



Weekly Management Report

August 4, 2017

1. **Minutes** Burbank Water and Power Board Meeting of June 1, 2017
Burbank Water and Power Department
2. **Synopsis** Parks and Recreation Board Meeting of July 13, 2017
Parks and Recreation Department
3. **Synopsis** Planning Board Meeting of July 24, 2017
Community Development Department
4. **Minutes** June 2017 Operating Results
Burbank Water and Power Department
5. **Synopsis** The Burbank Hospitality Association (BHA)
Community Development Department
6. **Synopsis** Traffic Commission Meeting of July 27, 2017
Public Works Department
7. **Synopsis** Sustainable Commission Meeting of August 2, 2017
Public Works Department
8. **Summary** Wildwood Canyon Fire
Fire Department
9. **Agenda** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of August 7, 2017
Burbank-Glendale-Pasadena Airport Authority
10. **Notes** City Notes, August 4, 2017
City Manager

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
June 1, 2017**

7A.
UNAPPROVED

Mr. Herman called the regular meeting of the Burbank Water and Power Board to order at 5:10 p.m. in the third floor Boardroom of the BWP Administration Building, 164 W. Magnolia Boulevard, Burbank, California.

Mr. Herman called for the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Herman, Mr. Eskandar, Mr. Ford, Ms. Obal, Mr. Olson, Mr. Smith

Board Absent: None

Staff Present: Mr. Somoano, General Manager, BWP; Mr. Liu, Chief Financial Officer; Mr. Chwang, Sr. Asst. City Attorney; Mr. Ancheta, Acting Assistant General Manager, Electrical; Mr. Bleveans, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager – Chief Technology Officer; Ms. Fletcher, Assistant General Manager Customer Service and Marketing; Mr. Mace, Assistant General Manager, Water; Mr. Messineo, Assistant Power Production Superintendent; Mr. Pandey, Acting Power Resources Manager; Mr. Peck, Manager, Customer Service Operations; Mr. Flores, Marketing Associate; Ms. O'Brien, Customer Service Supervisor; Mr. Hernandez, Customer Service Supervisor; Ms. Mao, Financial Analyst; Ms. Neiswonger, Graphics Media Designer; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Herman called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

MINUTES

It was moved by Mr. Eskandar, seconded by Ms. Obal and carried 6-0 to approve the meeting minutes of the regular meeting of May 4, 2017.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update and operating report for the month of April 2017.

Mr. Liu, Mr. Somoano, Mr. Mace, and Mr. Ancheta responded to Board Member questions.

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

June 1, 2017

RECOMMENDATIONS FOR TWO ENERGY EFFICIENCY PROGRAMS

Ms. Fletcher presented staff's recommended changes for two energy efficiency programs based on the discussion that occurred at the April 6 Board Meeting. Ms. Fletcher responded to Board Member questions.

It was moved by Mr. Eskandar, seconded by Mr. Olson, and carried 6-0 to support staff's recommendation to continue the revised Business Bucks Program.

It was moved by Mr. Olson, seconded by Mr. Smith, and carried with 5 yes votes, noting 1 no vote from Mr. Eskandar, to support staff's recommendation to continue the Made in the Shade program beyond July 1, 2018.

BWP LOW-INCOME ASSISTANCE PROGRAMS

Mr. Flores and Ms. O'Brien presented an overview of the low-income assistance programs that BWP currently provides.

Ms. Fletcher, Mr. Flores, Ms. O'Brien and Mr. Somoano responded to Board Member questions.

Board Members discussed the possibilities of expanding the tiers of kWh usage for Lifeline users and possibly adjusting the discount for the fifty-seven residents who are on life support devices.

Mr. Somoano responded that staff can bring back more information if the Board wishes.

SUSTAINABLE BURBANK COMMISSION REPORT

Ms. Obal reported out on the Sustainable Burbank Commission Meeting held on May 15, 2017.

The Avion Burbank project was discussed. Ms. Obal mentioned that the parking structure they plan to build for this project could be an opportunity to install EV chargers. If this project is approved, construction is set to begin January 2018.

Some future topics to be discussed are opportunities to increase renewable energy and energy efficiency within our City, the ecosystem, public safety, and Sustainable Commission goals.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Ford advised that he is amenable with whatever direction the Board decides to take on making possible adjustments to the low-income assistance program. He is also fine leaving the program as it is currently set up.

Mr. Eskandar read a statement from former President Obama in reaction to the Federal Administrations decision to pull the U.S. out of the Paris Accord and affirmed his commitment to fight global warming and climate change, and to continue the practices that BWP already has in place to combat these issues.

Mr. Smith commented on cyber security, as it remains one of the biggest threats to many industries and utilities. Mr. Smith suggested having regular cyber security updates and creating some type of metric or scorecard that could be shared with the Board and the community to show that systems are robust and protected. Mr. Smith asked if we were affected in any way by the recent cyber-attack. Mr. Somoano responded that this will be discussed a little later.

Mr. Smith commented on the Stage 1 grid emergency that occurred on the CAISO system on May 3. This was not an extreme heat event but rather a case of inadequate planning. He anticipates that reliability will remain an issue in the years to come.

Mr. Olson inquired about a consent item that was on the City Council agenda regarding the BWP Boards PSA authority. Mr. Somoano responded that this will be discussed a little later.

Mr. Olson mentioned a program he watched recently about Flint Michigan and the water crises they faced as they discovered lead in their tap water. He inquired if Mr. Mace could discuss the potential points at which lead could contaminate the water. Mr. Olson asked if any Burbank residents have ever contacted the utility to test their tap water for lead contamination.

Mr. Olson also spoke about the fifty-seven residents who currently receive the Lifeline rate and use life support devices. He asked staff to take a look at those cases and identify the impact it would have to the utility if the discount to their category was expanded.

Mr. Herman thanked staff for bringing the low-income presentation to the Board as he enjoys the thoughtful discussion that it creates. Mr. Herman mentioned that he would like to continue having Board educational trips. He would be interested in seeing the water delivery system in Burbank.

Mr. Compton responded to Mr. Smith's inquiry about the recent cyber security attack. Our utility/City was not affected.

Mr. Somoano responded to Mr. Olson's inquiry regarding the Boards PSA authority, and the GM's Authority to sign non-disclosure agreements. The item is set to go to Council for clarification as it is written in the Burbank Municipal Code.

INFORMATION FROM STAFF

LEGISLATIVE UPDATE

Ms. Titus reported on bills for water and energy. She discussed SB 649, SB 100, SB 700, SB 57, and SB 801.

Ms. Titus, Mr. Liu, and Mr. Somoano responded to Board Member questions. Ms. Titus will bring back information regarding AB 1091, which would ban the release of metallic balloons.

DROUGHT RESOLUTION

Mr. Mace reported on the positive indicators that the drought is over. Water levels and reserves are up, and the focus is now on preparing for the next drought.

OROVILLE DAM UPDATE

Mr. Mace touched upon the repair plans for the various sections of the Oroville Dam. Mr. Mace can provide further information once the Department of Water Resources releases more information.

Mr. Mace responded to Board Member questions and Mr. Olson's questions regarding lead in the water in Flint, Michigan.

ALISO CANYON UPDATE

Mr. Blevens reported on the status of the Aliso Canyon facility. The facility remains available for withdrawals with a current inventory of 14.8 Bcf, however, the moratorium still exists on injections, and there is limited injection and withdrawal rates.

The 2017 Summer Assessment was released, which calculated the ability of the gas system to serve peak demand this summer. The study has been criticized as it assumes 100% system and supply availability.

Mr. Blevens responded to Board Member questions.

OPEN ACCESS TRANSMISSION TARIFF (OATT)

Mr. Blevens reported on the Los Angeles Department of Water and Power's (LADWP's) Open Access Transmission Tariff (OATT) update. The last update was done in 2014. BWP, together with Glendale Water and Power, participated in the update since the Balancing Authority Area Services Agreement (BAASA) uses the LADWP OATT as a basis for BAASA pricing.

Mr. Blevens responded to Board Member questions.

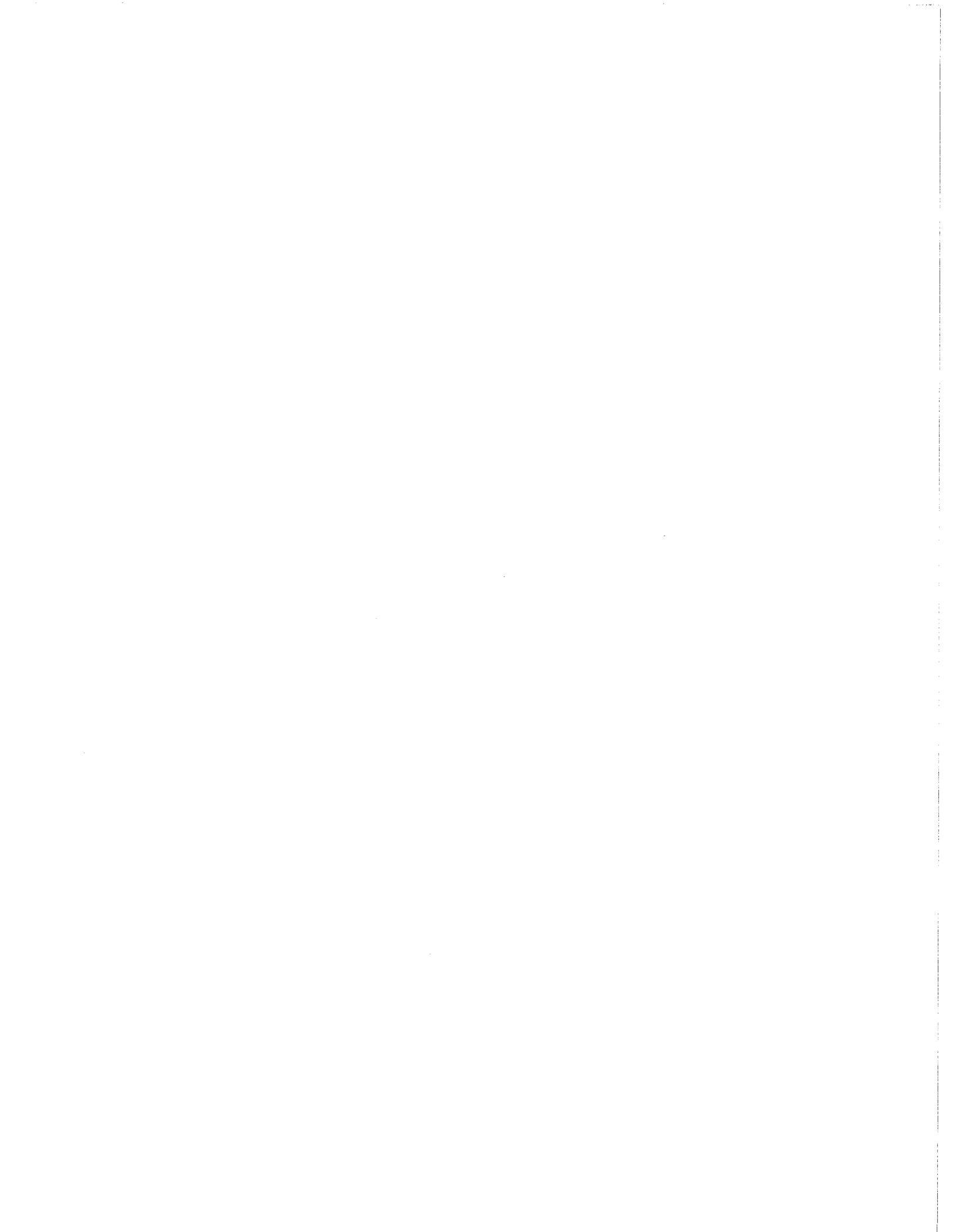
ADJOURNMENT

The meeting was adjourned at 7:50 pm. It was moved by Mr. Eskandar, seconded by Mr. Olson, and carried 6-0 that the Board be dark in July, and adjourn to August. The next scheduled Board meeting is August 3, 2017 and will be held in the third floor Boardroom at Burbank Water and Power.

Lyndsey Kramer
Recording Secretary

Jorge Somoano
Secretary to the Board

Paul Herman, Chair, BWP Board



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

Meeting: Burbank Cultural Arts Commission
 Members Present: Mary Elizabeth Michaels, Jeff Rector (left 10:05), Cynthia Pease, Katherine Zoraster, Barbara Beckley Diana Means
 Members Absent: Jeremy Geltzer, Peggy Flynn, Lynda Williner
 Staff Present: Kris Smith, Kristin Buhagiar, Paul Paolone, Doug Fowler, Caroline Arrechea
 Liasons: Jess Talamantes

Date: July 13, 2017

Item Discussed	Summary	Direction or Action, if any
1. 2017 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 3 goals to be accomplished over the next year: Goal 1: Marketing Goal 2: Website Goal 3: Utility Boxes Goal 4: Community Events/Development	<p>Goal 1: The Committee explained that they had gone through the process of interviewing potential candidates for a summer internship opportunity and had made a selection; however, shortly after doing so, the selected candidate obtained a fulltime job and was no longer interested in the internship. They discussed giving a stipend to Ginny Zoraster for the marketing work she has done. The Website Committee would meet to discuss doing another call out and reaching out to other contacts to find someone to work on the website and social media for the Commission. They would return to the August meeting with a proposal. A motion was made by Ms. Beckley, seconded by Mr. Rector and passed 6-0 to authorize payment of up to \$600 for work on the website and social media, and authorizing the Marketing/Website Committees and staff to determine both the hourly rate and to whom this stipend shall be paid.</p> <p>Goal 2: The Website subcommittee will be working on a newsletter. They will be creating a plan to bring traffic to the website. They have created a how-to document to help groups upload information onto BurbankArts.com. There was a discussion regarding the website's annual hosting fees which will expire in August. 5D Spectrum is offering annual hosting and maintenance at a combined cost of \$2,400. The maintenance component alone would cost \$50 per month (\$600 annually). A new agreement would need to be created which would have to include an "up to" amount designated on it (which takes about a month to be executed). The members felt \$2,400 was too high but agreed that the maintenance component was of high importance to keep the site up to date and running smoothly. They would look into other hosting options. Staff noted that the annual hosting amount was included in the budget request that went to Council and was approved. A motion was made by Ms. Means, seconded by Ms. Zoraster and passed 6-0 to approve up to \$2,400 for annual costs associated with hosting and maintenance of the website, with spending amounts to be approved by the Committee in advance.</p> <p>Goal 3: The Utility Box project Call for Artists would be open from July 17- August 25. The Committee is currently working on assembling the selection panel who will be voting on the incoming proposals.</p> <p>Goal 4: The Committee is working on ways to connect arts organizations with businesses that have available spaces for them to use. They will also be working on an event for December and an artist's convening. The Parks and Recreation Department is putting on a Movie in the Park event on August 19 at Johnny Carson Park featuring <i>Singing in the Rain</i>. Ms. Means has been involved with Vickie Cusumano in putting together this event and the Commission will have a table there.</p>

memorandum

DATE: July 25, 2017
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of July 24, 2017**

At the regular meeting of July 24, 2017, the Planning Board discussed the following item:

Hearing

1. Project No. 16-5180 (Conditional Use Permit) | 4109 W. Olive St

At the request of the Applicant, this item was withdrawn.

2. Project No. 17-0944 (Sign Variance) | 2710 Winona Ave.

The Board was presented with a sign variance to allow for two additional ground signs (monument signs) for a total of three monument signs on one parcel. The proposal would allow for the addition of two double sided, 65.3 square-foot (32.65 square feet per side), monument signs. The Board expressed concern for the size of the monument signs and moved to amend the conditions to limit the two proposed signs to not exceed 5 feet in height. The Board voted 5-0 to approve the project, based upon the amended changes in the conditions of approval.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by August 8, 2017.

