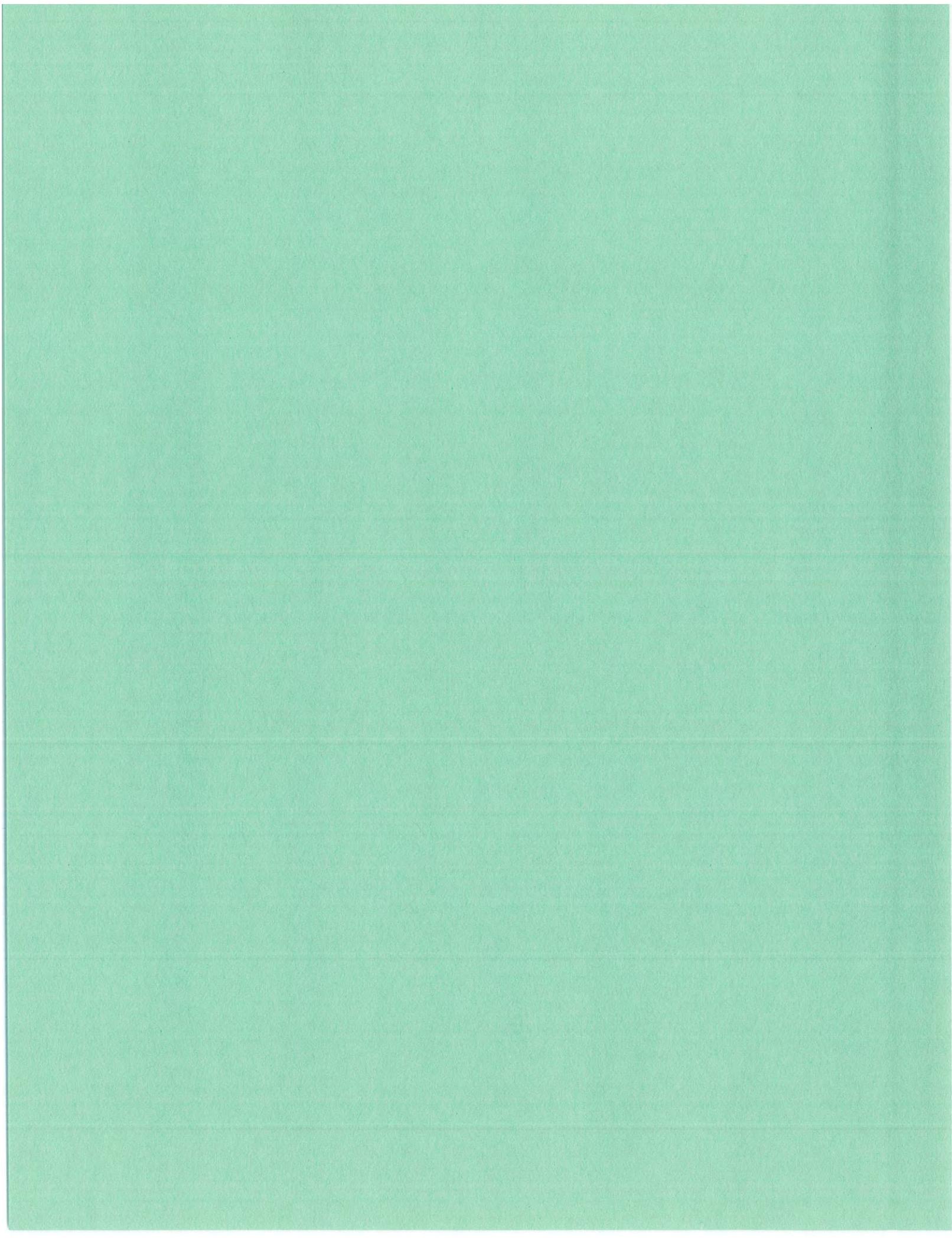


# Weekly Management Report

## January 17, 2014

1. **MEMO** – Weekly Management Report-Council Meeting Dates – City Manager
2. **LETTER** – City Council’s Hexavalent Chromium MCL (DPH-11-005) letter – January 14, 2014 – Burbank Water & Power
3. **STAFF REPORT** Burbank Water & Power – November 2013 Operating Results – Burbank Water & Power
4. **MEMO** – Burbank Water & Power- Environmental Compliance Coordinator Recruitment Update – December 9, 2013 - Burbank Water & Power
5. **STAFF REPORT** – Wayfinding Signs for the St. Leon Cathedral – Public Works
6. **MEMO** – Planning Board Actions of January 13, 2014 – Community Development Department
7. **SYNOPSIS** – Park, Recreation and Community Services Board - Annotated Agenda/Meeting Summary of January 9, 2014 – Park, Recreation and Community Services
8. **SYNOPSIS** – Park, Recreation and Community Services Child Care Committee Meeting - Annotated Agenda/Meeting Summary of January 14, 2014 – Park, Recreation and Community Services
9. **SYNOPSIS** – Park, Recreation and Community Services Cultural Arts Commission Annotated Agenda/Meeting Summary of January 9, 2014 – Park, Recreation and Community Services
10. **SYNOPSIS** – Park, Recreation and Community Services Youth Board Annotated Agenda/Meeting Summary of January 8, 2014 – Park, Recreation and Community Services
11. **SYNOPSIS** – Burbank Landlord Tenant Commission Meeting of January 6, 2014 – Community Development Department
12. **SYNOPSIS** – Heritage Commission Meeting of January 9, 2014 – Community Development Department
13. **WEEKLY LIBRARY REPORT** – January 9, 2014 – Library Services Department
14. **CITY NOTES** – City Manager’s Office City Notes – January 17, 2014 – Public Information Office





**CITY OF BURBANK**  
**OFFICE OF THE CITY MANAGER**  
**(818) 238-5800**  
**FAX (818) 238-5804**

**DATE:** January 17, 2014  
**TO:** Honorable Mayor & City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT:** **Weekly Management Report – Council Meeting Dates**

I will normally send out Weekly Management reports on the same weeks we have agenda packets. However, I am sending one this week because some of the attached materials have gotten a bit dated during the holiday season break.

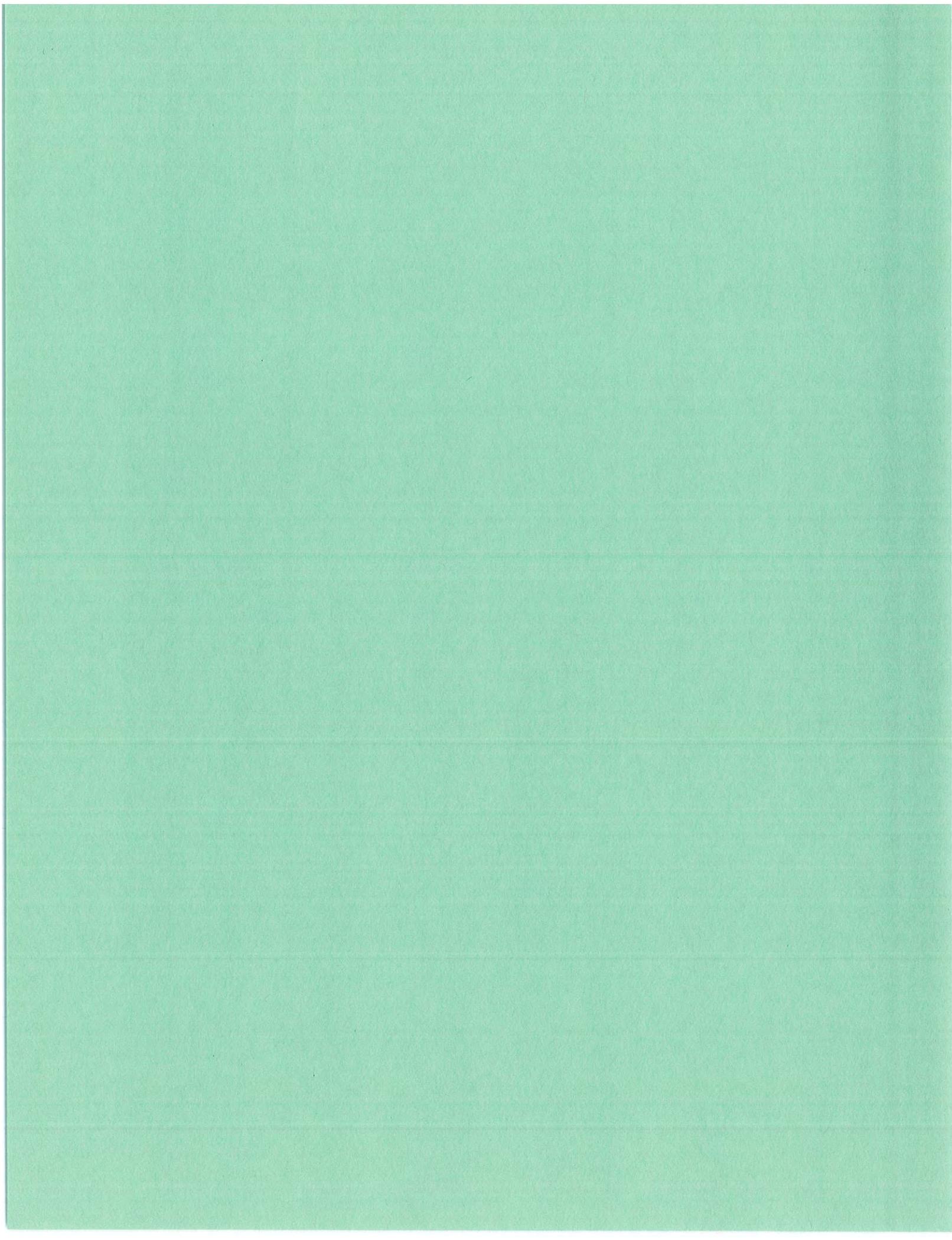
I also want to note that staff plans to issue a new City Council meeting schedule for the first six months of 2014. Based on the City Council's expressed desire, we plan to hold City Council meetings on every Tuesday through June, except for the following 3 holiday weeks:

January 21, 2014	(Martin Luther King Holiday week)
February 18, 2014	(Presidents' Day week)
May 27, 2014	(Memorial Day week)

I understand that we are scheduled for a Town Hall meeting on Tuesday, March 4, 2014, so that will replace a regular Tuesday meeting date.

If we end up with few (or no) formal agenda items on any future Tuesday, we will schedule Study Session topics. We have an ample number of issues to make positive use of these dates.

The City Council may wish to address the July-August schedule sometime soon if only to allow your colleagues to schedule family vacations. Staff will gladly accommodate whatever schedule you establish.





**CITY OF BURBANK**  
**OFFICE OF THE CITY MANAGER**  
**(818) 238-5800**  
**FAX (818) 238-5804**

**DATE:** January 17, 2014  
**TO:** Honorable Mayor & City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT:** Hexavalent Chromium MCL (DPH-11-005)

I am attaching a copy of the letter the City Council sent to Governor Brown concerning draft Chromium MCL regulations. The letter is also being sent to other public officials including: Assembly Member Mike Gatto and Senator Carol Liu, as well as the Metropolitan Water District and California Municipal Utilities Association.



January 14, 2014

Governor Jerry Brown  
State Capitol, Suite 1173  
Sacramento, CA 95814

**SUBJECT: Hexavalent Chromium MCL (DPH-11-005)**

Dear Governor Brown:

The Burbank City Council strongly desires to provide additional comments on the draft maximum contaminant level (MCL) for hexavalent chromium in drinking water. While Burbank Water and Power (BWP) provided official comments to the California Department of Public Health (Department) during the comment period that ended October 11, 2013, the entire Burbank City Council, after a hexavalent chromium study session on December 10, 2014, wanted to convey some additional important comments regarding using the best available science, economic feasibility and cost impacts, during the final stages of setting the first of its kind MCL for hexavalent chromium in the United States.

The City of Burbank provides drinking and recycled water to the 103,000 Burbank residents and 6,000 businesses. Burbank is located in the San Fernando Valley and is reliant on both imported water and treated local ground water to provide Burbank with drinking water. It is our mission to provide safe, reliable and affordable water.

**Chromium is present naturally in many water sources**

The impact of the MCL will be felt across all California water systems. Hexavalent chromium is present in many water sources and may be naturally present in groundwater at levels up to, and in some cases exceeding, 100 parts per billion (ppb) as a result of local geology. This is much higher than the 10 ppb that the Department has issued as a draft MCL.

In Burbank's case, most of the hexavalent chromium is the result of past industrial practices in the San Fernando Valley. The city has been closely monitoring the regulatory development on hexavalent chromium and although we are affected by hexavalent chromium, we have been meeting the current state standard of 50 ppb for total chromium. The new draft MCL will require changes to operational procedures, but fortunately, the City will meet this new level.

## **Use the latest and best scientific studies to set the final MCL**

The City Council feels strongly, with such broad ramifications to the water industry, that we must insist that the best available scientific studies be reflected in the setting of the final MCL for hexavalent chromium. Today, this is not the case. *The latest significant toxicology research suggests that there is no scientific or public health basis for the state to lower the drinking water levels in California below the current 50 ppb for chromium.* The most recent peer-reviewed literature and scientific findings supersede the analysis used to set the Public Health Goal (PHG). Please see the enclosed **ToxStrategies, Inc. and Summit Toxicology presentation and summary by Dr. Deborah Proctor** that shows no observed toxicity in rodents exposed to concentrations of hexavalent chromium in drinking water at the current maximum contaminant level (MCL) of 100 ppb for total chromium.

## **Economic feasibility and treatment costs**

The California Health and Safety Code Section 116365(a) requires the Department to set the MCL at a level that is as close as technologically and economically feasible to the PHG. In the Department's Initial Statement of Reasons, the Department looked at economic feasibility, but did not conduct analysis on whether or not 10 ppb is technologically feasible. Before adopting the final MCL, the Department needs to determine and share their findings on how treatment to 10 ppb can be reliably achieved in practice.

Because of Burbank's history with chromium, we have been actively engaged and financially contributing to the study of treatment technologies for lowering hexavalent chromium levels in drinking water (Glendale). There is still more work to be done.

The cities of Glendale, Burbank, and Los Angeles voluntarily cooperated in research programs on treating water for hexavalent chromium. Findings from these studies have helped to inform the science of removing chromium from drinking water. These programs were funded in part by the U.S. Environmental Protection Agency, the Association of Water Agencies, the State of California, the Water Research Foundation and the cities. The latest results show, based on a range of MCLs, a cost between \$400 per acre foot (AF), to well over \$2,000 per AF to treat water systems with varying water volume flow rates. These are significant costs, while the cost impacts to treat drinking water at small water agencies in California may be even greater. The Department's own analysis has led to an undercounting of treatment costs and needs to be re-examined before issuing a final MCL.

The Southern California Water Committee's formal comments in October 2013 detail some of the flaws in the economic feasibility analysis and the failure to account for the full breadth of factors involved in the cost of treatment to meet the 10 ppb MCL. We encourage you to have the Department fully vet the economic feasibility and cost to reduce hexavalent chromium to meet the 10 ppb before finalizing the MCL.

Lastly, we are aware of the plans to reorganize the Department's primary drinking water setting capabilities under the State Water Resources Board. We urge that all the necessary time to consider the full scale, scope and vetting of the 18,000 public comments that have been filed be utilized.

In conclusion, we strongly support utilizing sound science in the development of the MCL and that risk assessments should be carefully crafted in recognition of scientifically validated studies that will appropriately protect public health in California. As such, we urge that these additional comments be

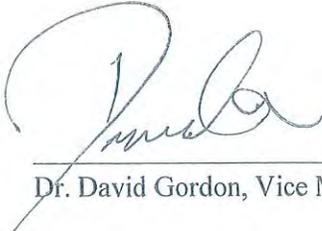
taken into consideration as your administration looks to adopt a final MCL of 10 ppb for hexavalent chromium.

Thank you for your consideration of these comments.

Sincerely,



Emily Gabel-Luddy, Mayor



Dr. David Gordon, Vice Mayor



Gary Bric, Council Member



Bob Frutos, Council Member



Jess Talamantes, Council Member

c: Enclosure

# Do Low Concentrations of Hexavalent Chromium in Drinking Water Pose a Cancer Hazard?

## Results of ACC's Cr(VI) Mode of Action Study



**Deborah Proctor**

Chad Thompson, Mark Harris, Mina Suh, Laurie Haws,  
Chris Kirman and Sean Hays

**ToxStrategies, Inc. and Summit Toxicology**

November 2012

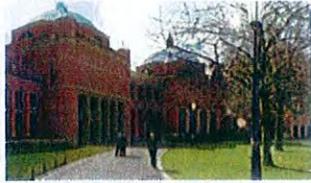
*Research Project funded by the Cr 6 Panel of the American Chemistry Council*

## Presentation Overview

- Background regarding Cr(VI) toxicology and the Mode of Action (MOA) Research Project
- Research findings that inform the risk assessment for relevant drinking water exposure (i.e., by humans at low levels)
- How kinetic models<sup>1</sup> and “mode of action” data are used in cancer risk assessment to set safe levels
- Calculation of Drinking Water Equivalent Level (DWEL) protective of intestinal cancer

# Cr(VI) MOA Study Research Team

## Universities



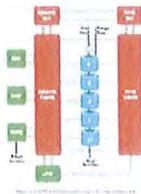
George Washington University Medical Center  
Michigan State University  
University of Cincinnati Medical Center  
Duke University Medical School

## Analytical Laboratories



Applied Speciation  
Brooks Rand Laboratory  
Environmental Standards

## Risk Assessors and Modelers



Summit Toxicology  
ToxStrategies

## Research Laboratories



Experimental Pathology Laboratories  
Southern Research Institute  
National Center for Toxicological Research  
ThermoFisher

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## National Toxicology Program (NTP) Study Results for Cr(VI) and Cr(III)

### NTP Cr(VI) drinking water study

- Mice and rats consuming 5,000 – 180,000  $\mu\text{g/L}$  (ppb) Cr(VI) as sodium dichromate dihydrate (SDD)
- Rare tumors appeared late in the study
  - Mice: adenomas and carcinomas of small intestines
  - Rats: squamous cell carcinoma in oral cavity



B6C3F1 mouse

### NTP Cr(III) drinking water study

- No significant effects observed in either species



F344/N rat

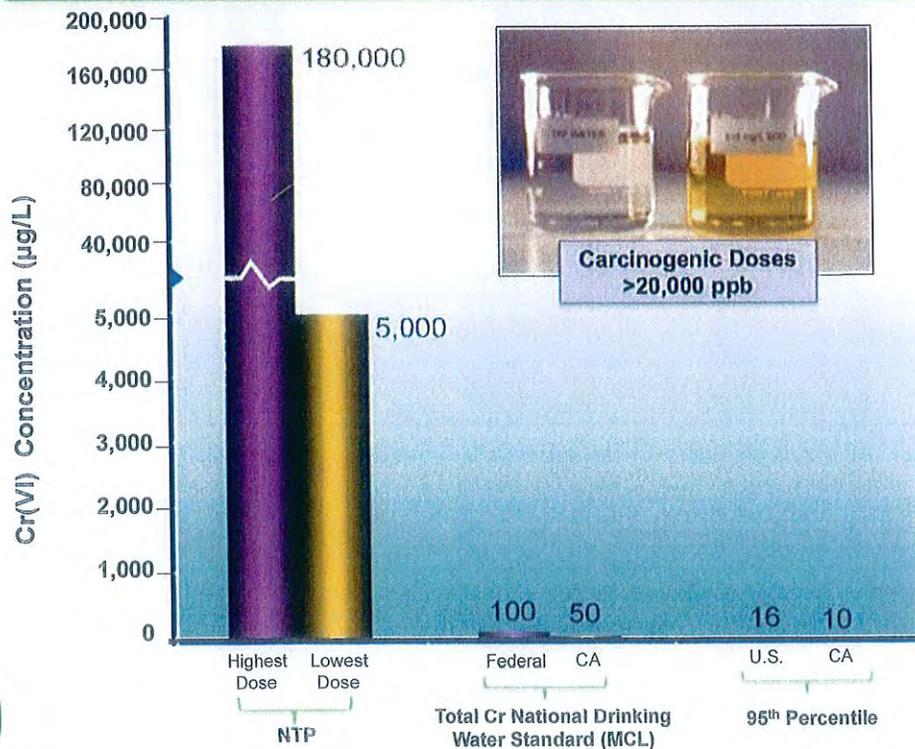
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# Cr(VI) MOA Research Project Background

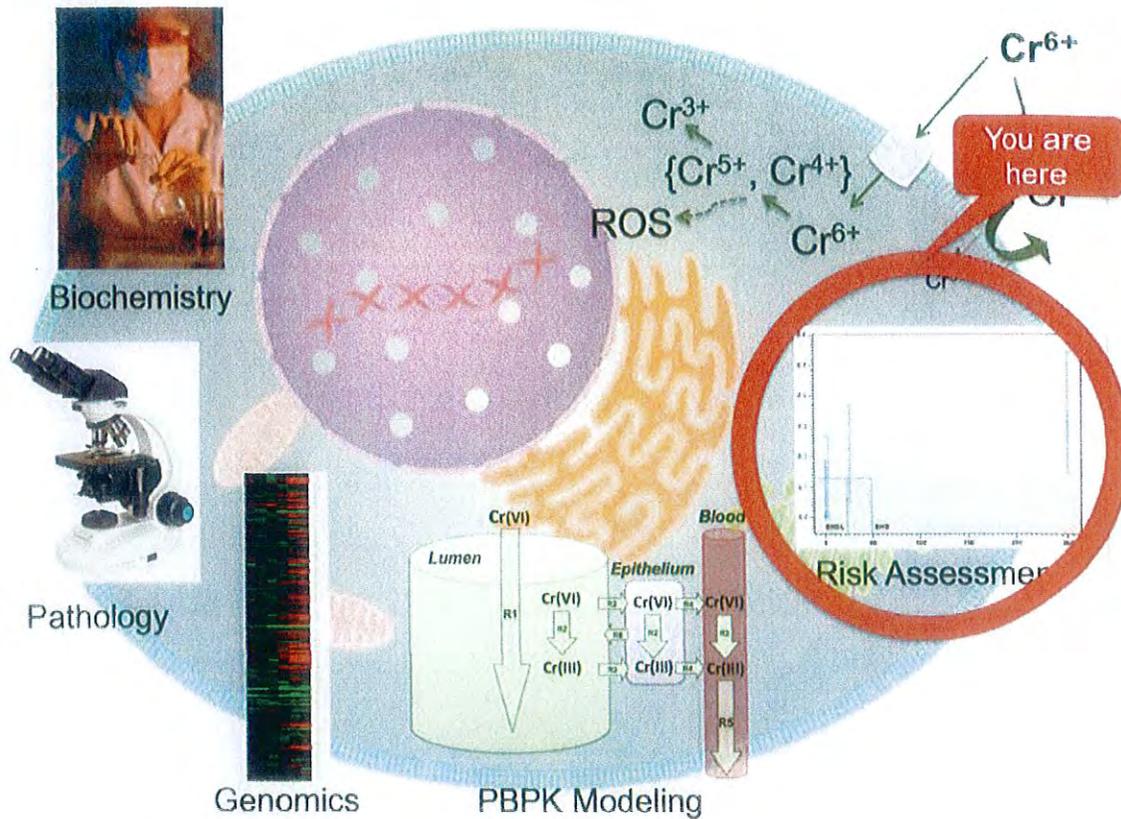
- The Cr(VI) MOA research project was developed using EPA Guidance
- Provides information as to why tumors occurred in rodents
- Provides information on the differences between rodents and humans with regard to internal dose
- Develops the models and data needed to do a State-of-the-Art Risk Assessment

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## Comparison of NTP Doses to Human Exposures

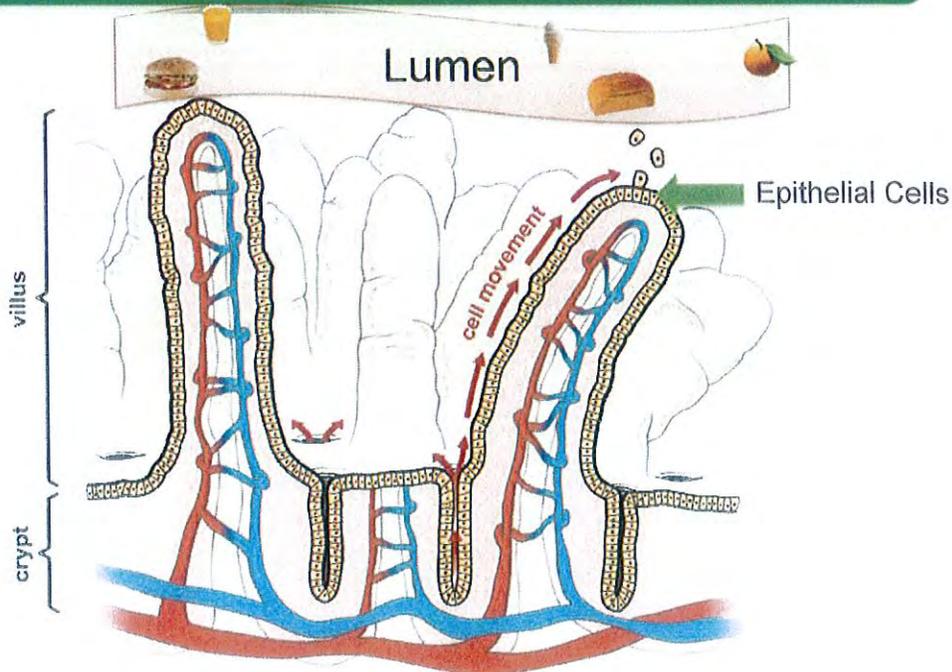


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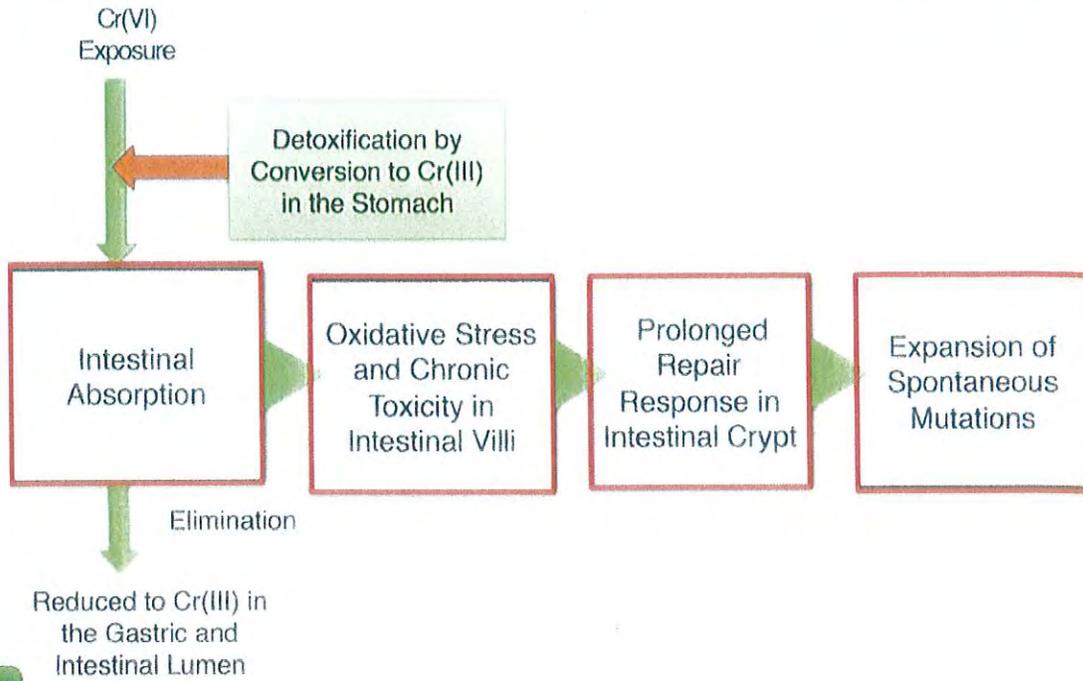
©2000-2011 Ingenuity Systems, Inc.

