



Weekly Management Report

August 14, 2026

- 1. Memo** Update on City Council's Invitation to Senator Menjivar and Assemblymember Schultz to Present to City Council on Senate Bill 79 and Senate Bill 13612
City Manager's Office

- 2. Notice** Call and Notice of a Regular Meeting of the Burbank-Glendale-Pasadena Airport Authority on August 17, 2026
Burbank-Glendale-Pasadena Airport Authority

The first part of the paper discusses the importance of maintaining accurate records of all transactions, including sales, purchases, and expenses. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The second part of the paper focuses on the importance of maintaining accurate records of all assets and liabilities, including property, equipment, and accounts payable. This is essential for ensuring the accuracy of the balance sheet and for providing a clear audit trail. The third part of the paper discusses the importance of maintaining accurate records of all income and expenses, including salaries, wages, and interest. This is essential for ensuring the accuracy of the income statement and for providing a clear audit trail. The fourth part of the paper focuses on the importance of maintaining accurate records of all cash flows, including receipts and payments. This is essential for ensuring the accuracy of the cash flow statement and for providing a clear audit trail. The fifth part of the paper discusses the importance of maintaining accurate records of all taxes, including income tax, sales tax, and property tax. This is essential for ensuring the accuracy of the tax returns and for providing a clear audit trail. The sixth part of the paper focuses on the importance of maintaining accurate records of all other financial information, including bank statements, credit card statements, and insurance policies. This is essential for ensuring the accuracy of the financial statements and for providing a clear audit trail.

MEMORANDUM



CITY MANAGER'S OFFICE



DATE: August 14, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager 
BY: Cathryn LaBrado, Assistant to the City Manager

SUBJECT: Update on City Council's Invitation to Senator Menjivar and Assemblymember Schultz to Present to City Council on Senate Bill 79 and Senate Bill 1361

BACKGROUND

At the June 16, 2026 City Council (Council) meeting, Council Member Rizzotti requested that staff invite California State Senator Menjivar and Assemblymember Schultz to attend a City Council meeting to state their positions on or otherwise comment on Senate Bill 79 and Senate Bill 1361. Council Member Rizzotti's additional agenda item request was considered and approved by the Council at its meeting on June 30, 2026.

DISCUSSION

Staff prepared a letter for Senator Menjivar and Assemblymember Schultz and delivered the letter electronically on July 10, 2026 (Attachment 1). Senator Menjivar's office confirmed receipt of the letter the same day. Staff subsequently followed up with Assemblymember Schultz's office on July 29, 2026 and with Senator Menjivar's office on August 7, 2026. On August 10, 2026, staff received a joint response letter from the offices of Senator Menjivar and Assemblymember Schultz (Attachment 2).

ATTACHMENTS

Attachment 1 – City Council Letter 7.10.26

Attachment 2 – Joint Response Letter 8.10.26

CITY OF BURBANK

OFFICE OF THE MAYOR

ATTACHMENT 1

July 8, 2026

Assembly Member Nick Schultz
State Capitol
1021 O Street, Suite 5150
Sacramento, CA 95814

RE: Invitation to Present on SB 79 and SB 1361

Dear Assembly Member Schultz,

On behalf of the Burbank City Council, I am writing to invite you to consider providing a brief presentation to the City Council regarding Senate Bill (SB) 79 and Senate Bill (SB) 1361. As SB 79 and SB 1361 have generated significant interest within our community, the Council would welcome the opportunity to hear your perspective and any comments you wish to share regarding this legislation.

If you are available, I hope you will be willing to provide the presentation personally. While I understand the demands of your schedule, I would be pleased to accommodate a virtual presentation if that is more convenient. Because the Council and members of the public are interested in hearing directly from their elected representative on these measures, I would appreciate the opportunity to hear from you rather than a member of your staff.

The Council is hopeful that you can provide a brief presentation prior to your annual legislative update that is currently scheduled for October. I believe a timely presentation would provide an opportunity for the Council and community to hear your perspective specifically on SB 79 and SB 1361. City staff are ready to coordinate with your office to identify a mutually convenient meeting date.

Thank you for your continued support and service to the residents of Burbank. I appreciate your consideration of this request and look forward to the opportunity to hear from you.

Respectfully,



Tamala Takahashi
Mayor, City of Burbank

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0115

California Legislature

August 7, 2026

Honorable Tamala Takahashi
Mayor, City of Burbank
275 E. Olive Avenue
Burbank, CA 91510

Dear Mayor Takahashi:

We are writing in response to your July 8, 2026 letter requesting that we come before the City Council to present on SB 79 (Wiener, Chapter 514, Statutes of 2025) and SB 1361 (Durazo). While we appreciate you reaching out to us, we are unable to accommodate this specific request since we are not the authors of SB 79 or SB 1361.

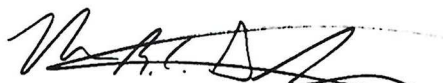
In respect to our colleagues, it is not appropriate for us to present on legislation that we do not author and provide insight on the intent of the policy, as that is the role of the author of the proposal. For a detailed presentation on either SB 79 or SB 1361, the City Council may wish to invite the authors of the bills or rely upon City staff to discuss their potential impact. However, as Burbank legislators we heard our constituents loud and clear, which is why we did not support SB 79.

Alternatively, we would be honored to come together before the City Council in November to provide a joint overview of the 2026 Legislative Session. This would be an opportunity for dialogue on the major policy issues that the Legislature passed, bills we authored, the budget impacts on the City of Burbank and how we can continue to work together to improve the lives of all our Burbank constituents. Waiting until November will allow for the Legislative calendar to end and the Governor to sign or veto all bills before him for consideration. This would also allow your body to ask us any questions you may find appropriate, including questions regarding our votes on SB 1361 and other bills currently pending before the Legislature.

As your State Senator and State Assemblymember, we look forward to continuing working collaboratively to uplift our communities. Please do not hesitate to reach out to our Chiefs of Staff, Cameron Urkofsky (Cameron.Urkofsky@sen.ca.gov) and Allison Ruff-Schuurman (Allison.Ruff-Schuurman@asm.ca.gov) to set up a date for us to come present before the City Council in November.

Sincerely,


CAROLINE MENJIVAR, MSW, Senator
20th District


NICK SCHULTZ, Assemblymember
44th District

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200



August 13, 2026

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, August 17, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority