



# Weekly Management Report

## September 29, 2017

- 1. Synopsis** Parks and Recreation Board Meeting of September 14, 2017  
**Parks and Recreation Department**
- 2. Memo** City of Burbank Flag Purchases  
**Financial Services Department**
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of October 2, 2017  
**Burbank-Glendale-Pasadena Airport Authority**
- 4. Minutes** Burbank Water and Power Board Meeting of September 7, 2017  
**Burbank Water and Power**
- 5. Notes** City Notes, September 29, 2017  
**City Manager**



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

Meeting: Parks and Recreation Board

Date: Thursday, September 14, 2017

**Staff Present:** Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Grace Coronado, Sr. Administrative Analyst; Meri Young, Administrative Analyst II; and Patricia Molinar, Recording Secretary.

**Board Members Present:** Ms. Lowers, Ms. Burghdorf, Mr. DePalo, and Mr. Gussow. Mr. Gussow departed following the Recognition at 6:30 p.m.  
**Board Members Absent:** Ms. Jackson

Item Discussed	Summary	Direction or Action, if any
1 Recognitions	Ms. Lowers and Ms. Wilke presented Certificates of Recognition and Challenge Coins as tokens of appreciation to the employees who provided shelter and care to the evacuees of the La Tuna Fire at the McCambridge Park Evacuation Site.	
2 Oral Communications	None.	
3 Response To Oral Communications	None.	
4 Written Communications	None.	
5 Park Board Comments	Ms. Lowers praised the well-organized efforts of all City employees during the La Tuna Fire. Ms. Burghdorf reported that the Burbank Cultural Arts Commission's Utility Box Beautification Program received entries from sixty-six (66) artists, from which five (5) awardees will be announced in late September. Ms. Burghdorf also reported on the commission's launch of a new website.	
6 Burbank Tennis Center Annual Report Fiscal Year 2016 - 2017	Ms. Garcia provided a summary of the Burbank Tennis Center operations for the Fiscal Year 2016 -2017. Ms. Garcia reported that Mr. Starleaf, operator of the Burbank Tennis Center, has met the Year 3 operational and financial goals and objectives and has completed several capital projects and facility upgrades. Also, Mr. Starleaf has successfully implemented, ahead of schedule, the Year 4 goal to provide a Point of Sales System to process on-line class registrations and court reservations. Ms. Garcia introduced Mr. Starleaf to share the following Burbank Tennis Center's accomplishments for the Fiscal Year 2016-2017: <ul style="list-style-type: none"> <li>• New Tennis Clinics</li> </ul>	Noted and Filed.

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**ANNOTATED AGENDA/MEETING SUMMARY**

7	Update – Facility Naming Request to Rename Creative Arts Center to Betsy Lueke Creative Arts Center	<ul style="list-style-type: none"> <li>• Junior Tournaments</li> <li>• Membership Structure Changes</li> <li>• Point of Sales System - Automated</li> <li>• Courtside Café – Remodel and Modernization</li> <li>• Implementation of PASS Program – The Burbank Program, Activity, and Service Subsidy</li> </ul> <p>In response to Mr. DePalo’s request, Ms. Smith updated the Board on the renaming of the Creative Arts Center to the Betsy Lueke Creative Arts Center. Since the project is unfunded, staff is implementing the following actions to bring public awareness of the facility name change.</p> <ul style="list-style-type: none"> <li>• Identify the facility as <i>Betsy Lueke Creative Arts Center</i> within the City of Burbank Recreation Guide.</li> <li>• As current stock runs out, update all Department forms, headings, business cards, and other regularly used documents to reflect the name change.</li> <li>• Update the website and social media to reflect name change.</li> <li>• Present the facility as the <i>Betsy Lueke Creative Arts Center</i> during telephone greetings.</li> </ul> <p>At this time the new exterior signage, at a cost estimate range from \$2,700 to \$4,700, will remain on the City’s deferred capital project list until funding is secured.</p> <p>Mr. DePalo proposed that a biography and a small picture of Betsy Lueke be published in the upcoming Winter Recreation Guide.</p>	Staff will work on publishing an informational piece and a small picture of Betsy Lueke on the Creative Arts Center page of the Winter Recreation Guide.
8	Consent Calendar	<p><u>Approval of Minutes</u>  Minutes of the August 10, 2017 meeting were approved.</p> <p><u>City Council Agenda Items Update</u>  Noted and Filed.</p> <p><u>Contract Compliance</u>  Noted and Filed.</p> <p><u>Park Patrol Report</u>  Noted and Filed.</p> <p><u>Departmental Operations Update</u>  Noted and Filed.</p> <p>None.</p>	It was moved by Mr. DePalo seconded by Ms. Burghdorf and carried 3-0 “to approve the Consent Calendar.”
9	Tabled Items		