## Biology is Important



Tissue of the Small Intestine

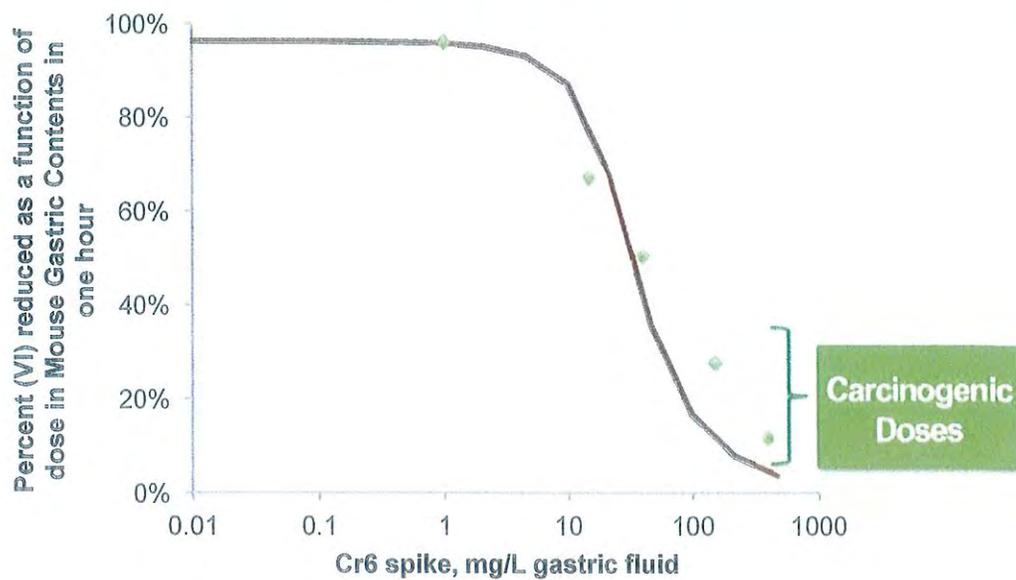
## Mode of Action for Intestinal Cancer



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## Stomach Reduction Kinetics

## Stomach Reduction Capacity is Exceeded At Carcinogenic Doses in Rodents



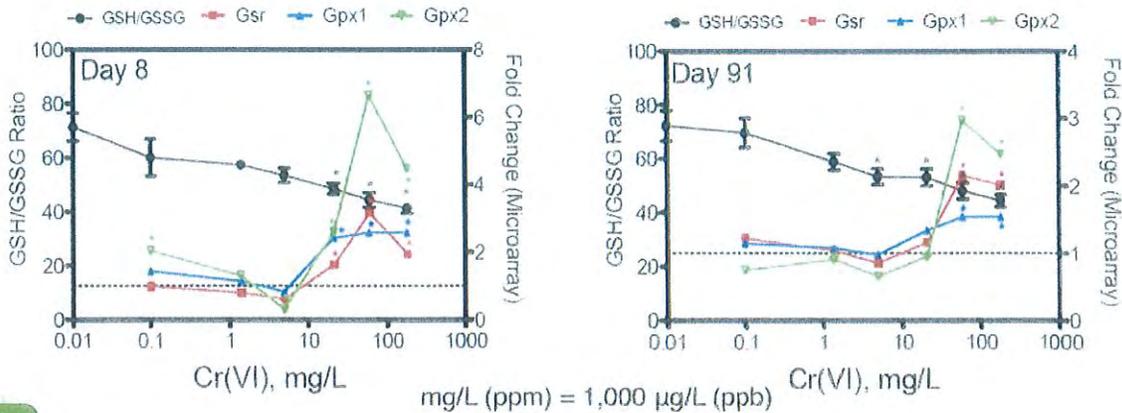
11

Data by Applied Speciation

## Oxidative Stress and Chronic Toxicity in Intestinal Villi

## Biochemical and Genomic Responses to Oxidative Stress

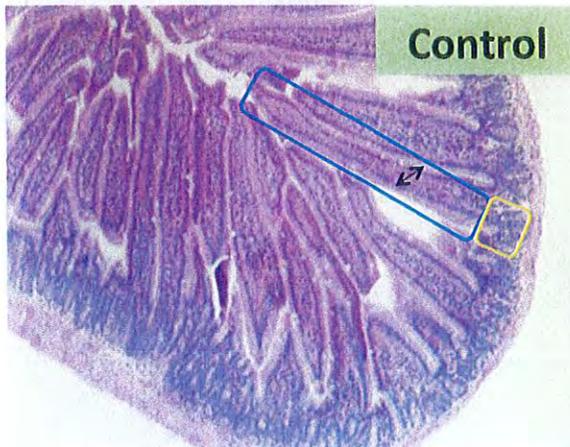
- Significant decreases in reduced to oxidized glutathione in mouse duodenum and jejunum
- Activation of genomic response to oxidative stress



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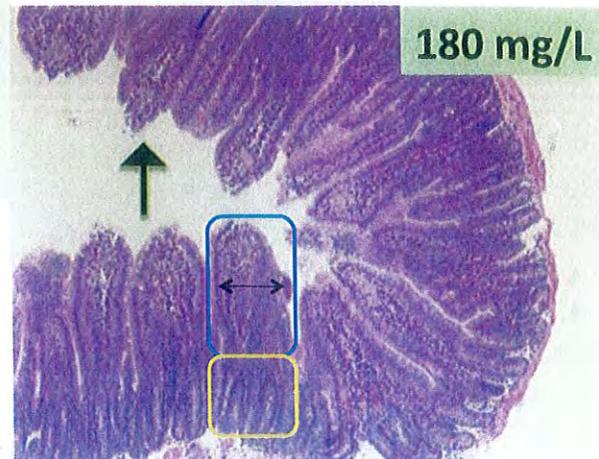
Toxicogenomics by Michigan State; GSH/GSSG data by University of Cincinnati

## Toxicity in Villus & Regeneration of New Cells in Crypt



At High Doses:

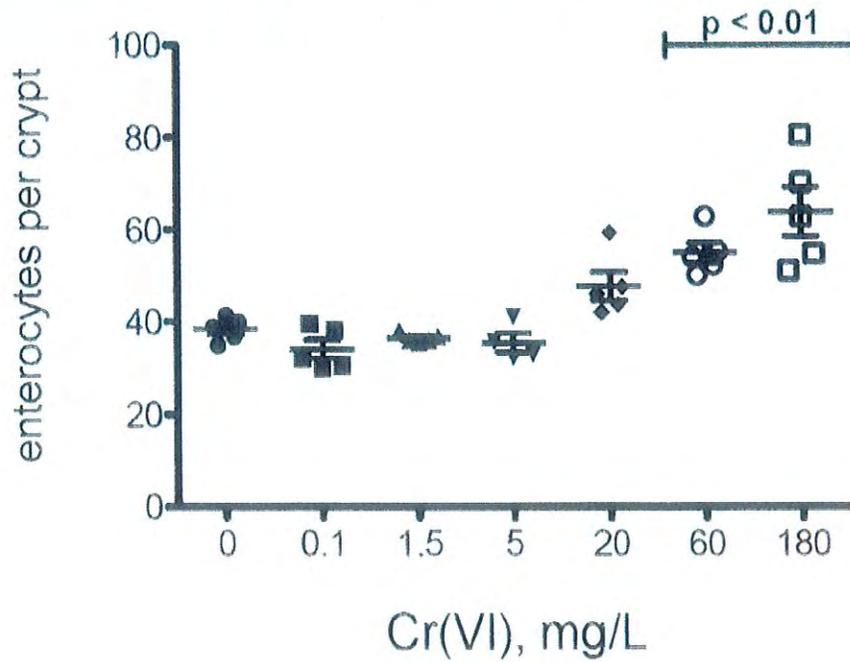
- Expanded Crypt Area, Blunted Villi
- Damage at villi tips



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George Washington University Medical Center

## Total number of Epithelial Cells in the Duodenal Crypt (Mouse Day 90)



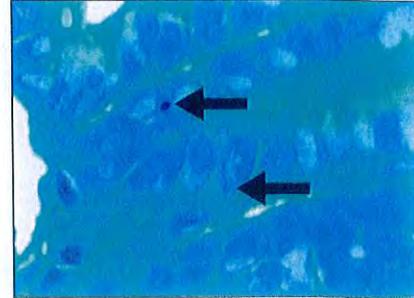
15

Experimental Pathology Laboratories

**Does Cr(VI) Cause DNA Mutations in the Crypt or Do Tumors Occur by Spontaneous Replication Error?**

## Toxicity and DNA Damage to Cells in the Duodenal Crypt

- Mitotic Index: Percentage of Cells Undergoing Division
- Apoptotic Index: Percent of cells undergoing apoptosis (programmed cell death)
- Micronuclei: Total number of cells with an extra smaller nucleus indicating broken chromosomes



Measured in 10 fully intact crypts per animal, 5 animals per dose

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Experimental Pathology Laboratories

## No Toxicity to Cells in the Duodenal Crypt (Mice Day 91)

Cr(VI) Drinking Water (mg/L)	Mitotic Index (%)	Apoptotic Index (%)	Total Number of Micronuclei
0	1.43 ±1.17	0.47 ±0.22	0
0.1	2.28 ±1.07	1.0 ±0.47	0
1	2.36 ±0.684	0.5 ±0.4	No Effect on Normal Cell Generation or Cellular Death
5	3.08 ±0.46	0.7 ±0.3	
20	2.46 ±0.76	0.5 ±0.96	
60	2.72 ±0.97	0.84 ±0.96	0
180	2.11 ±1.09	0.67 ±0.33	0

Purple for Carcinogenic Doses

Mitotic and apoptotic indices are percent of mitotic and apoptotic cells per total cells evaluated

Data represent total number of cells evaluated in 10 fully intact crypts per animal, 5 animals per dose group

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Experimental Pathology Laboratories

## No DNA Damage in Duodenal Crypt (Mice Day 91)

Cr(VI) Drinking Water (mg/L)	Mitotic Index (%)	Apoptotic Index (%)	Total Number of Micronuclei
0	1.43 ±1.17	0.47 ±0.22	0
0.1	2.11 ±1.09	0.67 ±0.33	0
1	2.11 ±1.09	0.67 ±0.33	0
5	3.17 ±1.58	1.01 ±0.50	0
20	2.11 ±1.09	0.67 ±0.33	0
60	2.11 ±1.09	0.67 ±0.33	0
180	2.11 ±1.09	0.67 ±0.33	0

**No Evidence of DNA damage in Target Crypt Cells with Proliferation Response**

Purple for Carcinogenic Doses

Mitotic and apoptotic indices are percent of mitotic and apoptotic cells per total cells evaluated

Data represent total number of cells evaluated in 10 fully intact crypts per animal, 5 animals per dose group

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Experimental Pathology Laboratories

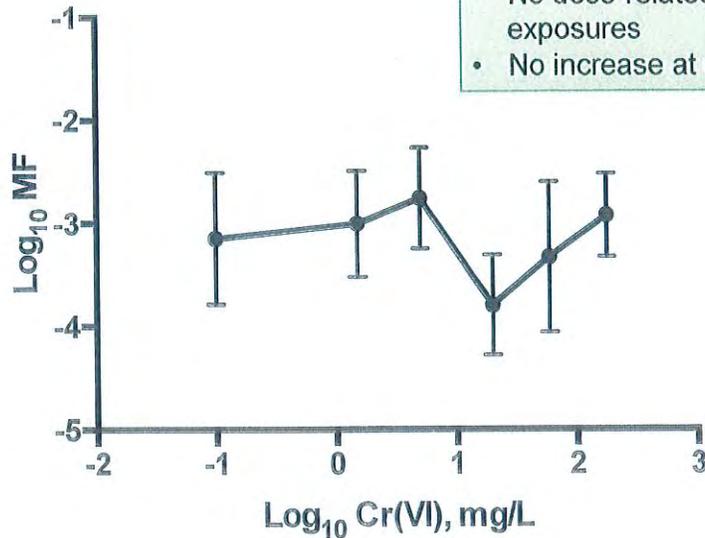
## Mutation Analysis

- ❖ When DNA is damaged, cells die, DNA is correctly repaired, or more rarely it is repaired with an incorrect code
- ❖ If the incorrect code is in an important gene sequence (an oncogene), the cells can start to divide uncontrollably, and this is called mutagenesis
- ❖ Thus, there is an important distinction between genotoxicity (damage to DNA), and mutagenesis which is a heritable change in the DNA sequence
- ❖ We looked for a specific mutation in an oncogene (K-Ras) in mouse intestinal tissue with a very sensitive method at doses that cause hyperplasia
- ❖ K-Ras codon 12 is commonly mutated in intestinal cancers
- ❖ K-Ras codon 12 GAT mutation is also a “reporter gene” for mutations in other parts of the DNA sequence
- ❖ Mutation data, such as this, are EPA’s highest tier of data for assessing whether a chemical acts by a mutagenic MOA

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## K-Ras Codon 12 GAT Mutations (Mouse Duodenum, Day 91)

- K-Ras commonly mutated in intestinal cancers
- No dose-related trend with Cr(VI) exposures
- No increase at carcinogenic doses

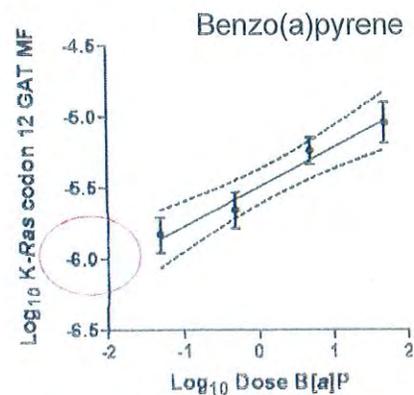
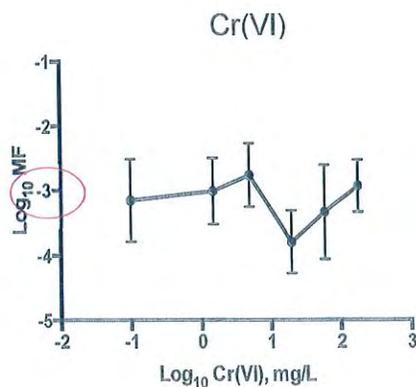


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George Washington University Medical Center and National Center for Toxicological Research

## K-Ras Mutations: Comparison with Benzo(a)pyrene (Mouse Duodenum, Day 91)

- K-Ras Codon 12 GAT mutations increased with BaP dose and adduct formation in mouse lung (Meng et al. 2010)
- Evidence for a Mutagenic MOA for BaP in lung
- **High background rate of K-Ras mutations in mouse small intestine as compared to lung and other tissues (Mutant fraction of  $\sim 10^{-3}$  in intestine and  $\sim 10^{-6}$  in lung)**

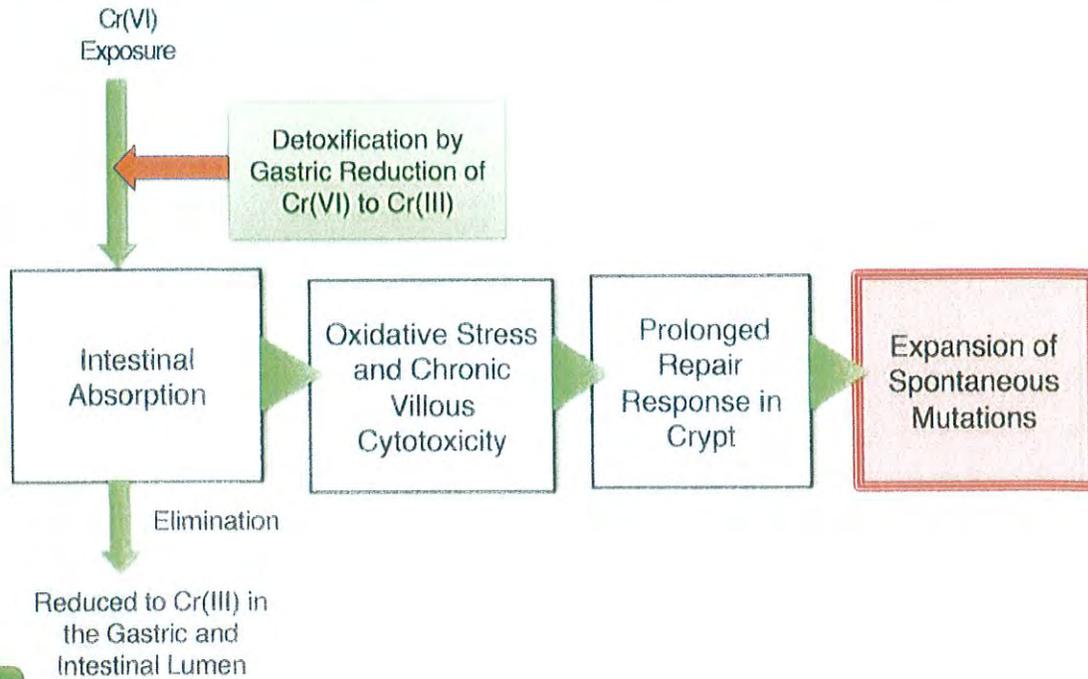


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From Meng et al. 2010. *Environ Mol Mutagen* 51, 146-155

George Washington Medical Center and National Center for Toxicological Research

## Lack of Early DNA Damage or Mutations



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## MOA Study Findings (Mice)

Significant change	Cr6 Drinking Water Concentration (mg/L)					
	0.1	1.4	5	20	60	180
Day 91 Duodenum						
Cr in duodenum	-	-	✓	✓	✓	✓
Oxidative Changes	-	-	✓	✓	✓	✓
Gene Changes	-	-	✓	✓	✓	✓
Villus toxicity	-	-	-	✓	✓	✓
Crypt proliferation	-	-	-	-	✓	✓
Crypt DNA damage	-	-	-	-	-	-
<i>K-Ras</i> mutation (Codon 12 GAT)	-	-	-	-	-	-

24

Underlined checks indicate significant changes at day 8 as well, Cr concentrations not measured at day 8.

## MOA Study Findings (Mice)

Significant change	Cr6 Drinking Water Concentration (mg/L)					
	0.1	1.4	5	20	60	180
<b>Day 91 Duodenum</b>						
Cr in duodenum	<b>No Effect in the Low Dose Range</b>		✓	✓	✓	✓
Oxidative Changes			✓	✓	✓	✓
Gene Changes			✓	✓	✓	✓
Villus toxicity			-	✓	✓	✓
Crypt proliferation			-	-	✓	✓
Crypt DNA damage			-	-	-	-
<i>K-Ras</i> mutation (Codon 12 GAT)			-	-	-	-

25

Underlined checks indicate significant changes at day 8 as well, Cr concentrations not measured at day 8.

