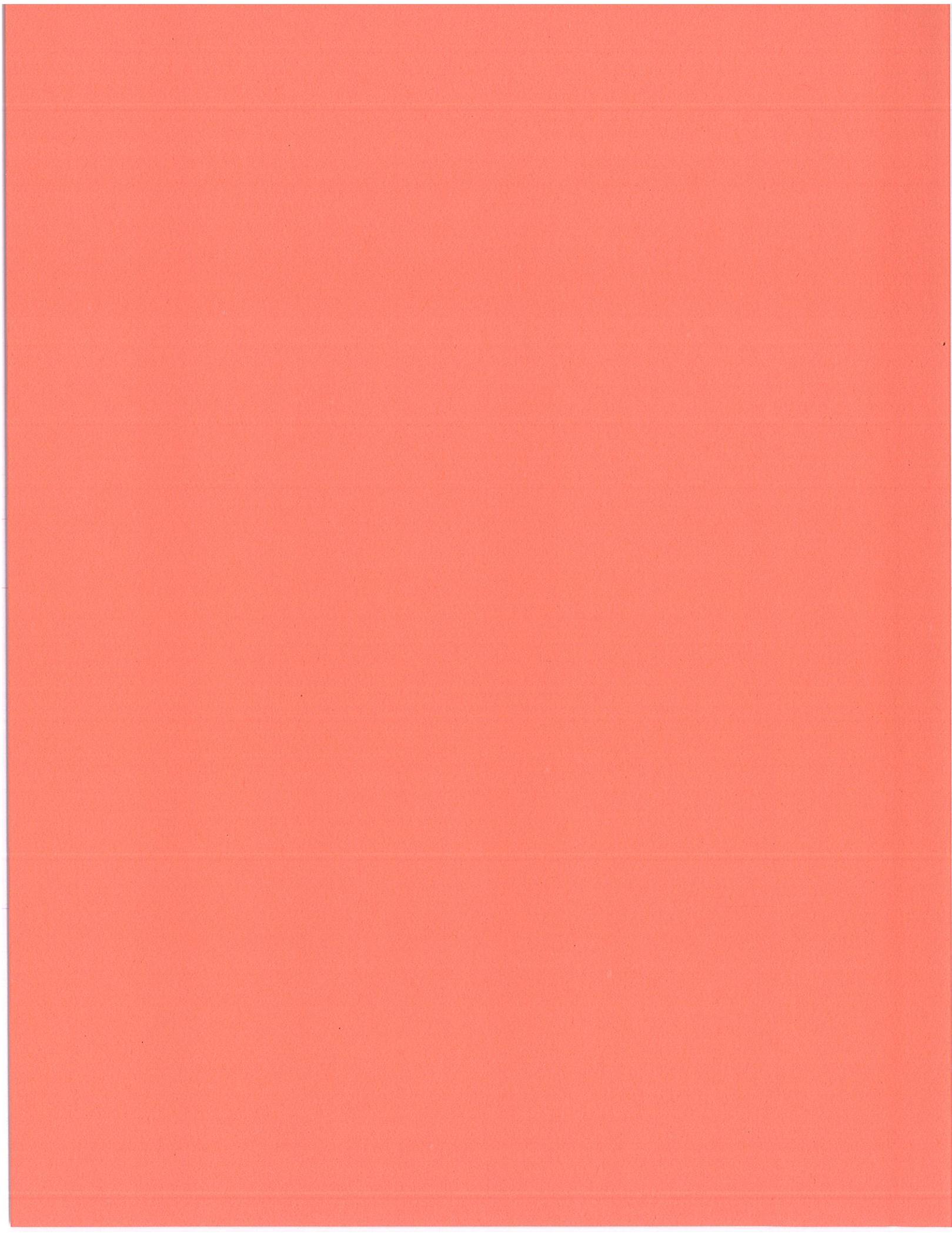


Weekly Management Report September 2, 2016

1. **Minutes** Civil Service Board Meeting of August 3, 2016
Management Services Department
2. **Memo** PACE Programs
Burbank Water and Power Department
3. **Memo** Project Lifesaver Program
Burbank Police Department
4. **Memo** Horse Manure Recycling Efforts
Public Works Department
5. **Synopsis** Heritage Commission Meeting of August 4, 2016
Community Development Department
6. **Synopsis** Parks and Recreation Board Meeting of August 11, 2016
Parks and Recreation Department
7. **Notes** City Notes, September 2, 2016
City Manager



August 3, 2016
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: David Nos, Chairperson
Miguel Porras, Vice-Chairperson
Susan Widman

Members not present: Matthew Doyle
Jacqueline Waltman, Secretary

Also present: Sean Aquino, Administrative Officer – BWP
Pete Bova, BCEA President
Betsy Dolan, Management Services Director
Brady Griffin, Human Resources Manager
Jay Hawver, Police Lieutenant
Charmaine Jackson, Senior Assistant City Attorney
Sherry Kelley, Acting Administrative Officer – BWP
April Moreno, Human Resources Manager
Sherry Richardson, Administrative Officer
Jessica Sandoval, Executive Assistant
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Porras and carried 3-0 to approve the minutes of the regular meeting of July 6, 2016 as amended.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – July 2016

RECOMMENDATION: Note and file.

Appointments and Assignments – August 2016

For the month of August 2016, there was one provisional appointment and three temporary assignment extensions needed. The extensions were sought on behalf of the Public Works Department, the Police Department and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Widman and carried 3-0 to approve the Appointments and Assignments for the month of August 2016.

Adjournment

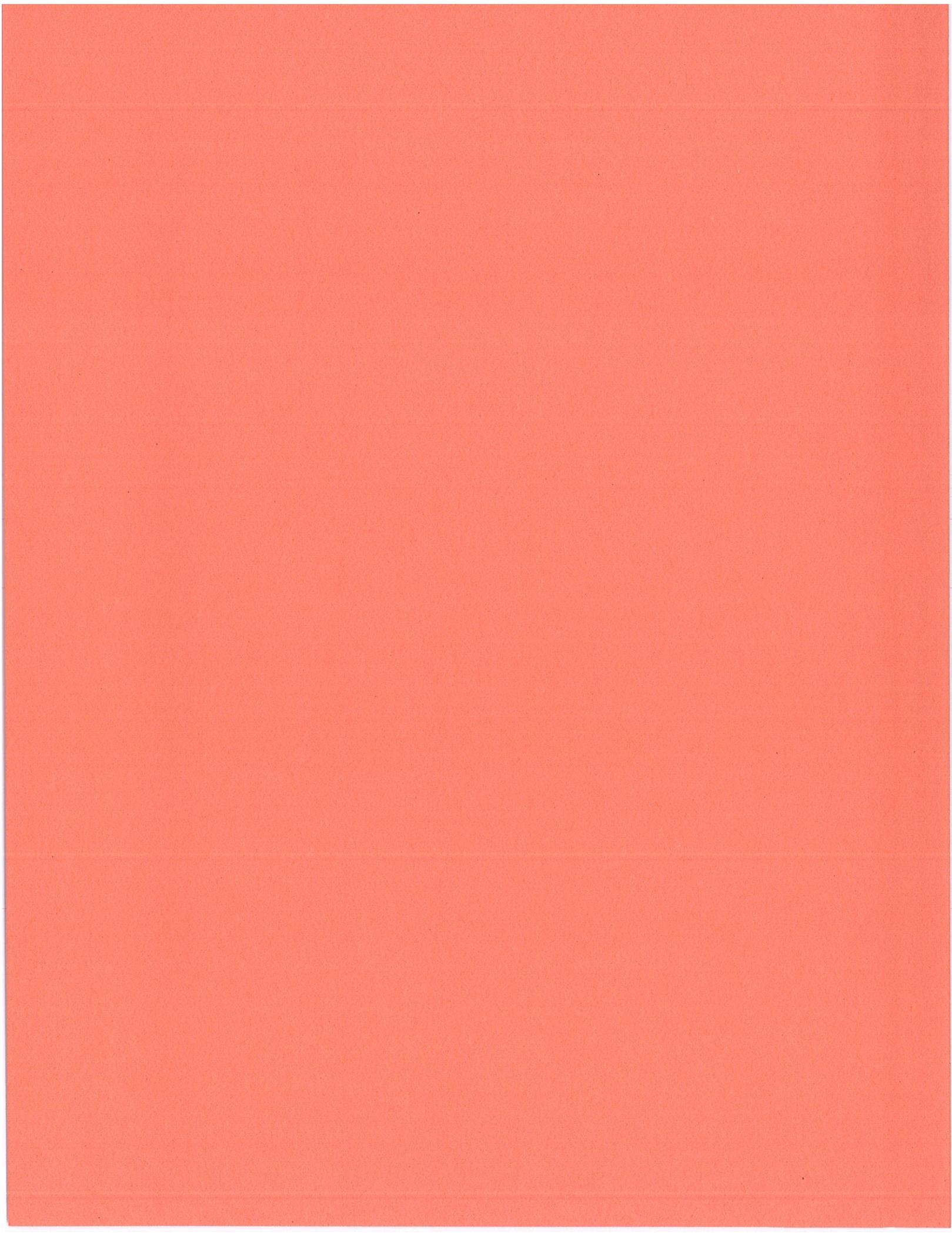
The regular meeting of the Civil Service Board was adjourned at 4:45 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____ DATE _____
David Nos, Chairperson

_____ DATE _____
Jacqueline Waltman, Secretary



BURBANK WATER AND POWER

Memorandum

Date: August 10, 2016
To: Ron Davis, City Manager
From: Jorge Somoano, Acting General Manager, BWP
Subject: #1892 - PACE Programs



INTRODUCTION

Property Assessed Clean Energy (PACE) financing programs for water and energy efficiency improvements began in 2008. The City Council (Council) approved the City of Burbank's participation in Los Angeles County's PACE program in July 2010. Since that time additional program providers have entered the marketplace and have been contacting Council members and Burbank staff requesting Burbank join other PACE programs.

RECOMMENDATION

Burbank customers have access to PACE financing through our participation with Los Angeles County (County). The County undertook an extensive process to determine their program providers and at this time two programs are authorized, HERO and California FIRST. These providers met the County's requirements, including comprehensive consumer protections. To date over 200 customers have applied and received funding approval through the County program. Staff recommends we continue our partnership with the County as the portal to the PACE financing option.

BACKGROUND

In 2008, the economy reached a plateau and the real estate market began a natural decent. Many people were out of work, home prices were dropping, and equity was disappearing. To help consumers continue making water and energy efficiency investments in their property, legislation was passed creating PACE programs which allowed customers to borrow money for specified improvements to their property and then pay it back through their property tax bill. This type of land-secured financing has been used by cities and counties for a long time to fund improvements on streets, sewer, and utility systems. The difference with this approach is that individual customers would voluntarily participate rather than being required to participate as is typical of other assessment districts. The loan is essentially treated as a lien on the property and hence the obligation stays with the property, rather than with the individual.

From 2008 – 2011 three separate pieces of enabling legislation were passed:

1. July 21, 2008 – Assembly Bill 811 (AB811) extended the provisions of the Streets and Highways Code to allow cities and counties to create a benefit assessment district in which property owners may secure financing for certain efficiency improvements and renewable energy projects and repay the loan through an assessment on their property tax bill.
2. February 24, 2009 – Assembly Bill 474 (AB474) also based on the Streets and Highways Code, authorized water conservation improvements to be added to the list of eligible PACE financed improvements.
3. October 5, 2011 - Senate Bill 555 (SB555) amended the Mello-Roos Community Facilities Act to allow the PACE mechanism to be used for financing energy efficiency, water conservation, renewable energy and electric vehicle charging infrastructure improvements.

In the early days of PACE programs, several cities developed their own programs funded with General Fund or other city money. As staff debated if Burbank should be in the money lending business and whether we had sufficient knowledge and staff to administer such a program, the County came forward and offered to roll all County cities into their program. The County would advertise, administer, and fund the program. Given the difficulty for property owners to get loans, the Council decided to take advantage of this option and approved Burbank's participation in the County's PACE program.