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10	Second Period of Oral Communications	None.	
11	Response to Second Period of Oral Communications	None.	
12	Additional Comments from the Board	Ms. Lowers inquired if Parks and Recreation is looking for a vendor to identify opportunities to fund park facilities infrastructure needs. Ms. Wilke informed that on October 5, 2017, City Council will hold a Budget Study Session to discuss the current and forecasted budget. It is very possible that Ms. Lower's concern may be addressed in this forum.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 7:12 p.m.	

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

**Meeting:** Burbank Cultural Arts Commission  
**Members Present:** Mary Elizabeth Michaels, Jeff Rector, Katherine Zoraster, Barbara Beckley Diana Means, Leah Harrison, Gerrard Panahon  
**Members Absent:** Cynthia Pease  
**Staff Present:** Kris Smith, Doug Fowler, Caroline Arrechea  
**Liaisons:** Lucy Burghdorf

**Date:** September 14, 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><b>Goal 1:</b> The sub-committee is working with the Parks and Recreation Department's Marketing team on a more dynamic, colorful and youthful logo for the Commission. They discussed possibly using the Commission's full name versus BurbankArts which is incorporated into the current logo design. The Committee reported that they are continuing to work on social media promotions and are beginning to work on a newsletter template.</p> <p><b>Goal 2:</b> The Website subcommittee will be meeting with 5D Spectrum to address additional items regarding the website. Ms. Smith noted she had worked with 5D Spectrum to lower the hosting costs for the website and was working on an agreement with them.</p> <p><b>Goal 3:</b> The judging panel for the utility box project would be meeting on September 20<sup>th</sup> to vote on and select artists from the 65 proposals submitted. Panelists include Robert Brody (Art in Public Places), Kathi Flood (artist), Randall Williams (artist), Katherine Zoraster (BCAC), Rebecca Platner (BUSD), Chris Riedesel (Dept. of Cultural Affairs). Once the selections have been made, they will coordinate meetings with the artists (including BWP staff) to discuss details and guidelines for the project.</p> <p><b>Goal 4:</b> The subcommittee proposed a partnership between Zumba (a retailer on San Fernando Road) and The Burbank Art Association in order to develop a basic business model to showcase art in local businesses for future use. This would include the retailer featuring an artist at their location and the Commission announcing the opening reception and featuring the event on the website. Their hope is to also promote music in restaurants, live performances in retail spaces, etc and support local artists. The movie screening of Singing in the Rain at Johnny Carson Park was a huge success.</p>



**City of Burbank**  
**Financial Services Department**  
**MEMORANDUM**

Date: September 18, 2017

To: Ron Davis, City Manager

From: Paul Herman, Purchasing Manager

**Subject: City of Burbank Flag Purchases**

The City currently purchases flags in two ways:

1. With blanket purchase orders that do not exceed \$5,000. These purchases do not require competitive bidding Per Section 2-2-113a of the Burbank Municipal Code
2. With Price Agreements. This type of contract require competitive bidding and is issued for one year, with up to three additional option years. There is no dollar limitation on the amount of these contracts.

In Fiscal Year 2017/2018, three blanket purchase orders have been issued for flags and banners (not exceeding \$5,000). These are listed below:

1. James J. Perry, Purchase Order No. 150473, issued for six departments.
2. James J. Perry, Purchase Order No. 150775, issued for Public Works only.
3. Dekra Lite, Purchase Order No. 149950, issued for Burbank Water & Power.