## MOA Study Findings (Mice)

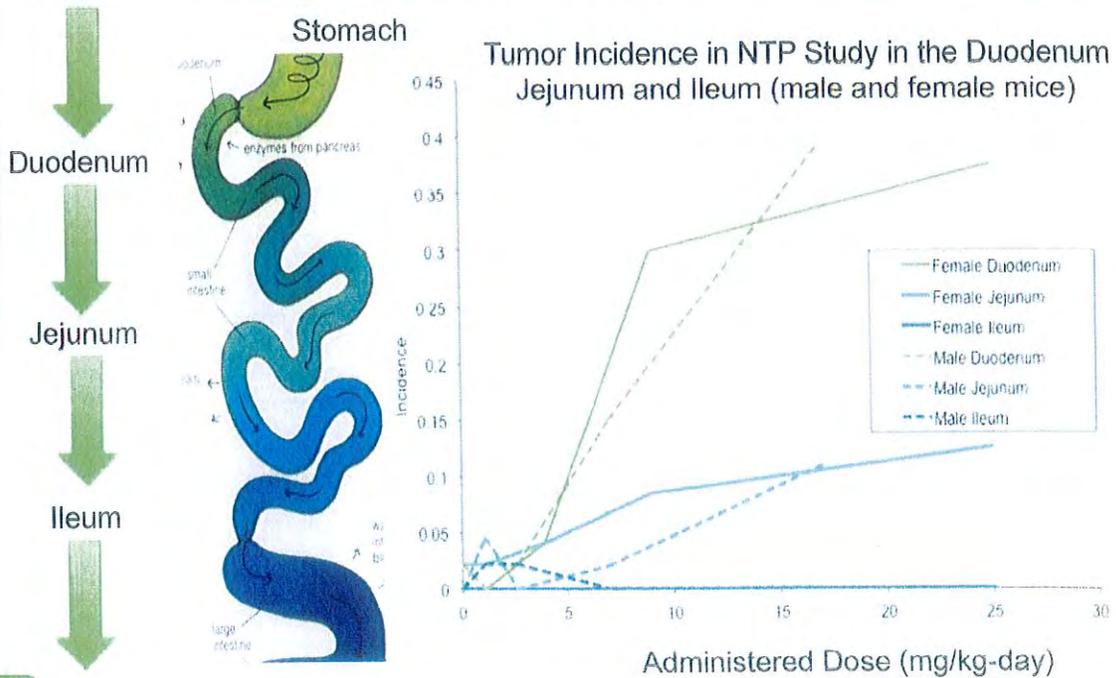
Significant change	Cr6 Drinking Water Concentration (mg/L)					
	0.1	1.4	5	20	60	180
<b>Day 91 Duodenum</b>						
Cr in duodenum	-	-	✓	✓	✓	✓
Oxidative Changes	-	-	✓	✓	✓	✓
Gene Changes	-	-	✓	✓	✓	✓
Villus toxicity	-	-	-	✓	✓	✓
Crypt proliferation	-	-	-	-	✓	✓
Crypt DNA damage	<b>No Mutagenesis, No Basis for Linear Low Dose Extrapolation</b>					
<i>K-Ras</i> mutation (Codon 12 GAT)						

26

Underlined checks indicate significant changes at day 8 as well, Cr concentrations not measured at day 8.

# Use of PBPK Models

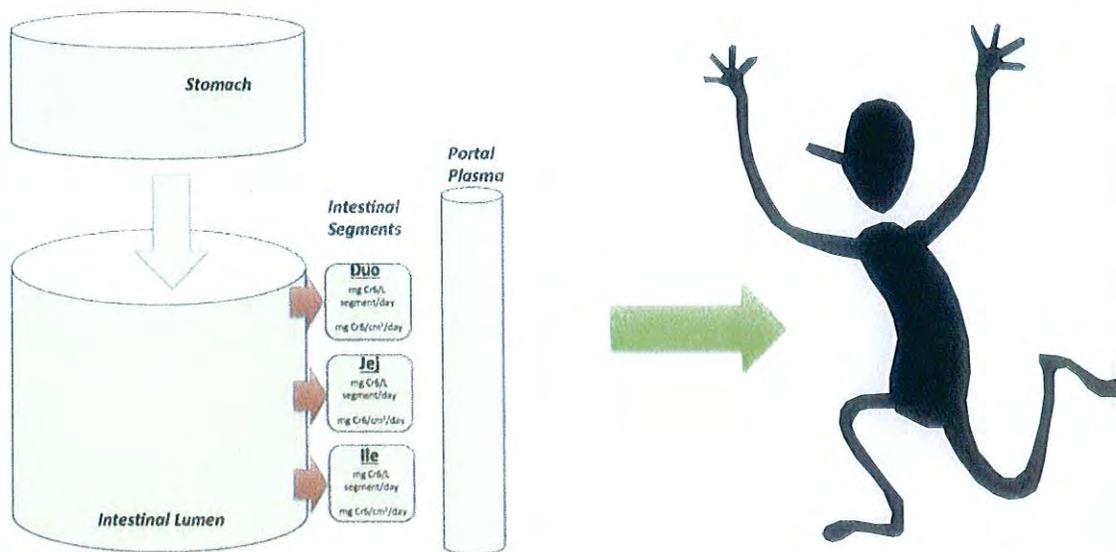
## PBPK Models Can Predict Internal Dose by Intestinal Segment





## Human PBPK Model Allows for Extrapolation of Internal Dose to Humans

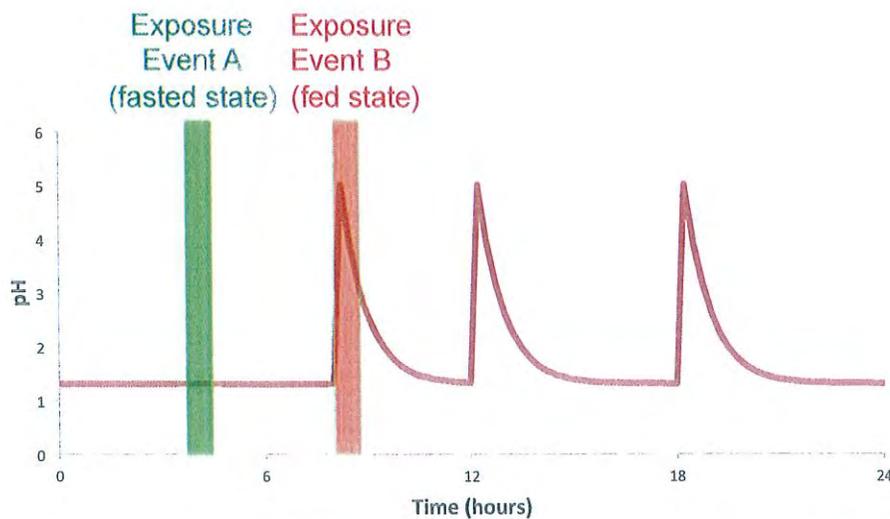
### Mouse PBPK Model of GI



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Summit Toxicology

## Model Application to Humans: Importance on Exposure Time and Diurnal Variation

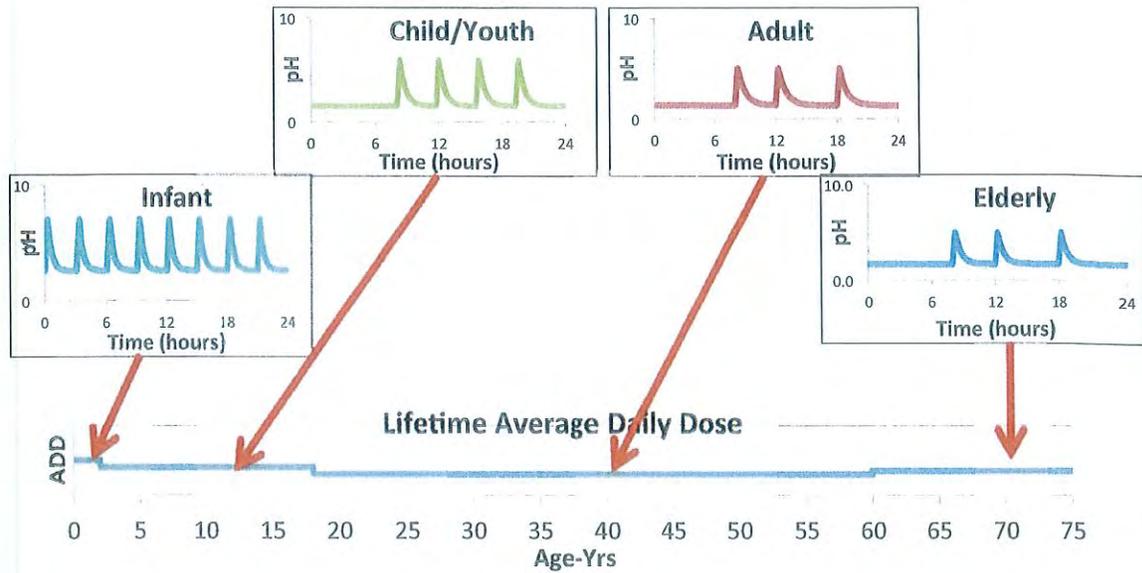


*Because Cr(VI) reduction is pH-dependent, exposure events A & B will result in different internal doses even if external doses are the same*

