Weekly Management Report
July 31, 2026

1. Synopsis	Landlord-Tenant Commission Meeting Meeting on July 6, 2026 **Community Development Department**
2. Memo	Informational Memo on Senate Bill 524 (Arreguin), Law Enforcement Agencies: Artificial Intelligence – Tracking List # 2722 **Police Department**
3. Minutes	Civil Service Board Meeting on June 3, 2026 **Management Services Department**
4. Minutes	Burbank Water and Power Board Meeting on June 4, 2026 **Water and Power Department**

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: July 27, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director

SUBJECT: **Landlord-Tenant Commission Meeting – July 6, 2026**

- Two members of the public attended the in-person meeting, with one Zoom Attendee.
- During Oral Communications, one attendee addressed the Commission regarding ongoing concerns with property management, including multiple eviction notices and alleged habitability issues. The Chair informed the attendee that Housing staff would review the completed intake form and provide available resources, as appropriate.
- The Commission reported on two landlord-tenant forms. Both cases remain open while the Commission awaits responses from the involved parties.
- Staff informed the Commission that the 2026 Brown Act booklets were available and distributed copies to the Commission members.
- Chair Ingalsbee announced that this would be her final meeting after serving on the Commission for four years and expressed her appreciation for the opportunity to serve.
- Chair Ingalsbee recognized Commissioner Massimini for his service and contributions to the Commission.
- The meeting adjourned at 6:39 P.M.

MEMORANDUM

POLICE DEPARTMENT

DATE: July 31, 2026

TO: Justin Hess, City Manager

FROM: Rafael Quintero, Chief of Police C. Posacco / FOR
BY: Viviana Garzon, Police Administrator

SUBJECT: City Manager Tracking List #2722 – Informational Memo on Senate Bill 524 (Arreguin), Law Enforcement Agencies: Artificial Intelligence

BACKGROUND

At the June 30, 2026, Council meeting, Mayor Takahashi requested a memorandum regarding Senate Bill 524 (SB 524) and the City's plan for implementation of requirements for public reports.

DISCUSSION

SB 524, authored by Senator Jesse Arreguín, was signed into law by Governor Gavin Newsom on October 10, 2025 and went into effect January 1, 2026. The bill establishes requirements governing the use of AI in the preparation of official law enforcement reports. Its purpose is to promote transparency and accountability when AI is used to assist in generating police report narratives. The requirements of SB 524 apply only to reports generated by law enforcement agencies and not to reports from non-law enforcement entities.

SB 524 requires each law enforcement agency to maintain a policy addressing the use of AI in report preparation. In summary, the bill requires that law enforcement agencies maintain a policy to require an official report prepared by a law enforcement officer or any member of a law enforcement agency that is generated using artificial intelligence either fully or partially to include specified information, including a disclosure statement and the signature of the law enforcement officer or member of a law enforcement agency who prepared the official report. The legislation defines the types of AI systems subject to these requirements as follows:

"'Artificial intelligence applies to artificial intelligence systems that automatically draft police report narratives based upon an analysis of in-car or dash-mounted cameras, or body-worn camera audio or video, and artificial intelligence systems that analyze a law enforcement officer's dictated report to generate a police report narrative automatically enhanced by generative artificial intelligence."

The intent of SB 524 is to ensure that when AI is used to generate or substantially assist in preparing police report narratives, the use of AI is transparent, the report is reviewed by a member of the law enforcement agency, and the individual preparing the report remains responsible for its accuracy.

The Burbank Police Department (Department) does not utilize any AI system that automatically drafts police report narratives based on body-worn camera recordings, in-car or dash-mounted camera footage, dictated reports, or any other automated AI-assisted report writing technology. Therefore, the Department is currently in full compliance with the intent and requirements of SB 524.

CONCLUSION

The Department remains committed to the responsible use of emerging technologies while ensuring integrity and transparency. Although the Department does not currently employ AI systems that automatically generate police report narratives, it will continue to monitor developments in AI technology and applicable state law and will update its policies and practices as necessary to ensure continued compliance and maintain public trust.

