



# Weekly Management Report

## September 1, 2017

- 1. Memo**      Review of the City's Application for the 2017  
Bureau of Justice Assistance Grant Application  
**Police Department**
- 2. Minutes**    Burbank Water and Power Board Meeting of  
August 3, 2017  
**Burbank Water and Power**
- 3. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting Cancellation Notice, September 4, 2017  
**Burbank-Glendale-Pasadena Airport Authority**
- 4. Notes**      City Notes, September 1, 2017  
**City Manager**



# City of Burbank Police Department Memorandum



**DATE:** August 28, 2017

**TO:** Ron Davis, City Manager

**FROM:** Scott LaChasse, Chief of Police *Scott LaChasse*  
By: Josephine Wilson, Police Administrator

**SUBJECT: REVIEW OF THE CITY'S APPLICATION FOR THE 2017 BUREAU OF JUSTICE ASSISTANCE GRANT APPLICATION**

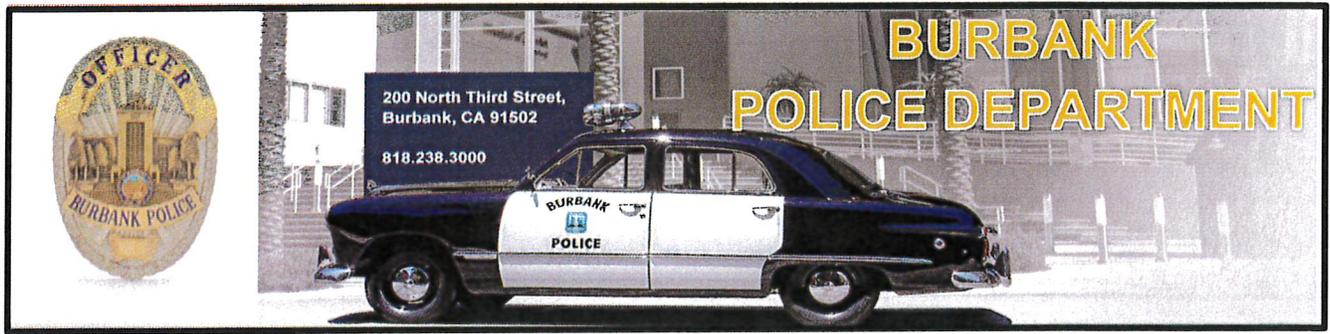
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The purpose of this memorandum is to formally submit the attached application for the 2017 Bureau of Justice Assistance Grant (JAG) for City Council review. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most. The City of Burbank has been allocated \$12,286 for the 2017 JAG grant cycle. The grant will provide officers the opportunity to attend VALOR Essentials training.

The issue of law enforcement safety and wellness is an important priority for the Burbank Police Department as evidenced by its inclusion as an objective in the 2017 to 2019 Strategic Plan. Officer safety and wellness remains a forefront focus area for all law enforcement agencies nationwide in light of preliminary data compiled by the National Law Enforcement Officers Memorial Fund which indicates that there were 135 line-of-duty law enforcement deaths in 2016—the highest level in the past five years and a 10 percent increase from 2015 (123 deaths). Firearms-related deaths continued to be the leading cause of death (64), increasing 56 percent from 2015 (41). Of particular concern is that of the 64 firearms-related deaths, 21 were as a result of ambush-style attacks representing the highest total in more than two decades. Traffic-related deaths continued to rise in 2016 with 53 officers killed, a 10 percent increase from 2015 (48 deaths). Additionally, there were 11 job-related illness deaths in 2016, mostly heart attacks.

The Burbank Police Department will send eight (8) officers to the 2.5 day VALOR Essentials Training. From these eight, we will identify four (4) officers with the interest and ability to develop further as trainers to ensure on-going department-wide training.

Prior to submission of the application, the grant guidelines require the governing body of the jurisdiction to review the application. The application must also be made available for public comment. Copies of the application have been made available at the public counter in the City Clerk's Office and at the three libraries. This item will also be placed on the Council agenda for public comment and official approval in the near future.