Attendance

Present: Jo, Rizzotti, Atteukenian, Eaton, Petruilis.



BB.

CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: August 3, 2017
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: June 2017 Operating Results

SAFETY

Burbank Water and Power had no new reportable lost time injuries during June 2017.

Water Results of Operations

Higher than normal temperatures in June, combined with receiving no rainfall (June avg. 0.11 inches), resulted in higher demand for landscaping irrigation than planned. Potable water usage was 9% (39 million gallons) higher than budgeted and Potable Water Revenues were correspondingly \$219,000 better than budgeted. Recycled water usage was 11% (11 million gallons) higher than budgeted and Recycled Water Revenues were correspondingly \$50,000 better than budgeted. June Water Supply Expenses were \$121,000 higher than budgeted, driven by the higher demand. June's Gross Margin was \$72,000 better than budgeted. Net Income was \$434,000, which was \$72,000 better than budgeted.

June fiscal-year-to-date (FYTD) potable water usage was 4% (180 million gallons) higher than budgeted and FYTD June Potable Water Revenues were correspondingly \$1,385,000 better than budgeted. FYTD recycled usage was slightly (3 million gallons) higher than budgeted and Recycled Water Revenues were \$108,000 better than budgeted. The above normal rainfall Burbank experienced this winter has been followed by a dryer than normal March, April, May, and June. FYTD Water Supply Expenses were \$527,000 higher than budgeted due to potable demand. The FYTD June Gross Margin was \$318,000 higher than budgeted. Operating Expenses were \$1,657,000 better than budgeted. Net Income was \$2,048,000, which was \$2,126,000 better than budgeted.

Electric Results of Operations

For the month of June, electric loads were 4% higher than budgeted due to warmer than normal temperatures. Retail Sales were \$31,000 lower than budgeted. June Power Supply Expenses were \$479,000 better than budgeted due to lower usage of biomethane gas than planned, savings from biomethane restructuring, and lower fuel and energy prices, offset in part higher than planned transmission expenses and by receiving more renewable energy than planned. June's wholesale margin was \$549,000 better than budgeted; inexpensive northern hydro energy was in abundance and BWP was able to leverage its transmission assets to bring energy south and achieve significant wholesale margins. June's Gross Margin was \$997,000 better than budgeted. Net Income was \$760,000 which was \$997,000 better than budgeted.

FYTD June electric loads were 4% lower than budgeted due to conservation and is partially offset by warmer than normal summer temperatures. Retail Sales were

\$7,691,000 lower than budgeted. FYTD Power Supply Expenses were \$12,598,000 better than budgeted primarily due to lower delivery of biomethane gas than planned, savings from biomethane restructuring, lower than planned O&M costs, prior period true-up credits, and receiving less renewable energy than planned. FYTD wholesale margin was \$1,616,000 better than budgeted; inexpensive northern hydro energy was in abundance and BWP was able to leverage its transmission assets to bring this energy south and achieve significant wholesale margins. FYTD Gross Margin was \$5,734,000 better than budgeted. June FYTD Operating Expenses were \$6,519,000 better than budgeted. Net Income was \$16,394,000 which was \$13,093,000 better than budgeted.

WATER DIVISION

State Water Projects and Burbank Operating Unit (BOU) Water Production

The State Department of Water Resources released the Environmental Impact Statement (EIS) for the revised/recirculated Bay Delta Conservation Plan (CA Water Fix) on July 10, 2015. Public meetings were held and the final EIR/S was released in late December 2016. The release of the EIS did not change anyone's mind as responses align with political and economic interests in the Delta and the water users outside of the Delta. The process continues with governmental agency environmental reviews, possible opposition lawsuits, and discussions among the potential users about project costs. The State Water Resources Control Board is holding hearings on the Petition to add points of diversion in the Sacramento River to put water in the proposed under delta tunnels. The Bureau of Reclamation (Central Valley Project) and the Department of Water Resources (State Water Project) are the petitioners. A study session with Council on the proposed California Water Fix project by Marsha Ramos, the Metropolitan Water District (MWD) Director, took place on October 18th, 2016. In the coming months, State and Federal agencies are poised to make several major decisions (environmental findings, water rights change petition and permits) on the California Water Fix. The U.S. Fish and Wildlife Service and the National Marine Fisheries Service finalized Biological Opinions on June 26 that concluded the California Water Fix will not jeopardize fish protected by the Endangered Species Act and that actions are outlined that will avoid, minimize or compensate for potential impacts. The MWD Board is having a series of hearings that will culminate in a vote in September on whether to support the project. Resolution of the proposed California Water Fix project will culminate at the end of 2017 and design could start in 2018 if the proposed project is approved.

Governor Brown issued Executive Order B-40-17, on April 7, 2017, recognizing that the drought was over in California, with the exception of 4 counties in the Central Valley that rely on depleted groundwater basins. The Executive Order does state that the Orders and Provisions in "Making Water Conservation a California Way of Life" remain in full force and effect. This includes: "The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use and leaks as well as performance measures for commercial, industrial and institutional water use. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for

determining efficient outdoor use". These water use standards must be in place by May 20, 2021, but the State Water Board may set interim standards to ensure progress before the long term standards are adopted in 2021.

This promises a significant intrusion by the State into detailed water use decisions in Burbank, as well as any other water purveyor, beyond simple efficient volumetric use of water. BWP will pay close attention and work with regional and industry groups to comment on, and influence, the development of these standards. As noted above, these actions will require enabling legislation.

The following table shows Burbank water use in terms of per capita daily water use in gallons per person per day. It begins in 2009 with the requirement of a 20% reduction per capita in baseline use by 2020. It shows actual per capita water use reduction as well as the Governor's Goal in the Executive Order requiring a 25% reduction although the percentage reduction in the table is measured against the 2009 baseline. Burbank met the 25% reduction in the Executive Order.

Year	20% by 2020 (Baseline)	20% by 2020 (Goal)	2012 (Actual)	2014 (Actual)	2015 (Actual)	2016 (Gov.'s goal)	2016 (Actual)
GPCD	193	155	149	162	139	125	117
Reduction of Baseline %	0%	20%	29%	16%	28%	35%	39%

Burbank consistently met the reduction requirements by utilizing the appropriate stages of the Sustainable Water Use Ordinance. Initially it was Stage III that limited watering to two days a week in the summer and one day a week in winter. With experience and some relaxation of the State mandate, Burbank currently limits outdoor watering to three days a week year round. This is now embodied in the Burbank Sustainable Water Use Ordinance in Stage I and is the "New Normal" in Burbank. The effect of the three day a week watering limitation will continue to be monitored. Given potential future actions by the State, Burbank appears well positioned to meet the future requirements. Water use in Burbank in June was 142 GPCD with 123.4 GPCD for the Fiscal Year ending on June 30. Besides conservation measures, Burbank made significant strides in converting major irrigation and building cooling towers to recycled water which is 100% conservation that will continue year after year. BWP continues to work with customers to utilize recycled where practical but recognizes that the largest users have been converted.

The State Water Project (SWP) allocation is currently 85% as of April 14, 2017. Increasing the SWP allocation above 85% is still a possibility. A significant event impacting the SWP is the erosion and undermining of the spillway at the Oroville Dam discovered on February 7; and it includes severe damage to the main spillway and the emergency overflow spillway. The State has issued a \$274 million contract for permanent repairs that will take two years to complete. MWD plans on adding all excess water beyond demand to its storage facilities. Currently, that is 1 million acre-feet.

The BOU was 82.12% available for service in June 2017. Two Liquid Phase Granulated Activated Carbon Filters were offline for carbon change-out from June 23 through the end of the month and one filter was offline from June 1 through June 15. Well V-01 was offline in June for maintenance. Some demand is returning with the warmer weather. BWP is

maximizing BOU production by optimizing the blend with MWD treated water. Lower ground water levels are impacting the operational efficiency of the BOU wells although that should rebound somewhat due to the winter rain. Testing of drawing water from lower levels in the aquifer, by deflating the “packers” in the lower portion of the well casings requires discussions with the EPA, which are on-going. We are currently awaiting the EPA reply to the Technical Memorandum which clarifies the engineering calculation in support of deflating the packers.

Availability	Production	Average Flow Rate (gallons per minute)
81.94%	78.64%	7,078

Project Updates:

Work began in June on installing 1,100 l.f. of 8-inch ductile iron recycled water main on Olive Ave from Lima St. to Alameda Ave. This project was completed in mid-July.

Council approved the negotiation of a Design/Build contract with Crosno Construction for the seismic retrofit of the Golf Course Recycled Water Storage Tank at the March 7 meeting. If negotiations are successful, staff will bring the contract to the BWP Board for approval and award, likely in September.

Seismic valve actuators are currently being installed at Reservoirs #1, #4 and #5; a valve control software was installed in late July which will enable BWP to program the closing positions of the valve actuators.

One Water Division crew assisted the Parks and Recreation Department by installing replacement drinking fountains in City parks. Four fountains were installed in May, 2 were installed in June and 5 fountains were installed in July.

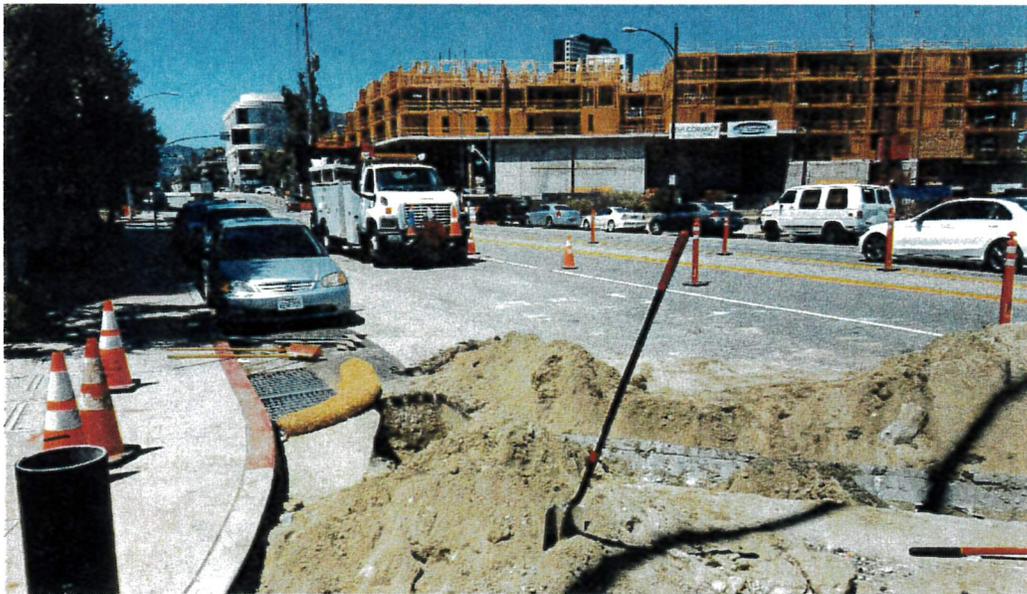
The Joint Service Agreement (JSA) between BWP and the Los Angeles Department of Water and Power (LADWP) was executed by LADWP, (1/28/15). This agreement covers the construction of recycled water (RW) mains in the City of Los Angeles by Williams Brothers Contractors, who are under contract with BWP; all costs for the work are to be reimbursed to BWP by LADWP. The work under the agreement is three extensions into Los Angeles from points of metered connection to the BWP RW system for delivery of RW to end use customers in Los Angeles. Once active, BWP will receive an equal volume of ground water pumping credits for the water delivered to Los Angeles. The estimated current value of this exchange is \$180,000 annually. Contract discussions are complete with Williams Brothers and the project cost has been accepted by LADWP. Total construction time to complete all three extensions is 18-24 months. The first two phases along the Chandler Bikeway and the Whitnall Hwy. at Burbank Blvd. were completed in March 2016 and reimbursement from LADWP has been received. Phase three, along Verdugo Ave (17,000 l.f. of pipe) began in June when the permits from L.A. were finally issued. The BWP Board awarded the first portion of the Phase Three contract to Williams Brothers at the April Board meeting. LADWP acquired approval from their Board on October 4 to increase the contract cost on phase three because of additional cost due to reduced work hours and street repairs required by the City of L.A. BWP has received a

copy of the executed amendment documents and has issued a change order to the contractor for the rest of the scope. The notice to proceed for Phase 3B was issued on February 14, 2017. Construction is awaiting LADWP receiving the construction traffic control and excavation permits for this last phase. Completion of Phase 3 is anticipated in November 2017, contingent on receiving the required permits from LADOT and LA Bureau of Engineering in a timely fashion.

On April 14, 2016 a new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank by the Regional Water Quality Control Board. This brought the City into full compliance by recognizing the use of RW in cooling towers. A Waste Water Change Petition was submitted to the State Water Resources Control Board, Division of Water Rights. The purpose of the petition is to amend Burbank's water rights to our RW account for our recent expansion of use and for our plans of additional use 10 years into the future. The petition was posted by the State Board on March 29, 2017. Review of the water rights petition is underway at the State Water Resources Control Board, Division of Water Rights. The City of Los Angeles filed a protest on the Waste Water Change Petition in April. BWP is proceeding with answering the protest and securing approval. This process will take several months and will go into October.

The landscape irrigation at the entrance of the Airport on Hollywood Way was converted to RW in June. Approval of the conversion of the Airport Entrance on Empire Ave is anticipated in July. Pending conversions to recycled water in 2017 include: Nickelodeon, Talaria, and The Pinnacle. Other sites that are expected to be converted to recycled water in 2018 include: Warner Bros Data Building (Building #38), I-5 Freeway irrigation at Cohasset, Fotokem, and the ornamental fountain at the Valley Pumping Plant.

Construction is underway on the new 8-inch recycled water main on Olive Ave from Avon to Alameda. The new main will close a gap in the distribution pipe network in the Studio District, which would significantly enhance the operation and reliability of the recycled water distribution system in the area.



The Water Division crew recently responded to a leak on an 18-inch cast iron pipe on Hollywood Way near Empire Ave. A small water leak was emanating from the pipe joint. Instead of cutting and replacing a good pipe, the crew used a bell clamp that effectively and quickly stopped the leak. Cutting and replacing a section of a large diameter pipe would have been far more costly and would have required a shutdown of the system in the area and the discharge of large quantity of water.



DISTRIBUTION

ELECTRIC RELIABILITY

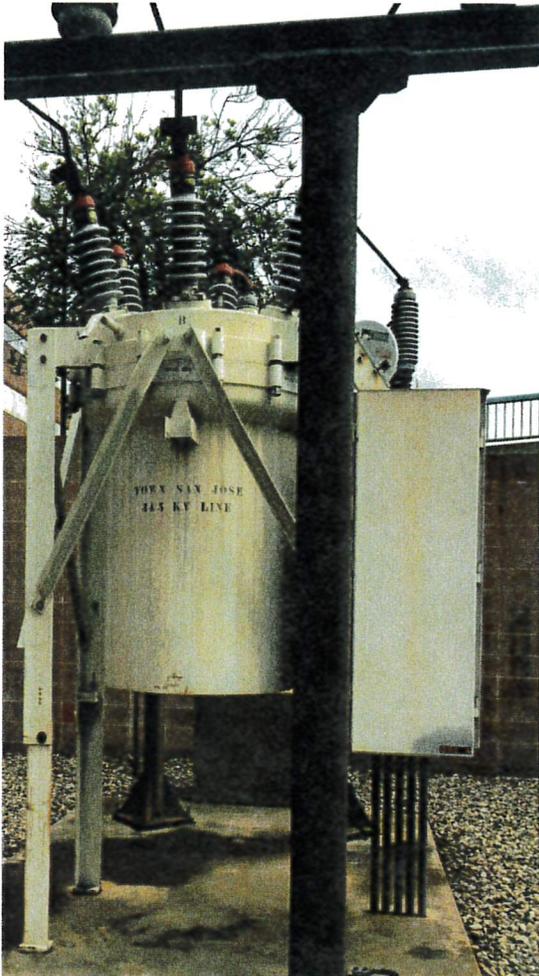
In June 2017, BWP experienced one sustained feeder outage and one station outage. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 509,443 customer minutes.