The City has one Price Agreement issued on Purchase Order No. 149782 to Dekra lite for flags and banners. It was competitively bid this year. The Agreement is in its first year and has three additional option years. The contract requires the Vendor to furnish, install and remove custom banners in public places, including street lights. It also requires traffic control measures. The value of that contract is \$40,000.

The City of Burbank has a Local Vendor Preference of one percent. This means that a Burbank vendor could benefit in a competitive bid situation and would be given a one percent advantage (in the calculation of bids) over vendors bidding from outside the City.

The City of Burbank has a Buy American provision in Section III D of the Purchasing Administrative Procedure. It says "The City should make reasonable efforts to purchase goods made in America or services with product components made in America whenever possible, providing the cost for such products or services is the same or lower than the cost of those goods and services made from other countries".

The flags purchased from both James J. Perry and Dekra Lite are manufactured in the United States. Dekralite manufactures their flags and banners in Santa Ana and the flags for James E Perry Co. Inc. are manufactured in Pennsylvania.





September 28, 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, October 2, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank.

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



# **REGULAR COMMISSION MEETING**

## **AGENDA**

**OCTOBER 2, 2017**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 2, 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

**[See page 1]**

(i) August 7, 2017

2) Finance and Administration Committee

(i) August 7, 2017

**[See page 5]**

b. Commission Minutes  
(For Approval)

1) September 18, 2017

**[See page 7]**

c. Auditor Required Communications for the  
FY 2017 Financial Audits

**[See page 12]**

6. ITEMS FOR COMMISSION APPROVAL

a. Award of Contract – Project Number E17-08 Design  
Services for Portions of Taxiways C and D  
General Aviation Ramp Rehabilitation and  
Pavement Management System

**[See page 25]**

b. Award of Purchase Order – American Association  
of Airport Executives for Interactive Employee  
Training Database System Upgrade

**[See page 31]**

c. Award of Lease - Seventh Amendment to Lease and  
Concession Agreement MCS Burbank, LLC

**[See page 42]**

7. ITEMS FOR COMMISSION INFORMATION

a. Airline Schedule Analysis

**[See page 49]**

8. CLOSED SESSION

a. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank Miller  
Employee Organization: IAFF I-60

b. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))  
Consultation with Director of Public Safety

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

Title: Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER  
October 2, 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 August 7, 2017, Operations and Development Committee; and the August 7, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – Draft minutes of the September 18, 2017, meeting are attached for Commission’s review and approval.
- c. AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2017 FINANCIAL AUDITS: In accordance with applicable professional standards, the Authority’s auditor, Macias Gini & O’Connell LLP, has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2017 financial audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At the September 18, 2017, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it note and file these communications.

6. ITEMS FOR COMMISSION APPROVAL

- a. PROJECT NUMBER E17-08 DESIGN SERVICES FOR PORTIONS OF TAXIWAYS C AND D; GENERAL AVIATION RAMP REHABILITATION; AND PAVEMENT MANAGEMENT SYSTEM – A staff report is attached. At the September 18, 2017, meeting of the Operations and Development Committee (“Committee”), the Committee voted unanimously (3–0) to recommend that the Commission: (i) Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of \$920,486.00 to RDM International, Inc. (“RDM”); (ii) approve the deployment of TBI Force Account including the services for in-house consultants for design management services for a not-to-exceed amount of \$50,000.00; and (iii) establish a Project Aggregate Contingency of approximately 3% of the estimated total project budget in the amount of \$30,000.
- b. AWARD OF PURCHASE ORDER - AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES FOR INTERACTIVE TRAINING DATABASE UPGRADE – A staff report is attached. At the September 18, 2017, meeting of the Operations and Development Committee (“Committee”), the Committee voted unanimously (3–0) to recommend that the Commission authorize the Executive Director to execute a sole source purchase order with the American Association of Airport Executives to revise and update the current proprietary interactive Employee Training Database system used at Hollywood Burbank Airport for a lump-sum amount of \$130,270.

