



# Weekly Management Report

## September 26, 2025

- 1. Synopsis** Heritage Commission  
Meeting on September 4, 2025  
**Community Development Department**
- 2. Summary** Parks and Recreation Board  
Meeting on September 11, 2025  
**Parks and Recreation Department**
- 3. Synopsis** Downtown Burbank Partnership (PBID)  
Meeting on September 4, 2025  
**Community Development Department**
- 4. Memo** Burbank Hospitality Association (BHA)  
Meeting on August 20, 2025  
**Community Development Department**
- 5. Minutes** Civil Service Board  
Meeting on September 3, 2025  
**Management Services Department**
- 6. Minutes** Water and Power Board  
Meeting on September 4, 2025  
**Burbank Water and Power**





# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** September 15, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Amanda Landry, Principal Planner  9/15/2025  
Ryan Allen-Esquivel, Assistant Planner  
By: Diana Arias, Clerical Worker

**SUBJECT:** Heritage Commission Meeting – September 4, 2025

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This memorandum recaps the Heritage Commission meeting that was held on September 4, 2025:

- Commissioner Solis was absent.
- Principal Planner Landry announced to the Commission: the new changes to Boards, Commission and Committees Memo that were passed by City Council and Save the Date for the Boards & Commission Recognition being held on October 21<sup>st</sup>. City Clerk's office will provide more information as the date gets closer.
- Chair Baldaseroni made a motion to approve the minutes from June 5, 2025. Seconded by Commissioner Schmidt, motion passed by a 4-0 vote.
- Chair Baldaseroni made a request to change the order of the last two items on the agenda.
- Item was presented by Principal Planner Landry: an application for designation of an Eligible Historic Resource for the house at 1515 East Alameda Avenue. The proposed Designation has been evaluated under the California Environmental Quality Act (CEQA) and required no further CEQA review. Staff recommended that the Heritage Commission recommend to City Council that the application for the Designation of an Eligible Historic Resource at 1515 East Alameda Avenue be approved as described in the Resolution attached to the Staff Report.
- After Commission discussion, Chair Baldaseroni made a motion to approve an application for designation of Eligible Historic Resource at 1515 East Alameda Avenue, seconded by Vice Chair Kronzek. Motion passed by a 4-0 vote.
- Second item was presented by Senior assistant City Attorney, Kane Thuyen presented Transparency Law Basics that include the Brown Act, the Public Records Act, Conflicts of Interest and other best practices related to

transparency.

- Commission discussed the attendance record of Commissioner Solis to see if his previous absences could be excused. Ultimately, the Commission decided not to excuse the absences, citing a need for the consistent processing of City business. Commissioner Solis had served the Heritage Commission for many years, staff and the City are grateful for his dedication and many years of service.
- After Commission discussion, Commissioner Schmidt made the motion to not excuse the 4 absences, seconded by Commissioner Hardy. Motion passed by a 4-0 vote.
- Staff Communication was shared by Assistant Planner Allen-Esquivel to let the Commission know that 1022 East Walnut Avenue is ineligible for designation as a historic resource and the homeowner was notified of staff's determination on September 3, 2025, and 808 North Ford Street will be presented to City Council on September 9<sup>th</sup>.
- Tentative Agenda Item that city staff will be providing is an overview of Burbank Historic Preservation Incentives and an update on the status of the City's Mills Act Program.



CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board (Board)

Date: Thursday, September 11, 2025

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Noah Altman, Recreation Services Manager; Jon McGinley, Recreation Services Manager; Megan Wilke, Administrative Analyst II; Rena Ghamelian, Interim Recreation Supervisor; Chad Thompson, Executive Assistant; Christina Lara, Recreation Coordinator; Edgar Manoukian, Recreation Coordinator