Reliability Measurement	July 2015-June 2016	July 2016-June 2017
Average Outages Per Year (SAIFI)	0.4075	0.5005
Average Outage Duration (CAIDI)	47.46 minutes	21.90 minutes
Average Service Availability	99.996%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.3111	0.1217
No. of Sustained Feeder Outages	12	9
No. of Sustained Outages by Mylar Balloons	0	2
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	3	5

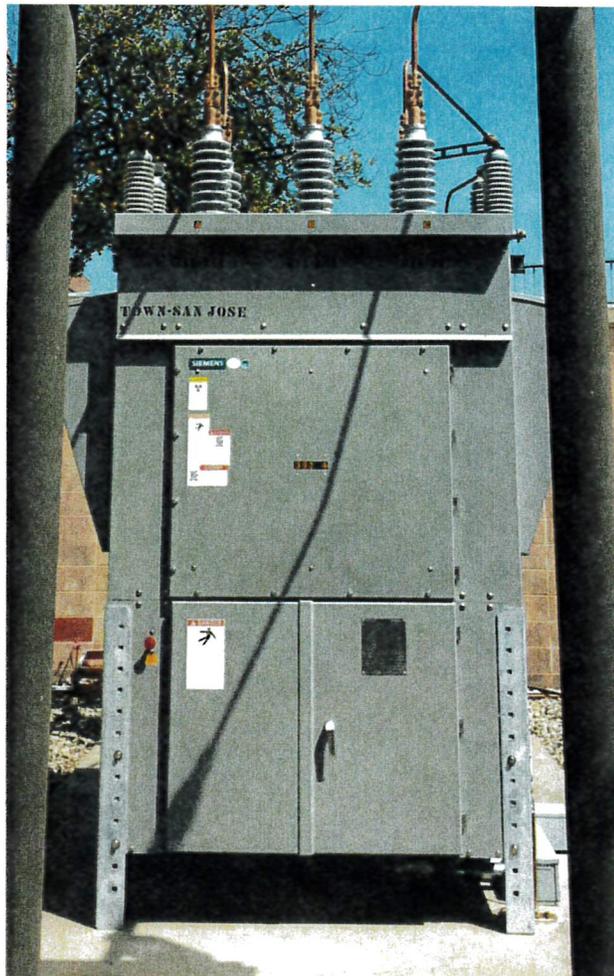
PROJECT UPDATES

34.5KV Circuit Breaker Replacements at Town and San Jose Substations

Over the next few years, Caltrans will construct a new interchange at Empire Avenue and San Fernando Boulevard and widen the Burbank Boulevard Bridge. As a result, one of BWP's 34.5 kV subtransmission lines connecting Burbank and McCambridge Substations will need to be taken out of service for approximately one year while the Burbank overpass is demolished and reconstructed. In order to ensure that BWP can reliably deliver power to its customers during that time period, a new 34.5 kV subtransmission line must be installed at McCambridge Substation. However, because the new subtransmission line will increase the short circuit current at McCambridge and other connected substations, BWP staff had to perform a study to determine whether its existing equipment could handle the electrical fault current. As a result of the study, BWP determined that all of the 34.5kV Oil Circuit Breakers (OCBs) at Town and San Jose Substations (11 breakers total) had to be replaced with higher rated circuit breakers. Because these costs are associated with the demolition and construction of the Burbank Bridge next year, Caltrans agreed to pay for all of the design, equipment, and construction costs for replacing the OCBs. During the month of June, BWP electricians replaced four of the eleven OCBs with new 34.5 kV Vacuum Circuit Breakers (VCBs). The remaining seven breakers will be replaced by the first quarter of 2018. One of the breaker replacements at Town Substation is pictured below.



Existing Oil Circuit Breaker at Town Substation



New Vacuum Circuit Breaker at Town Substation

Pole Sets for Burbank-3 Circuit

In June, 41 poles were set by crane over the course of three days. The area being rebuilt is part of the 12kV Burbank-3 (BB-3) circuit that had been temporarily stepped-down through a transformer to 4kV when it had not been built to 12kV standards at the time. This is the remaining area along the BB-3 circuit yet to be fully converted to 12kV, which is anticipated to be done in September and will eliminate the need for the step-down transformer.



Pole being lifted over a house to be set in a backyard

STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street Lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR LED 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 LED 101W replaces the 250W HPS luminaire. To date,

35.99% of the total streetlight luminaires have been converted to LEDs which translates to an annualized energy savings of 1,832 MWh or a 19.77% reduction in energy consumption.

CUSTOMER SERVICE

Water Leak Detection and Notification

Nearly every week, Customer Service staff receives an email or phone call from a happy resident, thanking us for a leak notification they have recently received. One recent resident was so happy and relieved to have received this alert that she said this is “probably the most significant email I have ever received”! While we accept their gratitude, we must also thank the humans and robots who developed and operate the automated notification system. The system identifies residential meters that have continuous or large amounts of water use, and automatically notifies residents through email and/or text messages. Over the last year, staff, through the system or by calling customers directly, has contacted nearly 3,000 customers, resulting in nearly 4,300 leaks (some of them are repeat leaks) that have been fixed, and nearly 20 million gallons saved on customer bills. The following chart shows customer contacts and leaks fixed by month over the last year.



Electric Vehicle (EV) Charging Program

28 public EV charging stations are in service, including a DC Fast Charger and 16 curbside stations. As of July 1, 2016, Time of Use (TOU) pricing for public EV charging is 17.81 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during off-peak hours. Between the hours of 4pm and 7pm during the summer, pricing increases to 31.17 cents per kWh. For the DC Fast Charger, the charging rate is 28.90 cents per kWh, increasing to 50.58 cents per kWh during peak hours. Staff continues to monitor usage and maintenance issues.

Month of usage	Usage in kWh	Gross Revenue	GHG emissions reduced in kg	kWh/ Station/ Day	% Peak Sessions
June 2017	21,456	\$4,513	9,011	26	23%
May 2017	21,693	\$4,063	9,111	25	19%
April 2017	18,699	\$3,461	7,854	22	20%
March 2017	20,151	\$3,777	8,464	23	20%
February 2017	17,697	\$3,358	7,433	23	21%
January 2017	19,499	\$3,611	8,189	23	20%
December 2016	17,472	\$3,130	7,338	20	19%
November 2016	17,230	\$3,334	7,521	21	18%
October 2016	17,976	\$3,705	7,550	21	18%
September 2016	17,810	\$3,811	7,480	21	20%
August 2016	19,702	\$4,257	8,275	23	19%
July 2016	17,235	\$3,506	7,239	20	19%
June 2016	17,278	\$3,469	7,257	21	19%
May 2016 *	17,839	\$3,179	7,492	21	N/A
April 2016	15,212	\$2,622	6,389	19	N/A
March 2016	15,717	\$2,712	6,601	19	N/A
February 2016	13,595	\$2,361	5,742	17	N/A
January 2016	13,011	\$2,508	5,459	16	N/A
December 2015	12,378	\$2,415	5,188	15	N/A
November 2015	12,853	\$2,499	5,400	16	N/A
October 2015	13,058	\$2,544	5,473	16	N/A
September 2015	12,514	\$2,442	5,254	15	N/A
August 2015 **	11,045	\$2,191	4,665	13	N/A
July 2015	8,771	\$1,743	3,684	26	N/A

* In May 2016, the number of public chargers increased from 27 to 28.

** In August 2015, the number of public chargers increased from 11 to 27.

Rooftop Solar

Not so many years ago, residential rooftop solar was priced beyond the reach of most households. Falling prices, rebates and tax incentives, and no-money-down leasing arrangements have created a new solar reality for many Californians. The following table will be updated monthly to report on Burbank's rooftop solar impact.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
June 2017	12	133	599	6,277
May 2017	8	121	587	5,601
April 2017	7	113	579	5,561
March 2017	8	106	572	5,529
February 2017	8	98	564	5,491
January 2017	21	90	556	5,379
December 2016	12	69	535	5,276
November 2016	8	57	523	5,219
October 2016	10	49	515	5,188
September 2016	18	39	505	5,137
August 2016	10	21	487	4,828
July 2016*	11	11	477	4,643
June 2016	7	173	466	4,436
May 2016	16	166	459	4,321
April 2016	5	150	443	4,178
March 2016	14	145	438	4,151
February 2016	20	131	424	4,053
January 2016	27	111	404	3,962
December 2015	16	84	377	3,829
November 2015	18	68	361	3,741
October 2015	14	50	343	3,667
September 2015	15	36	329	3,598
August 2015	11	21	314	3,525
July 2015*	10	10	303	3,467
June 2015	11	91	293	3,431

* Start of new fiscal year.

TECHNOLOGY

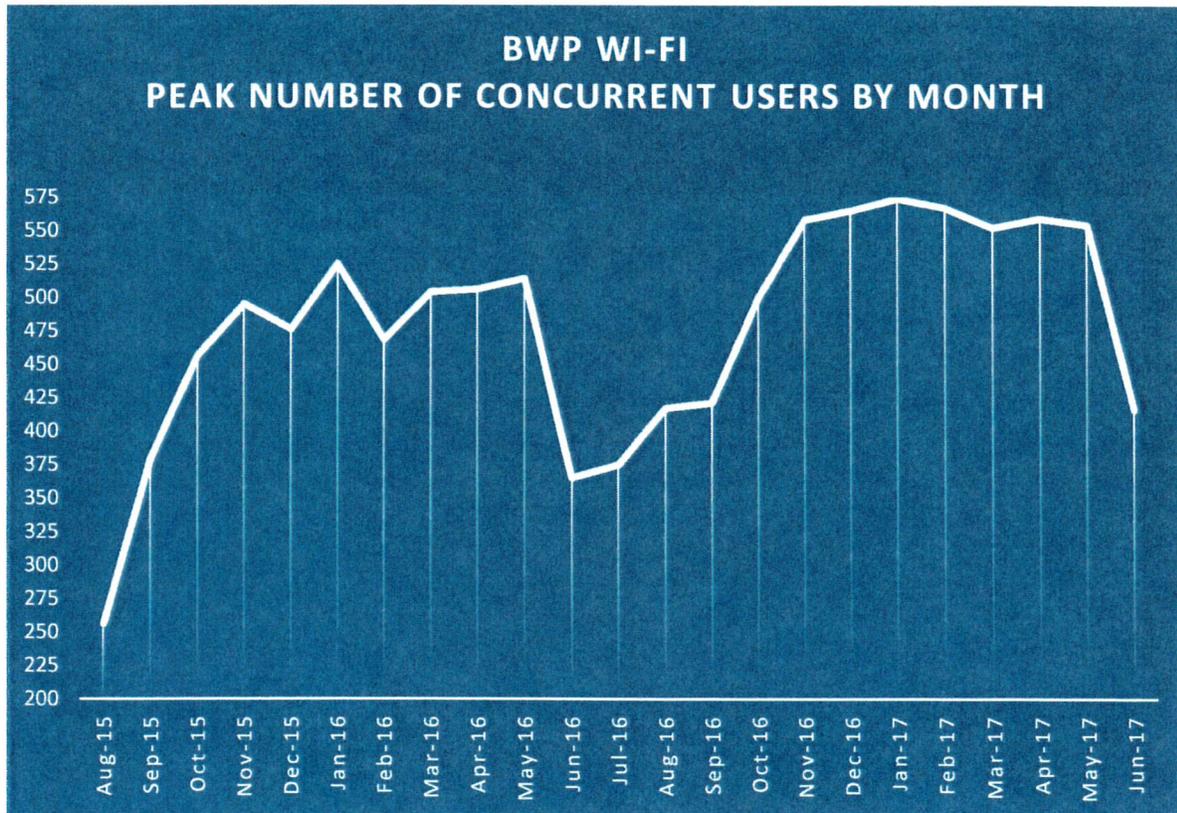
Broadband Services (ONE Burbank)

	June 2017 New Orders	Revenues for June 2017	FYTD 2016-17 Revenues	FYTD Budget
Lit	2	\$106,831	\$1,394,252	\$925,000
Dark	0	\$189,100	\$2,194,707	\$2,775,000
Total	2	\$295,931	\$3,588,959	\$3,700,000

Values in the table above represent invoiced amounts for monthly recurring revenues only. Actual booked revenues through June 2017 are \$3,709,717.

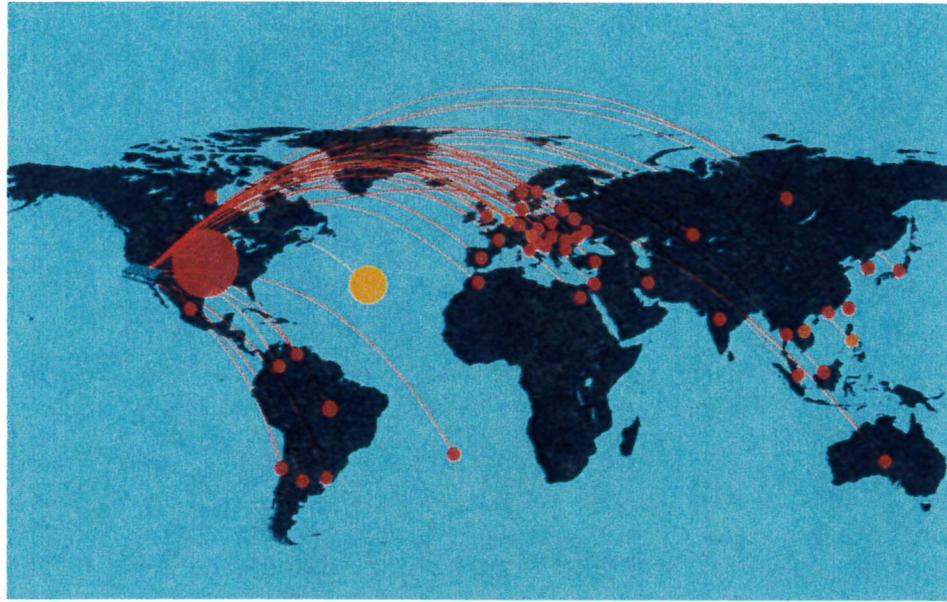
BWP WiFi

On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

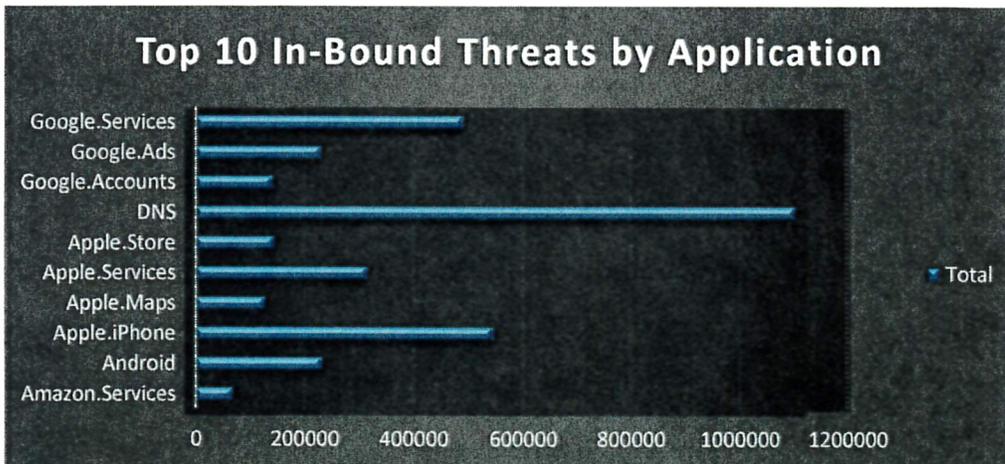


Cyber Security Update – June 2017

The BWP cyber security risk factor is 2.8 out of 5.0 for the month of June. Operational Technology successfully prevented over 37 million elevated cyber security threats which represents over 90% of the threat total.



