



Weekly Management Report

September 30, 2022

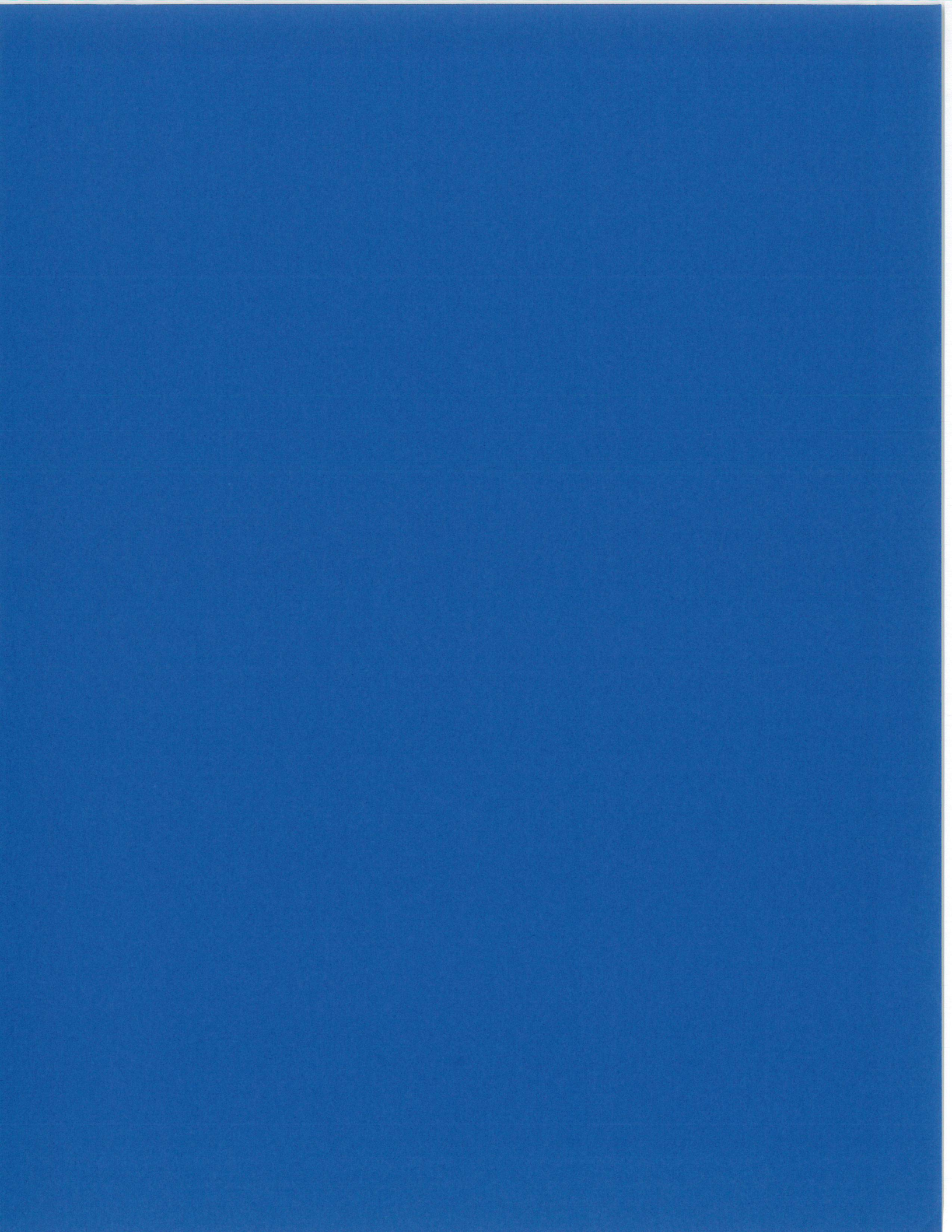
- 1. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on September 29, 2022
Burbank-Glendale-Pasadena Airport Authority

- 2. Memo** Update on Expansion of the Mental Health Evaluation
Team
Police Department

- 3. Memo** Landlord-Tenant Commission
Meeting on September 12, 2022
Community Development Department

- 4. Minutes** Sustainable Burbank Commission
Meeting on August 15, 2022
Public Works Department

- 5. Minutes** Burbank Water and Power Board
Meeting on September 01, 2022
Water and Power Department





September 29, 2022

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 3, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, October 3, 2022

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



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 N. 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 least 48 hours prior to the meeting.

AGENDA

Monday, October 3, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) September 7, 2022 **[See page 1]**
 - 2) Operations and Development Committee
 - (i) August 15, 2022 **[See page 4]**
 - 3) Finance and Administration Committee
 - (i) August 15, 2022 **[See page 7]**
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) August 15, 2022 **[See page 10]**
 - b. Commission Minutes
 - 1) September 19, 2022 **[See page 12]**
 - c. Treasurer's Report
 - 1) June 2022 **[See page 20]**
 - d. Auditor Required Communications for the FY 2022 Audits **[See page 48]**
 - e. Authorization to Acquire Replacement Airport Fire Department Rescue Vehicle **[See page 58]**
 - f. First Extension Option and Landscape Equipment Electrification **[See page 60]**
Landscape Maintenance Services Agreement
Parkwood Landscape Maintenance, Inc.

g. Memorandum of Adjacent Property [See page 63]
Replacement Passenger Terminal Selection
Covenant and Environmental Restriction on Property

h. XI-3 Contract Amendment [See page 66]
Replacement Passenger Terminal Project
Progressive Design-Build Procurement Consultant Services

6. ITEMS FOR COMMISSION APPROVAL

a. Appointment of Treasurer and Auditor [See page 73]

7. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

b. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller, Executive Director
Edward Skvarna, Chief of Police/Director of
Public Safety
Employee Organization: Burbank Airport Police Officers Association

8. ITEMS PULLED FROM CONSENT CALENDAR

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on
their activities, and request an agenda item for a future meeting.)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 3, 2022

[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.)

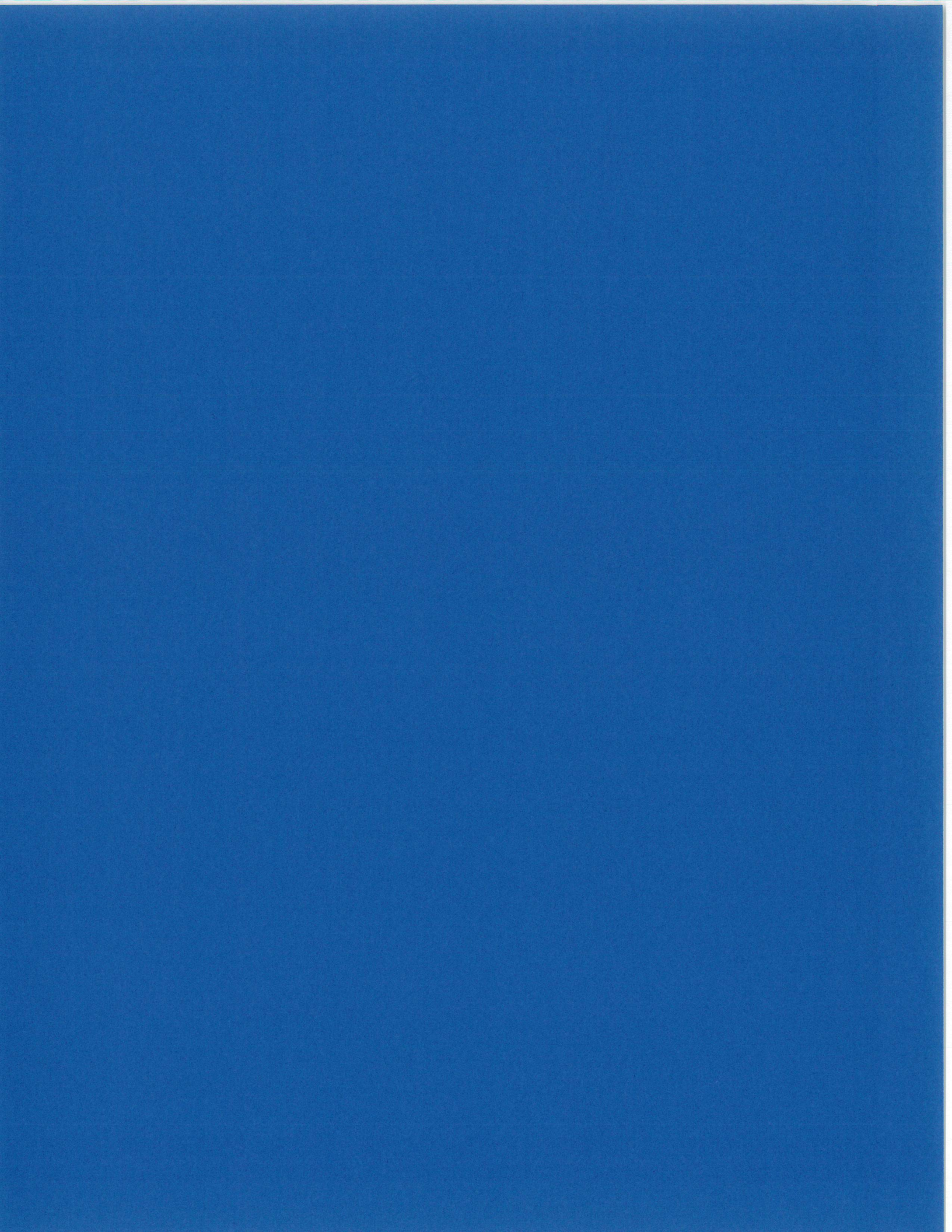
- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meeting of September 7, 2022; approved minutes of the Operations and Development Committee meeting of August 15, 2022; approved minutes of the Finance and Administration Committee meeting of August 15, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of August 15, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the September 19, 2022, Commission meeting minutes are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for June 2022 is included in the agenda packet. At its meeting on September 19, 2022, the Finance and Administration Committee voted unanimously (2-0) to recommend that the Commission note and file this report.
- d. AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2022 AUDITS. A copy of the report is included in the agenda packet. In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP ("MGO") has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2022 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 its meeting held on September 19, 2022, the Finance and Administration Committee voted unanimously (2-0) to recommend that the Commission note and file these communications
- e. AUTHORIZATION TO ACQUIRE REPLACEMENT AIRPORT FIRE DEPARTMENT RESCUE VEHICLE. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks authorization from the Commission to issue a future purchase order in a not-to-exceed amount of \$400,000 to acquire a previously owned Aircraft Rescue and Fire Fighting ("ARFF") vehicle. An update to the Commission will be provided if a suitable previously owned ARFF vehicle is acquired.
- f. FIRST EXTENSION OPTION AND LANDSCAPE EQUIPMENT ELECTRIFICATION LANDSCAPE MAINTENANCE SERVICES AGREEMENT – PARKWOOD LANDSCAPE MAINTENANCE, INC. A staff report is included in the agenda packet. At its meeting held on September 19, 2022, the Operations and Development

Committee voted unanimously (3–0) to recommend that the Commission authorize to exercise the first of two one-year extension options for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc. Staff further seeks a recommendation to authorize a proposed additional monthly cost of \$1,250 to replace all gas-powered landscape equipment used at the Airport with electric equipment.

- g. MEMORANDUM OF ADJACENT PROPERTY – REPLACEMENT PASSENGER TERMINAL SELECTION – COVENANT AND ENVIRONMENTAL RESTRICTION ON PROPERTY. A staff report is included in the agenda packet. At its meeting held on September 26, 2022, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve a Memorandum of Adjacent Property Replacement Passenger Terminal Selection (“Terminal Selection Memo”) and a Covenant and Environmental Restriction on Property (“Land Use Covenant”). The Terminal Selection Memo formally designates the Adjacent Property as the location of the Replacement Passenger Terminal. The Land Use Covenant memorializes development and use restrictions imposed on the Adjacent Property by the Los Angeles Regional Water Quality Control Board..
- h. XI-3 CONTRACT AMENDMENT - REPLACEMENT PASSENGER TERMINAL PROJECT – PROGRESSIVE DESIGN-BUILD PROCUREMENT CONSULTANT SERVICES. A staff report is included in the agenda packet. At its meeting held on September 26, 2022, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed Amendment No. 1 to the Professional Services Agreement with XI-3 Corporation revising the not-to-exceed amount from \$50,000 to \$96,000 for coordination and evaluation services in connection with the Progressive Design-Build Services Request for Proposals for the Replacement Passenger Terminal Project.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF TREASURER AND AUDITOR. A staff report is included in the agenda packet. At its meeting of July 18, 2022, the Commission elected a President, Vice President, and Secretary in accordance with the joint powers agreement. The Commission also appointed an Assistant Secretary and, due to a vacancy in the Glendale representatives, requested Commissioner Najarian to serve as both Interim Treasurer and Auditor. Commissioner Najarian has been generous with his time fulfilling both roles for the past few months. To improve the workload distribution, Staff recommends that the Commission reconsider appointment of Treasurer and Auditor so that the offices are filled by two different Commissioners for the remainder of the fiscal year.



CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM



DATE: September 27, 2022
TO: Justin Hess, City Manager
FROM: Michael Albanese, Chief of Police
By: Courtney Padgett, Police Administrator



SUBJECT: Update on Expansion of the Mental Health Evaluation Team

As part of the City's Fiscal Year (FY) 2021-22 budget process, the Police Department presented information to the City Council for plans to expand the Mental Health Evaluation Team (MHET). In addition to FY 2021-22 approved funding for a designated MHET transportation vehicle, plans also include the assignment of a second police officer and the addition of a second mental health clinician to allow for expansion of the team's services to additional hours of the day and days of the week.

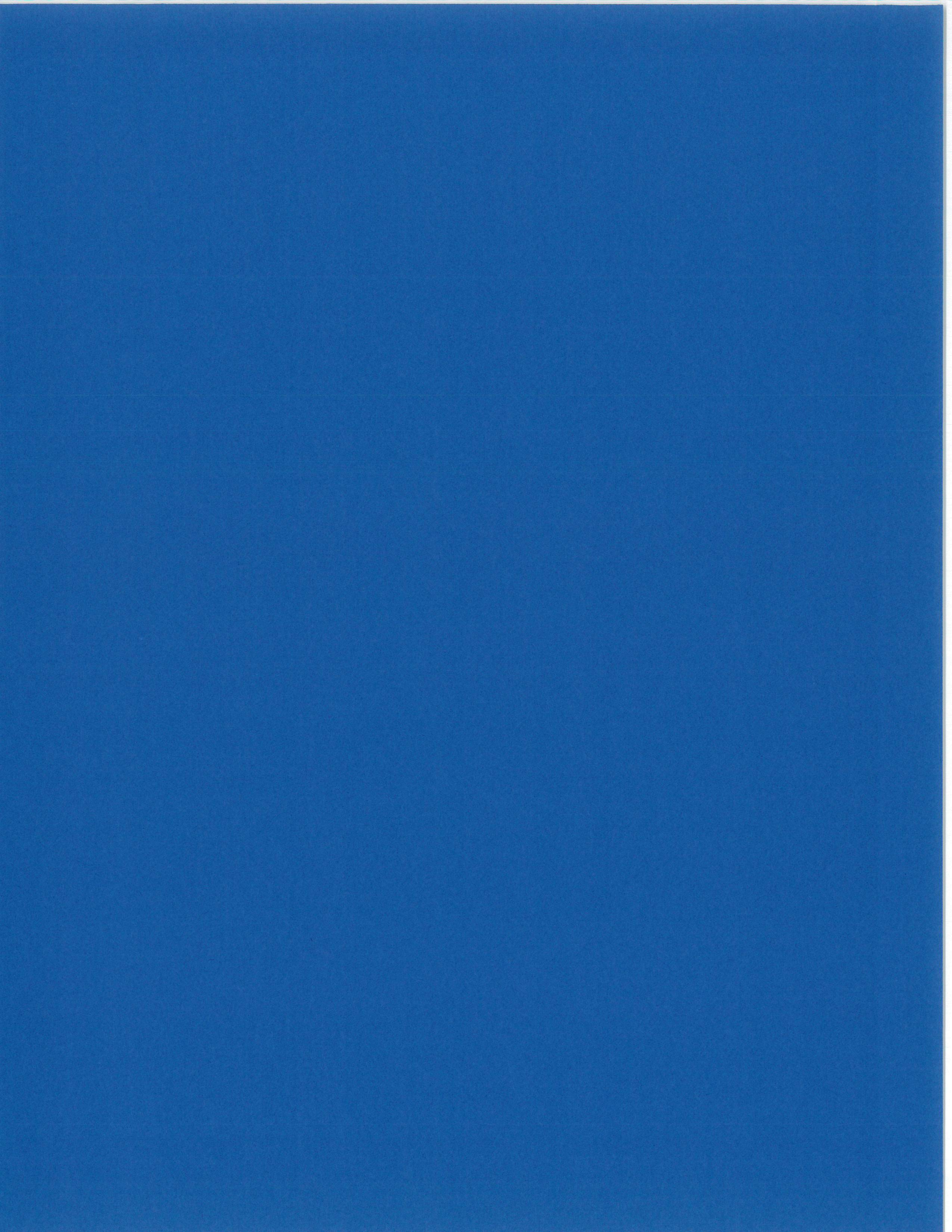
The Department submitted two formal requests to the Los Angeles County Department of Mental Health (DMH) for the assignment of a second mental health clinician to Burbank (requests submitted in May 2021 and May 2022). The Department did not receive a response to these requests and subsequently contacted DMH Deputy Director of Emergency Outreach and Triage Division, Miriam Brown, on July 29, 2022. During this phone conversation, Deputy Director Brown indicated that due to a lack of resources that DMH could not assign a second clinician to Burbank in the immediate or foreseeable future.

The Department requested a follow-up meeting with DMH and Los Angeles County Fifth District Supervisor Kathryn Barger to further discuss the City's needs and request. This meeting was held virtually on Friday, September 16, 2022. In attendance at the meeting were Anders Corey (Health Deputy) and Jason Maruca (Assistant Field Deputy) with Kathryn Barger's office, DMH Deputy Director Miriam Brown, and myself and Courtney Padgett (Police Administrator) from the Police Department.

During this meeting, the Department provided background on the MHET program, the high level of success and support of the program within the City, and the need to expand the program to continue to provide an appropriate level of response to individuals in our community experiencing mental illness. The County reiterated the challenges it is facing pertaining to hiring and retention of staff and that due to these limited resources, a second clinician could not be assigned to Burbank at this time. The County stated that Burbank is on a waiting list for a second clinician, however there was no available timeframe for a potential assignment. The County also acknowledged that the City shares the cost of the

current clinician (City's portion is \$100,000 per year) and understands that the City anticipates the assignment of a second clinician at no additional cost.

The Department will continue to engage in dialogue with the County to expand the service delivery model of the MHET program. A second meeting has been requested with Supervisor Barger and Dr. Lisa Wong, Acting Director of DMH. Future updates will be provided to the City Manager accordingly.





MEMORANDUM



COMMUNITY DEVELOPMENT

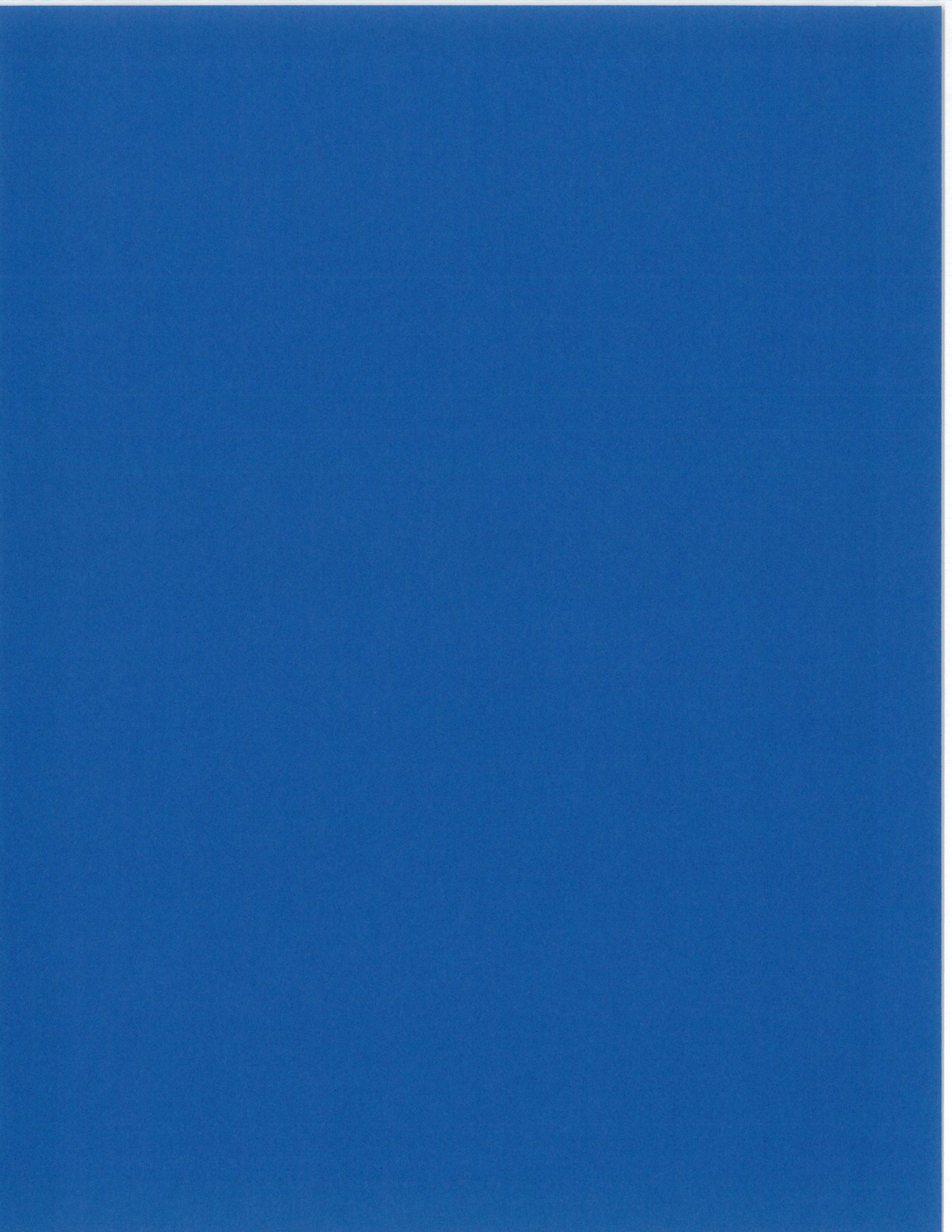
DATE: September 27, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 

SUBJECT: **Landlord-Tenant Commission Meeting – September 12, 2022**

- Three members of the public attended the in-person meeting. One member had comments for the Commission related to their newly appointed roles for the Landlord-Tenant Commission. The other two members of the public in attendance were listening for educational purposes. The Commission provided information and resources to the tenants.
- The Commission provided intake form updates to thirteen cases received in the last month related to: AB 1482, entering a property, eviction notices, habitability issues, and unpaid rent.
- The Commission approved the draft minutes of August 1, 2022.
- Staff informed the Commission that there is a smoking ordinance for private residences enforced by the Burbank Police Department.
- The Commission briefly discussed the subcommittee rotation and increasing the number of hours to respond to an intake form. This will be discussed in more detail during October's meeting.
- The Commission asked about the possibility of obtaining a Google Voice number or phone, business cards, and returning to Zoom. Staff will follow up on these requests with the City Clerk's office.
- The meeting adjourned at 8:17 p.m.



SUSTAINABLE BURBANK COMMISSION
August 15, 2022 MINUTES

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Burbank Recycle Center Conference Room, 500 South Flower Street on the above date. Chair Robin Gemmill called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Chair)
Jean Schanberger (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Chris Weber
Limor Zimskind
Alissandra Valdez
Jenny Deahl
Jason Bennett

Members Absent:

Council Members and Staff Present:

Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Streets & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Clerical Worker – Recording Secretary
Nick Schultz – Council Liaison
Jeannine Edwards – Assistant General Manager, Burbank Water & Power
Marisa Garcia – Parks and Recreation Director
Michael del Campo – Parks and Recreation Landscape and Forestry Services Superintendent
Diego Cevallos – Deputy Director of Parks and Recreation
Robert Wilson – Water & Power Assistant General Manager
Dawn Lindell – General Manager, Burbank Water & Power
Drew Johnstone – Sustainability Officer, Burbank Water & Power

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication

David Eisenberg, Chair of the Verdugo Hills Group of the Sierra Club, talked about artificial turf. He mentioned that Sierra Club opposes artificial turf installation in California. He is concerned with the it being used on top of the reservoir due to the chemicals found in artificial turf.

Tamala Takahashi, resident of Burbank, talked about artificial turf. She informed the Commission on the effects living organisms face due to exposure of micro plastics. She asks the Commission to find alternative options for artificial turf and avoid harm to people.

Dianne Wolke called in to express her opposition on the use of artificial turf over Brace Canyon Park. She mentioned those who will drink or use water from the reservoir will be exposed to micro plastics pollution. Ms. Wolke is concerned that the City will not accept legal liability for violations of the Clean Water Act.

B. Commission Member Communication

Commissioner Alissandra Valdez informed the Commission and members of the public about an event hosted by CicLaVia in Hollywood on Sunday, August 21st. She encouraged everyone to attend the open streets event and to envision what it could be for the City.

Robin Gemmill announced that the final redesign for George Izay Park is posted at the Recreational Center. She included that Parks and Recreation is looking for feedback from the public.

C. Staff Communication

Ken Berkman announced that the requested protocols for communication between the Commission and other City staff must be followed.

John Molinar announced that he and Staff, Amber Duran, should be included when communicating with the Commission's Recording Secretary.

IV. APPROVAL OF MINUTES

The July 18 minutes were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. O'Brien, Ms. Valdez, Mr. Weber, Ms. Zimskind and Ms. Deahl. Ms. Schanberger and Mr. Bennett abstained from voting.

V. ARTIFICIAL TURF PRESENTATION

- Parks and Recreation Director, Marisa Garcia, explained to the Committee that the City is considering synthetic turf for Brace Canyon Park due to limitations maintaining an adequate playing field over a potable water reservoir. The change would be a step to offering the community playing fields since fertilizers can't be used to retain the grass turf.
- Water and Power's Assistant General Manager Richard Wilson presented to the Committee that their role is to comply with California Code of Regulations Title 22 Section 64585. He explained that Burbank Water and Power is required to follow both Title 22 CA Code of Regulations and the Safe Drinking Water Act and there are currently no guidelines from the State or Federal level on how to test for chemicals from synthetic turf (Attachment 1).
- Landscape and Forestry Services Superintendent Michael del Campo explained to the Committee the reasons why grass can no longer be grown in Brace Canyon Park and informed that Parks and Recreation's goal is to provide the best solution for the reservoir over Brace Canyon Park to provide playing fields for the community.
- Committee members stated their concerns for contaminating water in the reservoir and on temperature increases.
- Marisa Garcia informed the Committee that they will be presenting the project design to the Parks and Recreation Board and then bring it to City Council in Fall.
- Ms. Schanberger moved a motion to defer consideration of the memorandums to Council on artificial turf being proposed for Brace Canyon Park and on general City property. Ms. Kirschenbaum seconded the motion; all present approved.

VI. URBAN FORESTRY PRESENTATION

- Michael del Campo provided a presentation on City tree planning (Attachment 2). He explained the duties of Forestry and the process of designing where and how trees are planted throughout the City and how climate change is considered in the process and long-term maintenance.
- Ms. Gemmill let the Commission know about the changes that will be made to the Chandler bike path. She suggested the native landscaping in public spaces subcommittee meet with Michael to discuss how the subcommittee can assist the department to expand native landscape in public places.

VII. NATIVE TREE CANOPY INITIATIVE PRESENTATION

The Native Tree Canopy Initiative presentation has been moved to the September 19th meeting.

VIII. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT

Ms. Gemmill will provide Ms. Deahl meetings dates for the subcommittee. Mr. Berkman informed the Committee to ensure they follow the requested protocols of communicating with City staff through Public Works staff.

IX. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT

Burbank Water and Power will be requesting help from community volunteers and a member from the subcommittee to participate in the process used to set forth the motion for the Integrated Resources Plan. Mr. Weber introduced the new Sustainability Officer and BWP Liaison, Drew Johnstone. Commissioner Bennett joined the subcommittee. The subcommittee will be meeting with BWP. The subcommittee met with Mario Osuna, Assistant Community Development Director, related to information on how other cities have handled ordinances with building electrification. The subcommittee postponed the discussion of the draft memo to Council on the banning of gas leaf blowers.

X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT

The subcommittee did not meet. Staff informed the subcommittee about CalEnviroScreen Map 4.0. Jeanine Edwards offered her assistance to the subcommittee for sustainability efforts from an equity perspective.

XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

The subcommittee continues to be a part of the farmer's market. They assisted Staff in passing out green food scrap pails. Ms. Valdez expressed her opinion on the importance of using social media for online outreach to engage with the public. The Commission discussed how it would align with modern day practices. Mr. Berkman informed the Committee that City policy allows two website posts per month on the City's website through the City's Public Information Officer. Ms. Valdez motioned for the subcommittee to draft a letter of support to create social media accounts for the Commission's additional outreach. Ms. Kirschenbaum seconded the motion; all present approved.

XII. ELECTION OF OFFICERS

Ms. Kirschenbaum nominated Ms. Gemmill and Ms. Schanberger to continue in their current roles as Chair and Vice Chair. Mr. Weber seconded the motion; all present approved.

XIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

- Adoption of a Resolution Authorizing the Submittal of a Grant Application to the California Department of Water Resources Integrated Regional Water Management Grant Program; and Approving the Adoption of the 2017 Updated Greater Los Angeles County Region Integrated Regional Water Management Plan – BWP
- Approval of a Long-Term Power Purchase Agreement with Powerex for Delivery of Renewable Resources – BWP

XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

- Commissioner Zimskind moved to discuss extending public comment. Ms. Gemmill seconded the motion; all present approved.
- Ms. Kirschenbaum moved a motion to discuss the memorandums to Council to not allow artificial turf at Brace Canyon Park and the banning future use of artificial turf within City limits. Ms. Schanberger seconded the motion; all present approved.
- Ms. Kirschenbaum moved a motion to discuss the memorandum to Council on the banning of gas leaf blowers during the Greenhouse Gas Reduction Plan subcommittee report. Mr. Weber seconded the motion; all present approved.

XV. ADJOURNMENT

The meeting was adjourned at 7:09 p.m. The next meeting will be held on Monday, September 19, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ad

Attachment 1

Public Drinking Water Storage Requirements



WATER AND
POWER

Burbank Sustainability Commission

August 15, 2022

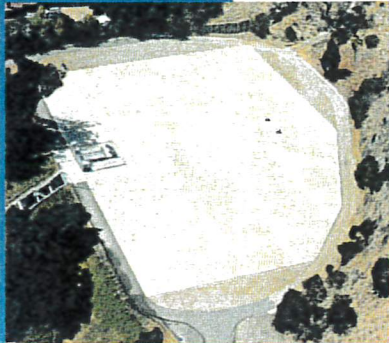
Drinking Water Storage Requirements



- Must comply with California Code of Regulations, Title 22, Section 64585 - Design and Construction of Distribution Reservoirs
- Must pass a bi-annual sanitary survey conducted by the Division of Drinking Water (DDW)

Buried Concrete Reservoirs

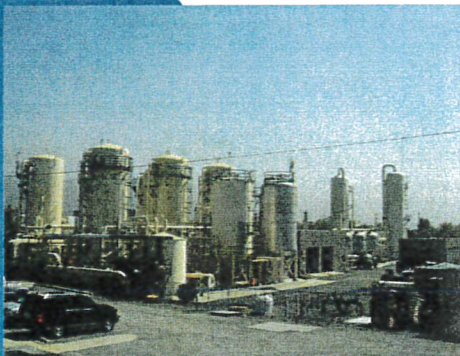
- Non-pressurized buried tanks are susceptible to contamination
- Concrete tanks degrade and they crack with time and provide a path for contaminants to enter
- Must ensure that reservoirs and surrounding area is kept free of contaminants



Primary Drinking Water Standards

BWP must comply with legally established maximum contaminant levels for:

- Disinfectants
- Disinfection byproducts
- Inorganic chemicals
- Organic chemicals
- Radionuclides



Natural Turf

- Chemical fertilizers contain nitrates and phosphorous that are food for bacteria



- Organic fertilizers contain animal waste, i.e., pathogenic bacteria
 - Cryptosporidium
 - Giardia Lamblia
 - Fecal coliforms and E. Coli

- Herbicides banned by DDW

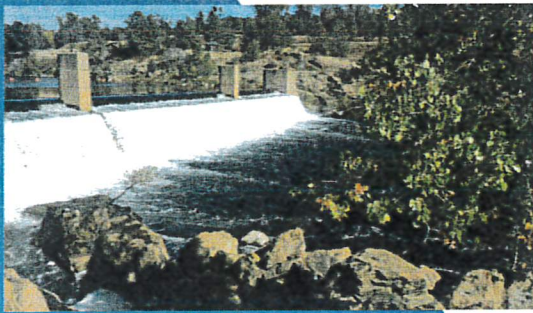
Artificial Turf

- No data or studies reviewed by DDW have demonstrated that regulated contaminants purported to leach from artificial turf exceed the maximum contaminant levels
- Division of Drinking Water and Title 22 Code of Regulations do not prohibit the use of artificial turf over a buried drinking water reservoir



Summary

Under Title 22, California Code of Regulations, a reservoir shall not be designed, constructed, or used for any activity that results in the failure to comply with maximum contaminant levels for drinking water quality



Attachment 2

SUSTAINABILITY COMMISSION



August 15, 2022

PARKS AND RECREATION LANDSCAPE AND FORESTRY DIVISION STAFF QUALIFICATIONS

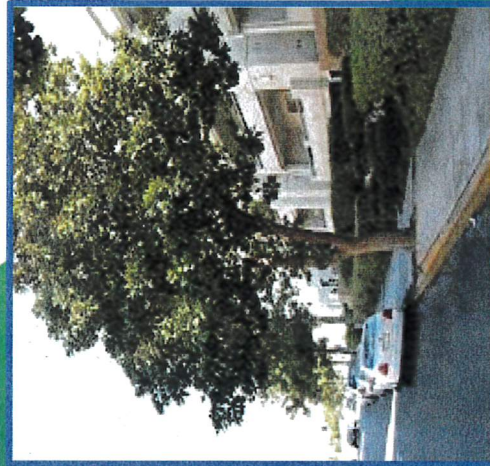
- Bachelor of Science in Range and Forest Management from Colorado State University
- Certified Arborist
- Tree Risk Assessment Qualification (TRAQ)
- Certified Playground Safety Inspector
- Qualified Pesticide Applicator (QAL)



MIKE DEL CAMPO

Landscape and Forestry Superintendent

FORESTRY SERVICES PROGRAM

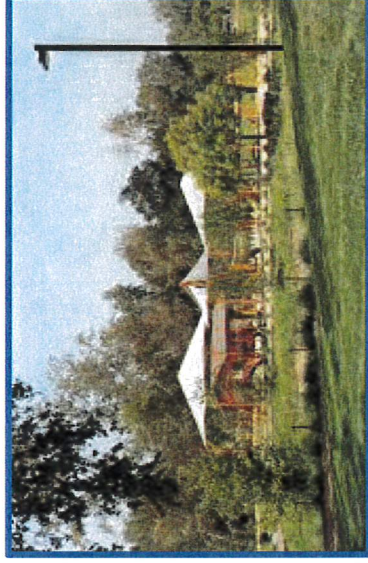


The Forestry Services Program is responsible for maintaining and enhancing Burbank's Urban forest, which consists of 33,000 trees. This Section is responsible for administering proper tree care; planting new trees; removing dead and hazardous trees; conducting reforestation projects in parks, municipal grounds, open spaces, and parkways; and conducting emergency cleanups.



BURBANK'S URBAN FOREST

- 33,000 trees
 - 28,000 trees in parkways
 - 5,000 trees in parks
- Burbank's mature trees are 25-111 years old



Johnny Carson Park



Magnolia Boulevard

Ficus trees

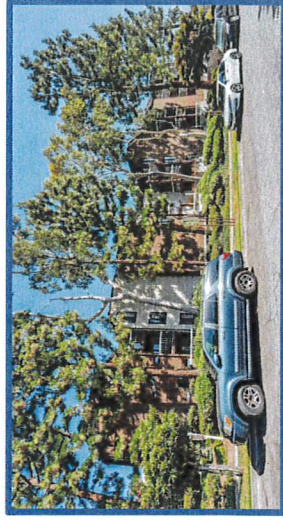
BURBANK'S STREET TREE MASTERPLAN

Promotes a uniform, shade focused, urban design on a neighborhood scale, while also promoting species diversity citywide.



BURBANK'S STREET TREE MASTERPLAN COMPONENTS

- A list of (mostly drought tolerant) tree types developed to plant throughout Burbank
- What street/block is designated for each type of tree.
- Specie selection is based on minimal infrastructure damage.
- Tree specie alters every few blocks to safeguard against pest infection and infectious diseases.
- Identifies if trees are drought tolerant
- Canopy Size/Height



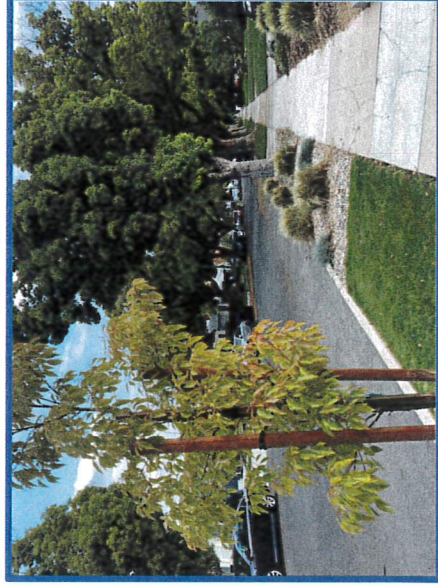
STREET TREE MASTERPLAN REVISIONS

- **Climate Change, Carbon Emissions, and Heat Island Effect**
- **Tree(s) Plan**
- **Landscape Plan**



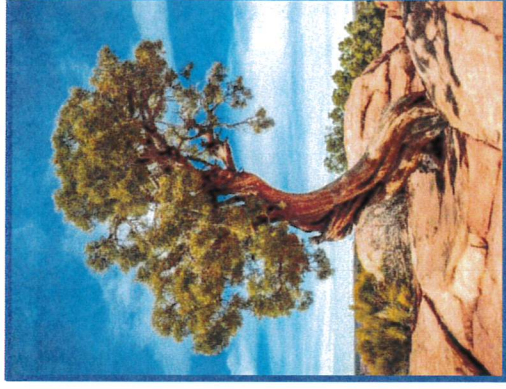
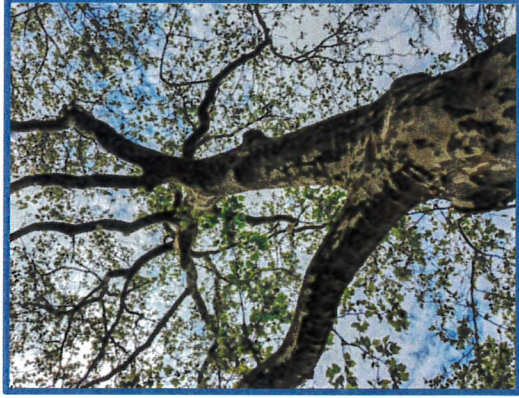
TREE MAINTENANCE

- **Tree maintenance schedule**
- **204 trees removed annually due to maintenance**
- **Replacement of trees with drought tolerant trees**
- **Annual trees planted (222-365)**



DROUGHT TOLERANT NO WATER NEEDED

- Drought tolerant plants are adapted to arid or drought conditions.
- Drought tolerant landscaping and plants are able to grow or thrive with minimal water or rainfall, but water is essential.



SUSTAINABILITY AND NATIVE TREES

- A native plant is a part of the balance of nature that has developed over hundreds or thousands of years in a particular region or ecosystem.
- The California Sycamore will naturally thrive along the Los Angeles river, but not in Burbank.



Plants that can thrive in Burbank with little water.

NATIVE TREES

- Native to Burbank
- 216 trees are native to California
 - 37 trees “native” to the Los Angeles area
 - 15 drought tolerant
 - 8 oak trees
 - Some native trees are shrubs



Palo Verde Tree



Yucca Tree

NATIVE TREES

- Native trees provide minimal shade, not sufficient to reduce heat island effect.
- Native ≠ drought tolerant



California Buckeye



Desert Willow

FORESTRY SERVICES COMMUNITY ENGAGEMENT

- The Forestry Services conducts annual special events and coordinates community programs that have been recognized at the national level.

- City of Burbank Annual Arbor Day Ceremony

- Plant-A-Tree Program



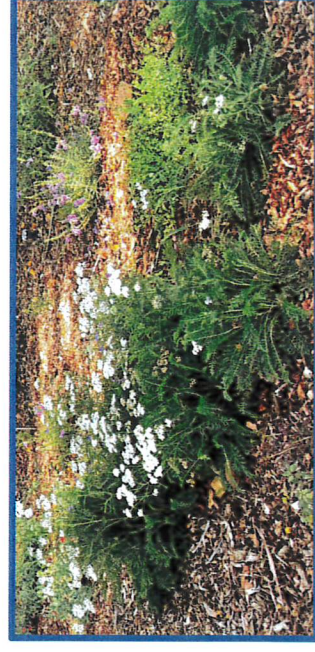
LANDSCAPE SERVICES PROGRAM

- The Landscape Section provides park maintenance throughout Burbank.
- Implements water conservation practices, maintains park amenities (benches, picnic shelters, sports courts or fields, etc.), repairs and replaces drinking fountains, and maintains irrigation at City parks and properties.
- A number of landscape staff are certified playground safety inspectors and state-certified pesticide applicators.



LANDSCAPE COMMUNITY SUSTAINABILITY SOLUTIONS

- Partner and collaborate with Girl Scouts and volunteer groups to transform selected high water use water beds into butterfly gardens.
- Currently, a volunteer group is transforming Chandler Bike Path into butterfly pollinator gardens.



ACTIVE AND PASSIVE LANDSCAPE



PASSIVE LANDSCAPE

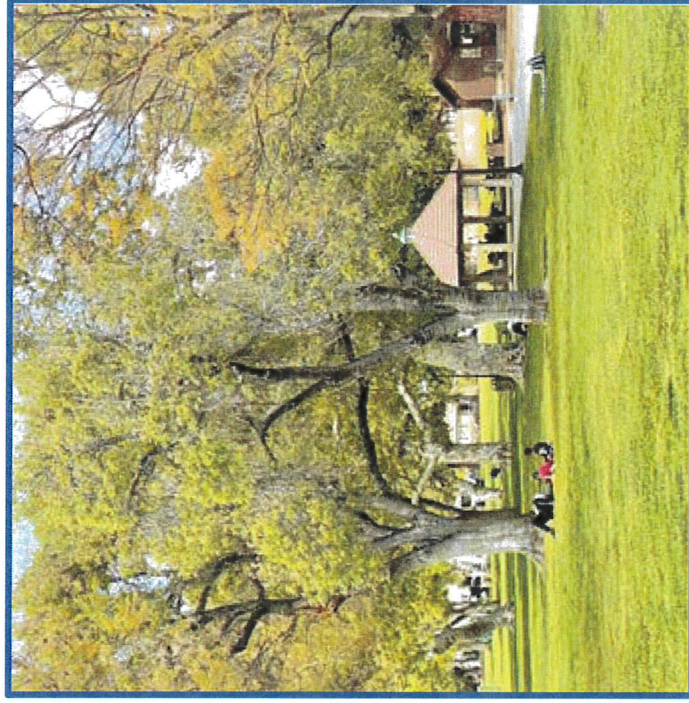
Native Plants



ACTIVE LANDSCAPE



Brace Canyon Park



Verdugo Park



**PARKS AND
RECREATION**

CITY OF BURBANK

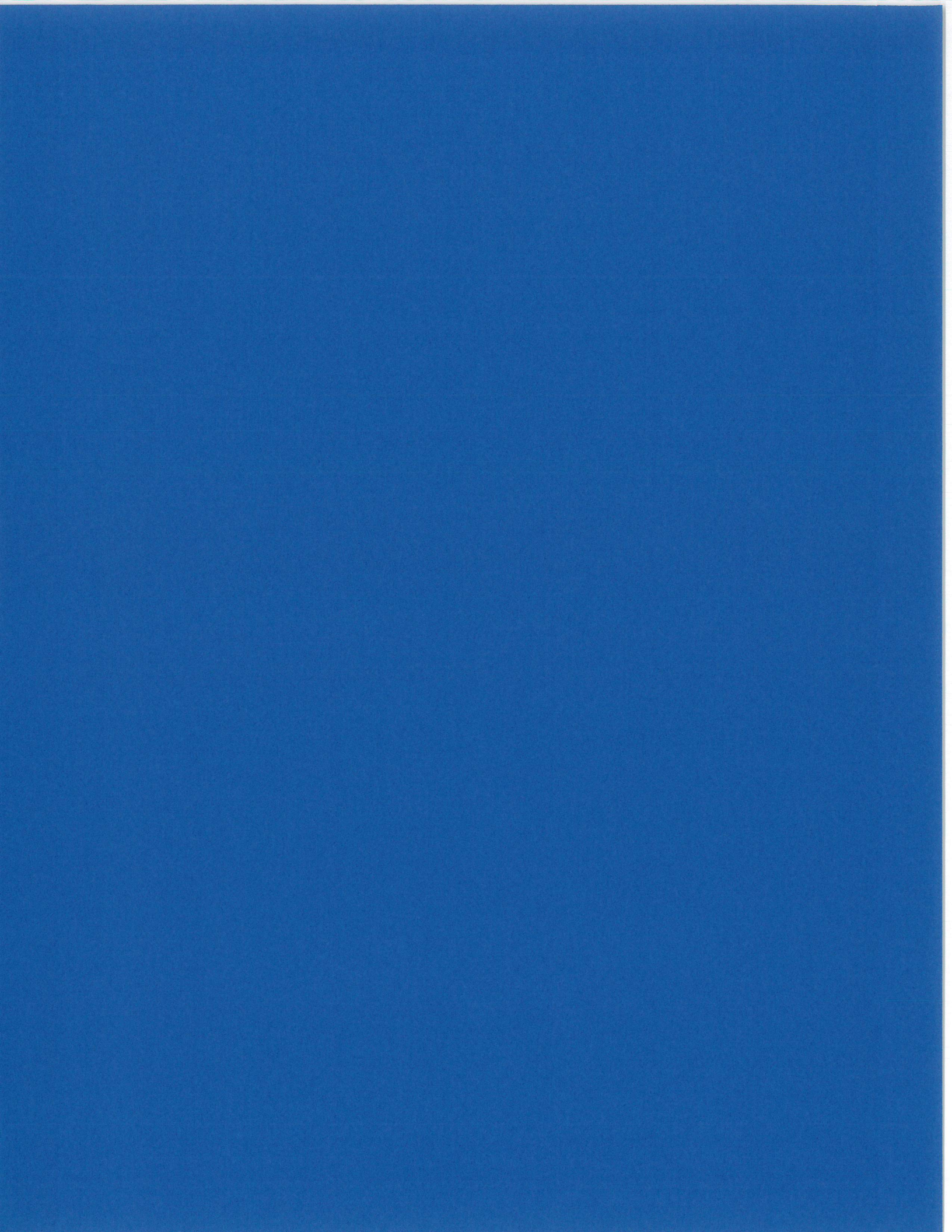
BENEFITS OF TREES

- **Oxygen Provider**
- **Money Saver**
- **Power Investor**
- **Emission Combater**
- **Air Purifier**
- **Natural Coolant**
- **Stress Reducer**
- **Energy Saver**
- **Stormwater Filter**
- **Peacemaker**



QUESTIONS?





**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
September 1, 2022**

Mr. Eskandar called the regular meeting of the Burbank Water and Power Board to order at 5:05 p.m. in the third-floor board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

ROLL CALL

Board Present: Mr. Eskandar, Ms. LaCamera, Mr. LeMasters, Mr. Luddy, Mr. Malotte; Ms. Tenenbaum

Board Absent: None.

Staff Present: Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Aquino, Administrative Officer; Ms. Samra, Assistant General Manager – Power Supply; Mr. Hernandez, acting Assistant General Manager, Customer Service Operations; Mr. Johnstone, Sustainability Officer; Ms. Sarkissian, Manager Customer Service Operations; Mr. Beckett, Water Maintenance & Construction Superintendent; Ms. Waloejo, Financial Planning & Risk Manager; Ms. Rosales, Senior Secretary; Mr. Casillas, Senior Administrative Analyst

ORAL COMMUNICATIONS

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

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Lindell began her update by thanking Ms. LaCamera for serving as the BWP Board Chair from August 2022 through August 2021 and presenting to her a token of appreciation on behalf of BWP.

Ms. Lindell made the board aware that a new board member will be appointed by council on the September 13, 2022 City Council meeting.

Ms. Lindell provided an update to the board on covid. Ms. Lindell noted that there have been 221 positive cases since the start of the pandemic in March 2020, highlighting 67 of those cases have occurred since June of 2022.

Ms. Lindell reminded the board that this year's budget, along with Public Works, will have a two-year budget cycle. Ms. Lindell informed the board that the first year would be considered a 'heavy' budget and the second year would be a 'light' budget to reflect minor adjustments.

Ms. Lindell also reminded the board of the upcoming one-day trip to Diamond Valley Lake alongside the Metropolitan Water District and the San Diego County Water Authority with Ms. Titus to provide additional information on the trip during her legislative update later in the evening.

Ms. Lindell updated the board on the upcoming watering restrictions from September 6 – 20 due to the leak repair by the Metropolitan Water District that will prevent BWP to receive water from the Colorado River. Ms. Lindell noted that during this time no outdoor hand watering will be allowed but mentioned that residents can use water caught in a bucket while warming up a shower bath is fine.

Additionally, Ms. Lindell informed the board on the revival of BWP's H2O to Go program, which will run from September 6 – 20 between Monday – Saturday from 10 am to 7 am and Sunday from 12 pm to 5 pm to fill up 1 to 200 gallons of free recycled water at the George Izay Park.

Lastly, Ms. Lindell made the board aware of the ongoing heatwave, which is hotter than originally expected.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Luddy, seconded by Ms. Tenenbaum, carried 6 – 0 to approve the meeting minutes of the regular meeting of August 4, 2022.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of June 2022.

Mr. Liu, Ms. Lindell, Mr. Sleiman, and Mr. Wilson responded to board member questions.

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

APPROVE THE AMENDED AND RESTATED JOINT POWER AGREEMENT FOR THE SOUTHERN CALIFORNIA PUBLIC UTILITIES FINANCING AUTHORITY (CURRENTLY KNOWN AS THE SOUTHERN CALIFORNIA PUBLIC WATER AUTHORITY JOINT POWERS AGREEMENTS)

Mr. Liu presented the amended and restated joint powers agreement for the Southern California Public Utilities Financing Authority (currently known as the Southern California Public Water Authority Joint Powers Agreement).

Mr. Liu, Mr. Chwang, and Ms. Lindell responded to board member questions.

It was moved by Mr. Malotte, seconded by Ms. La Camera, carried 6 – 0 to recommend that the Burbank City Council approve and authorize the BWP General Manager, as designee of the City Manager, to enter into an amended and restated joint powers agreement with the Los Angeles Department of Water and Power (LADWP) with respect to the Southern California Public Utilities Financing Authority, currently known as the Southern California Public Water Authority and to execute any ancillary document necessary to implement the amended and restated joint powers agreement.

2022 ELECTRIC REVENUE BOND ISSUANCE

Mr. Liu and Mr. Sleiman presented the electric revenue bond issuance to fund the replacement of two electric substations, the investment in renewable projects, the replacement of other electric systems, and the cost of the issuance of the bonds.

Mr. Liu, Ms. Lindell, Ms. Waloejo and Mr. Sleiman responded to board member questions.

It was moved by Ms. Tenenbaum, seconded by Mr. Luddy, carried 6 – 0 to recommend that the Burbank City Council authorize the issuance of the electric revenue bonds of up to \$100 million.

COVID-19 IMPACT UPDATE

Ms. Sarkissian presented an update on the number of customers in arrears and the status of associated debt. Staff continues to work with customers impacted by COVID-19 through payment arrangements. Ms. Sarkissian also presented an update on the California Arrearage Payment Program (CAPP).

Ms. Sarkissian responded to board member questions.

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

2022 BWP ENERGY RISK MANAGEMENT POLICY

Ms. Waloejo presented the 2022 Burbank Water and Power Energy Risk Management Policy.

Ms. Waloejo, Mr. Liu, and Ms. Lindell responded to board member questions.

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

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

Mr. Casillas provided an update on recent items that BWP has taken to the City Council, the voting outcomes of those items, and future items that BWP has scheduled on the City Council agenda forecast.

Mr. Casillas responded to board member questions.

LEGISLATIVE UPDATE

Ms. Titus provided a federal and state legislative update. Ms. Titus highlighted legislation that BWP is monitoring. Ms. Titus also updated the board on the upcoming Burbank, Metropolitan Water District, and San Diego Water Authority Diamond Lake Valley Inspection Trip on Friday, October 14, 2022.

Ms. Titus responded to board member questions.

WATER DIVISION UPDATE

Mr. Wilson updated the board on the Colorado River System, the Upper Feeder Shutdown, and BWP's drought response efforts, including our key actions. Mr. Wilson also informed the board of Burbank community members' water use insights as well as the H2O to Go program that will take place from September 6 – 20.

Mr. Wilson, Ms. Sarkissian, and Ms. Lindell responded to board member questions.

POWER SUPPLY UPDATE

Ms. Samra updated the board on the rising costs of the Intermountain Power Project, mandates associated with the integrated resources plan, and renewable resource prices increasing. Ms. Samra also informed the board of the integrated resources plan timeline. Lastly, Ms. Samra updated the board on the two power plants on the BWP campus.

Ms. Samra, Ms. Lindell, and Mr. Liu responded to board member questions.

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on the lead times on transformers due to supply chain issues, the costs for the Willow Substation design-build contract, and the improving service work lead time.

Mr. Sleiman responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. Tenenbaum inquired about what specific skills are needed to participate in the integrated resources planning group.

Mr. LeMasters thanked everyone for all that they do.

BWP Board Meeting Minutes
September 01, 2022

Mr. LaCamera thanked Ms. Lindell and staff for all that they do to ensure that the lights stay on and water continues to flow.

Mr. Malotte echoed everyone's comments and thanked everyone for allowing him to work with the group.

Mr. Eskandar thanked staff and colleagues for doing their homework and asking questions ahead of the board meeting.

ADJOURNMENT

The meeting was adjourned at 8:44 p.m. The next regular board meeting is scheduled for October 6, 2022, and will be held in the third-floor board room at Burbank Water and Power Administration Building.

Armando Casillas
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Philippe Eskandar, BWP Board Chair