32

Summit Toxicology

## Model Application for Risk Assessment: Accounting for Age-Dependent Changes in Gastric pH

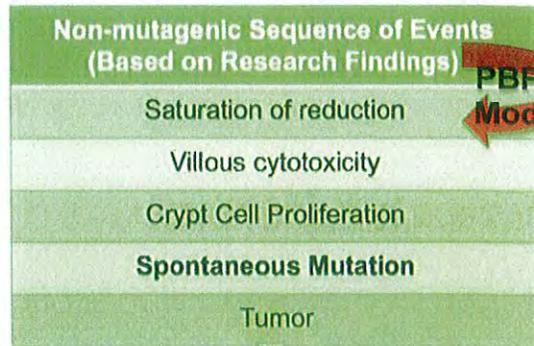
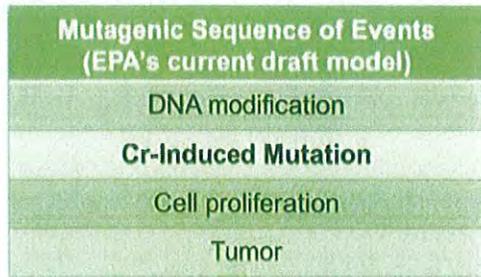


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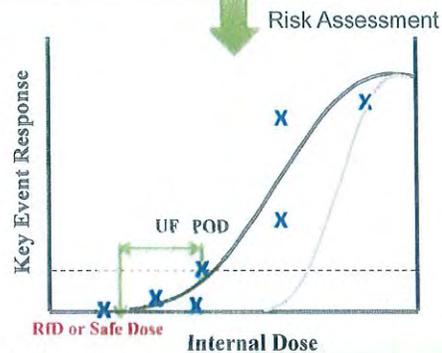
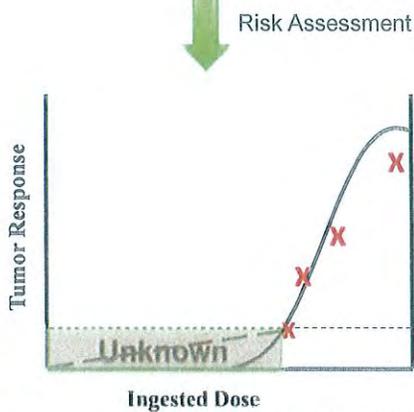
*The lifetime average weighted dose (a time-weighted average) is less than 2-fold greater than the adult average daily dose*

## Using Mode of Action and PBPK Models in Risk Assessment

# EPA's Draft Risk Assessment with a Mutagenic MOA Compared with That Considering The New Data



**PBPK Model**



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UF = Uncertainty Factor, POD = Point of Departure

## Risk Assessment Terms

Point of Departure (POD)

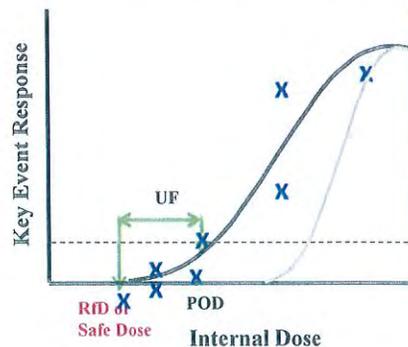
Lower confidence level on  
10% response level

Uncertainty Factor (UF)

3-10 Multipliers Used to Account  
for uncertainty and unaccounted  
for variability

Reference Dose (RfD)

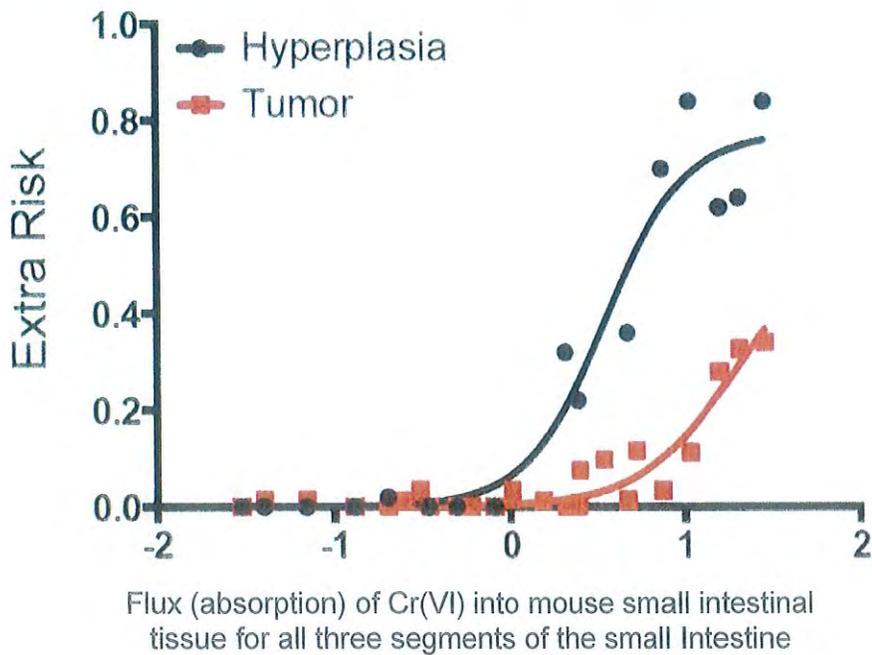
Example Dose Response Curve



An RfD is defined by the U.S. EPA as "an estimate (with uncertainty spanning perhaps an order of magnitude) of a daily exposure to the human population (including sensitive subgroups) that is likely to be without an appreciable risk of deleterious effects during a lifetime."

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## Hyperplasia is Key Event Preceding Cancer (NTP 2-year Data)



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## Calculation of a Reference Dose Protective of Intestinal Cancer

$$RfD = LADD \div UF$$

Accounts for pH  
variability at all life  
stages

RfD = Reference Dose (mg/kg-day)

LADD = Lifetime Average Daily Dose (mg/kg-day) in Human

UF = Uncertainty Factors

People on Proton Pump Inhibitors have  
~3-fold higher dose  
\* Variations in Water Consumption can  
result in up to a higher dose by ~2-fold

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## RfD Can Be used To Calculate a DWEL

$$\text{Drinking Water Equivalent Level (DWEL)} = (\text{RfD} \times \text{BW}) \div \text{IR}$$

DWEL = Drinking Water Equivalent Level

RfD = Reference Dose for a Lifetime exposure including sensitive subpopulations

IR = Ingestion Rate (2 L/day)

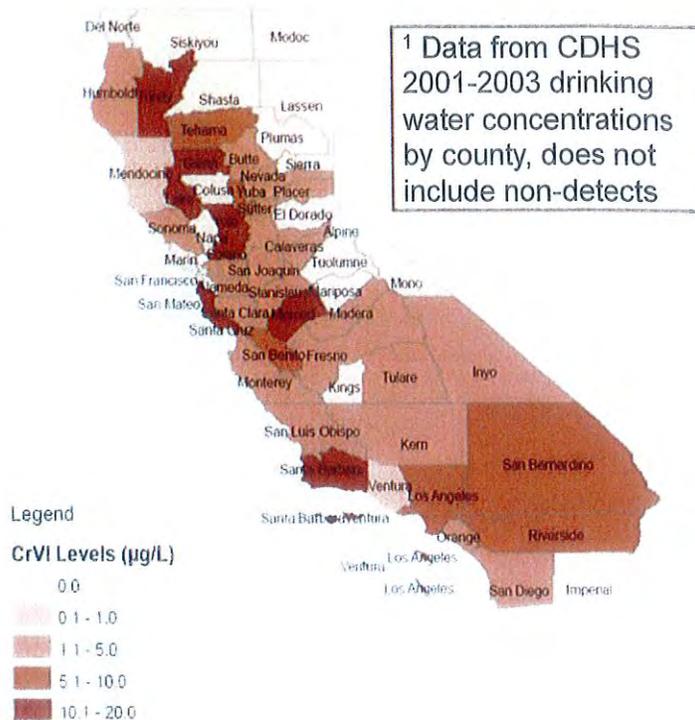
BW = Body Weight (70 kg)

**Resulting DWEL is supportive of the current MCL (~100 ppb)**

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## Average Cr(VI) Detected in Drinking Water<sup>1</sup>

- Background is around 1-5 ppb
- DWEL is higher than background
- Current Standards are protective
- No risk at normal background exposures, even for sensitive subpopulations