In-bound cyber threats by source location



In-bound cyber threats by category/application

RISK FACTOR



RISK FACTOR: The risk levels (1=lowest to 5=highest) indicate the application's relative security risk based on a variety of factors and criteria such as whether the application can share files, is prone to misuse, or tries to evade firewalls.

POWER SUPPLY

Project Updates:

Power Resources

Los Angeles Department of Water and Power Open Access Transmission Tariff (OATT) Update

BWP, in conjunction with Glendale Water and Power (GWP), actively participated in LADWP's 2017 Open Access Transmission Tariff (OATT) public stake holder process. The public comment period, in which BWP and GWP participated, ended on April 14, 2017. BWP's analysis indicates that LADWP has made measurable strides to conform its proposed OATT with the Federal Energy Regulatory Commissions pro-forma OATT, but significant concerns have been raised and remain. The LADWP Board of Commissioners approved the OATT on June 6, 2017 and LA Council approved it on June 30, 2017. The 2017 OATT rates will affect costs for service which Burbank purchases through the Balancing Authority Area Services Agreement beginning September 1, 2017. BWP is currently further evaluating this.

Integrated Resource Planning

BWP is planning for its next Integrated Resource Plan (IRP) which, pursuant to new requirements embedded in SB350, is due January 1, 2019. This timeline is relatively tight for comprehensive integrated resource planning, especially as the California Energy Commission's (CEC) regulations for those IRPs have not yet been finalized, and staff is exploring strategies to best meet this deadline. BWP staff expect to release an RFP for modeling and consulting services in support of the IRP in late August of 2017.

Intermountain Power Project (Delta, UT) Renewal Progress

IPA and the Purchasers are currently implementing the Gas Repowering and renewal of associated transmission rights pursuant to the Enabling Agreements. In this connection, BWP (and each of the other participants) recently executed the last of those renewal contracts, the Renewal Power Sales Agreement, in connection with a subscription process for participation shares in the Gas Repowering. While the actual size and configuration of the new facility or facilities has not yet been determined, BWP's participation share of the Gas Repowering is currently 50 MW of generation and 127 MW on the Southern Transmission System (STS). If BWP does elect to take the Off-Ramp (and thus decline to participate in Gas Repowering generation), BWP and the other non-LADWP California Purchasers have a non-binding Memorandum of Understanding with LADWP pursuant to which each non-LADWP California Purchaser can maintain 50% of its current STS and Northern Transmission System (NTS) rights post-2027.

At the same time, LADWP and the non-LADWP California Purchasers are working to renew each non-LADWP California Purchaser's IPP-linked transmission agreement from the southern terminus of the STS at Adelanto to that non-LADWP California Purchaser's service territory, pursuant to each non-LADWP California Purchaser's Adelanto-service territory transmission capacity.

Aliso Canyon

Southern California Gas Company (SoCal Gas) owns and operates the natural gas infrastructure in most of Southern California. This infrastructure supplies natural gas-fired power plants operated by BWP, GWP, LADWP, and others in the LA Basin. For many years, SoCal Gas has used its Aliso Canyon natural gas storage facility, located near Porter Ranch, CA, to ensure reliable natural gas supply in the Basin, including to these generators. Aliso Canyon is the largest such facility in the Western U.S. On October 23, 2015, one of Aliso Canyon's 114 wells began to leak and the facility was shut down and mostly emptied. The leak was plugged on February 18, 2016 after significant leakage of natural gas into the atmosphere.

SoCal Gas, the California Governor's Office, the California legislature, numerous federal and state agencies, electric utilities (including BWP), and other stakeholders have been working since the leak was discovered to understand the leak's potential impact on electric reliability and to develop mitigation plans. In this connection, Action Plans have been jointly developed by the California Public Utilities Commission, the California Energy Commission, the California Independent System Operator, SoCal Gas, and LADWP (together, the Aliso Working Group). The Action Plans propose 18 steps that utilities can take to mitigate the risk of outages. The Action Plan for summer 2016 anticipated, as a base case, 14 days of Aliso-related electric outages in this past summer (none actually occurred) and an unknown number during the 2016-17 winter, when natural gas demand is greater. The Action Plan for summer 2017 has been issued and is being utilized.

On July 19, 2017, the California Public Utilities Commission (CPUC) and Division of Oil, Gas, and Geothermal Resources (DOGGR) cleared SoCal Gas to resume limited injections at the Aliso Canyon natural gas storage facility. It will now operate at approximately 28 percent capacity. Enhancements were implemented to improve the margin of safety at the state's direction. One of the enhancements includes only flowing gas through newly installed and pressure tested, inner steel tubing. The outer casing of wells will only serve as a secondary layer of protection. At the states direction, the field will also be operated at a reduced pressure. In addition, SoCal Gas has implemented industry leading practices including enhanced training for employees and contractors, around-the-clock pressure monitoring of all wells in a 24-hour operations center, daily patrols to visually inspect every well four times a day, and daily infrared thermal scanning of each well. Injections will not resume immediately however, after completion of the state's outlined steps including a leak survey of the facility and a flyover measure of methane emissions at the site.

To best maintain electric reliability, SoCal Gas is continuing to work with its generator-customers, including BWP, to enhance coordination relative to reliability, and BWP maintains regular, detailed communications with its balancing authority, LADWP, regarding BA-wide operations planning for Aliso Canyon-related risks.

memorandum

DATE: July 25, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director-
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)
MEETING SYNOPSIS –JULY 13, 2017**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016 staff report to City Council.
- The Board approved The BHA California Public Records Act Response Procedures and Electronic Document Retention Policy. Created by the BHA's attorneys, the Policy establishes a procedure to retain records for a period of two years. A copy of the Policy and Procedures is attached.
- The Board approved the draft BHA Sponsorship Guidelines (Guidelines). The Guidelines provide a mechanism for Board members to clearly evaluate which events meet the criteria for generating present or future room nights for the City. The Guidelines also provide a framework for organizations to formally submit their sponsorship requests.
- The Board approved publishing a Request For Proposals (RFP) for Phase III - Advertising and Design Services in order to obtain a new firm to design a new ad campaign and refresh existing collateral. The RFP will be released on July 17th with a closing date of August 11th. These services are currently being fulfilled by Strausberg Group.
- At the request of the BHA, staff presented two proposals from firms that study economic impact analysis reports for numerous citywide events annually sponsored by Visit Burbank. The purpose of the analysis is two-fold: to quantify the impact the events contribute to the local economy; and to evaluate each events growth potential to attract more visitors. The Board agreed to conduct one introductory event impact analysis and approved a not-to-exceed amount of \$13,000.

- The July board meeting served as the annual opportunity to accept nominations for the reorganization of the Executive Committee positions. No nominations were proposed and the Board approved keeping all Executive Committee positions unchanged.
- Tony Garibian presented a wrap-up of the International Pow Wow Convention held from June 5-8, 2017. A total of 35 meetings were held in three days with wholesalers, airlines, online travel agents, and media companies. Many leads were generated and extensive follow-up is underway by Mr. Garibian and staff.
- The Board approved for Mr. Garibian and the BHA's Marketing Consultant to attend the 2017 World Travel Market convention in November. This convention brings together over 5,000 travel and trade organizations with key industry buyers, journalists, digital influencers, students, and tourism experts for generating leads and partnership opportunities.
- The Board approved Resolution Number 003 to establish an Ad Hoc Advisory Committee. This Committee is charged with overseeing the analysis and logistics of potential Destination Development projects as stated in the 2016-2026 Management District Plan.
- The next regular meeting of the BHA is tentatively scheduled for August 10, 2017.

**BURBANK HOSPITALITY ASSOCIATION
CALIFORNIA PUBLIC RECORDS ACT RESPONSE PROCEDURES
AND ELECTRONIC DOCUMENT RETENTION POLICY**

(Approved by the Board of Directors on July 13, 2017)

CALIFORNIA PUBLIC RECORDS ACT RESPONSE PROCEDURES

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. Burbank Hospitality Association dba Visit Burbank ("BHA") adopts this policy to clarify how it will respond to requests for records under the Public Records Act when acting as the operator of the Burbank Tourism Business Improvement District or when it is otherwise legally obliged to comply with the Public Records Act. It does not apply to other activities of BHA.

1. All requests for public records shall be in writing on a form approved by the Board of Directors, unless the request is to review an agenda, agenda reports, or minutes of the BHA, the Burbank Tourism Business Improvement District's Management District Plan, or the BHA's operating agreement, which are available at the office of the BHA.
2. Administrative staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.
 - a. Administrative staff shall review each request and determine whether it seeks identifiable records and, if not, the administrative staff shall help the requestor identify records responsive to the request.
 - b. Administrative staff shall request all Directors who may have the records requested to search their files and report back to the administrative staff whether they have the records and, if so, when the records can be made available to the requestor.
 - c. Administrative staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, the administrative staff will provide suggestions to overcome any practical basis for denying access to the records sought.
 - d. If a request is made for copies of records, the administrative staff shall also advise the requestor of the estimated copying cost.
 - e. The person requesting the copies shall pay the charges for the requested copies established by BHA. At present those are: \$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00. The administrative staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

3. In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research BHA records for particular types of information or analyze information which may be contained in public records.
4. Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

BURBANK HOSPITALITY ASSOCIATION

REQUEST FOR PUBLIC RECORDS

Date requested:	Date required:
-----------------	----------------

Please list each document, file, or record separately

- I wish to Review
 Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the Burbank Hospitality Association for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: _____

Mailing Address: _____

Phone Number: () _____ Signature: _____

FAX Number: () _____ Email: _____

FOR INTERNAL USE ONLY

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature:	
Reason, if denied:		
Disposition of Request: Documents/response provided on (date)		
By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone		
Comments:		
Date Completed:	Staff Member(s):	Staff Time:

ELECTRONIC DOCUMENT RETENTION POLICY

The Electronic Document Retention Policy of the Burbank Hospitality Association (“BHA”) governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of BHA business that is subject to the Public Records Act, as when it is acting as the operator of the Burbank Tourism Business Improvement District or when it is otherwise legally obliged to comply with the Public Records Act. It does not apply to other activities of BHA.

Definitions

1. **Email Message:** An electronic communication sent and received via web mail or email client.
2. **Social Media:** Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
3. **Text Message:** An electronic, written communication sent and received via telephone or Internet connection.
4. **Voicemail Message:** An electronic, aural communication sent or received via telephone or Internet connection.

Text Messages, Voicemail Messages, and Social Media

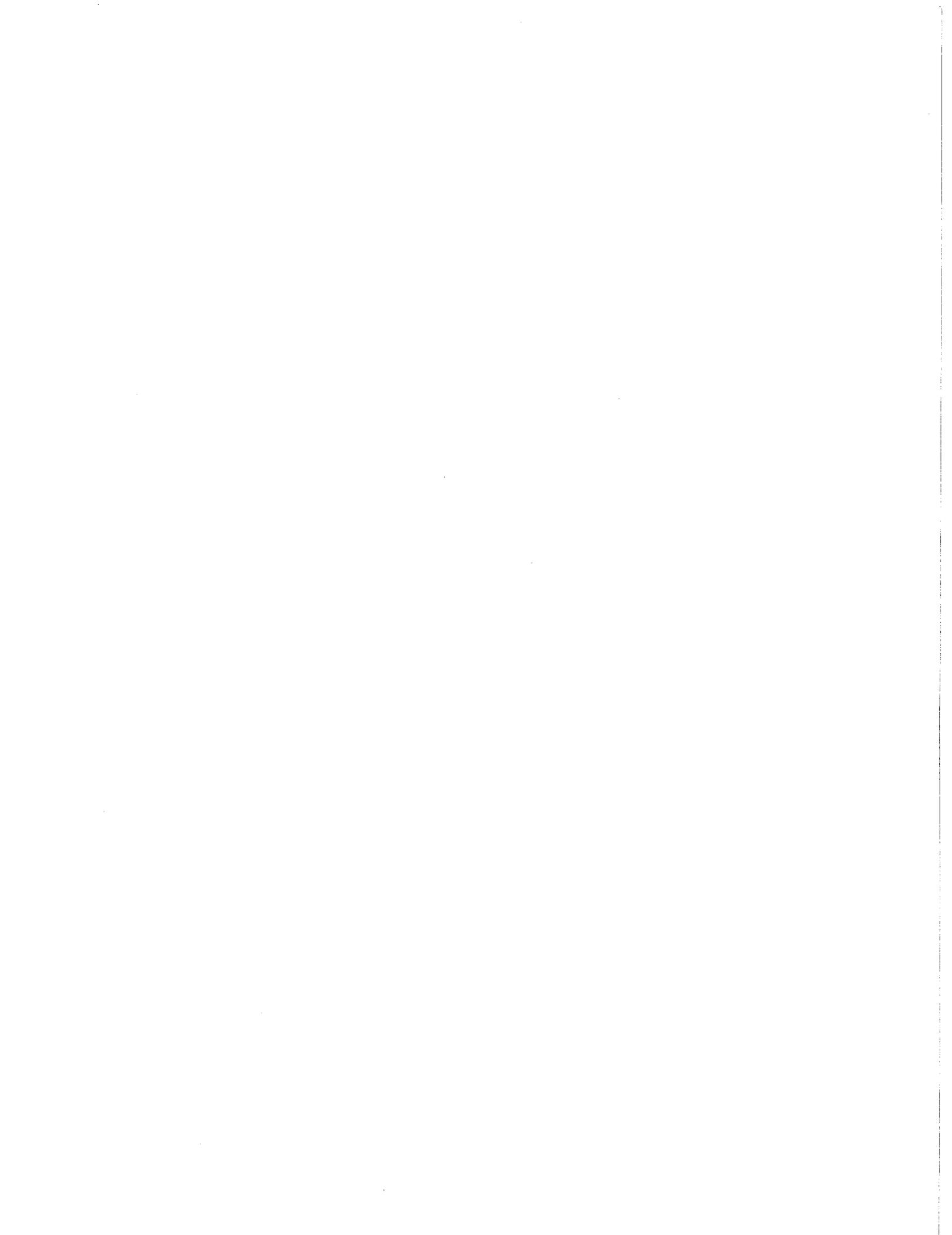
Text messages, voicemail messages, and social media posts not saved to an archive or a more permanent medium are intended to be ephemeral documents, not preserved in the ordinary course of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 6252, subdivision (e). BHA directors and administrative staff are not required to retain these electronic documents. Business done on behalf of BHA that requires the creation and preservation of records should be conducted in other media.

Email Messages

1. Email messages sent or received by the BHA’s server from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other BHA records.
2. Except as provided in point 3 below, BHA Directors and administrative staff are required to use (or copy to an address on) the BHA server for all email messages regarding matters of BHA business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other BHA records.
3. BHA will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Directors, whether at the same time or seriatim, with respect to an item of BHA business regardless of the means of that

communication, including via non-BHA email accounts. Directors are encouraged to forward such email messages not received via the BHA server nor copied to BHA's administrative staff or to an email address designated for that purpose so they can be preserved in the BHA's email retention system, relieving individual Directors of any duty to preserve such email messages or make them available for public inspection.