ANALYSIS

Like all personal finance decisions, there are pros and cons for each individual based on their circumstances. The biggest advantages of PACE financing are that loans are based on assessed property value rather than personal creditworthiness. This allows customers with limited or poor credit to access the value of their home for improvements. And, since the improvements are affixed to the property and the loan stays with the property, customers may be more willing to invest in upgrades on a property they won't occupy long term. They pay while they're getting the benefit of the improvement and the loan passes to the new owner, who will continue to benefit from the improvements.

However, there are also challenges:

1. As with all property related assessments, the PACE loan had a priority lien over all existing mortgage debt on a property and as a consequence Fannie Mae and Freddie Mac would not purchase any mortgages with a PACE loan. Since 2010, some modifications have been attempted to address this concern including ensuring appropriate disclosures to consumers, pre-approval by the mortgage holder, and establishment of a loss reserve program to effectively put first mortgage lenders in a position without regard to a PACE lien. Some program providers also facilitate requests, at the time of a sale, to subordinate the PACE assessment to a new deed of trust. Even with these safeguards, in the City of Riverside, some consumers contacted the City stating their belief that contractors did not adequately disclose the concerns regarding the PACE property tax lien and the potential problems that may arise when the property is sold, transferred, or refinanced.
2. While PACE offers a unique repayment opportunity, the value of PACE financing since 2008 has diminished. Since inception, the interest rate for money acquired through a PACE

program has been relatively high. Depending on the amount of the loan the going rates have been between 6 and 9%. While this might be an acceptable rate during more difficult times, lower cost conventional loans are available for water and energy efficiency improvements. And, since 2010, property values have gone up, the economy has improved, and hence, there is more equity to draw upon than may have been available when the program was proposed.

3. Not all contractors are certified by all PACE programs although each provider states it is an easy process for a contractor to be added to their program. For most of us, we decide what improvements we'd like to make, we select a contractor or vendor, and then we seek financing. PACE certified contractors typically contact consumers and tout their access to the PACE financing option as the opener for suggesting or asking for projects. Again, in the City of Riverside, there have been some consumer complaints about aggressive and predatory tactics used by PACE providers and contractors.

In summary, there are consumer advantages to PACE:

1. No up-front costs for the property owner.
2. Few barriers to qualify.
3. The loan stays with the property rather than with the property owner.

However, there are also risks and disadvantages:

1. PACE loans are superior to the mortgage lien which causes issues for some lenders.
2. High interest rates.
3. Limited contractor choice.
4. Difficulty reselling property.

Over the past several years, several new PACE programs and providers have entered the marketplace. These programs work through established Joint Powers Authorities. The JPAs issue bonds and the PACE program providers do the rest.

Programs are similar but vary a bit on the types of improvements allowed, eligible contractors, consumer protections, rates, and fees. Known programs at this time include:

PACE PROGRAM PROVIDER	AUTHORITY/JPA
E3	CMFA (CA Muni Finance Authority)
Ygrene	GSF/CHFA (Golden State Finance/CA Home Finance Authority)
HERO	WRCOG (West Riverside Council of Governments)
California FIRST Spruce Finance, Inc. Alliance NRG PACE Funding	CSCDA (CA Statewide Communities Development Authority)
Figtree	CEDA (CA Enterprise Development Authority)

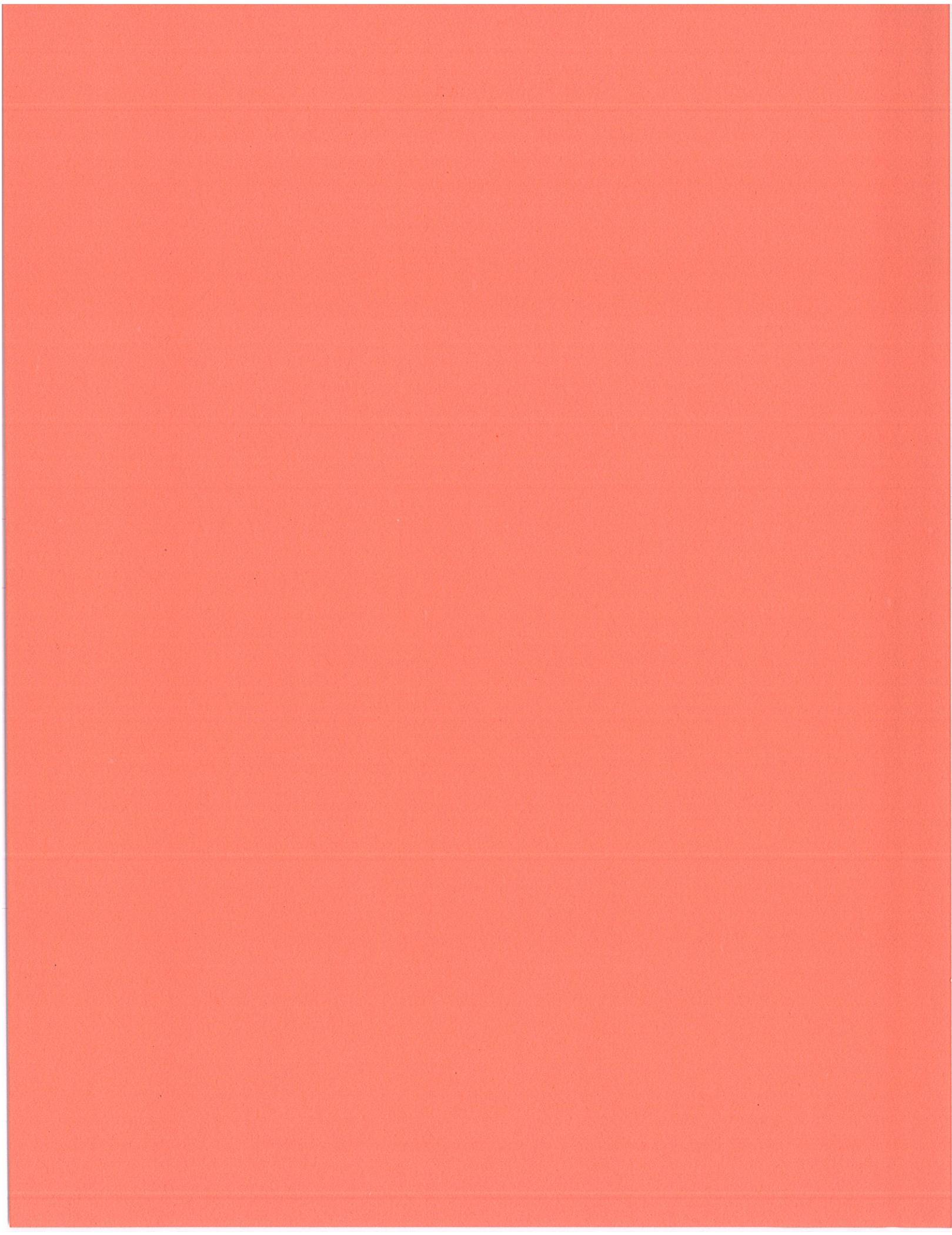
HERO California FIRST	LA County
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As a result of their thorough vetting process, the County offers two PACE programs at this time, HERO and CaliforniaFIRST. However, they recognize the growing field of participants and are in the process of soliciting additional PACE programs. They have committed to expanding their program by January 2017 with the expectation that additional providers listed in this report will be rolled into their program offering.

