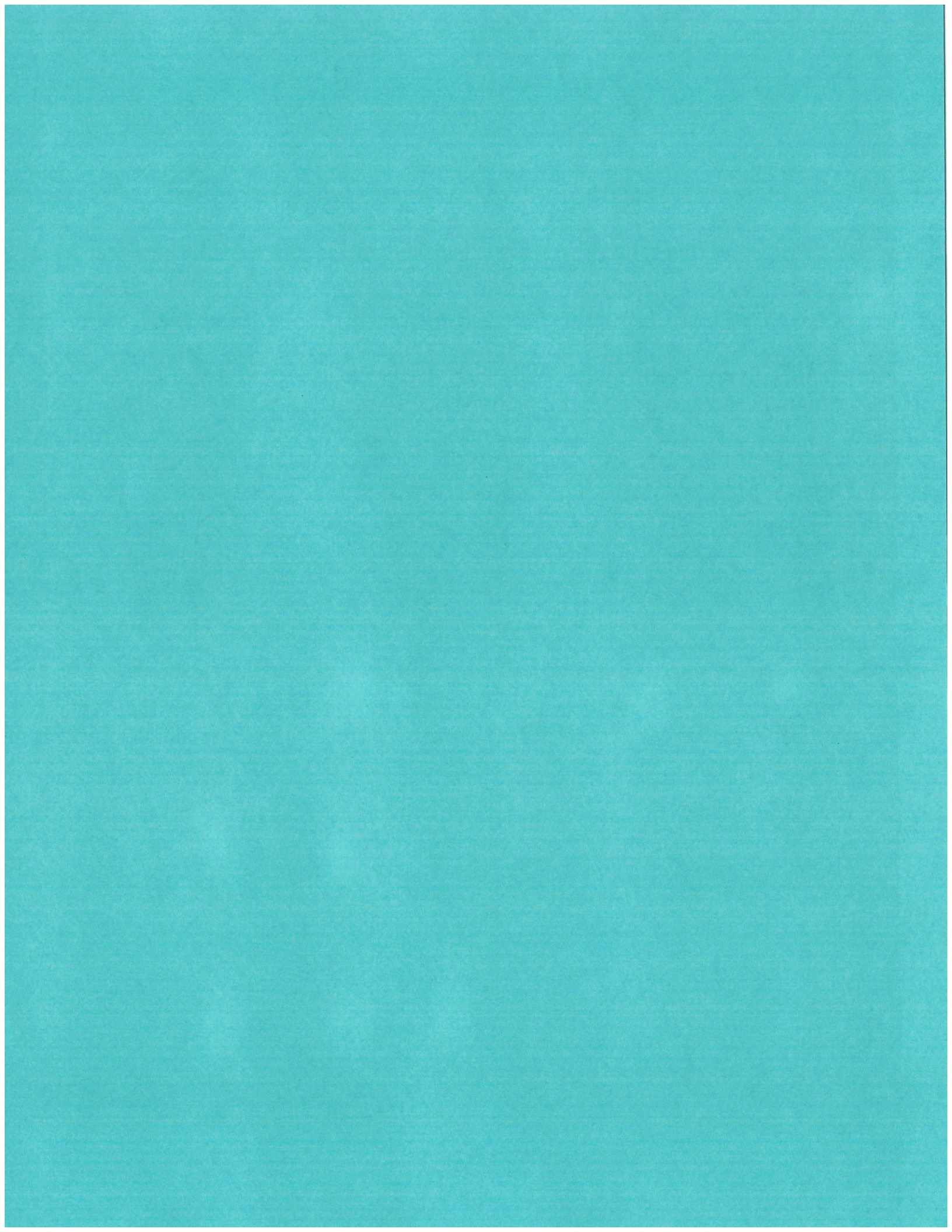
FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Karla Aguilar, Administrative Analyst II

SUBJECT: Transportation Commission Meeting Synopsis – April 22, 2026

- The Commission reviewed the Letter of Support to Submit a Grant Application for California State Transportation Agency's (CalSTA) Transit and Intercity Rail Capital Program (TIRCP) presented by Karen Pan.
 - Staff is requesting approval for a letter of support for an approximately \$47 million grant application to the California State Transportation Agency's Transit and Intercity Rail Capital Program (TIRCP) for the Downtown Burbank Multimodal Transit Integration and Electrification Project. TIRCP is a statewide program that funds major transit capital improvements aimed at reducing greenhouse gas emissions, increasing ridership, improving rail integration, and enhancing transit safety. The proposed project aligns with these goals and supports Burbank's adopted climate and transportation policies.
 - The application targets five priority improvements for funding: (1) construction of a BurbankBus charging infrastructure and maintenance facility in Downtown Burbank to enable fleet electrification, (2) full electrification of the BurbankBus fleet, (3) BurbankBus service optimization to improve efficiency and ridership, (4) station area improvements at the Downtown Burbank Metrolink Station to enhance accessibility and first/last-mile safety, and (5) planning and design for the Olive Avenue Bridge replacement to strengthen regional rail connectivity and support future high-speed rail integration. Staff presented the letter of