- c. **AWARD OF LEASE - SEVENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT MCS BURBANK LLC** – A staff report is included in the agenda packet. At the Finance and Administration Committee (“Committee”) meeting held on September 18, 2017, the Committee voted unanimously to recommend to the Commission that it approve a Seventh Amendment to the Lease and Concession Agreement (“Amendment”) with the Authority’s exclusive food and beverage concessionaire, MCS Burbank LLC (“MCS”). The proposed Amendment will provide MCS with an additional 105 square feet of space for a “Guy Fieri Sammich Joint Grab ‘N Go” located in Terminal A and 70 square feet of space for a “Wolfgang Puck Kitchen Grab ‘N Go” to be located in Terminal B. The proposed Amendment will generate an additional \$13,146 annually through an increase to the Minimum Annual Guarantee and an additional \$3,150 through an increase to the Space Rent. With this proposed Amendment, the total revenue from MCS increases from \$1,409,907 to \$1,426,203 annually.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **AIRLINE SCHEDULE 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 one airline serving Hollywood Burbank Airport. This report change is reflected in detail below and on the attached Schedule Change Analysis.



6A.  
**UNAPPROVED**

**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
SEPTEMBER 7, 2017**

Mr. Eskandar 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. Eskandar, Mr. Smith, Mr. Ford, Mr. Herman, Ms. LaCamera, Ms. Obal, Mr. Olson

**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. Thompson, Manager, Water Engineering/Planning; Mr. Nahhas, Principal Civil Engineer/BWP; Mr. Hammond, Manager Energy Control Center; Mr. Pandey, Assistant Power Production Superintendent; Ms. Meyer, Marketing Manager; Mr. Flores, Marketing Associate; Ms. Neiswonger, Graphics Media Designer; Mr. Peck; Manager Customer Service Operations; Ms. Derian, Customer Service Supervisor; Mr. Hernandez, Customer Service Supervisor; Ms. O'Brien, Customer Service Supervisor; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

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

**CONSENT CALENDAR**

**MINUTES**

It was moved by Mr. Ford, seconded by Mr. Smith, and carried 7-0 to approve the meeting minutes of the regular meeting of August 3, 2017.

## **REPORTS TO THE BOARD**

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

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

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

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

### **ENERGY STORAGE PROCUREMENT TARGET SETTING PURSUANT TO AB 2514**

Mr. Pandey presented on Assembly Bill (AB) 2514. Enacted in September 2010, AB 2514 requires the governing board of each publicly-owned California electric utility undertake a process to evaluate energy storage opportunities and adopt targets for the procurement of "viable and cost-effective" storage systems.

Mr. Pandey, Mr. Bleveans, Mr. Somoano, and Ms. Titus responded to Board Member questions.

It was moved by Mr. Smith, seconded by Ms. LaCamera, and carried with 6 yes votes, noting 1 no vote from Mr. Herman, to support staff's request that the BWP Board make a recommendation to City Council to adopt a Motion in compliance with AB 2514 that selects an energy storage target of zero megawatts for BWP to procure by December 31, 2021 due to lack of fully developed, cost-effective energy storage opportunities.

### **SUSTAINABLE BURBANK COMMISSION REPORT**

Ms. Obal reported out on two Sustainable Commission meetings that occurred in August.

At the August 2<sup>nd</sup> meeting, members of the Citizens for a Green Hollywood-Burbank Airport organization were present and spoke during public comment.

The Green Spotlight Award was discussed and presented to a Burbank resident at the August 21<sup>st</sup> meeting. At the City Council's request, Ms. Obal attended a presentation at the old IKEA site regarding possible future development plans.

### **INFORMATION FROM STAFF**

#### **HOW BWP CREATES NEWSLETTERS AND PROGRAM ADS**

Mr. Flores and Ms. Neiswonger presented on the process behind the creation of BWP's advertisements and newsletters. They discussed the strategy and thoughtfulness that goes into creating various communications and BWP's messaging. They provided visual examples of program ads, event flyers, and improvements to the BWP website which benefit not only the utility but the residents which they serve.

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

### **UPDATE ON ONTARIO SUBSTATION**

Mr. Ancheta advised the Board that staff will be going to the City Council on September 12, to request that the contract for the Ontario Substation project be awarded to Aubrey Silvey Enterprises, Inc. Mr. Ancheta briefly reviewed their design proposal and some aspects of the project.