4. This policy applies only to the conduct of BHA business that is subject to the Public Records Act. It has no application to communications to or from Directors in their other public and private capacities or communications to or from BHA's administrative staff that are personal, private or otherwise not BHA business or to communications which affect BHA business not funded by Tourism Business Improvement District assessments or otherwise subject to the Public Records Act.



TRAFFIC COMMISSION
July 27, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Brian Malone, Paul McKenna, Joe Terranova, Kevin Harrop, Andre Krikorian, and Vanessa Rachal

Members Absent:

Rebecca Granite-Johnson and Michael Kiaman

III. ORAL COMMUNICATIONS

A. Public Communication

Resident spoke regarding a concern with the driveways being too close to the intersection where thru-traffic is blocking the driveway at Harvard & Glenoaks and Burbank & San Fernando (alley behind Wells Fargo). Suggests having street painted "Do Not Block" at the driveway so people can safely enter and exit. Added a concern for Victory & Lake, at the Costco driveway, suggesting a left turn arrow. On Kenneth, between Olive & Harvard, resident says people are not stopping at the newly installed Stop signs. Resident suggested speed humps be installed at the limit lines.

B. Commission Comments

Paul McKenna inquired about extending the program at Buena Vista to Hollywood Way and Olive. Agrees that there is an issue at the driveway at Harvard & Glenoaks.

Brian Malone inquired on the elections for Chair and Vice Chair being scheduled; elections are set up for the August meeting.

Joe Terranova agrees with the resident's concern of the Wells Fargo driveway at Burbank Blvd.; feels instead of at the alley, the location should be at the driveway into the Wells Fargo parking lot. Does not agree regarding speed humps on Kenneth. Would like to agendize these concerns.

Linda Barnes agrees that Burbank Blvd should be looked in to. Kenneth Rd does not need attention.

C. Staff Communication

Staff provided updates on the following:

- a. Traffic Commission Members
 - i. Expired: Kevin Harrop, Paul McKenna Jr., Vanessa Rachel, Rebecca Granite-Johnson
 - ii. Appointed: Kevin Harrop, Paul McKenna Jr., Vanessa Rachel, Christopher Toth
- b. San Fernando Safety project, Council approved 7/18/17. Bike lanes to be installed from Empire Interchange to the mall, curb extensions, other safety improvements.

Continued

- c. Verdugo Safety project, construction underway. Installing left turn arrows at Buena Vista and Verdugo.
- d. David Kriske provided a brief overview of Bike Share Program via Metro.
- e. Introduction of Marnell Gibson as the new Public Works Director.

IV. APPROVAL OF MINUTES:

Brian Malone moved to approve Minutes for May and June; Paul McKenna seconded. May was approved unanimously, and June was approved unanimously with three abstentions – Kevin Harrop, Andre Krikorian, and Vanessa Rachal.

V. PUBLIC HEARINGS: None.

VI. REPORTS:

A. Taxicab Vehicle Life Extension

Staff reported on the request to extend taxicab vehicle life from 8 years to 10 years.

After discussion, Joe Terranova moved to approve a temporary permit with vehicle age of 10 years for any taxicab that is a wheelchair accessible or large capacity vehicle maintaining passenger seating capacity of six or more; seconded by Brian Malone. Motion approved unanimously.

B. Overview of the Transportation Projects

Staff provided an overview of completed and future Transportation projects to the Commission.

VII. DISCUSS COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

Staff provided materials detailing points to discuss if the Traffic and Transportation Commissions are to be combined. The Commission discussed the pro's and con's of having a combined Commission. The Commission suggested that members attend a Goal-Setting Meeting on August 5th.

VIII. FUTURE AGENDA ITEMS:

- 1) In September, discussing putting in Permit Only parking on California St south of Riverside Dr., but issues with the code. The residents are going to be notified, there might be a turnout for that discussion.
- 2) Election of Chair and Vice Chair at the August meeting.
- 3) Follow up from the August 5th Goal Setting Meeting.
- 4) Discuss policy and procedure for "Keep Clear" markings.

IX. ADJOURNMENT:

6:03pm

TRAFFIC COMMISSION REPORT

July 27, 2017

Item VI.B. OVERVIEW OF TRANSPORTATION PROJECTS

INTRODUCTION:

In June 2017, Council passed the Fiscal Year 2017-2018 budget and capital improvement program. This report will present an overview of past traffic projects completed and the future traffic projects approved by Council.

BACKGROUND:

During the past four years, the City has completed 19 transportation capital projects worth \$22 million. In addition, staff has completed additional small projects to enhance traffic operations and safety. These projects constructed various improvements, including:

- Bicycle lanes on:
 - Alameda Avenue (Lincoln to Main)
 - Angeleno Avenue (First to Glenoaks)
 - Edison Boulevard (Burbank to Clybourn)
- Communications equipment, cameras, and detection at 35 traffic signals
- Fiber optic cable on Hollywood Way and on Riverside Drive
- Flashing yellow arrows at:
 - Alameda/Cordova and First/Olive
 - Buena Vista/Alameda, Burbank, Empire, Magnolia, Olive
 - Glenoaks/Scott
- Left turn arrows at:
 - Alameda/Victory and Glenoaks/Amherst, Buena Vista, Magnolia, Winona
- Pedestrian curb bulbouts at:
 - Jeffries/California, Kenwood, Screenland
 - Kenneth/Cornell, Delaware
 - Main/Elmwood and Oak/Lima
 - Verdugo/Keystone, Parish
- Railroad and traffic safety improvements at Buena Vista/Vanowen
- Smart synchronization timing on Buena Vista and Glenoaks
- Street paving of 68 lane miles
- Striping Burbank Blvd and Victory Place
- Traffic signal upgrades at:
 - Alameda/Main
 - Glenoaks/Andover, Harvard, Keystone, Providencia, Scott
 - Oak/Pass and Riverside/Keystone
 - San Fernando/Scott
 - Verdugo/Keystone, Parish, Pass
 - Victory/Manning, Providencia

The table on the following pages describes these 19 projects.

TRAFFIC COMMISSION REPORT
July 27, 2017

Summary of Projects Completed in Past 4 Years

Project	Completed	Improvement	Spent \$	City \$	Other \$
Alameda Safe Routes to School	Oct 2016	Bike lanes, 4 signal upgrades	\$1,178,000	\$99,000	\$1,079,000
Buena Vista Adaptive Signal	June 2016	Buena Vista smart synchronization	\$274,000	\$0	\$274,000
Buena Vista/Vanowen Railroad Xing	June 2013	Railroad grade crossing safety enhancements	\$3,700,000	\$90,000	\$3,610,000
Burbank/Glendale Traffic Coordination	June 2015	Glenoaks smart synchronization	\$513,000	\$104,000	\$409,000
I-5 Detour Upgrades	Nov 2014	5 signal upgrades	\$377,000	\$0	\$377,000
Interstate 5 Measure R - Phase 1	June 2017	Detection, fiber optic, and cameras at 25 signals, 3 signal upgrades,	\$2,400,000	\$0	\$2,400,000
State Route 134 Measure R - Phase 2	June 2017	Detection, fiber optic, and cameras at 10 signals, Hollywood and Riverside fiber optic cable, 3 signal upgrades	\$2,485,000	\$0	\$2,485,000
Glenoaks and Hollywood Safe Routes to School	Oct 2014	3 signal upgrades, 5 school bulbouts	\$1,096,000	\$148,000	\$948,000
Magnolia & Olive Safe Routes to School	March 2013	2 signal upgrades, 2 school bulbouts	\$557,000	\$56,000	\$501,000
Olive/Florence Traffic Signal	Nov 2015	New traffic signal	\$231,000	\$130,000	\$101,000
Street Paving: Angeleno	April 2014	Pave 1/2 mile (2 lane miles)	\$517,000	\$367,000	\$150,000
Street Paving: CDBG FY13	June 2013	Pave 1.5 miles (4 lane miles)	\$626,000	\$187,000	\$439,000
Street Paving: CDBG FY15	Feb 2015	Pave 1 mile (3 lane miles)	\$456,000	\$87,000	\$369,000
Street Paving: CDBG FY16	May 2016	Pave 1 mile (3 lane miles)	\$503,000	\$101,000	\$402,000

TRAFFIC COMMISSION REPORT
July 27, 2017

Project	Completed	Improvement	Spent \$	City \$	Other \$
Street Paving: Hollywood (Clark-Alameda)	Dec 2014	Pave 1 mile (5 lane miles)	\$816,000	\$204,000	\$612,000
Street Paving: Residential Phase 6	Nov 2014	Pave 10 miles (25 lane miles)	\$2,515,000	\$629,000	\$1,886,000
Street Paving: Residential Phase 7	June 2016	Pave 9 miles (22 lane miles)	\$2,575,000	\$644,000	\$1,931,000
Street Paving: Victory (Isabel-Verdugo)	Nov 2016	Pave 1 mile (5 lane miles)	\$914,000	\$91,000	\$823,000
Verdugo Traffic Signals at Burroughs	Nov 2016	2 signal upgrades, 4 school bulbouts	\$677,000	\$71,000	\$606,000
TOTAL			\$22,410,000	\$3,008,000	\$19,402,000

As shown in the table above, only 13% of transportation improvements were funded by the City's General Fund. Staff has been very successful in using Developer Impact Fees and Metro, State, and Federal grants to achieve the City's strategic goals.

TRAFFIC COMMISSION REPORT

July 27, 2017

DISCUSSION:

During the next four years, the City will be working on 28 transportation capital projects worth \$45 million. These projects will construct various improvements, including:

- Bicycle improvements:
 - Bikeway from Downtown Metrolink station to South Channel bikeway
 - Bikeway on Leland Way
 - Bicycle lanes on North San Fernando Blvd (Burbank to Grismer)
 - Bicycle lanes on Verdugo Avenue (Clybourn to Hollywood, Olive to Victory)
 - Bridge to Griffith Park
- Bus smart phone application for real-time transit information
- Cul-de-sacs on Alameda Avenue
- Communications equipment, cameras, and detection at 45 traffic signals
- Flashing yellow arrows at:
 - Olive/Lakeside, Riverside, Sparks
 - Pass/Alameda, Riverside
 - Verdugo/Buena Vista, Hollywood
- Potential Quiet Zone after final improvements at Buena Vista/Vanowen
- Smart synchronization timing on Burbank, Hollywood, Magnolia, and Victory
- Street improvements for intersection efficiency:
 - Olive/Buena Vista, Hollywood, Sparks
 - Pass/Alameda, Riverside
 - San Fernando/Burbank
- Street paving of 98 lane miles
- Traffic signal upgrades at:
 - Burbank/Ontario, Wyoming
 - Glenoaks/Angelino, Bethany, Cypress, Delaware, Fairmount, Grinnell, Orange Grove, Reese, Verdugo
 - Magnolia/Avon, California, Catalina, Keystone, Lima (new), Mariposa, Pass, Reese, Screenland
 - Olive/Hollywood, Lakeside, Riverside, Sparks, Virginia
 - Riverside/Avon, Bob Hope California, Hollywood, Main, Reese
 - San Fernando/Burbank, Delaware, Scott
 - Vanowen/Hollywood, Train crossing

Projects anticipated to be designed and ready for construction by 2020 include:

- Bikeway between Downtown and future Hollywood Way Metrolink stations
- Bikeway from Downtown Metrolink station to Chandler bikeway
- New Magnolia bridge over Interstate 5
- New Olive bridge over Interstate 5

The table on the following pages describes these 28 projects.

TRAFFIC COMMISSION REPORT
July 27, 2017

Summary of Projects to be Completed in the Next 4 Years

Project	Improvement	Budget \$	City \$	Other \$
Alameda/Oak Neighborhood Protection Plan	4 Cul-de-sacs along Alameda Ave; Traffic calming along Olive Ave; Signal upgrade at Alameda/Olive	\$1,170,000	\$170,000	\$1,000,000
Buena Vista/Olive Intersection	Reconfigure intersection to enhance traffic operations	\$260,000	\$0	\$260,000
Buena Vista/Vanowen Quiet Zone	Railroad gates and Quiet Zone	\$529,000	\$180,000	\$349,000
Burbank Channel Bikeway	New bikeway between Downtown Metrolink Station and existing South Channel bikeway	\$4,384,000	\$0	\$4,384,000
Burbank Traffic Responsive System	Hollywood Way smart synchronization	\$679,000	\$136,000	\$543,000
Burbank Traveler Information System	Central application for real time transit information using web browser or phone app	\$888,000	\$178,000	\$710,000
Chandler Bikeway Extension	New bikeway between Downtown Metrolink Station and existing Chandler bikeway (design)	\$329,900	\$0	\$329,900
Glenoaks Blvd Arterial and First St Signal	12 signal upgrades	\$1,900,000	\$0	\$1,900,000
I-5 Corridor Phase 2	5 signal upgrades	\$864,000	\$0	\$864,000
I-5 Mitigation: Empire Landscaping	Landscaping to complement Caltrans improvements	\$668,000	\$0	\$668,000
I-5 Mitigation: Leland Landscaping	Landscaping to complement Caltrans improvements	\$780,000	\$0	\$780,000
Kenneth / Winona Safe Routes	Pedestrian and bicycle safety enhancements near Jefferson, Muir, and Washington schools	\$488,000	\$49,000	\$439,000
LA River Bridge	New bicycle/pedestrian bridge from Bob Hope Drive to Griffith Park	\$850,000	\$0	\$850,000
Magnolia Bridge Modernization	Reconstruct Magnolia bridge over I-5 (design)	\$1,035,000	\$0	\$1,035,000
Media District Signal	8 signal upgrades, median work (Hollywood west of Olive & Pass south of Alameda) to increase left turn storage	\$2,004,000	\$0	\$2,004,000
Midtown Corridor Pedestrian Improvements	Improvements at 26 locations. New traffic signals at Magnolia/Lima, Burbank/Ontario, Burbank/Wyoming	\$1,016,000	\$203,000	\$813,000
Midtown Corridor Signal Synchronization	Signal upgrades at 26 locations. Burbank, Magnolia, Victory smart synchronization	\$2,065,000	\$413,000	\$1,652,000
Olive Bridge Modernization	Reconstruct Olive bridge over I-5 (design)	\$1,035,000	\$0	\$1,035,000

TRAFFIC COMMISSION REPORT
July 27, 2017

Project	Improvement	Budget \$	City \$	Other \$
Olive/Verdugo Intersection	Reconfigure intersection to enhance traffic operations	\$1,600,000	\$0	\$1,600,000
San Fernando Bikeway	New bikeway between Downtown Metrolink and future Hollywood Way Metrolink stations (design)	\$823,900	\$0	\$823,900
San Fernando Safety	Bicycle lanes, 2 signal upgrades, 6 bulbouts	\$1,501,000	\$140,000	\$1,361,000
San Fernando/ Burbank Intersection	Reconfigure intersection to enhance traffic operations	\$1,896,000	\$0	\$1,896,000
SR-134 Corridor Arterial Phase 2	7 signal upgrades	\$1,413,000	\$0	\$1,413,000
Street Paving: CDBG FY17	Pave 1 mile (3 lane miles)	\$400,000	\$40,000	\$360,000
Street Paving: Hollywood (Clark-Burbank), Vanowen (Clybourn-Hollywood)	Pave 2 miles (10 lane miles)	\$1,410,000	\$410,000	\$1,000,000
Street Paving: Residential Phase 3	Pave 9 miles (22 lane miles)	\$3,000,000	\$1,300,000	\$1,700,000
Street Paving: FY18,19,20	Pave 75 lane miles	\$10,575,000	\$5,775,000	\$4,800,000
Verdugo Improvement	5 signal upgrades, bicycle lanes	\$1,053,000	\$102,000	\$951,000
		\$44,616,800	\$9,096,000	\$35,520,800

As shown in the table above, only 20% of transportation improvements will be funded by the City General Fund. Staff continues to be successful in using Developer Impact Fees and Metro, State, and Federal grants to achieve the City's strategic goals.