CONCLUSION

As new entrants to the marketplace emerge, the question facing Burbank is whether or not the City should enter into individual participation resolutions with some or all of the new PACE program providers or continue with the County which allows access to PACE financing for Burbank customers.

Since the County program has a rigorous vetting process in place and will be expanding their program by January 2017, staff recommends that Burbank stay the course with the existing County program and not expand to others.



City of Burbank Police Department Memorandum



DATE: August 17, 2016
TO: Ron Davis, City Manager
FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
SUBJECT: PROJECT LIFESAVER PROGRAM

The purpose of this memo is to provide the Council with information on the Project LifeSaver Program (PLP).

BACKGROUND:

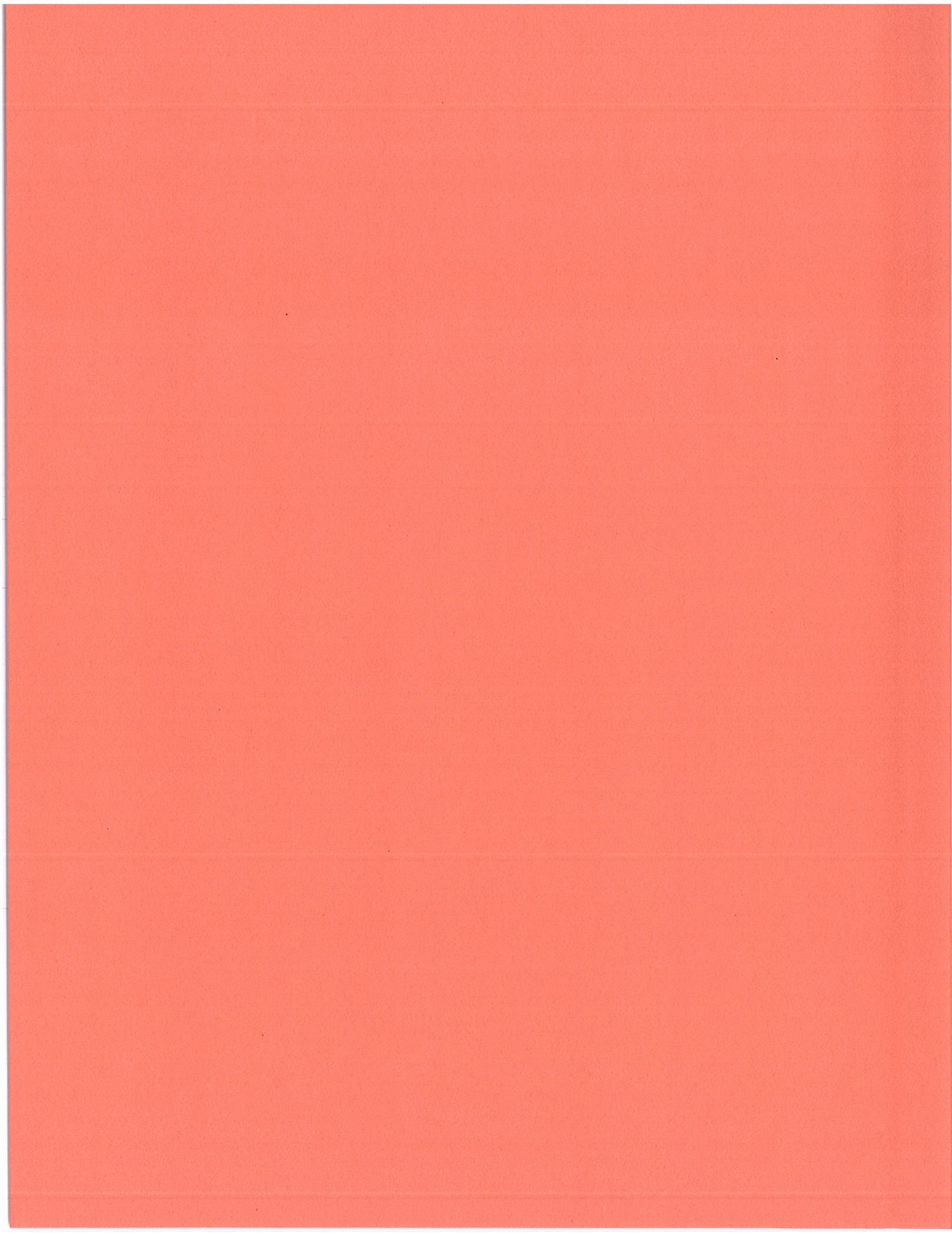
Project Lifesaver is a Search & Rescue (SAR) program specifically designed for "At-Risk" individuals who are prone to wandering. Citizens enrolled in the PLP wear a small battery powered personal transmitter around the wrist or ankle that emits an individualized radio frequency tracking signal. Participating agencies use specialized radio frequency receivers to track the radio frequency transmissions for up to one mile.