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

**Board Members Absent:** None.

**Council Liaison Present:** None.

**Council Liaison Absent:** Konstantine Anthony and Christopher Rizzotti (Alternate).

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Manoukian provided announcements regarding Parks & Recreation programs and facilities.	
2	Presentations	<ul style="list-style-type: none"><li>Mr. Altman provided an update on the California Parks and Recreation Society (CPRS) Award Recognition.</li><li>Ms. Lara presented certificates to the Nature Docents.</li><li>Ms. Ghamelian presented the Youth Sports Perpetual Awards.</li><li>Mr. Manoukian presented certificates to Volunteer Coaches Sandoval and Nelson.</li></ul>	
3	Department Director Report	Ms. Garcia shared information on the Paddle for a Purpose pickleball tournament hosted at the Burbank Tennis Center.	
4	Oral Communications	Mr. Hawk shared updates on the Burbank Community Band. Ms. Nelson thanked the Sports staff for the Dalton Rushing Camp that took place at Burbank High School.	
5	Response to Oral Communications	None.	
6	Written Communications	One written communication was received regarding the Urban Forest Master Plan.	
7	Park Board Comments	Mr. Messerlian thanked staff for the pickleball tournament. Mr. Brody shared his experience at the Paddle for a Purpose pickleball tournament. Mr. DePalo thanked the volunteer coaches.	
8	Urban Forest Master Plan Update	Mr. Del Campo provided the Board with an update on the Urban Forest Master Plan, and Michael Cappon from Davey Tree delivered a presentation on the plan's details.	Noted and Filed.
9	Burbank Tennis Center Annual Report for Fiscal Year 2024-25	Mr. McGinley introduced Steve Starleaf, general manager of the Burbank Tennis Center, to provide and update on Burbank Tennis Center for fiscal year 2024-25. Mr. Messerlian commended the Burbank Tennis Center for their hard work and attention to detail at their facility. Mr. Brody and Ms. Assadi thanked Mr. Starleaf for dedication to the Burbank community.	Noted and Filed.

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

11	Spring 2025 Parks and Recreation Programming Update	Tabled item.	It was motioned by Mr. Messerlian, seconded by, Mr. DePalo and carried 5-0 to approve table item.
12	Discussion on City Council Priorities for 2025-26.	Tabled item.	It was motioned by Mr. Messerlian, seconded by, Mr. DePalo and carried 5-0 to approve table item.
16	Consent Calendar	<u>Approval of Minutes</u> Minutes of the August 14, 2025 meetings were approved.  <u>City Council Agenda Items Update</u> Noted and Filed.  <u>Contract Compliance</u> Noted and Filed.  <u>Police Park Patrol Reports</u> The Police Park Patrol Report for July was noted and filed.  <u>Dick Clark Dog Park Progress Report</u> Noted and Filed  <u>Departmental Operations Update</u> Noted and Filed.	It was motioned by Ms. Gamiño, seconded by, Mr. Brody and carried 5-0 to approve the Consent Calendar.
17	Tabled Items	None.	
18	Additional Comments from the Board and staff	Mr. Messerlian shared his comments regarding the timeline of the Urban Forest Master Plan. Mr. Brody inquired about the current status of the dog park project.	
19	Introduction of New Agenda Items	None.	
20	Adjournment	The meeting adjourned at 8:37 pm.	



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** September 19, 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: Aida Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – September 4, 2025

- Marcos Fuentes, Senior Transportation Planner, provided an update on the San Fernando Boulevard Reconfiguration Project. The 12-month pilot showed improved pedestrian safety, reduced illegal parking, stable traffic flow, and steady economic activity. Looking ahead, the Phase II of the Project involves plans and designs for permanent improvements with a tentative completion within 36 months. The Board was encouraged to continue supporting the Project through outreach and feedback on design and amenities as the Project moves forward.
- The 2024 PBID Tax Return was reviewed and approved by the Board.
- Staff provided an update from the recent Ad-Hoc Leasing Subcommittee meeting, noting continued leasing momentum alongside some ongoing vacancies. Targeted outreach and marketing efforts are underway leading up to the ICSC Western Conference event in late September. Subcommittee members shared that while leasing activity is strong, some landlords remain hesitant to invest in property improvements. The Subcommittee plans to conduct a walkthrough of Downtown to identify properties in need of upgrades and engage landlords in discussions about potential internal and façade enhancements.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** September 22, 2025