TRAFFIC COMMISSION REPORT

July 27, 2017

CONCLUSION:

During the past four years, the City has completed 19 transportation capital projects worth \$22 million. These projects were complemented by additional improvements constructed by new development such as IKEA and hotels on South San Fernando.

Over the next four years, the City anticipates completing an additional 28 transportation capital projects worth \$45 million. These projects will be supplemented by new developments such as the Burbank Mall renovation, First Street Mixed Use, Hollywood Way Metrolink station, Premier at First, and Talaria. In addition, over the next four years Caltrans will have opened the Empire Interchange and completed the Buena Vista/San Fernando intersection.

Staff recognizes traffic is a top issue for the City and is committed to improve transportation infrastructure. The completion of nearly \$67 million of transportation improvements over 8 years will greatly improve operations and safety. Staff has been successful in using Developer funds and grants and has only used an average of \$1.5 million annually from the General Fund.

Staff has been successful in achieving the City's strategic goals of evolving Burbank's transportation and investing in infrastructure.

Exhibits:

- A. Before and After Photos
- B. Map of Funded Projects

TRAFFIC COMMISSION REPORT

July 27, 2017

Alameda Avenue at Main Street

BEFORE



AFTER



TRAFFIC COMMISSION REPORT
July 27, 2017

**Verdugo Avenue at Keystone Street
BEFORE**



AFTER

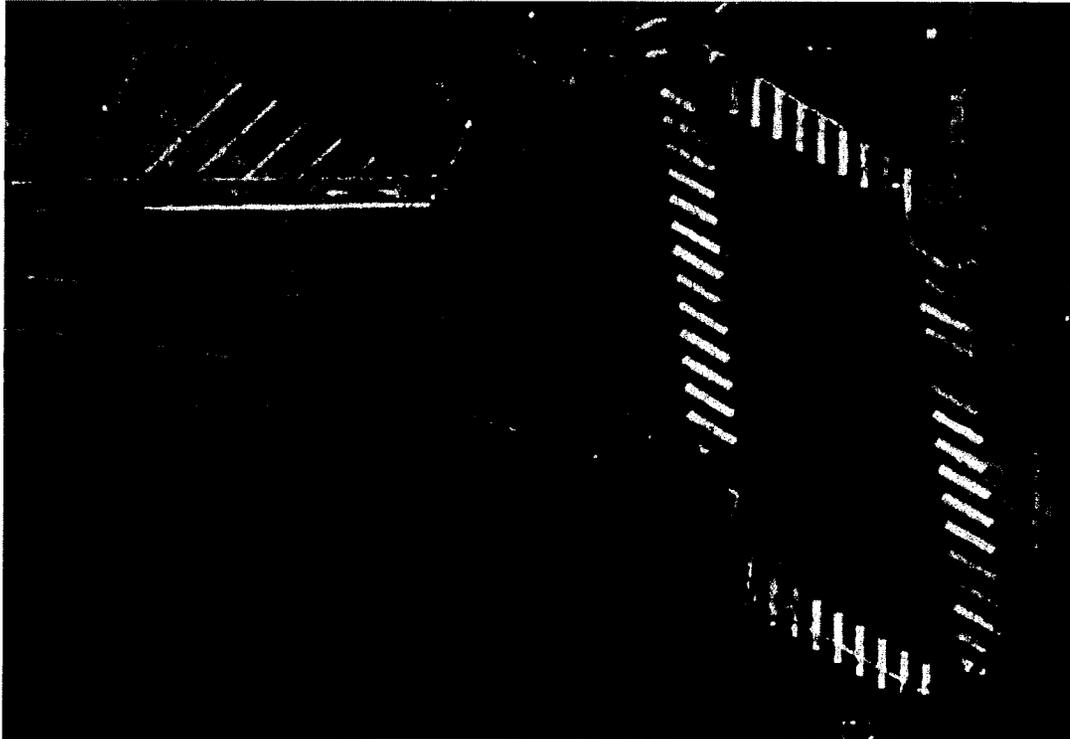


TRAFFIC COMMISSION REPORT
July 27, 2017

Edison Boulevard at Oxnard Street/Valley Street
BEFORE



AFTER



TRAFFIC COMMISSION REPORT

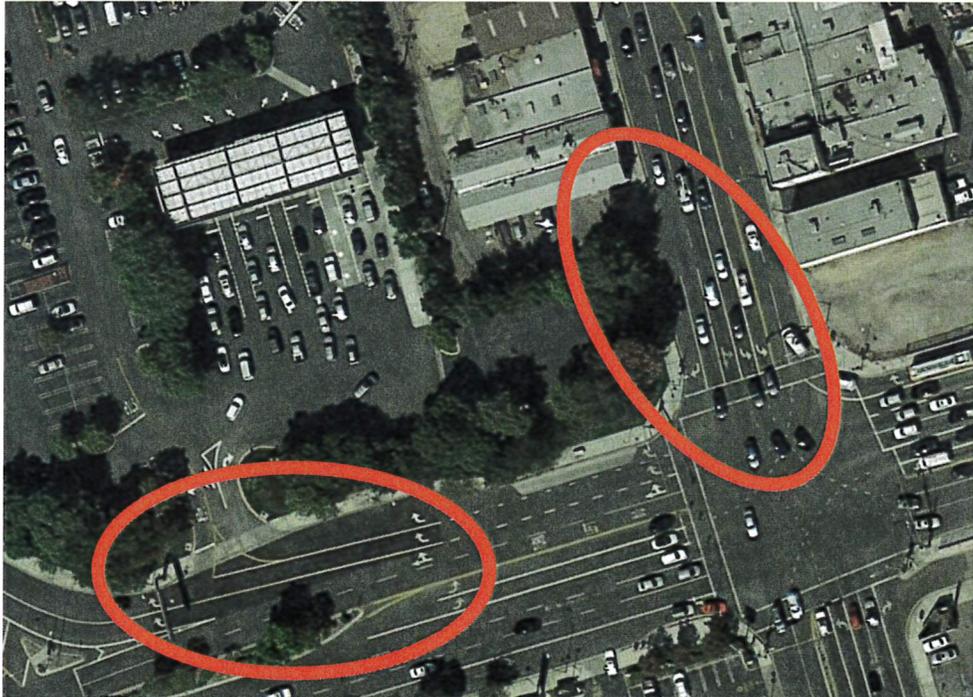
July 27, 2017

Burbank Boulevard at Victory Boulevard

BEFORE



AFTER



TRAFFIC COMMISSION REPORT

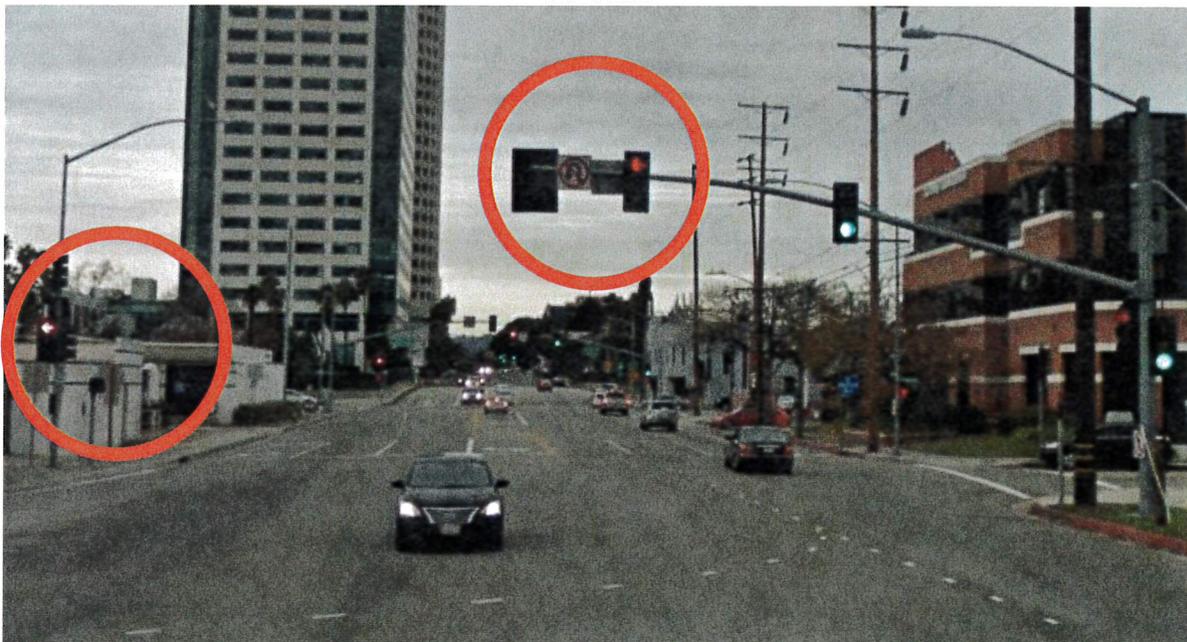
July 27, 2017

Alameda Avenue at State Route 134 ramp/Cordova Street

BEFORE



AFTER



TRAFFIC COMMISSION REPORT

July 27, 2017

Olive Avenue at First Street

BEFORE



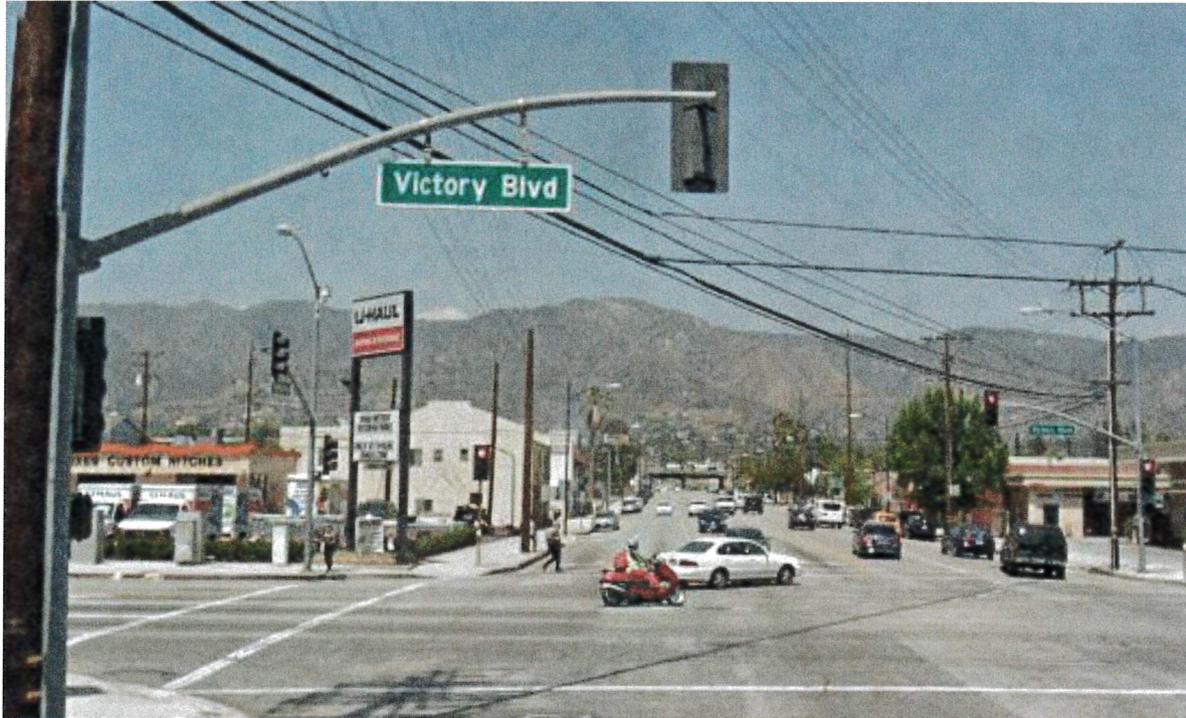
AFTER



TRAFFIC COMMISSION REPORT

July 27, 2017

Alameda Avenue at Victory Boulevard BEFORE



AFTER

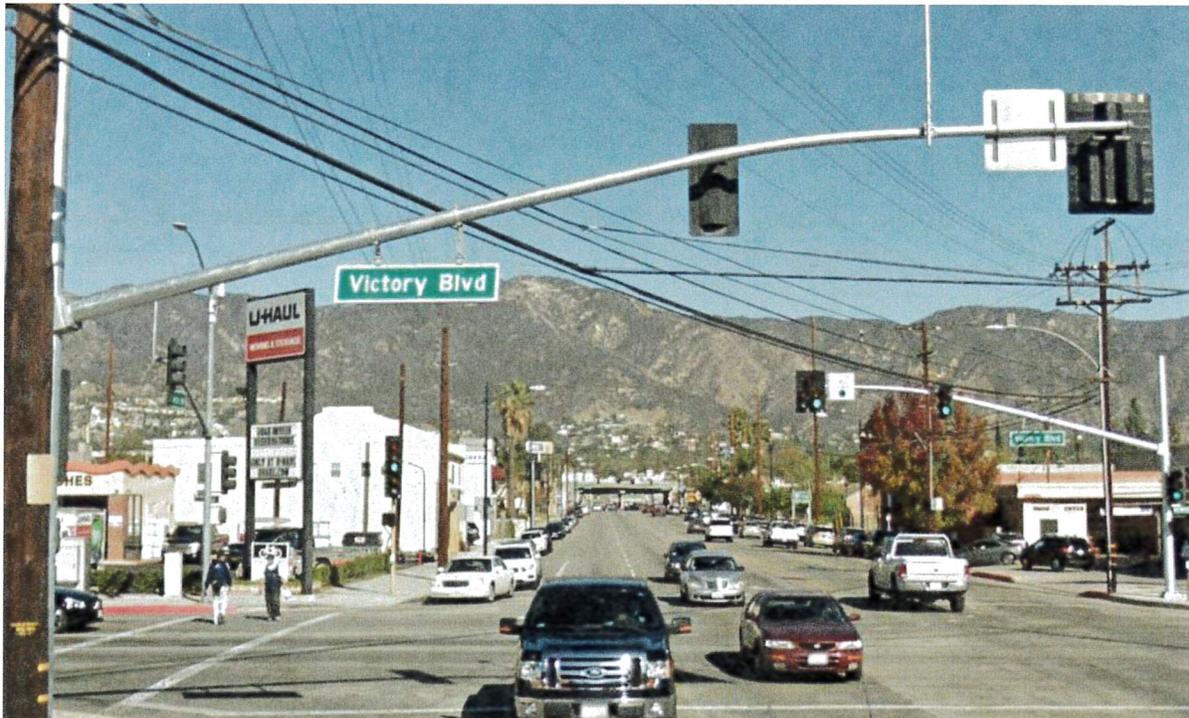
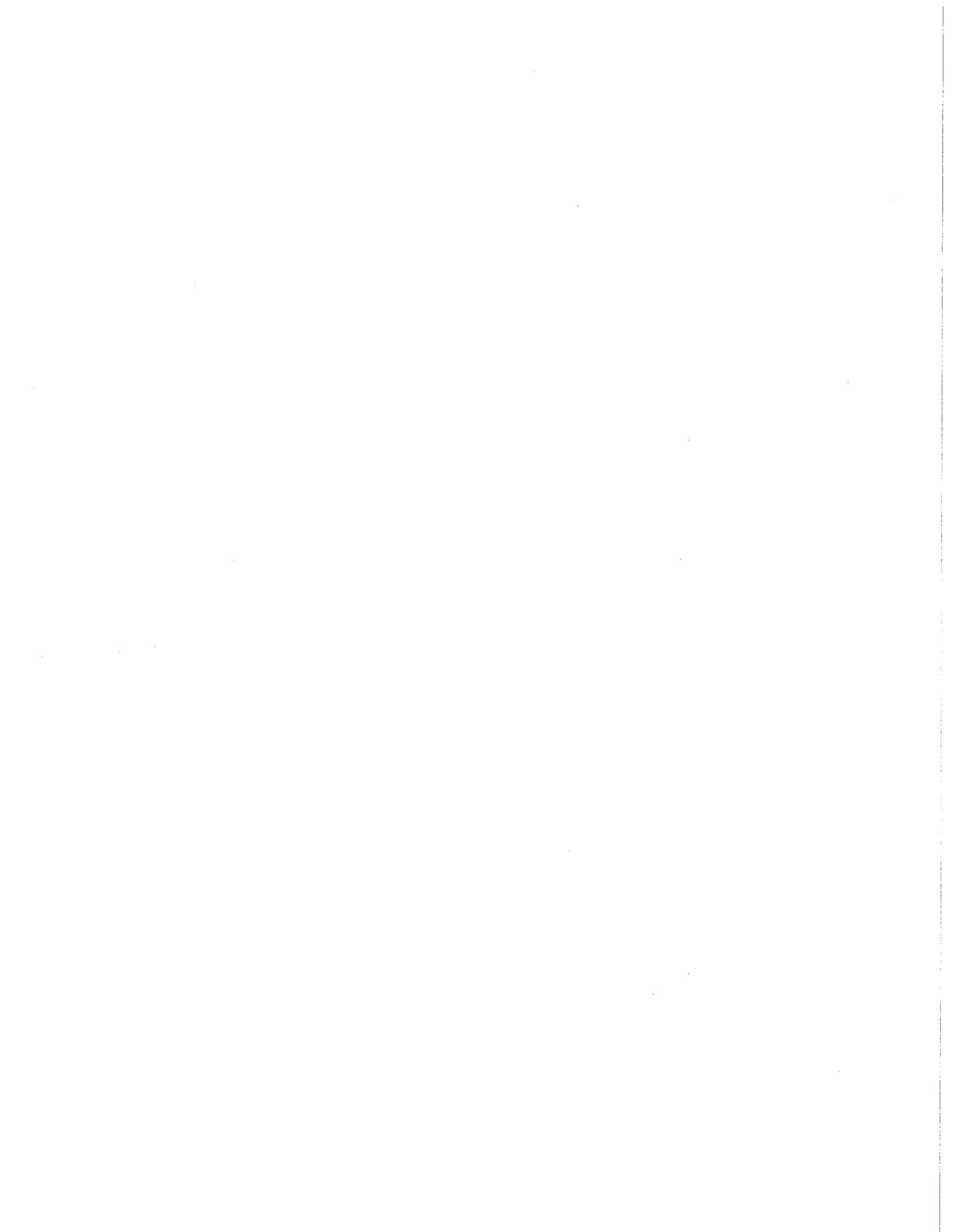