ANALYSIS:

The Burbank Police Department has examined the PLP to determine the effectiveness/range, cost, technology and feasibility of participation. Research was done through their online web site www.projectlifesaver.org, discussion with a company representative and a neighboring law enforcement agency, Glendale PD, which participates in the PLP. Additional research was conducted on other available technologies.

The Glendale Police Department has been involved in the PLP for approximately one year. Discussions included the distance/range limitations of the PLP technology (Radio Frequency system); sometimes as short as two residential blocks up to one mile, required training, necessary resources and cost. The Glendale Police Department currently has two mobile radio frequency receivers which are used by their trained personnel. These devices cost approximately \$1,800 per unit. The wrist/ankle transmitters worn by citizens cost \$375 per unit for a total of \$2,175 for each unit. The recurring cost for each device is approximately \$150 annually for maintenance. The batteries for the transmitters need to be changed monthly and that is accomplished by police department personnel. GPD assigns one Reserve Police Officer (RPO) to each participant and the officer conducts the battery change at the participants' home.

Additional research revealed an abundance of companies involved in technology associated with tracking "at-risk" individuals. Other technologies include cellular, global positioning satellites (GPS) and/or radio frequency. In fact, a review of the website www.alzheimers.net provided a list of 10 lifesaving location devices for dementia patients to include MindMe, GPS Shoe, GPS Smart Sole, SafeLink, Pocket Finder, Revolutionary Tracker, Comfort Zone Check-In, Bluewater Security and MedicAlert Safely Home. Many of these technologies (i.e. GPS) advertise virtually unlimited area coverage. The Department's reservation about the PLP is the radio frequency technology that covers a short distance. The Burbank Police Department will continue to monitor the progress of this rapidly evolving technology.





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: August 26, 2016

TO: Ron Davis, City Manager

FROM: Bonnie Teaford, Public Works Director *B Teaford*

By: John Molinar, Assistant Public Works Director

SUBJECT: City Manager Tracking List No. 1781 –Horse manure recycling efforts

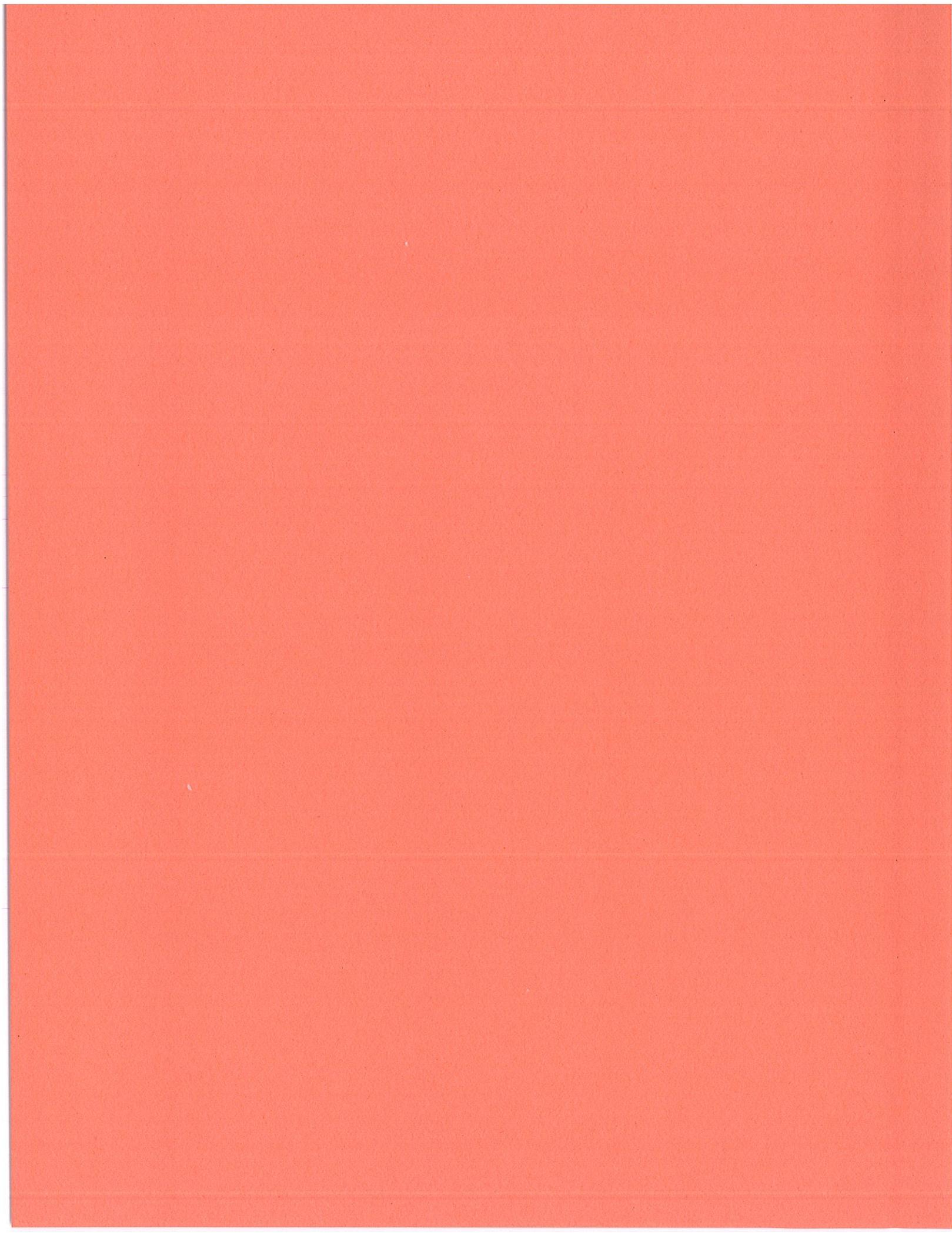
The City of Burbank currently collects manure that horse owners place in their black trash containers, or in larger 1- or 2-yard trash bins. The manure is picked up on regular trash collection routes. Once the manure is collected, the trucks transport it to the City's landfill. At the landfill, the trucks dump the manure for burial with other trash.