## **CITY OF BURBANK – BURBANK POLICE DEPARTMENT**

### **JUSTICE ASSISTANCE GRANT 2017**

#### **PROGRAM NARRATIVE**

The City of Burbank is requesting Justice Assistance Grant (JAG) funds in support of its Strategic Plan goal of enhancing officer safety and wellness by providing officers the opportunity to attend VALOR Essentials training. The Department will further identify and develop four officers as VALOR Essentials Trainers to provide on-going department-wide training. In 2010, the Bureau of Justice Assistance (BJA) VALOR Officer Safety Initiative was created in response to the startling increase in felonious assaults that have taken the lives of many law enforcement officers. VALOR provides all levels of law enforcement with tools to help prevent violence against law enforcement officers and to enhance officer safety, wellness, and resiliency.

VALOR is a comprehensive effort that includes classroom and web-based training, research, and resources for sworn state, local, and tribal law enforcement officers. VALOR training provides critical nationwide, officer safety training to all levels of law enforcement. Both on-site and online training modules are developed using the latest expertise, analysis, tactics, techniques, and response methods to address alarming trends. Since the inception of the initiative, more than 27,000 law enforcement personnel have received VALOR training.

The issue of law enforcement safety and wellness is an important priority for the Burbank Police Department as evidenced by its inclusion as an objective in the 2017 to 2019 Strategic Plan. Officer safety and wellness remains a forefront focus area for all law enforcement agencies nationwide in light of preliminary data compiled by the National Law Enforcement Officers Memorial Fund which indicates that there were 135 line-of-duty law enforcement deaths in 2016—the highest level in the past five years and a 10 percent increase from 2015 (123 deaths). Firearms-related deaths continued to be the leading cause of death (64), increasing 56 percent from 2015 (41). Of particular concern is that of the 64 firearms-related deaths, 21 were as a result of ambush-style attacks representing the highest total in more than two decades. Traffic-related deaths continued to rise in 2016 with 53 officers killed, a 10 percent increase from 2015 (48 deaths). Additionally, there were 11 job-related illness deaths in 2016, mostly heart attacks.

For the Fiscal Year 2017 grant funding cycle, the BJA identified a vital need to focus not only on tactical officer safety concerns but also on health and wellness as they affect

officer performance and safety. It is important for law enforcement to have the tactical skills necessary, and also be physically and mentally well, to perform, survive, and be resilient in the face of the demanding duties of the profession. BJA encourages units of local governments to use JAG funds to address these needs by providing training, including paying for related tuition and travel expenses. The Burbank Police Department will send eight (8) officers to the 2.5 day VALOR Essentials Training. From these eight, we will identify four (4) officers with the interest and ability to develop further as trainers to ensure on-going department-wide training. Estimated travel costs for this proposal are as indicated below:

- 2.5 Day VALOR Essentials Training:
  - 3 nights hotel (est. \$200/night) for 8 attendees: \$4,800.00
  - Travel/airfare estimates for 8 attendees: \$3,664.00
  - 2 rental cars for 3 days - estimate: \$ 600.00
  - Estimated total travel expense: \$9,064.00
- VALOR Train-the-Trainer Workshop:
  - 1 nights hotel (est. \$200/night) for 4 attendees: \$ 800.00
  - 1 day per diem (\$76/day) for 4 attendees: \$ 304.00
  - Travel/airfare estimates for 4 attendees: \$2,000.00
  - 1 rental cars for 1 day - estimate: \$ 100.00
  - Estimated total travel expense: \$3,204.00
- Estimated Total Travel Expense for Proposal \$12,268.00

The above costs are estimates, and would be dependent on distance traveled and the costs associated to where courses are being held. The \$12,268.00 requested will allow the Department flexibility in sending attendees to the various training courses in a manner which would ensure staffing levels and timing that is consistent with providing service to ensure public safety.

By developing a cadre of certified VALOR Essentials Trainers, the Department will make the best use of BJA grant funds, to ensure the on-going and sustained safety and wellness training for all of its officers.

Following grant approval, this project can be implemented and completed in 15 months. Funding requested for this project is \$12,268.