Exhibit B
Map of Funded Projects



**SUSTAINABLE BURBANK COMMISSION
SPECIAL MEETING
August 2, 2017**

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

Public speakers, Heather Robb and Chris Weber of the Citizens for a Green Hollywood-Burbank Airport, addressed the Commission to request that green airport construction be placed on a future Commission agenda.

B. Commission Member Communication:

Mr. Roesner welcomed the newly appointed Commission members. He also introduced the new liaison from the Burbank Hollywood Airport, Mark Hardyment.

Mr. Yegparian suggested that the Airport work towards installing more solar panels.

Mr. Goodman requested a straw poll of the Commission to see how many members anticipate attending the August 21 meeting. All members, with the exception of Mr. Goodman, indicated that they will be in attendance.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, stated that neither he nor John Molinar, Assistant Public Works Director/Street and Sanitation, will be in attendance at the August 21 meeting, as they will both be attending a conference.

Mr. Molinar introduced Marnell Gibson, Public Works Director.

II. BURBANK BOARDS, COMMISSIONS, AND COMMITTEES DISCUSSION:

At its July 17, 2017, meeting, the Commissioners agreed to discuss the Burbank Boards, Commissions, and Committees staff report presented to City Council at their July 11, 2017, meeting. Staff is seeking City Council direction on potential changes to be considered for the City of Burbank Boards, Commissions and Committees. City Council agreed to continue their discussion of this item at their August 5, 2017, goal setting meeting. The Commission may engage in discussion, provide feedback, or entertain a motion to make recommendations to the City Council on their position about this item.

Mr. Roesner provided a PowerPoint presentation of City staff's recommendations affecting the Commission, as stated in the staff report on Burbank Boards, Commissions and Committees.

Mr. Yegparian moved and Mr. Hagobian seconded to recommend to Council that the composition of the Sustainable Burbank Commission remain at nine members. The motion was approved by all present.

Mr. Goodman moved and Ms. Zimskind seconded to formally support staff's recommendation to eliminate the non-voting liaisons from the Sustainable Burbank Commission. The motion was approved 5-4, noting the dissent of Mr. Dunigan, Mr. O'Neil, Mr. Roesner, and Mr. Yegparian.

Mr. Goodman moved and Mr. Hagobian seconded to include in the recommendation to Council for the Sustainable Burbank Commission to remain as an independent body as prescribed in the Ordinance and not devolve into a sub-committee. The motion was approved by all present, noting the absence of Ms. Zimskind.

Mr. Yegparian moved and Mr. Hagobian seconded to recommend to Council that the current Council appointment process covers all aspects of a good appointment process and no changes are necessary. The motion was approved by all present, noting the absence of Ms. Zimskind.

Mr. Yegparian moved and Mr. Dunigan seconded to take no position on the vetting process. The motion was approved by all present, noting the absence of Ms. Zimskind.

Mr. Yegparian moved and Mr. Dunigan seconded to not address the code of conduct in the recommendation to Council. The motion was approved by all present, noting the absence of Ms. Zimskind.

Mr. O'Neil moved and Ms. Kirschenbaum seconded to support a mandatory training program. The motion was approved 7-0, noting the abstention of Mr. Yegparian and the absence of Ms. Zimskind.

Mr. Yegparian moved to recommend to Council to add liaisons from the labor and local environmental communities. Motion died for the lack of a second.

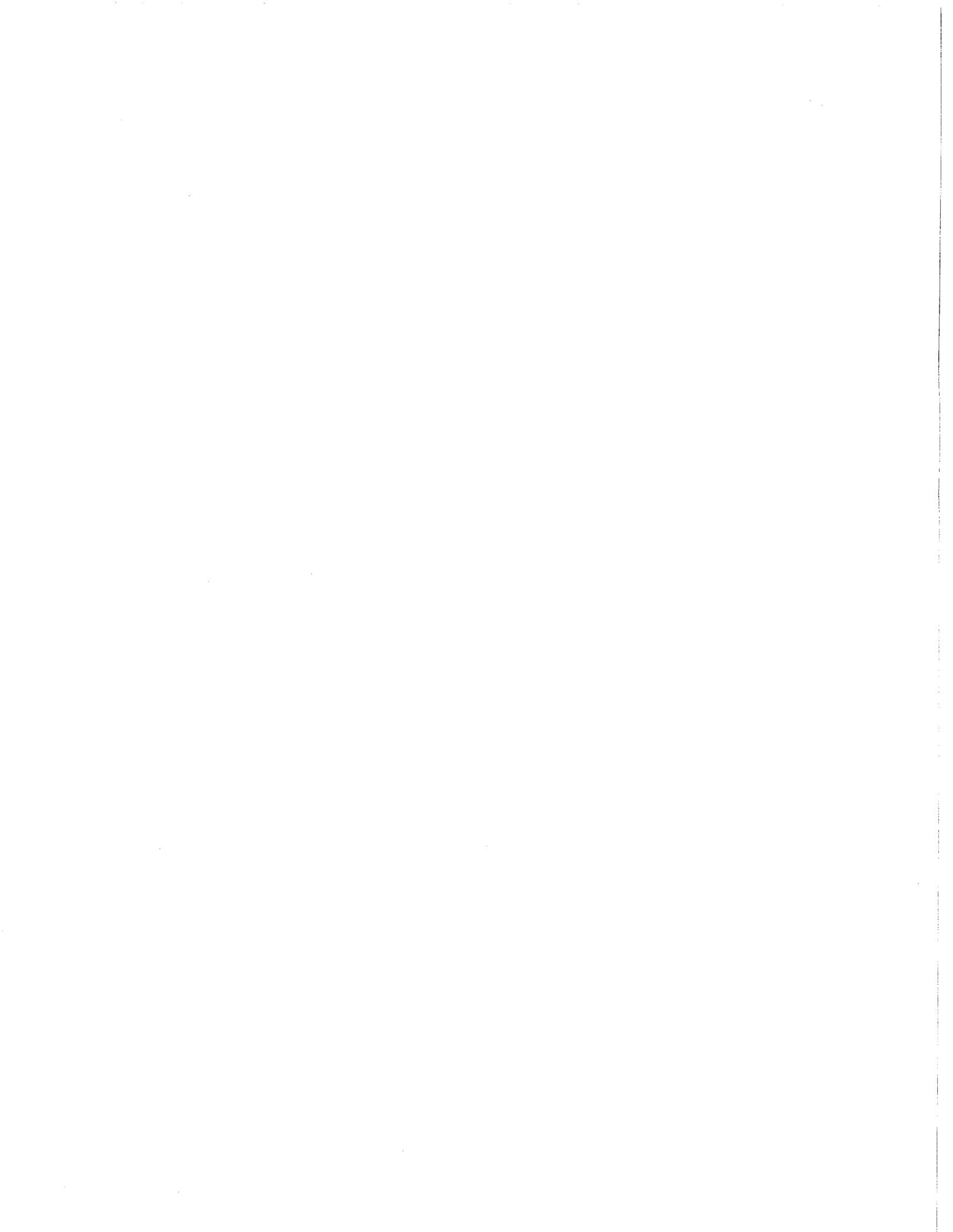
Mr. Yegparian moved to task the Chairperson with compiling a letter representing the opinions of the Commission that will be reviewed by a subcommittee of three prior to being presented to Council. Motion died for the lack of a second.

Mr. Yegparian moved and Ms. Kirschenbaum seconded to have the Chairperson draft a letter making a recommendation to the City Council based on the motions passed during this meeting. The motion was approved by all present, noting the absence of Ms. Zimskind.

The Commissioners agreed to Mr. Roesner present the Commission's recommendations to Council during the August 5, 2017, City Council Goal Setting Meeting.

III. ADJOURNMENT

The meeting was adjourned at 7:08 p.m.



WILDWOOD
FIRE

Burbank CA.
VFC 1750893

Day Operations

July 27, 2017

0800-2000

FIRE BEHAVIOR FORECAST

FORECAST NUMBER #1	TYPE OF FIRE Wildland Fire
FIRE NAME Wildwood Fire	OPERATIONAL PERIOD Day Shift 0800-2000
DATE ISSUED 7/27/17	TIME ISSUED 0200
UNIT Fire Behavior	SIGNED <i>Steve Briggs</i>

WEATHER SUMMARY:

Good humidity recovery over night with hot temperatures and normal diurnal winds expected for today.

Sunny, High 90

Winds SSE 5-10

RH 40%

FIRE BEHAVIOR

GENERAL: Good humidity recovery overnight. There are still open line areas on the fire which could cause some minor problems.

SPECIFIC:

Division A: Very little problems are anticipated. However, since there is still unburned areas downslope, keep vigilant for any heat sources that could become a problem.

Division Z: Due to the very difficult terrain this area remains a concern for any heat sources that may remain. Pay particular attention to rollout down steep slopes.

AIR OPERATIONS: No limitations are expected early in the shift, air resources are available upon request through the IC.

SAFETY

While the fire is no longer very active, many hazards remain.

Keep your heads in the game, the ground is still steep and the brush is still dry.

Watch for rolling material establishing in drainages and ash pots on the interior

HEALTH AND SAFETY MESSAGE

SAFETY starts with ***YOU***

We are **ALL** accountable for **SAFE** behaviors

INCIDENT: **Wildwood**

DATE: **July 27, 2017 Day Shift 0800-2000**

Major Hazards and Risks:

- ✓ Complacency Due to Low Fire Intensity / Mop Up.
- ✓ Steep Terrain
- ✓ Driving on Winding Narrow Roads
- ✓ Heat Stress & Dehydration

Narrative:

- ✓ Don't let your guard down just because you're mopping up. Maintain LACES at all times.
- ✓ The steep terrain and loose rocks can cause sprained ankles. Use extra care when walking and hiking.
- ✓ If you get behind drinking water, you can't catch up, take frequent breaks and pace yourself throughout the shift.

L.A.C.E.S.

L

Use lookouts when necessary.

A

Be aware of your personal situational safety.

C

Don't be afraid to tell your supervisor if something isn't right.

E

Escape routes are narrow and easily blocked by civilian traffic and other equipment on the division.

S

Safety Zones are tough to maintain in all divisions due to the difficult terrain features.