- support as part of the grant application to the Transportation Commission.
- The Commission asked questions related to the location of the proposed BurbankBus maintenance facility and how the project could connect the Chandler Bikeway to the Burbank Channel Path. Discussion also covered grant priorities, noting that TIRCP emphasizes capital projects and may not fund operations, and that staff will present to Council in June. Additional questions included the possibility of reduced funding, the need to prioritize project components, and planned improvements to the Downtown Metrolink Station. Staff noted that award decisions are expected in September, with up to five years for completion though faster delivery could improve competitiveness. Commissioners also asked about matching fund requirements and cost estimates; staff indicated that a final number will be calculated.
 - The motion passed 7-0.
- The Commission reviewed the Metrolink Southern California Optimized Rail Expansion (SCORE) Program Overview and Updates Taxi Regulation staff report presented by Karla Aguilar.
 - The Metrolink Southern California Optimized Rail Expansion (SCORE) Program is a roughly \$10 billion, multi-year initiative launched in 2023 to modernize and expand the regional rail network through improvements such as grade crossing upgrades, signal enhancements, station improvements, and additional tracks. The City of Burbank is directly affected by several projects aimed at improving reliability, reducing operational constraints, and increasing bidirectional service, including on the Antelope Valley Line. Additional systemwide improvements along the Antelope Valley and Ventura County lines will further enhance service frequency and regional connectivity, with long-term benefits including improved mobility, economic growth, and reduced congestion.
 - The Commission asked questions related to when 30-minute, bi-directional service will be implemented. A member also asked how the Commission could advocate against potential service cuts. Additional discussion covered whether freight trains are included in the program and the use of quiet zone designations on behalf of the City. Overall, the Commission expressed that they want staff to take an active role in supporting the SCORE program and advocating for the City's interests if service reductions are proposed.

- The Commission approved a motion directing staff to take an active role in supporting the SCORE Program, including advocating for the City's interests and opposing any potential budget cuts.
- The motion passed 7-0.




MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 7, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Fred Ramirez, Assistant Community Development Director – Planning *ip for FR*
By: Diana Arias, Intermediate Clerk *go for DA*

SUBJECT: Planning Commission Meeting –March 9, 2026

- This memorandum goes over the general information of the Planning Commission meeting that was held on March 9, 2026. There were two public hearing items and a report presented to the Planning Commission.
- Project No. 25-0005456 was presented to the Commission by Assistant Planner, Eduardo Rendon. The project included a request for a Conditional Use Permit to Operate a new Amusement Enterprise Use (Sky Zone) within the Burbank Town Center at the tenant space located at 201 East Magnolia Boulevard, Unit 100.
- After Commission discussion Commissioner Van Gorder made a motion to approve Project No. 25-0005456, a Request for a Conditional Use Permit to Operate a new Amusement Enterprise Use (Sky Zone) located at 201 East Magnolia Boulevard, Unit 100, seconded by Commissioner Bennett. Motion carried by a 5-0 vote. Motion passes.
- Project No. 24-0005692 was presented to the Commission by Assistant Planner, Johana Valencia. The project included a request for a Conditional Use Permit to Operate a new Restaurant/Drinking Establishment Use (Flow Wine and Coffee) the Allows the Sale and Consumption of Beer and Wine On and Off the Premises located at 325 North First Street, Suite 101 (at The 1st Street Village Project Site).
- After Commission discussion Vice Chair Safarian made a motion to approve Project No. 24-0005692, a Request for a Conditional Use Permit to Operate a new Restaurant/Drinking Establishment Use (Flow Wine and Coffee) that Allows the Sale and Consumption of Beer and Wine On and Off the Premises located at 325 North First Street, Suite 101, seconded by Commissioner Mendez. Motion carried by a 5-0 vote. Motion passes.
- Report for the Revised Administrative Draft of the Media District Specific Plan and Public Comments on the Draft Environmental Impact Report was presented by Principal Planner, Amanda Landry.
- Chair Wick asked for a future update on the City's other specific and neighborhood plans.