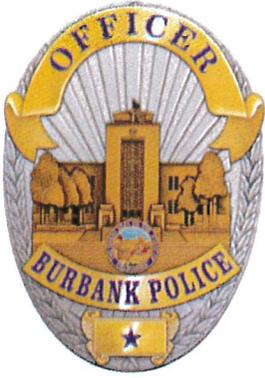
City of Burbank  
Burbank Police Department  
Justice Assistance Grant 2017

**Project**

**VALOR Training Project**

The City of Burbank is requesting Justice Assistance Grant (JAG) funds in support of its Strategic Plan goal of enhancing officer safety and wellness by providing officers the opportunity to attend VALOR Essentials training. The Department will further identify and develop four officers as VALOR Essentials Trainers to provide on-going department-wide training. The City of Burbank is not a high risk grantee to any federal grant producing agency.

In accordance with Title 31 U.S.C. Section 1352, the City of Burbank does not expend any award funds to pay for lobbying services in connection with any grant application submitted.



City of Burbank  
Burbank Police Department  
Justice Assistance Grant 2017

**Project**

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City of Burbank  
Burbank Police Department  
Justice Assistance Grant 2017

**Project**

**VALOR Training**

The City of Burbank's 2017 Justice Assistance Grant application has been provided to the Burbank City Council for review and made available for citizen comment prior to application submission on September 5, 2017. Copies of the application have been made available at the public counter in City Hall at the City Clerk's Office and at all three public libraries. The application will also be placed on the Council agenda for additional public comment and official approval in the near future. No grant activity will commence until formal Council action has been received and submitted to the Department of Justice – Bureau of Justice Assistance.

Per City of Burbank Administrative Procedure I-10, all grant materials and agreements must have City Council approval prior to any action involving a grant. In addition, an excerpt from the City Council Guidelines has been included below to show that the public will have an opportunity to comment on this grant.

**Public Comment:** *There are generally three opportunities for members of the public to address the Council during Council meetings. The first precedes the Closed Session items, the second precedes the main part of the City Council's business (but following announcements and public hearings), and the third is at the end of the meeting following all other City business. Time limits may not be shared with other speakers, and may not accumulate from one period of Public Comment to another or from one meeting to another.*

**The First Public Comment Period:** *(Five minutes on any matter concerning City business.) A **YELLOW** card must be completed and presented to the City Clerk.*

**The Second Public Comment Period:** *(Three minutes on any matter concerning City Business.) A **GREEN** card must be completed and presented to the City Clerk.*

**Reduction of Speaking Time:** *The Mayor may reduce the allocated speaking time for public comment to accomplish City business within a reasonable time.*

**City Business:** *City business is defined as any matter that is under the jurisdiction of the City Council. Although other topics may be of interest to some people, if those topics are not under City Council jurisdiction they are not City business and may not be discussed during any Public Comment period.*



6A.

**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
AUGUST 3, 2017**

**UNAPPROVED**

Mr. Herman called the regular meeting of the Burbank Water and Power Board to order at 5:08 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. LaCamera, 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, 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. Sheikh, Civil Engineering Assistant; Mr. Thompson, Principal Civil Engineer, BWP; Mr. Nahhas, Principal Civil Engineer, BWP; Mr. Hammond, Manager Energy Control Center; Ms. Meyer, Marketing Manager; Mr. Flores, Marketing Associate; Mr. Hernandez, Customer Service Supervisor; Ms. Mao, Financial Analyst; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

Mr. Herman introduced and welcomed the new Board Member, Ms. Cynthia LaCamera. Ms. LaCamera described her background and previous work history with MWD.

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

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

**CONSENT CALENDAR**

**MINUTES**

It was moved by Mr. Ford, seconded by Mr. Herman, and carried 7-0 to approve the meeting minutes of the regular meeting of June 1, 2017.

## **SELECTION OF BWP BOARD CHAIR AND VICE CHAIR**

It was moved by Mr. Olson, seconded by Mr. Herman, and carried 7-0 to elect Mr. Eskandar as the new BWP Board Chair.

It was moved by Mr. Herman, seconded by Mr. Olson, and carried 7-0 to elect Mr. Smith as the new BWP Board Vice Chair.

## **REPORTS TO THE BOARD**

### **FLEET SERVICES BUILDING MODIFICATION PROJECT UPDATE AND BOARD**

#### **WALK-THROUGH**

The Board and staff proceeded to the Fleet Services Building located on the BWP Campus. Mr. Sheikh provided the Board and staff with a tour of the Fleet Services Building and described the plans to modify and update the building. Mr. Sheikh, and Mr. Regan responded to Board Member questions.