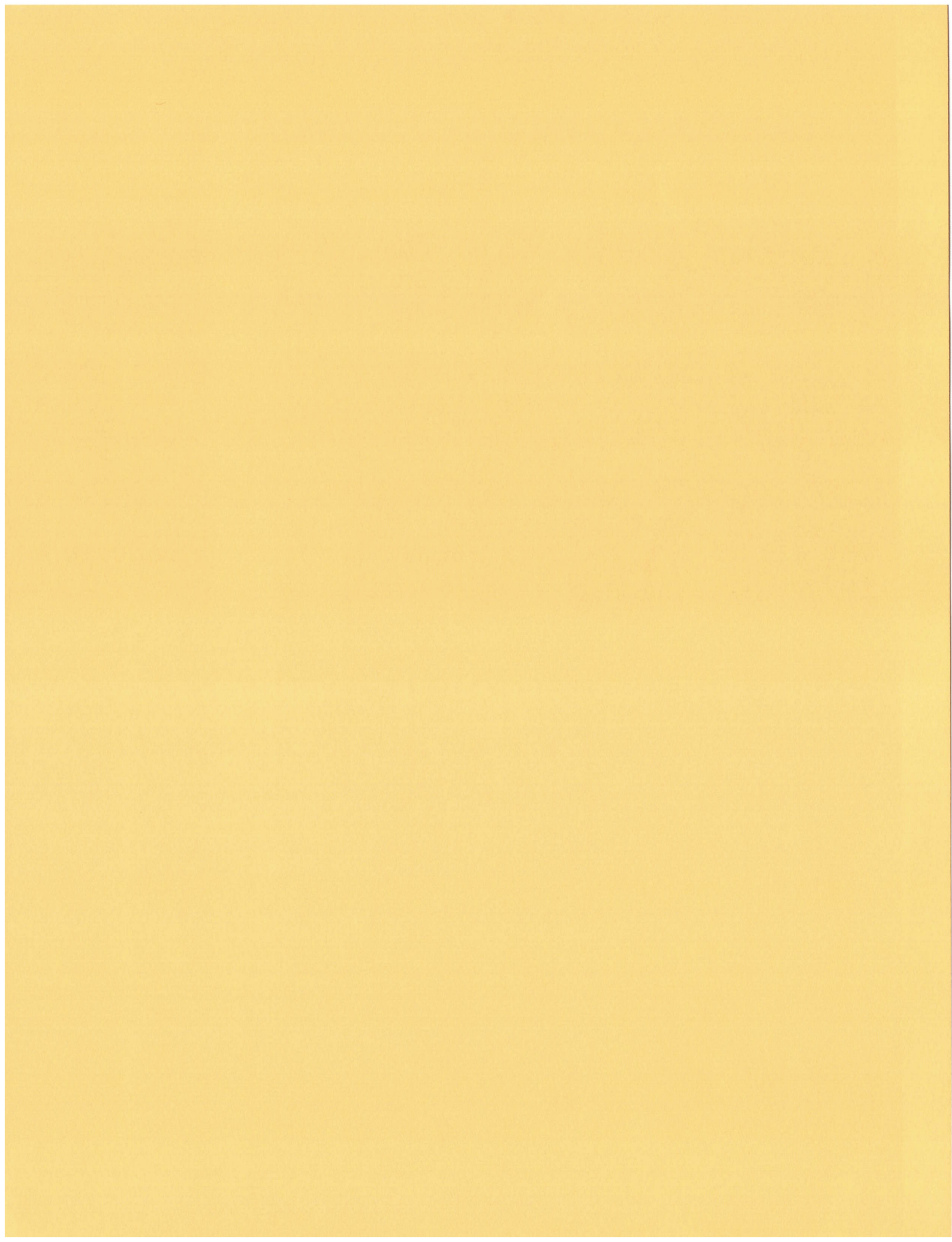
**TO:** Justin Hess, City Manager

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

**SUBJECT:** Burbank Hospitality Association (BHA) Meeting – August 20, 2025

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- Shannon Labbe, the General Manager for Residence Inn Los Angeles/Burbank Downtown was appointed to the Board. This filled the last vacant position. The BHA now has a full Board of 11 members.
- The Board voted to invest in and sponsor the following events for Fiscal Year 2025/2026: 1) Creative Talent Network eXpo \$30,000, 2) MUSEXPO 2026, \$60,000 3) Burbank Comedy Festival, \$2,500 4) California Institute for Behavioral Health Solutions, \$10,000, and 5) Burbank International Film Festival, \$25,000.
- The Board voted to continue its annual marketing partnership the \$25,000 with the Burbank Chamber of Commerce. The Chamber will continue to market and promote Visit Burbank to the local community.
- The Board made a motion to bring the Richard Orlinski art exhibit to Burbank next summer. Richard Orlinski is a French artist and sculptor whose work was displayed on Rodeo Drive in Beverly Hills last year. He has 9.1 million followers on Instagram and would provide great publicity for Burbank. His current agreement with the BHA would include 6 pieces of artwork for \$150,000. This cost includes transportation, installation, and insurance.



**September 3, 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:           Jacqueline Waltman, Vice-Chairperson  
                                  Iveta Ovsepyan, Secretary  
                                  Matthew Doyle  
                                  Brady Griffin

Members not present:       Linda Barnes, Chairperson

Also present:               Nareg Garabedian, Network Support Analyst II  
                                  Kevin Harback, Senior Video Production Associate  
                                  Betsy McClinton, Management Services Director  
                                  Jina Oh, Chief Assistant City Attorney  
                                  Brooke Oldaker, Acting 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  
                                  Julianne Venturo, Ast Management Services Director  
                                  Angela Zhamkochian, Acting Administrative Analyst II

**Open Public Comment Period of Oral Communications**

None

**Future Agenda Items**

Vice-Chairperson Jacqueline Waltman requested to agendaize changes City Council adopted per Ordinance Number 25-4,032 relating to Boards, Commissions, and Committees especially in the area of attendance at meetings and anything pertinent to the Civil Service Board.