In order to increase solid waste diversion in the City, staff has been investigating the potential to divert manure from the landfill and compost it. Burbank staff met with the cities of Glendale, Pasadena and La Canada/Flintridge and found that these cities are also looking for solutions to divert manure and other organic material; to date, none of the local jurisdictions have identified viable approaches to diverting manure.

Staff is addressing two major challenges in establishing a manure collection and composting program:

- 1) Los Angeles County has a shortage of composting facilities that are permitted to accept and process manure. Because there are no public facilities close to Burbank that will accept manure for processing, staff is reaching out to private facilities that may have capacity. Siting and operating manure composting facilities is challenging due to odors and regulatory restrictions.
- 2) Burbank's current landfill permits do not allow staging, loading, or unloading manure. Transferring manure from smaller curbside collection trucks to larger long-haul trucks is necessary to economically transfer manure to distant composting facilities. Staff has engaged a consultant to determine if the Burbank landfill permits can be modified to allow manure handling.

Staff is working toward viable composting options and will report back to Council with progress updates.





memorandum

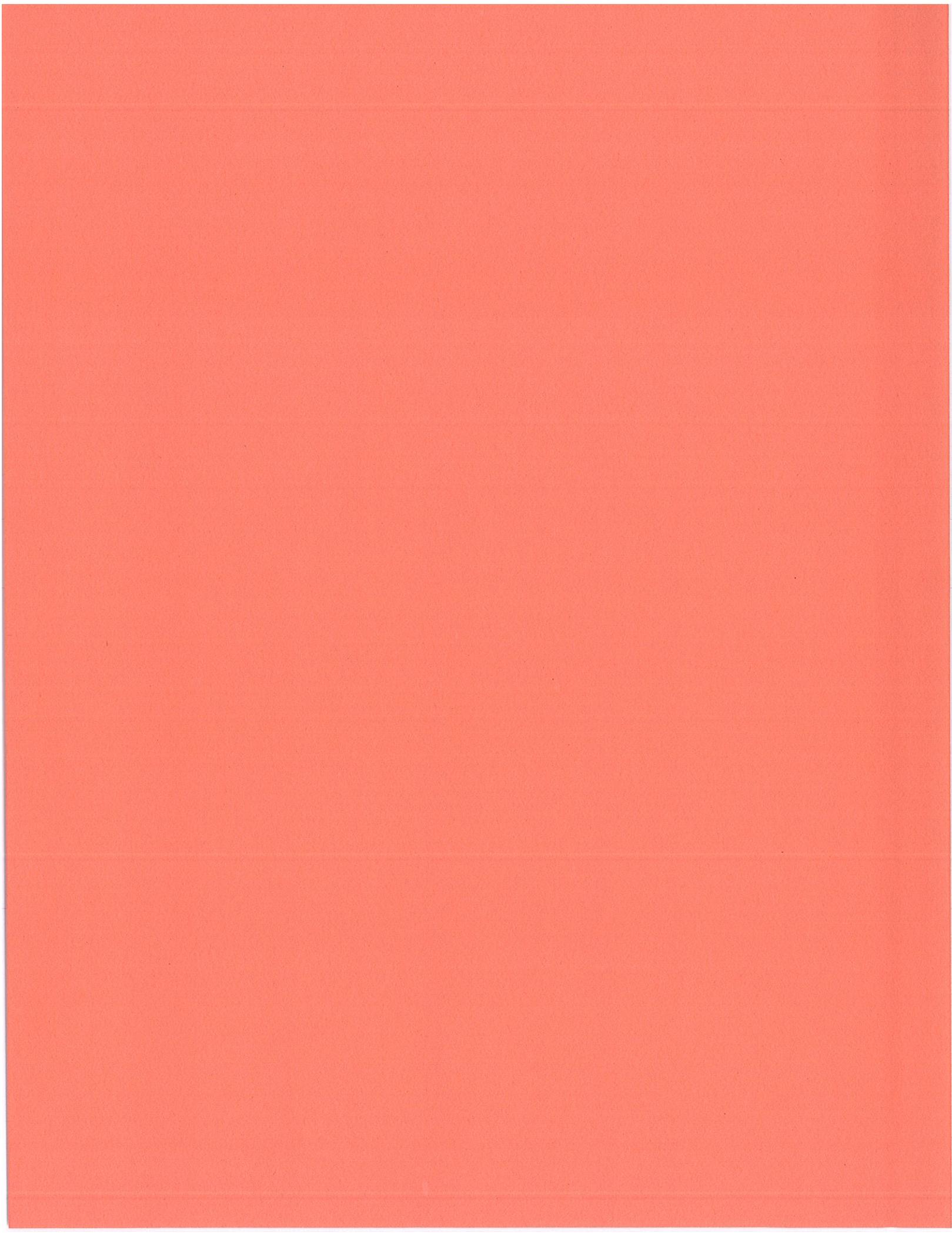
DATE: August 4, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Christina Michaelis, Assistant Planner

SUBJECT: **Heritage Commission Meeting Synopsis- August 4, 2016**

- Staff presented a draft walking tour of all the designated historic structures located throughout the City. The Commission made suggestions on what should be included, and recommended alternative routes. For example the Commission suggested that the walking tour include sites that may be potentially historic as referenced in the City's Historic Context Report.
- The commission completed an interactive training in the Secretary of Interior's Standards for Historic Preservation. This training was provided by the California Office of Historic Preservation.
- The Commission requested a meeting for homeowners of the 12 potentially historic cottages located on Hollywood Way. The purpose of this meeting is to inform homeowners of the benefits associated with historic district designation.
- The next Heritage Commission meeting will be a special meeting held on September 8, 2016.



