



Weekly Management Report

August 1, 2025

1. **Memo** Planning Commission
Meeting on April 28, 2025
Community Development Department

2. **Minutes** Burbank Water and Power Board
Meeting on June 05, 2025
Water and Power Department

3. **Minutes** Civil Service Board
Meeting on July 02, 2025
Management Services Department




MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: July 24, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Fred Ramirez, Assistant Community Development Director – Planning 
By: Diana Arias, Clerical Worker

SUBJECT: Planning Commission Meeting – April 28, 2025

- This memorandum goes over general information of the Planning Commission meeting that was held on April 28, 2025. There was one public hearing presented to the Planning Commission.
- Project No. 24-0001007 was presented to the Commission by Associate Planner, Robert Keatinge, a request for a Conditional Use Permit to Allow an Automobile Dealer Use in an Existing Commercial Building at 410-412 South Victory Boulevard.
- After commission discussion, Commissioner Bennett made a motion to approve Project No. 24-0001007, a request for a Conditional Use Permit to allow an Automobile Dealer use in an Existing Commercial Building at 410-412 South Victory Boulevard. Seconded by Commission Atteukenian. Motion passes by a 4-0 vote.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JUNE 05, 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. Cherry; Mr. Eskandar; Mr. LeMasters; Mr. Malotte; Mr. Smith; Ms. Tenenbaum

BOARD ABSENT: Mr. Luddy

STAFF PRESENT: Ms. Samra, General Manager – BWP; Mr. Olsen, acting Assistant General Manager – Power Supply; Mr. Sleiman, Assistant General Manager – Electric Services; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Lippert, acting Assistant General Manager – Chief Technology Officer; Mr. Aquino, Assistant General Manager – Customer Services Operations; Ms. Edwards, Assistant General Manager – Strategy, Communication & Outreach; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Thuyen, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Mr. D'Aquila, Power Resources Manager

ORAL COMMUNICATIONS

None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Samra began her report by updating the board on the utility rates being adopted 4 – 0, noting that Council Member Mullins was absent for the vote. Ms. Samra also updated the board on the budget being unanimously approved 5 – 0.

Ms. Samra continued with her report by announcing that Mr. Sleiman has been promoted to the role of Chief Assistant General Manager – BWP.

Ms. Samra informed the board of the actions taken by the S&P's Global Ratings on both the electric and water funds, noting that S&P Global Ratings affirmed its 'AA-' rating on BWP's electric fund and downgraded BWP's water fund rating one notch from 'AAA' to 'AA+'.

Lastly, Ms. Samra reminded the board that there would be no July BWP Board meeting, and that the October 2, 2025 BWP Board meeting will be rescheduled to a later date in October.

CONSENT CALENDAR MINUTES

It was moved by Ms. Tenenbaum, seconded by Mr. Malotte, and carried 3 – 0 to approve the meeting minutes of the regular meeting of May 01, 2025. Mr. Cherry, Mr. Eskandar, and Mr. LeMasters abstained, and Mr. Luddy was absent.

END OF CONSENT CALENDAR

REPORTS TO THE BOARD BWP OPERATIONS AND FINANCIAL REPORTS

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

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

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

APPROVAL OF A POWER SALES AGREEMENT WITH THE SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY FOR THE PURCHASE OF RENEWABLE ENERGY FOR 30 YEARS

Mr. D'Aquila presented a Power Sales Agreement with the Southern California Public Power Authority for the purchase of renewable energy for 30 years.

Mr. D'Aquila, Mr. Lillio, and Ms. Samra responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Malotte, and carried 6 – 0 to recommend the Burbank City Council to authorize the General Manager of BWP, as designee of the City Manager, to enter a Power Sales Agreement (PSA) with the Southern California Public Power Authority to purchase 13.3% (40MW out of 300MW) of the Milford Solar Phase II project at a total cost of approximately \$112 million over 30 years and to authorize the General Manager to execute other documents as necessary to implement the PSA. Mr. Luddy was absent.

INFORMATION FROM STAFF ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on the onboarding of 17 new apprentices, highlighting the biggest class that has been brought on. Mr. Sleiman continued to update the board on the number of transformers in stock, charges regarding tree clearance, system planning criteria, and the AMI system upgrade.

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

COMMUNICATION AND OUTREACH UPDATE

Ms. Edwards updated the board on BWP's efforts with community outreach, focusing on rates and stakeholders, highlighting the number of coffee chats, community events and resource fairs,

town hall meetings, and business accounts meetings. Ms. Edwards continued by highlighting the communication sent out to the Burbank community regarding the meter system upgrade project, and spoke about the increase in financial assistance within BWP's rebate programs.

Ms. Edwards responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. Tenenbaum requested to move the "COMMENTS AND REQUESTS FROM BOARD MEMBERS" agenda item from the end of the board meeting agenda to after the "BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS" agenda item. Lastly, Ms. Tenenbaum highlighted her recent attendance at the Association of California Water Agencies' 2025 Spring Conference & Expo.

Mr. Smith requested that the topic of business continuity, disaster preparation, and disaster recovery be brought up at a future meeting. Mr. Smith also requested an update on the Intermountain Power Project for a future meeting.

ADJOURNMENT

The regular meeting was adjourned at 6:31 p.m.

The next regular board meeting is scheduled for August 07, 2025, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Senior Administrative Analyst
Recording Secretary

Mandip Kaur Samra
General Manager – BWP
Secretary to the Board

Bill Luddy, BWP Board Chair



**July 2, 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: Matthew Doyle, Chairperson
Linda Barnes, Vice-Chairperson
Jacqueline Waltman, Secretary
Brady Griffin
Iveta Ovsepyan

Also present: Daniel Amaya, Administrative Analyst II
Grace Coronado-Cervantes, Assistant PRCS Director
Michael Del Campo, Assistant PRCS Director
Garen Essakhanian, Assistant Chief Information Officer
Betsy McClinton, Management Services Director
Jina Oh, Chief Assistant City Attorney
Brooke Oldaker, Acting Administrative Analyst II
Katie Picha, Administrative Officer
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director
Megan Wilke, Administrative Analyst II
Michelle Yekikian, Real Estate and Project Manager
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. Barnes, seconded by Mr. Griffin and carried 5-0 to approve the minutes of the regular meeting of June 4, 2025.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – June 2025

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of July 2025, there was one temporary appointment extension and four temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water & Power Department, Community Development Department, and the Information Technology Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Griffin and carried 5-0 to approve the Appointments and Assignments for the month of July 2025.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:04 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Matthew Doyle, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____