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

### **LEGISLATIVE UPDATE**

Ms. Titus reported out on SB 100, SB 57, and three bills regarding water, SB 623, and AB 1668 along with companion bill SB 606.

Ms. Titus announced the upcoming MWD trip to the Hoover Dam and Colorado River Aqueduct, occurring September 30-October 1, and advised the Board that MWD would be presenting to the Council on September 12 to reaffirm BWP's position for the California WaterFix and EcoRestore.

Ms. Titus responded to Board Member questions.

### **WATER SUPPLY UPDATE**

Mr. Mace discussed the history of the California WaterFix and EcoRestore. Also on the Council Agenda to be discussed on September 12 is the Negative Declaration for the Wastewater Change Petitions. Mr. Mace showed photos of how close the La Tuna Canyon fire came to some of BWP's water tanks and the damage it caused to one water tank at DeBell.

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 injections and withdrawals continue to be limited.

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

### **SUMMER HEAT WAVE**

Mr. Bleveans described the high temperatures occurring this past week, coining the phrase "heat week", and how Power Supply planned as they saw the high temperatures approaching. The system was put on a temporary maintenance hold during the week, where all nonessential maintenance was cancelled so that all systems would be available should any issues arise. BWP reached a new all-time system peak on Thursday, August 31 of 322.1 MW.

Mr. Bleveans, Ms. Fletcher, and Ms. Derian responded to Board Member questions.

Mr. Ancheta followed Mr. Bleveans' presentation and described what the Electrical Services Division did to also prepare for "heat week". Due to BWP's preparation and planning, there were only 11 minor outage events due mainly by a blown fuse in the older 4kV system. The average outage time per customer was 24 minutes. Overall the electric system held up very well during "heat week".

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

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

Ms. Obal inquired if residents are allowed to turn their sprinklers on during a fire. Mr. Mace responded.

Mr. Ford inquired if the requirements to provide water infrastructure to the Fire Department is a mandate for BWP or if the Fire Department pays capital costs as they make incremental requests. Mr. Mace responded.

Mr. Smith discussed a way for the Board to present information to the City Council and suggested adding a small notation to staff reports or Council Agenda topics noting how the BWP Board voted on the item as a simple way to keep the City Council informed. Mr. Smith also discussed recent news regarding defaulted PACE loans and inquired if BWP has seen higher default rates or noticed if there is any association with defaulted PACE loans and the programs that BWP has managed or administered.

Mr. Olson inquired if there is a target date for the Financial Reserves Policy and Risk Management Policy to be presented to the Board. Mr. Liu responded.

Ms. LaCamera congratulated the utility on getting us through "heat week". She was impressed and is thankful to serve on this Board.

Mr. Somoano responded to Mr. Smith's inquiry on PACE loans. Mr. Somoano will see about getting information and bringing it back to the Board.

#### **ADJOURNMENT**

The meeting was adjourned at 7:49 pm. The next scheduled Board meeting is October 5, 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



# CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

September 29, 2017

## Bill Parrish City Employee of the Year



Bill Parrish, Public Works Supervisor, was honored for his dedication and service to the Burbank community at the Burbank Elks Lodge No. 1497's annual Community Service Awards dinner on Wednesday, August 30, as one of the City's Employees of the Year. Bill has been working for the City's Public Works Department since 1987, starting as a Laborer and promoting to his current position as Public Works Supervisor. In this position, he has the challenging task of overseeing the Street Maintenance and Street Sweeping crews, as well as the Citywide Maintenance and Graffiti contracts.

## BWP Hosts Visitors from Taiwan Power Company

The Burbank Water and Power was pleased to host visitors from the Taiwan Power Company (Taipower) located in Taipei City, Taiwan, to tour the Magnolia Power Plant (MPP) on Tuesday, September 12. The tour was sponsored by Eric Wu of the LA Regional Water Control Board and recommended by the Los Angeles Department of Water and Power. Taipower visitors wanted to see firsthand the unique water harvesting technology called the Zero Liquid Discharge (ZLD) that prevents millions of gallons of recycled water used in the Magnolia Power Plant operation from being disposed either to the ocean or the sewer system. This unique sustainable water practice is one of the reasons the Magnolia Power Plant was named Global Power Plant of the year in 2005. Special thanks to Ron Maxwell and Jeff Martin who provided an in-depth explanation of MPP, the ZLD operations, and how the ZLD treatment facility meets the sustainability goals of the Utility. With plans to build three new 800MW power plants in their service area, Taipower staff were able to get strategic insights on how a Zero Liquid Discharge facility works and how to incorporate sustainable water solutions to power plant operations.