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

Following the tour, the meeting reconvened in the third floor Boardroom at 5:45 pm.

### **BWP OPERATIONS AND FINANCIAL REPORTS**

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

Mr. Liu, Mr. Somoano, Ms. Fletcher, Mr. Mace, Mr. Olsen, and Mr. Compton responded to Board Member questions.

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

### **OVERVIEW OF BWP LOW-INCOME ASSISTANCE PROGRAMS**

Mr. Flores presented additional information on BWP's low-income assistance programs as a follow-up to the information presented at the June 6, 2017 Board Meeting.

Mr. Flores and Mr. Somoano responded to Board Member questions.

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

### **SUSTAINABLE BURBANK COMMISSION REPORT**

Ms. Obal reported out on the June and July Sustainable Commission meetings. Topics discussed included drafting a letter in support of banning the use of Styrofoam, the possibility of creating an ordinance that would ban street performers, the use of Round Up spray in the City, and the possibility of creating a committee to discuss bikeways and public transportation.

## **COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Olson thanked Mr. Herman for his contributions as Chair over the past year.

Mr. Smith commented on the City's recent procurement of CNG busses and inquired if anyone consulted with BWP regarding technology prior to this purchase. Mr. Somoano responded.

Mr. Ford requested clarification regarding the recent change to the BWP Boards authority for approving Professional Service Agreements (PSA's). Mr. Somoano and Mr. Chwang responded.

Mr. Herman thanked his fellow Board Members, Mr. Somoano and staff for their assistance over the past year during his term as Chair.

Mr. Herman inquired if we received a final report from LA County regarding the acid leak. Mr. Bleveans responded.

Mr. Herman inquired if the utility has looked into a pilot program to partner smart home thermostat systems with the upgrade of the MDMS system. Mr. Somoano responded.

Ms. Obal inquired how BWP waters the rooftop gardens. Mr. Somoano responded.

## **INFORMATION FROM STAFF**

### **UPDATE ON ONTARIO SUBSTATION**

Mr. Olsen provided an update on the Ontario Substation project. Staff is currently reviewing proposals, and the recommendation to award the bid is set to go to Council on September 12. Project completion is expected within the first quarter of 2019.

Mr. Olsen and Mr. Somoano responded to Board Member questions.

### **LEGISLATIVE UPDATE**

Ms. Titus discussed Cap and Trade and reported out on AB 398, AB 617, Resolution ACA 1, AB 1091, which was vetoed by the Governor, and two bills regarding Aliso Canyon, SB 801 and SB 57.

Ms. Titus and Mr. Somoano responded to Board Member questions.

### **WATER SUPPLY UPDATE**

Mr. Mace reported on the water supply levels and reserves which are currently plentiful. Mr. Mace discussed a cyclic storage agreement that MWD passed which will allow member agencies to store some of the excess water and pay for it later.

Mr. Mace responded to Board Member questions.

### **ALISO CANYON UPDATE**

Mr. Bleveans reported on the status of the Aliso Canyon natural gas storage facility. The facility remains available for withdrawals, and the moratorium on injections has been lifted. SoCalGas, the owner and operator of the facility, has stated that injections have resumed to increase the amount of natural gas available from Aliso Canyon.

Mr. Bleveans responded to Board Member questions.

### **AUGUST 21 SOLAR ECLIPSE**

Mr. Bleveans discussed the solar eclipse that will occur on August 21, 2017. BWP is preparing for the challenges that the eclipse will create on the power system as solar power ramps down and then back up in response to the eclipse. Mr. Bleveans noted that the power system has been preparing for the eclipse for more than a year and stated that BWP is well prepared for this event.

Mr. Bleveans responded to Board Member questions.

### **ADJOURNMENT**

The meeting was adjourned at 7:45 pm. The next scheduled Board meeting is September 7, 2017 and will be held in the third floor Boardroom at Burbank Water and Power.