**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 August 6, 2025, with the following roll call vote: Ayes: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, and Jacqueline Waltman. NOES: None. ABSENT: Linda Barnes.

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – August 2025**

Noted and filed

**Appointments and Assignments**

For the month of September 2025, there were seven temporary appointment extensions and one temporary assignment extension needed. The extensions were being sought on behalf of the Burbank Water & Power Department.

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

**Review of Board Member Attendance**

Review of Civil Service Board Member Iveta Ovsepyan's attendance.

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Doyle and carried 4-0 to recommend to the City Council to excuse Iveta Ovsepyan's absences with the following roll call vote: AYES: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, and Jacqueline Waltman. NOES: None. ABSENT: Linda Barnes.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:22 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  
September 04, 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. Malotte; Mr. Smith

**BOARD ABSENT:** Mr. LeMasters; Mr. Luddy

**STAFF PRESENT:** Ms. Samra, General Manager – BWP; Mr. Sleiman, Chief Assistant General Manager – BWP; Mr. Lillio, Chief Financial Officer; Mr. Aquino, Assistant General Manager – Customer Service Operations; Ms. Edwards, Assistant General Manager – Strategy, Communications & Outreach; Mr. Casillas, Acting Administrative Officer – BWP; Mr. Chwang, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Mr. Maruca, Legislative Analyst; Ms. Akerson, Principal Electrical Engineer; Mr. Beckett, Water Maintenance and Construction Superintendent

**ORAL COMMUNICATIONS**

Mr. Bax addressed the board by expressing his concern regarding BWP's billing system, citing possible discrepancies with his own bill.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

Ms. Samra thanked Mr. Bax for bringing to light the discrepancies he noted during his public comment. Ms. Samra continued to note that there have been a few issues with the new billing system.

Mr. Aquino noted that the discrepancies Mr. Bax noted have been brought to the attention of BWP's Business Applications Team to look into the issue and find a resolution.

Mr. Eskandar thanked Mr. Bax for informing the board of the issue and inquired if there were any issues with his water bill.