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

Meeting: Parks and Recreation Board

Date: Thursday, August 11, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Erin Barrows, Recreation Services Manager; Lisa Kurihara, Deputy City Attorney; and Patricia Molinar, Recording Secretary.

Board Members Present: Mr. DePalo, Dr. Barta, Mr. Gussow, and Ms. Lowers.

Board Members Absent: Ms. Jackson

Item Discussed	Summary	Direction or Action, if any
1 Announcements	<p>Ms. Kris Smith made the following announcements:</p> <ul style="list-style-type: none"> • The Creative Arts Center gallery is hosting “Serial Ceramics” – a show highlighting pinch pottery, slab built, wall-mounted profile heads, scoop vessels, folded boxes and vessels by ceramic artist, Scott Young. The show runs through August 25. • The Olympic Summer Games are being celebrated with an Olympic-themed Water Carnival at McCambridge Pool on August 13 from 4 p.m. to 6 p.m. • All friendly dogs who love to swim are invited to make a splash at McCambridge Pool on Sunday, August 14 from 4 p.m. to 6 p.m. • This fall’s Burbank Recreation Guide is now available at park facilities and on-line. Registration for Burbank residents begins Monday, August 22 at 9 a.m., open registration begins Monday, August 29 at 9 a.m. • The Youth Leadership Program is gearing up to facilitate opportunities for high school students to learn about the City’s resources while building personal and leadership skills. Our next session runs from November through March 2017 and will be held on Saturdays. 	N/A

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

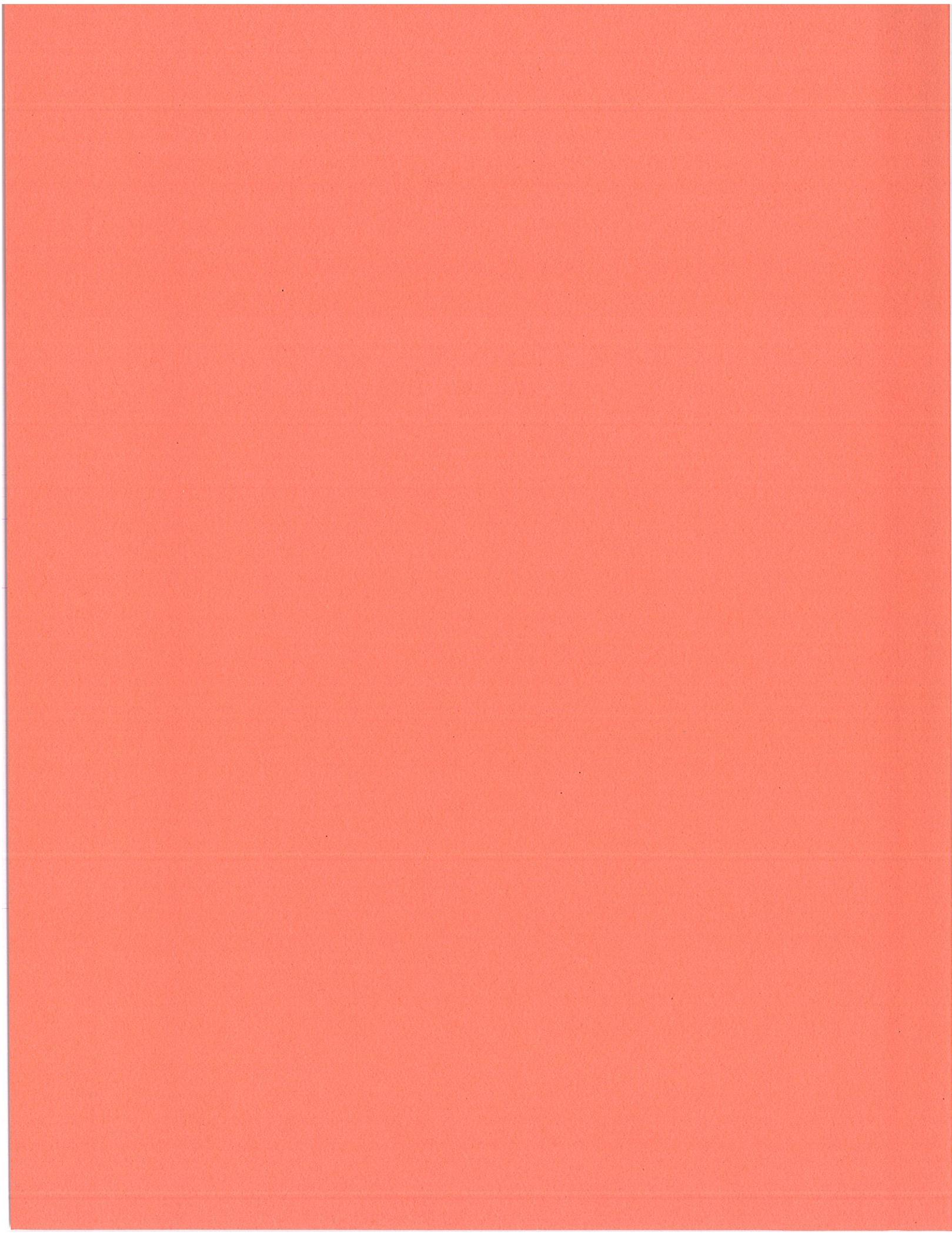
	<ul style="list-style-type: none"> Burbank Nutrition Services is cooking up a lunch at Tuttle Center on Saturday, September 10 from 9 a.m. to 1 p.m. for an Adults 55+ Country Barbeque. The Rock-a-Hula Pool Party at Verdugo Aquatic Facility, for those 55+, will take place on Thursday, September 15 from 4 p.m. to 6 p.m. 	
	<p>Ms. Garcia made the following announcements:</p> <ul style="list-style-type: none"> Parks and Recreation is accepting applications for the Residents Inspiring Service and Empowerment (RISE), program Class of 2017. The next session runs from January 2017 through March 2017, and will be held on Wednesday evenings from 5:30 p.m. to 8:30 p. m. The application deadline is 5:00 p.m. on Friday, September 30, 2016. Parks and Recreation has been awarded \$200,000 in Prop A Funds from Supervisor Antonovich for the refurbishment of the McCambridge War Memorial. The grant funds, along with \$13,468 received from donations through the Veteran's Commemorative Committee, nearly fund the project. The acceptance of the grant funds and approval of the design will be scheduled for City Council approval in the coming weeks. 	N/A
2	Recognitions	None
3	Oral Communications	Mr. Steven Beardsley, Ms. Janet Beardsley, Ms. Carol Finkle, and Dennis Roy asked the board for support in extending court playing times as well as identifying possible additional court locations for pickleball games.
4	Response To Oral Communications	The Department is looking for additional locations to accommodate the pickleball players, including Mountain View Park and The Burbank Tennis Center. Also Wednesday mornings, beginning September 7 through May, will be available for additional play time.
5	Written Communications	None
6	Park Board Comments	Ms. Lowers praised the Department for another wonderful Starlight Bowl season. Chair DePalo complimented all of the day camps' staff and