June 3, 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:	Jose Amaro, Manager Technology Daniel Amaya, Administrative Analyst II Sean Aquino, Ast General Manager – Cust Serv & Mrktg Garen Essakhanian, Assistant Chief Officer Betsy McClinton, Management Services Director Mary Movsesyan, Public Information Specialist Jina Oh, Chief Assistant City Attorney Brooke Oldaker, Administrative Analyst II Katie Picha, Administrative Officer Alex Prestia, Ast Gen Mgr-Utility Administrative Services April Rios, Human Resources Manager Rene Sanchez, Acting Human Resources Manager Jessica Sandoval, Executive Assistant

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan (with Mr. Griffin abstaining) and carried 4-0 to approve the minutes of the regular meeting of May 6, 2026, with the following roll call vote: Ayes: Matthew Doyle, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None, ABSTAINED Brady Griffin.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – May 2026

Noted and filed

Appointments and Assignments

For the months of June and July 2026, there were eight temporary appointment extensions and five temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Community Development Department, City Manager's Office, and the Information Technology Department.

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

Quarterly and Annual Reports requested by the Civil Service Board

The Board discussed the informational reports and requested staff evaluate opportunities to streamline quarterly and annual informational reports in an effort to reduce staff workload and eliminate duplicative information. They also requested that additional information regarding the processes outlined in the Recruitment and Selection Report be agendized for a future meeting, along with an explanation of how the recruitments and requisitions work together.

Future Agenda Items

None

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:36 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

________________________________DATE____________
Linda Barnes, Chairperson

________________________________DATE____________
Iveta Ovsepyan, Secretary

8A.
UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JUNE 04, 2026

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; Mr. LeMasters; Mr. Luddy; Mr. Smith

BOARD ABSENT: None.

STAFF PRESENT: Ms. Samra, General Manager-BWP; Mr. Riad, Chief Assistant General Manager-BWP; Mr. Wilson, Assistant General Manager-BWP; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Assistant General Manager-Operational Technology; Mr. Aquino, Assistant General Manager-Customer Service Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Acting Administrative Officer-BWP; Ms. Kurihara, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Ms. Elorde, Principal Civil Engineer-BWP; Mr. Sheikh, Manager Water Engineering and Planning; Mr. Chedid, Principal Electrical Engineer; Mr. Shehata, Electrical Engineer; Mr. Canyon, Marketing Manager; Ms. Di Domenico, Marketing Associate; Mr. Beckett, Water Maintenance and Construction Superintendent; Ms. Mahdavi, Administrative Analyst II; Mr. Hernandez, Transmission and Distribution Manager; Mr. Clark, Principal Electrical Engineer

ORAL COMMUNICATIONS

Mr. Donahue provided the Board with comments regarding Item 7B, Endorsement of the 2025 Urban Water Management Plan and Water Shortage Contingency Plan, highlighting the extensive work of staff who compiled these plans.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Luddy expressed his appreciation to Mr. Donahue for attending the BWP Board meeting and providing his comments.

Mr. Eskandar expressed his appreciation to Mr. Donahue for providing his comments.

Ms. Samra thanked Mr. Donahue for attending the BWP Board meeting and highlighting the unfunded state mandates. Ms. Samra mentioned that BWP continues to have a presence at the state and federal levels.

GENERAL MANAGER REPORT

Ms. Samra began the General Manager's report by highlighting OceanWell project and the Joint Powers Authority named the Southern California Regional Water Authority, to be used to finance and operate water projects. Additionally, Ms. Samra mentioned the Water Transfer Agreement with the San Diego County Water Authority, highlighting that Mr. Wilson will provide an update on this during the August regular meeting of the BWP Board.

Ms. Samra informed the Board that the BWP Budget was adopted during the June 2, 2026, City Council meeting, thanking the Board for their work and discussions.

Ms. Samra continued with her report by informing the Board of the completion of the installation of the new Vertical Lift Modules. Ms. Samra also noted that there will be no regular meeting of the BWP Board in the month of July.

Ms. Samra mentioned to the Board about the next Customer Connections event that is scheduled for Saturday, June 6, 2026, at the Joslyn Adult Center. Furthermore, Ms. Samra provided the Board with an update on the Lobby Security Project, highlighting the modernization and strengthening of security for the customer service lobby.

Following Ms. Samra's report to the Board, Mr. Sleiman provided an update to the Board on a question from the last Board meeting regarding Data Centers and their use in the City.

Mr. Sleiman continued his update by informing the Board of a few grants that will be going directly to the City Council, emphasizing the short turnaround time to accept the grants as the reason for this.

Lastly, Ms. Samra thanked Mr. LeMasters for his time with the BWP Board, highlighting that the June Board meeting would be his last for his term.

CONSENT CALENDAR

MINUTES

It was moved by Mr. LeMasters, seconded by Mr. Smith, and carried 6 – 0 to approve the meeting minutes of the regular meeting of May 14, 2026.

END OF CONSENT CALENDAR

REPORTS TO THE BOARD

APPROVE AND AWARD BID SCHEDULE NO. 1545 TO PACIFIC HYDROTECH CORPORATION FOR THE CONSTRUCTION OF THE NEW CHLORAMINE BOOSTING SYSTEMS FOR RESERVOIRS 1, 4, AND 5

Ms. Elorde, Principal Civil Engineer-BWP, presented the award for Bid Schedule No. 1545.

Mr. Sheikh, Ms. Elorde, Ms. Samra, and Ms. Kurihara responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Smith, and carried 5 – 1, to find this project exempt from the California Environmental Quality Act under 14 CCR §15301; approve and award the contract documents for Bid Schedule No. 1545 – Construction of the New Chloramine Boosting Systems for Reservoirs 1, 4, and 5 (Contract) to Pacific Hydrotech Corporation, in the amount of $7,538,100; and authorize the BWP General Manager to execute the Contract and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office and up to an amount available within the City Council-approved Fiscal Year 2025-26 Budget.

ENDORSEMENT OF THE 2025 URBAN WATER MANAGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN

Mr. Sheikh, Manager Water Engineering and Planning, presented the 2025 Urban Water Management Plan.

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

It was moved by Mr. Luddy, seconded by Mr. Smith, and carried 6 – 0, to endorse the 2025 Urban Water Management Plan, which includes the Water Shortage Contingency Plan, for approval and adoption by the City Council.

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 and Ms. Samra responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Smith, for a 3 – 3 tie vote to recommend that the Burbank City Council adopt an Ordinance amending and restating Title 8, Article 3, of the Burbank Municipal Code.

BURBANK WATER AND POWER'S OPERATIONS AND FINANCIALS REPORT

This item was rescheduled for the following regular meeting of the BWP Board.

INFORMATION FROM STAFF

ELECTRIC SERVICES UPDATE

Mr. Sleiman introduced his team members, who provided two separate updates to the Board. Mr. Chedid provided the Board with an update on the Town Substation outage that occurred on April 2, 2026. Mr. Shehata provided the Board with an update on the 4kV to 12kV conversion progress.

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

COMMUNICATIONS & OUTREACH UPDATE

Ms. Di Domenico provided the Board with an update on Burbank Water and Power's Key Accounts Program, highlighting its evolution, its purpose, how it connects with key account customers, and its future.

Ms. Samra responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Cherry thanked Mr. LeMasters for his service to the BWP Board. Additionally, Mr. Cherry reminded the Board about the upcoming nominations for Board Chair and Vice Chair during the August regular Board meeting.

Mr. LeMasters spoke about his tenure on the BWP Board, highlighting how much it meant to him to serve.

Mr. Smith thanked Mr. LeMasters for his service. Mr. Smith also requested an agenda item on overtime use versus hiring additional staff for the August regular Board meeting.

Mr. Bill thanked Mr. LeMasters for all he has contributed to the Board. Mr. Bill requested that staff provide advanced notice on agenda items for upcoming meetings so the Board has ample time to review and contribute to a healthier discussion.

Mr. Cherry provided additional context for his reason for voting against Item 7A. Approve and Award Bid Schedule No. 1545 to Pacific HydroTech Corporation for the Construction of the New Chloramine Boosting Systems for Reservoirs 1, 4, and 5, noting that the actual contract was not provided to the Board in advance.

ADJOURNMENT

The regular meeting was adjourned at 7:25 p.m.

The next regular board meeting is scheduled for August 06, 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