Mr. Smith posed a question to Mr. Aquino regarding the meter reads referenced in the utility bills.

**GENERAL MANAGER REPORT**

Ms. Samra began her report by noting a late addition of an Electric Services Update, which would be presented by Mr. Sleiman, Chief Assistant General Manager – BWP.

Ms. Samra proceeded by informing the board of Board Member Tenenbaum's recent resignation, which resulted in the City Clerk's Office accepting applications for the vacancy.

Ms. Samra briefly mentioned to the board the City Council's action from Tuesday, August 26, to approve the proposed changes to the City's Boards, Commissions, and Committees, which were provided in a memo drafted by the City Clerk's Office.

Lastly, Ms. Samra highlighted the work done by BWP's line section last month on August 19 and August 20, during their annual pole-setting work. Ms. Samra informed the board that the line crews did about 40 pole settings within those two days.

**ANNUAL REVIEW OF THE CITY COUNCIL GOALS AND EXPECTATIONS OF BOARDS, COMMISSIONS, AND COMMITTEE MEMBERS**

Mr. Casillas addressed the board on the annual review of the City Council Goals and Expectations of Boards, Commissions, and Committee Members.

Ms. Samra responded to board member questions.

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

**CONSIDERATION OF BURBANK WATER AND POWER BOARD MEMBERS' ATTENDANCE**

Mr. Casillas addressed the board regarding Board Member Eskandar's attendance, pursuant to Burbank Municipal Code 2-1-403.

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

It was moved by Mr. Smith, seconded by Mr. Malotte, and carried 3 – 0 (Mr. Eskandar excused himself; Mr. LeMasters and Mr. Luddy were absent) to recommend to the Burbank City Council that Board Member Eskandar's absences be excused and that he remain on the BWP Board.

**CONSIDERATION OF BURBANK WATER AND POWER BOARD MEMBERS' ATTENDANCE**

Mr. Casillas addressed the board regarding Board Member LeMasters' attendance, pursuant to Burbank Municipal Code 2-1-403.

Mr. Casillas responded to board member questions.

It was moved by Mr. Malotte, seconded by Mr. Eskandar, and carried 4 – 0 (Mr. LeMasters and Mr. Luddy were absent) to recommend to the Burbank City Council that Board Member LeMasters' absences be excused and that he remain on the BWP Board.

**CONSENT CALENDAR  
MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. Smith, and carried 4 – 0 (Mr. LeMasters and Mr. Luddy were absent) to approve the meeting minutes of the regular meeting of August 07, 2025.

**END OF CONSENT CALENDAR**

**REPORTS TO THE BOARD**

**BWP OPERATIONS AND FINANCIAL REPORTS**

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

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

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

**REVIEW THE ELECTRICAL SERVICES AGREEMENT WITH THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

Ms. Akerson presented the Electrical Services Agreement with the Burbank-Glendale-Pasadena Airport Authority.

Ms. Akerson and Ms. Samra responded to board member questions.

This was an information item only. No action was taken

**INFORMATION FROM STAFF**

**LEGISLATIVE UPDATE**

Mr. Maruca updated the board on federal and state legislative issues and highlighted legislation that BWP is monitoring.

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

**ELECTRIC SERVICES UPDATE**

Mr. Sleiman updated the board on an electrical services agreement with the 777 Front Street development that will be going to City Council.

Mr. Sleiman responded to board member questions.

**COMMUNICATION AND OUTREACH UPDATE**

Ms. Edwards updated the board on BWP's strategy management, highlighting BWP's strategic objectives and the Project Oversight Committee.

Ms. Edwards responded to board member questions.

**COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Eskandar thanked the board for voting to recommend to City Council to excuse his absences.

Mr. Smith requested an update on previously noted items relating to a discussion on cybersecurity, continuity of operations plans for BWP, and the possibility of having closed session meetings before the monthly board meetings.

Mr. Cherry requested an update of the types of disconnections for the next board meeting.

**ADJOURNMENT**

The regular meeting was adjourned at 6:47 p.m.

The next regular board meeting is scheduled for October 02, 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