INCIDENT OBJECTIVES ICS 202	1. INCIDENT NAME Wildwood	2. DATE PREPARED 7/26/2017	3. TIME PREPARED 23:30
4. OPERATIONAL PERIOD (DATE/TIME) <p style="text-align:center;">07/27/2017 0800-2000 Day Operations</p>			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
<p>* Firefighter and public safety is our core value. All identified hazards will be eliminated, mitigated or avoided.</p>			
MANAGEMENT OBJECTIVES:			
<p>* Fiscal responsibility will be factored into fire line decision making.</p>			
OPERATIONAL OBJECTIVES:			
<p>* Keep the fire- East of Harvard Road, North of Burbank 'B' Ridgeline, West of Verdugo Motorway</p> <p style="padding-left: 40px;">South of Wildwood Canyon Road</p>			
OPERATIONAL PRIORITIES:			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD See attached Weather			
7. GENERAL / SAFETY MESSAGE See attached Safety Message			
8. ATTACHMENTS (CHECK IF ATTACHED)			
<input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)	<input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)	<input type="checkbox"/> Base Map	
<input checked="" type="checkbox"/> DIVISION ASSIGNMENT LISTS (ICS 204)	<input checked="" type="checkbox"/> INCIDENT MAP	<input type="checkbox"/> PHONE DIRECTORY	
<input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAFFIC PLAN	<input type="checkbox"/>	
ICS 202	9. PREPARED BY (PLANNING SECTION CHIEF) Steve Briggs <i>SB</i>	10. APPROVED BY (Fire Chief) E. Garcia <i>EG</i>	

1. BRANCH	2. DIVISION/GROUP A	DIVISION ASSIGNMENT LIST	ICS 204
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3. INCIDENT NAME Wildwood	4. OPERATIONAL PERIOD 07/27/17 0800-2000 Day Ops
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5. OPERATIONS PERSONNEL	
OPERATIONS CHIEF _____	DIVISION/GROUP SUPERVISOR Hultgren
BRANCH DIRECTOR _____	AIR ATTACK SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD					
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	Last Day	DROP OFF POINT / TIME	PICK UP POINT / TIME
E15	Hultgren	4		Castaways Luau Parking Lot 0800	
STCR	Garcia (LACoFD)	1		Castaways Luau Parking Lot 0800	
Crew ST 1171G		24		Castaways Luau Parking Lot 0800	

7. CONTROL OPERATIONS Improve fireline and mop-up 100 feet in Div. A

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION	Frequency	SYSTEM	Channel		FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	TBD				SUPPORT			
					LOCAL			
					REPEAT			
DIV./GROUP TACTICAL	TBD				GROUND TO AIR		XLC A/G	

PREPARED BY (RESOURCE UNIT LDR.) Briggs	APPROVED BY (PLANNING SECT. CH.)	DATE 7/27/2017	TIME 23:45
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1. BRANCH	2. DIVISION/GROUP Z	DIVISION ASSIGNMENT LIST	ICS 204
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3. INCIDENT NAME Wildwood	4. OPERATIONAL PERIOD 07/27/17 0800-2000 Day Ops
-------------------------------------	--

5. OPERATIONS PERSONNEL	
OPERATIONS CHIEF _____	DIVISION/GROUP SUPERVISOR Stephens
BRANCH DIRECTOR _____	AIR ATTACK SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD					
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	Last Day	DROP OFF POINT / TIME	PICK UP POINT / TIME
E711	Stephens	4		Castaways Luau Parking Lot 0800	
STCR	TBD	1		Castaways Luau Parking Lot 0800	
Crew ST	TBD	26		Castaways Luau Parking Lot 0800	

7. CONTROL OPERATIONS Improve fireline and mop-up 100 feet in Div Z
--

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION	Frequency	SYSTEM	Channel		FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	TBD				SUPPORT			
					LOCAL REPEAT			
DIV./GROUP TACTICAL	TBD				GROUND TO AIR		XLC A/G	

PREPARED BY (RESOURCE UNIT LDR.) Briggs	APPROVED BY (PLANNING SECT. CH.)	DATE 7/26/2017	TIME 23:45
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1. BRANCH	2. DIVISION/GROUP Z	DIVISION ASSIGNMENT LIST	ICS 204
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3. INCIDENT NAME Wildwood	4. OPERATIONAL PERIOD 07/27/17 0800-2000 Day Ops
-------------------------------------	--

5. OPERATIONS PERSONNEL	
OPERATIONS CHIEF _____	DIVISION/GROUP SUPERVISOR Stephens
BRANCH DIRECTOR _____	AIR ATTACK SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD					
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	Last Day	DROP OFF POINT / TIME	PICK UP POINT / TIME
E711	Stephens	4		Castaways Luau Parking Lot 0800	
STCR	Khazaal (LACoFD)	1		Castaways Luau Parking Lot 0800	
Crew ST 1180G	TBD	24		Castaways Luau Parking Lot 0800	

7. CONTROL OPERATIONS Improve fireline and mop-up 100 feet in Div Z
--

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION	Frequency	SYSTEM	Channel		FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	TBD				SUPPORT			
					LOCAL REPEAT			
DIV./GROUP TACTICAL	TBD				GROUND TO AIR		XLC A/G	

PREPARED BY (RESOURCE UNIT LDR.) Briggs	APPROVED BY (PLANNING SECT. CH.)	DATE 7/27/2017	TIME 23:45
---	----------------------------------	-------------------	---------------

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD
	Wildwood	7/26/2017	23:32	July 27 0800-2000

5. INCIDENT MEDICAL AID STATIONS				
MEDICAL AID STATIONS	LOCATION	PARAMEDICS		
		YES	NO	

6. TRANSPORTATION				
A. AMBULANCE SERVICE				
NAME	ADDRESS	PHONE	PARAMEDICS	
			YES	NO
BRK Fire	311 East Orange Grove (HQ) Burbank		X	

B. INCIDENT AMBULANCES				
NAME	LOCATION	PHONE	PARAMEDICS	
			YES	NO

7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
PROVIDENCE ST JOSEPHS	501 S BUENA VISTA		8 min	818-843-5111		X		X
GLENDALE ADVENTIST	1509 WILSON TERR, GLENDALE	<5	10min	818-409-8000	X			X
GROSSMAN BURN CENTER	7300 Med Cntr Dr, West Hills, Ca.	<10	20min	818-907-4580	X		X	
Holy Cross	15031 Rinaldi St. Mission Hills	<10	15min	818-365-8051	X			
LACUSC Med Ctr	1200 N. State St. Los Angeles	<10	18min	323-226-2622	X			

8. MEDICAL EMERGENCY PROCEDURES

All personnel are to report any injuries immediately to Wildwood IC through the chain of command.. Burbank Fire Paramedics will also be advised by the IC if situation warrants Paramedic response.

ICS 206	9. PREPARED BY	10. REVIEWED BY (SAFETY OFFICER)
	Steve Briggs	

↑
N

Harvard Rd
5

Wildwood Canyon Rd

Wildwood Canyon Rd

Wildwood Canyon Rd

Wildwood Canyon Rd

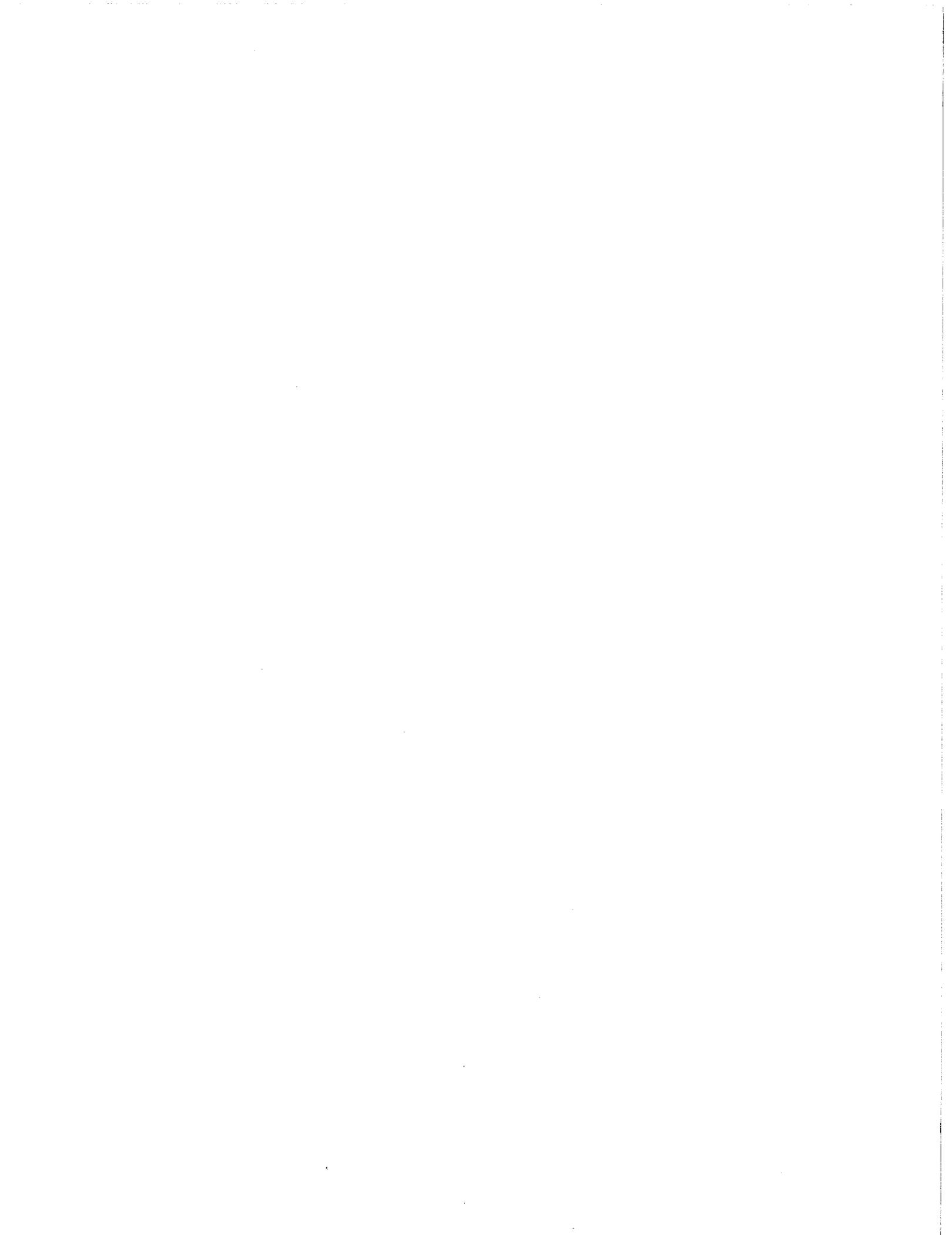
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A

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Country Club







August 3, 2017

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 Monday, August 7, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, August 7, 2017

9.00 A.M.

NOTE TO THE PUBLIC: The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each item is reached. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) June 5, 2017

[See page 1]

- (ii) June 19, 2017 **[See page 4]**
 - 2) Finance and Administration Committee
 - (i) June 19, 2017 **[See page 8]**
 - b. Commission Minutes (For Approval)
 - 1) July 17, 2017 **[See page 10]**
 - c. Treasurer's Report
 - 1) May 2017 Treasurer's Report **[See page 22]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Appointment of Committees **[No Staff Report]**
 - b. Designation of Representative on Orangeline Development Authority Board of Directors **[See page 45]**
7. ITEMS FOR COMMISSION DISCUSSION
- a. Summer Daze Camp Event at Hollywood Burbank Airport **[No Staff Report]**
 - b. Airport Branding Presentation: Anyone Collective **[No Staff Report]**
8. ITEMS FOR COMMISSION INFORMATION
- a. Avion Burbank Development (Overton Moore Properties) **[No Staff Report]**
 - b. Airline Schedule Change Analysis **[See page 47]**
 - c. June 2017 Passenger/Cargo Statistics and Parking Information **[See page 52]**
9. CLOSED SESSION
- a. Existing CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code Section 54956.9(d)(1))

Name of Case: Maricelli v. Burbank-Glendale-Pasadena Airport Authority
(Case No. BC664537)
 - b. CONFERENCE WITH LABOR NEGOTIATORS (California Government Code Section 54957.6)
 Authority Representatives: Frank R. Miller
 Employee Organization: IAFF I-60

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director

10. ADJOURNMENT

COMMISSION NEWSLETTER
August 7, 2017

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES - Approved minutes of the June 5, 2017, and June 19, 2017, Operations and Development Committee; and the June 19, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – Draft minutes of the July 17, 2017, meeting are attached for Commission’s review and approval.
- c. TREASURER’S REPORT – The Treasurer’s Report for May 2017 is included in the agenda packet. At the July 17, 2017, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the report.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF COMMITTEES - No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing committee appointments.
- b. DESIGNATION OF REPRESENTATIVE ON ORANGELINE DEVELOPMENT AUTHORITY BOARD OF DIRECTORS – A staff report is included in the agenda packet. Staff seeks the Commission’s designation of an Airport Authority representative on the Orangeline Development Authority Board of Directors.

7. ITEMS FOR COMMISSION DISCUSSION

- a. SUMMER DAZE CAMP EVENT AT HOLLYWOOD BURBANK AIRPORT – On July 12, 2017, 85 campers and counselors from the Robert Gross Park Summer Daze program visited Hollywood Burbank Airport to learn about various jobs at the Airport. The elementary school-aged campers heard presentations from employees of the TSA, Southwest Airlines, Alaska Airlines, and Up Pup ‘N’ Away, as well as staff from the Airport’s Public Relations, Operations, Police, and Fire Departments.
- b. AIRPORT BRANDING PRESENTATION: ANYONE COLLECTIVE – No staff report attached. Representatives from Anyone Collective will update the Commission on tasks completed and results generated under the Phase II program. A proposed Phase III to maintain the efforts generated from the Phase II activities will be outlined for further consideration by the Commission at a later date.

8. ITEMS FOR COMMISSION INFORMATION

- a. Avion Burbank Development (Overton Moore Properties) – No staff report attached. Mr. Timur Tecimer of Overton Moore Properties will update the Commission on the status of the Avion Burbank development located on the former Trust Property.
- b. Airline Schedule Change Analysis – A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from three airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Schedule Change Analysis.
- c. JUNE 2017 PASSENGER/CARGO STATISTICS INFORMATION: A complete report is included in the agenda packet. The June 2017 passenger count of 408,477 was up 17.55% compared to 347,482 in June 2016. The calendar year-to-date total for the first six months is up 12.90% at 2,217,105 compared to 1,963,818 through June 2016. For the fiscal year ending June 30, 2017, the percent change year over year was an increase of 10.55%. During the month of June, air carrier aircraft operations increased by 9.53%, and calendar year-to-date, are up 5.54%. Cargo volume was up modestly, reporting a 2.02% increase to 9.36 million pounds in June, while the year-to-date the total of 53.99 million pounds is up 4.42% over last year.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

August 4, 2017

BFD Visits the Tot Campers



The Burbank Fire Department visited the Tot Campers at Robert R. Ovrom Community Center on Friday, July 7. The kids learned about fire safety and were excited to assist with the fire hose. Engine 11 had a fun time educating and meeting these future firefighters!

Tour of BWP EcoCampus

Congressman Adam Schiff's Deputy District Director and District Representatives stopped by BWP for a meeting with Tiffany Titus, BWP's Legislative Analyst, and to tour the BWP EcoCampus with Jack Corbett on Tuesday, July 18. Tour highlights included a visit to the Magnolia Power Plant and the LEED Platinum Certified BWP Warehouse. Congressman Schiff's representatives found the BWP EcoCampus fascinating and can't wait to plan another visit.



Parks and Recreation Month Photo Contest



Throughout the month of July, the Burbank Parks and Recreation Department celebrated Parks and Recreation Month with a photo contest. The contest encouraged community members to go out and "play more" at Burbank parks, facilities, programs and events and share their photos through Facebook, Instagram and online. The photo contest promoted the department's new Instagram account @burbank_parksandrec and its hashtag #playmoreburbank. More than 140 submissions were received featuring the diverse activities and programs that Burbank Parks and Recreation provides for people across all ages. Two awardees were determined – the People's Choice Award went to the photo that garnered the most votes on the contest page, and the Staff Pick was awarded based on staff panel selection.

National Night Out a Success

The BWP Marketing and Conservation Team joined our community and other City Departments for the Burbank National Night Out event on Tuesday, August 1. More than 150 guests, most of them Burbank residents, stopped by the BWP table to say hello.



Take Your Child to Work Day



City employees had the opportunity to bring their children, ages 7 – 17, to Take Your Child to Work Day on Wednesday, July 26. More than 50 City employees' children experienced all the exciting things the City of Burbank has to offer. The children participated in a tour of the Civic Center where they were greeted by Mayor Will Rogers. They went on to tour the Police and Fire Headquarters, and ended with presentations from the Library and Animal Shelter! The children then enjoyed lunch

with their parents and were invited to spend the rest of the day with them at their work sites. It was a fun-filled day! Thank you to all of City Departments that participated.

STEM Robotics Program

The Burbank Public Library offered its first-ever week-long Robot Workshop for fifth and sixth graders this summer. Local FRC Team 980/Thunderbots provided the curriculum, the teen volunteers, and their patience and expertise, and the library provided the Lego Mindstorm kits and the snacks! Each of the five teams built and programmed their own robot, and on the last day, they showed off their creations at a competition. The new partnership benefitted 40 burgeoning young programmers and engineers whose parents all asked, "When are we doing this again?!"



Dive-In Movie Night

More than 200 participants attended the annual Dive-In Movie Night at the Verdugo Aquatic Facility on Saturday, July 15. The activity pool and diving boards were opened for an hour of recreational swimming until sundown. Attendees enjoyed swimming under the stars while watching a family-friendly movie. The concession stand provided popcorn and other snacks to attendees. This was a successful and popular summer event that drew many community members to enjoy a night out at the pool.