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

		administration for putting forth a motivating and inspiring summer program.	
7	Aquatics Incident Update	Ms. Barrows presented an update of the Verdugo Aquatics Facility Incident.	Note and File.
8	Opportunity for Residents to be Honored and/or Memorialized	Ms. Dietrich presented the Board with options for residents to be honored and/or memorialized. Staff introduced several options for discussion.	It was moved by Mr. Gussow, seconded by Ms. Lowers and carried 4 – 0 to ask Staff to put together a study session for the entire board and staff to discuss this matter thoroughly and find a solution.
9	Election of Officers and Board Liaisons Assignments	Board engaged in a discussion resulting in the Election of Officers for the position of Chair, Vice Chair, and Secretary. The Board engaged in a discussion resulting in the assignment of Board Liaisons and alternates to various Parks and Recreation Boards, Committees and Commissions.	It was moved by Mr. Gussow, seconded by Ms. Lowers and carried 4-0 to elect Dr. Barta as Chair. It was moved by Mr. DePalo, seconded by Ms. Lowers and carried 4-0 to elect Ms. Jackson as Vice Chair. It was moved by Mr. DePalo, seconded by Mr. Gussow and carried 4-0 to elect Ms. Lowers as Secretary. It was moved by Ms. Lowers, seconded by Mr. Gussow and carried 4-0 to keep the same liaisons and alternates as last fiscal year with the exception of making Mr. DePalo and Mr. Gussow the new liaison and alternate to the Burbank Cultural Arts Commission.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the July 25 Special Meeting were approved.	It was moved by Ms. Lowers seconded by Mr. Gussow and carried 4-0 to approve the Consent Calendar.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>Mr. Gussow requested Staff to invite Captain Cremins to a future Park Board meeting to inform the Board on the Park Patrol Report.</p>
11	Tabled Items	None	N/A
12	Second Period of Oral Communications	None	N/A
13	Additional Comments from the Board	Mr. Gussow thanked Mr. DePalo for his leadership the past year. Mr. DePalo thanked the board and staff for the support he received while serving as Chair of the Board.	
14	Introductions of New Agenda Items	None	N/A
15	Adjournment	The meeting was adjourned at 7:55 p.m.	



Important Updates for the Burbank City Council

September 2, 2016

BPD Deals Blow to Local Gang Activity



In recent weeks, BPD personnel noted an uptick in gang-related activity in the 300 block of north Lake Street. This increased activity also included a drive-by shooting, which fortunately did not result in any injuries. The BPD patrol and gang officers made this area a primary focus of their intelligence gathering and enforcement efforts. On the evening of Thursday, August 25, a search warrant was served at a residence in the 300 block of north Lake Street by a combination of BPD gang, patrol and detective personnel. The particular residence had been identified by gang officers as a magnet for gang activity. In addition to completing a search of the location for contraband items and evidence of criminal acts, two individuals were taken into custody.

Firefighter Recruit and Family Orientation

The Burbank Fire Department (BFD) hosted a Firefighter Recruit and Family Orientation at the Burbank Training Center on Tuesday, August 30. Ten BFD and seventeen Glendale Fire Department recruits will begin the 14-week academy in September. The recruits will be jointly trained by personnel from both Departments.



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Residential Street Improvement Project Completed



Public Works' annual Local/Residential Street Improvement Project was successfully completed in two neighborhoods by the City's contractor, Toro Enterprises, Inc. The project resurfaced a total of 110 City blocks (32 lane miles) using 17,000 tons of rubberized asphalt, which uses crumb rubber from recycled tires – a total of 341,000 discarded tires were recycled for this project! The project also reconstructed and improved 170 pedestrian curb ramps, reconstructed over 23,000 square feet of damaged sidewalk and driveway locations, and reconstructed over 3,500 linear feet of curbs and gutters. In addition, all crosswalk markings that were

removed during construction were replaced with new higher visibility "zebra" crosswalks for improved pedestrian safety.

Burbank in Focus Launch Party

The Burbank Public Library hosted a launch party on Thursday, August 25, for Burbank in Focus, a digital library of historical photos. The site has the capability to search through a variety of collections including Aerial Photographs, Burbank City Government, Burbank Streets and Businesses. With over 800 photos, Burbank in Focus is still in its infancy. The collection, and knowledge it contains, will continue to grow with help from community members and institutional partners.



Coffee with a Cop



The Burbank Police Department, in partnership with the Burbank Police Foundation and World Empanadas, held another successful Coffee with a Cop event on Tuesday, August 16. Officers, cadets, the command staff and members of the community had some great conversation for a couple hours over free cups of coffee. Coffee with a Cop brings police officers and the community members they serve together, over coffee, to discuss issues and learn more about each other.

Burbank Loves eBooks

In an effort to improve library services for users, Burbank Public Library switched eBook provider to OverDrive. Within four months of the switch, usage doubled, and now over 1,000 eBooks are being downloaded each month. All that users need is a library card number and PIN and the free OverDrive app on a smart phone, tablet, or computer.