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Lyndsey Kramer  
Recording Secretary

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Jorge Somoano  
Secretary to the Board

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Philippe Eskandar, Chair, BWP Board





August 31, 2017

CANCELLATION NOTICE OF THE REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, September 4, 2017, in observance of Labor Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, September 4, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

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



Important Updates for the Burbank City Council

September 1, 2017

## BPD Conducts Successful DUI and Driver License Checkpoint



The Burbank Police Department Traffic Bureau conducted a DUI and driver license checkpoint on Friday, August 25. The checkpoint was held at Hollywood Way and Tulare Avenue between the hours of 9:00 p.m. and 2:30 a.m. DUI checkpoints are placed in locations based on collision statistics and frequency of DUI arrests, affording the greatest opportunity for achieving drunk and drugged driving deterrence. Locations are chosen with safety considerations

for both police officers and the public. BPD made one arrest for DUI during the checkpoint operation. The driver has several prior DUI convictions. He was booked for felony DUI and is currently being held on \$100,000 bail. Here are some other notable statistics from the checkpoint:

- A total of 811 vehicles were screened.
- Seven drivers were evaluated using Standardized Field Sobriety Tests.
- Nine citations were issued for driving without a license.
- Two citations were issued for driving with a suspended license.
- One citation was issued for a moving violation.
- Two vehicles were impounded.

## Parks and Recreation Board Recognizing Community Groups

The Parks and Recreation Board recognized two outstanding community groups on Thursday, August 10. *Counselor-in-Training Program*: The Counselor-in-Training Program was recognized for the volunteer hours students completed over the course of this year. Collectively, this year's participants contributed over 1,800 volunteer service hours to the City of Burbank Parks and Recreation Department. The Counselor-in-Training Program is a volunteer program for high school students who make a 7 – 9 week commitment



*Counselor-in-Training Program*

to volunteer a minimum of two days a week. The program runs during Winter, Spring and Summer. *SCMAF Track and Field Athletes*: The Track and Field Club's season finished off with recognition of five athletes.



*SCMAF Track and Field Athletes*

These athletes finished in the top three in the Southern California Municipal Athletic Federation (SCMAF) Championship Meet. This feat meant they outlasted thousands of other participants from all across Southern California. To qualify, these athletes had to finish in the top three in the San Gabriel Valley Track Meet. This year's Track and Field Club included 160 participants. In just a few years, this program has grown and flourished.

## BPD Warns the Community of Common Phone Scams

The Burbank Police Department recently released its latest public service video covering three of the most common phone scams reported by residents in the City. Topics included a Burbank Water and Power bill collector scam, a kidnapping/arrest scam, and an I.R.S. tax collection scam. The video discussed methods used by scammers to try and trick victims into sending money or making an unnecessary payment, usually by purchasing gift or money cards. In just 48 hours, the video received 11,000 views and was shared over 150 times. BPD and Burbank Water and Power reminded the community that BWP will never threaten to shut power off over the phone, and does not accept payment via gift card or other money cards. Also, never send money to anyone they don't know or trust and do not provide personal information or account information over the phone. The public service video can be viewed on the Burbank Police Department's Facebook page or YouTube channel as well as the City of Burbank's Facebook page.



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## Aquatics – Safe ACTS Recognition Program



Four Parks and Recreation Aquatics staff members demonstrated a commitment to safety during a recent swim rescue emergency at the Verdugo Aquatic Facility. The team came together and responded to the situation at hand by taking account of the proper safety measures that they received through workplace training. Their responsiveness and professionalism is essential to their work with the community. The staff members were acknowledged through the City's Safe ACTS Recognition Program.

## Slowing the Summer Slide

The "summer slide" is not a waterslide. It refers to the statistically significant amount of reading loss that occurs for students while on summer vacation. In an effort to counteract the summer slide, the Burbank Public Library offers a Summer Reading Club, and the numbers are in. More than 800 students in Grades 1 – 6 participated this summer, submitting over 3,000 book reports! The concluding survey showed that both parents and students appreciated the chance to keep reading.



## Movie in the Park "Singin' in the Rain"



The City of Burbank Parks and Recreation Department and Warner Bros. Entertainment partnered for a special outdoor screening of the classic film "Singin' in the Rain" at Johnny Carson Park on Saturday, August 19. More than 400 community members joined in for this very special engagement that celebrated the release of this film 65 years ago. It was the first "Movie in the Park" at Johnny Carson Park since its recent renovation in 2016. Joslyn Adult Center staff partnered with Warner Bros. to get the movie's licensing rights released and secured five healthcare sponsors to help offset the cost of the screen and make this event free to the community.

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