## Mental Health First Aid Training



The Parks and Recreation Department recently offered essential training for staff in the area of Mental Health First Aid. This eight hour course gives people the tools to recognize when an individual might be experiencing a mental health crisis or substance use problem and assist in providing appropriate support and resources. Similar to CPR, Mental Health First Aid prepares participants to interact with a person experiencing a mental health crisis. Mental Health First Aiders learn a five step action plan that guides them through the process of reaching out and offering appropriate support. This training aims to strengthen communities by providing

critical information that allows individuals to be more knowledgeable and aware of mental health issues. The Parks and Recreation Department is proud to have two staff members, Cathryn LaBrado (Recreation Services Manager) and Elisa Accardi (Recreation Coordinator) who recently became certified to teach the Mental Health First Aid course. Additional trainings will be offered for both City staff and community members who are interested.

## Warner Bros. at the Library

Approximately 200 people attended a talk by author David Thomson about his new book on the history of one of Burbank's major studios. In partnership with Warner Bros., the Library welcomed the company's Senior Vice President for Theatrical Catalog Marketing, George Feltenstein, to interview Mr. Thomson about his book, *Warner Bros: The Making of an American Movie Studio*, at the Buena Vista Library on Wednesday, September 13. Mr. Feltenstein is the company's expert in the early history of Warner Bros. film production. Warner Bros. has been very generous in assisting to build the Library collection by donating DVDs. This program represented a new form of collaboration that resulted in a richer program benefiting a community deeply interested in its history.



## Project HOPE (Helping Others Prosper Everyday)

The Burbank Volunteer Program (BVP) runs a program called Project HOPE (Helping Others Prosper Everyday) that pairs volunteers with adults 55 years or older. This allows the older adults to live independently and in their own homes. Project HOPE offers assistance in four areas including: Transportation, Grocery Shopping, Friendly Visitation, and Telephone Reassurance. Carmen came into the Joslyn Adult Center seeking help with her weekly groceries. The front desk staff set her up with the BVP program to further discuss her needs. BVP staff matched her with Kelly, a Project HOPE volunteer who was very interested and ready to help. Carmen and Kelly immediately connected and set up their first outing for later that week. It has been 16 months since their initial meeting and almost every Thursday since. "I take her wherever she needs to go. In exchange, she shares her memories and wisdom with me. Carmen, you are my angel," Kelly describes. Kelly has made this a family affair including her four and a half year old son on the weekly outings. He loves helping Carmen with her groceries and Carmen said that through this program, "I've gained a daughter and a grandson." Kelly and Carmen will be highlighted in the upcoming BVP Newsletter with more details of their friendship through Project HOPE.



## Starlight Bowl Zero Waste Program



*Starlight Bowl on-site composting bin*

The Burbank Recycle Center moved its zero waste efforts to the next level this year! Not only were innovative on-site composting and recycling programs continued, but staff focused on REDUCING waste wherever possible. Staff worked on best practices with vendors that were handing out free items to ensure the items did not end up in the trash bin, such as providing "donation" bins for foam light sticks after the July 4th festivities. The recovered sticks were then donated to "Trash 4 Teaching" a nonprofit teacher supply. Staff also partnered with the concessionaire, Canyon Grille, and switched to compostable food containers and pump stations for condiments instead of single use packets. In addition, an eco-events company, Recycle Movie Sets, was contracted to oversee zero waste management during the concerts. This company has expertise in materials sorting and ensured the recycling and composting was clean and free of contaminants for the on-site composting bin located up the hill from the venue. These changes really made a difference in moving the zero waste needle by creating a 77% diversion rate.



*Non-profit Trash 4 Teaching helped keep these out of landfill*