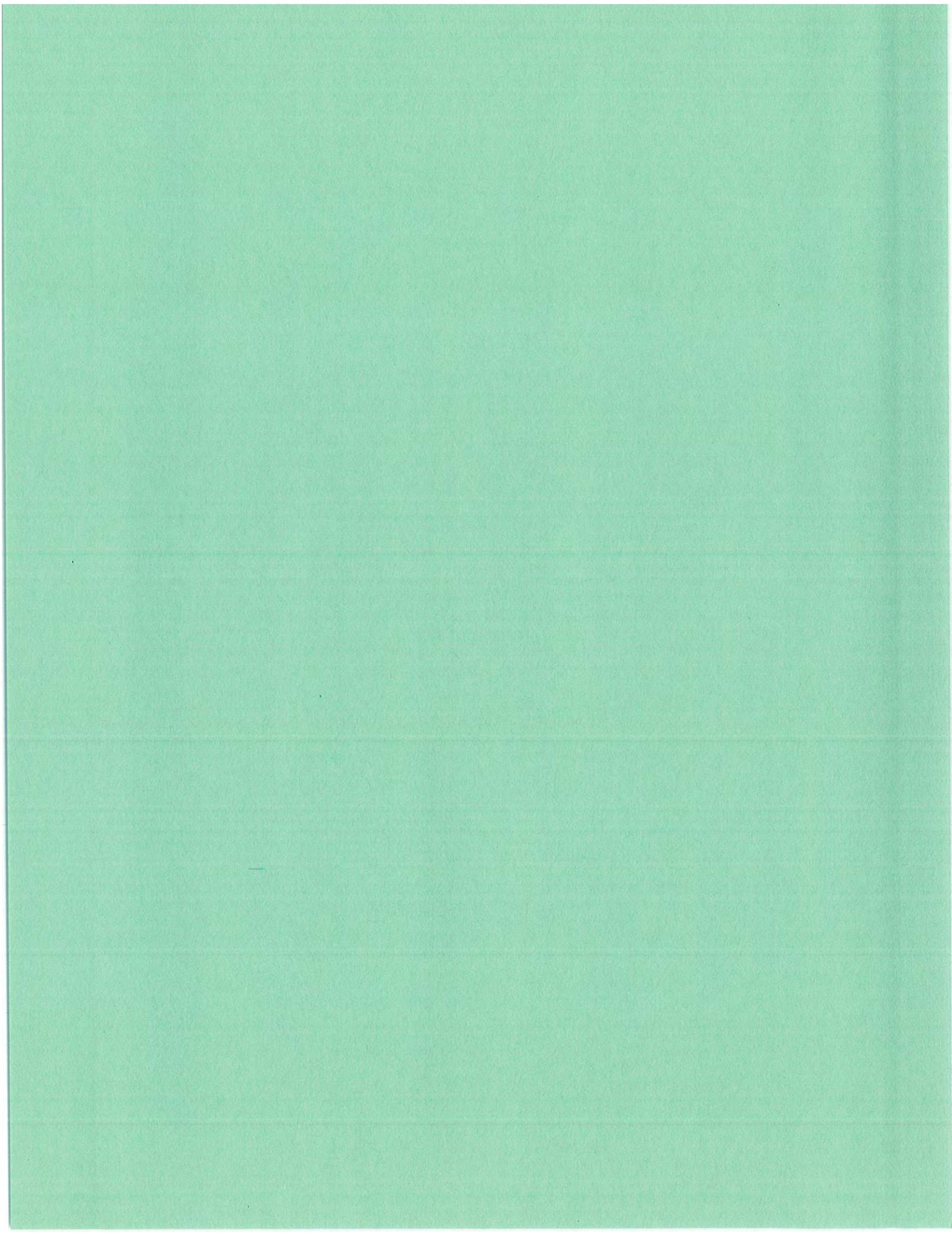


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## Summary Conclusion

- Research provides strong support for a cytotoxic MOA
  - At non-cytotoxic doses, this MOA is not operable
- This MOA is consistent with the notion that there is an exposure level that does not pose an increased cancer risk
- PBPK models are needed for risk assessment
  - Differences in internal dose between species (mice and humans)
  - Extrapolation between the high doses that caused tumors in rodents and environmentally relevant drinking water exposures
- DWEL is consistent with current Drinking Water Standards

## Questions and Discussion





**CITY OF BURBANK  
BURBANK WATER AND POWER  
STAFF REPORT**

**DATE:** January 2, 2014  
**TO:** BWP Board  
**FROM:** Ron Davis, General Manager, BWP  
**SUBJECT:** November 2013 Operating Results

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**Water Results of Operations**

For the month of November, Potable Water Revenues were \$69,000 lower than budgeted and Recycled Water Revenues were \$58,000 lower than budgeted. November Recycled Water Revenues were impacted by delays hooking-up new customers to the Recycled System. The November Gross Margin was \$185,000 lower than budgeted; and estimated Income before Aid in Construction was a loss of \$176,000, which was \$186,000 lower than budgeted.

Fiscal-year-to-date (FYTD) November Potable Water Revenues were \$26,000 lower than budgeted and Recycled Water Revenues were \$573,000 lower than budgeted. FYTD Recycled Water Revenues were impacted by delays hooking-up new customers to the Recycled System and a cooler than normal summer. The FYTD Gross Margin was \$342,000 lower than budgeted; estimated Operating Expenses were \$265,000 lower than budgeted; and estimated Income before Aid in Construction was \$1,742,000, which was \$25,000 lower than budgeted.

**Electric Results of Operations**

For the month of November, electric loads were 9.0% lower than budgeted primarily due to conservation; and Retail Sales were \$995,000 lower than budgeted. November Power Supply expenses were \$702,000 lower than budgeted due to lower loads and receipt of IPP true-up credits. The November Gross Margin was \$328,000 lower than budgeted. Estimated Income before Aid in Construction was \$492,000, which was \$260,000 lower than budgeted.

FYTD November electric loads were 7.7% lower than budgeted primarily due to conservation and a cooler than normal summer; and Retail Sales were \$6,617,000 lower than budgeted. FYTD Power Supply Expenses were \$4,493,000 lower than budgeted due to lower loads and larger than planned IPP true-up credits, which were partially offset by higher than planned renewable energy costs. The FYTD Gross Margin was \$2,485,000 lower than budgeted. Estimated FYTD Operating Expenses were \$1,842,000 lower than budgeted. November FYTD includes extraordinary income of \$3,100,000 from the release of project funds by SCPA. Estimated Income before Aid in Construction was \$9,589,000, which was \$3,509,000 higher than budgeted.

## **SAFETY**

Burbank Water and Power did not have any reportable lost time injuries during November 2013.

## **WATER DIVISION**

### **State Water Projects and Burbank Operating Unit (BOU) Water Production – September**

The State Natural Resources Agency has completed the release of preliminary draft chapters of the Bay Delta Conservation Plan (BDCP). This has caused an increased volume of conversation and proposals of alternate plans that tend to transfer impacts to others or, not so subtly, create conditions that would stop the proposed BDCP solution. The State Natural Resources Agency released a revised plan/tunnel alignment for the BDCP that would reduce the impact of the project to private property both during and after construction. The BDCP is very much in the news with supporters and detractors active on a daily basis. Governor Brown supports the approval of the BDCP. The Public Draft of the plan was released December 13 with the final documents available in spring 2014. A significant public outreach effort supporting the BDCP is underway. A Study Session with the City Council on the BDCP is scheduled for January 28.

The Legislature is busy working on the deferred water bond from 2010 and 2012. The Assembly and Senate have two competing bond proposals, each at about \$6.5 billion. A lot of the earmarked items from the original proposal have been removed but other items are being added reinflating the total. Acceptance by both houses will be necessary to amend the proposed bond. It is unlikely at this time that an amended bond proposal will be ready for the 2014 ballot.

The initial State Water Project (SWP) Allocation for 2014 was released on December 1 at 5%. This extremely low number is due to the past dry year and the current low levels in the Oroville Reservoir. The coming winter and the accompanying snow and precipitation will determine the actual SWP allocation. The Metropolitan Water District (MWD) issued a press release on October 14, projecting that there was sufficient water in their storage facilities to forestall mandatory water conservation in MWD's service area for the next two years.

BWP began spreading water at the Pacoima Spreading Grounds through our MWD B-6 connection on October 1. In November, 2,228.9 acre feet of untreated water was spread. The budget calls for 7,000 acre feet to be spread in this fiscal year. MWD untreated water rates will not increase in January so our window for spreading water will extend to April 1 and not affect the MWD readiness to serve charges. Because of warm weather in November, the flow rate has been cut back to 20 cubic feet per second (cfs) from 40 cfs in an attempt to control midge swarms that have hatched and become a nuisance for local residents. 1 cfs is approximately 500 gallons per minute.

The BOU was 93.75% available for service in November. One GAC filter was offline for fourteen days for carbon change out. Well V06 has been off line since October 23 due to an electrical problem. All other wells were available for service.

Availability	Production	Average Flow Rate (gallons per minute)
93.08%	68.47%	6,162

**California Department of Health Issues Draft Chromium 6 MCL**

The California Department of Public Health issued a draft Maximum Contaminant Limit (MCL) for Chromium 6 on August 22. The limit is 10 parts per billion (ppb). BWP currently blends Chromium 6 to 5 ppb. A 45 day public comment period ended on October 9. BWP submitted comments in support of the draft MCL. The majority of the comments submitted at the Los Angeles site of the public hearing (MWD Offices) were in support of a higher limit and were submitted by Public Water Agencies and Water Industry Associations. The MCL will be finalized within a year of the release of the draft MCL. The BWP Board was briefed at the September Board meeting on the history of the development of the draft MCL and what it means to Burbank in relation to Chromium 6 in our raw water and the policy of blending to 5 ppb. The content of BWP's comments submitted on October 9 were discussed with Board at the October Board meeting. A study session with City Council was conducted on December 10. Council requested staff to prepare a letter to the Governor requesting full consideration of the best and latest research in setting a final MCL.

**Project Updates:**

The installation of 350 lineal feet (l.f.) of 4-inch ductile iron water main in an alley between Alameda Ave. and Valencia Ave. behind San Fernando Blvd was completed. Service tie-overs and abandonment of the existing 2-inch galvanized steel line was completed in December.

Installation of 310 l.f. of 4-inch ductile iron water main in the alley behind Bank of America, between Olive Ave. and Angeleno Ave., began in November. Service tie-overs to the new main and abandonment of the existing 2-inch galvanized iron pipe were completed in December.

The Amerano Hotel and Ralph Foy Park went live with recycled water in October. Izay Park is being worked on for conversion and has several services to be converted through November and December. The Warner Brothers Ranch property is now ready

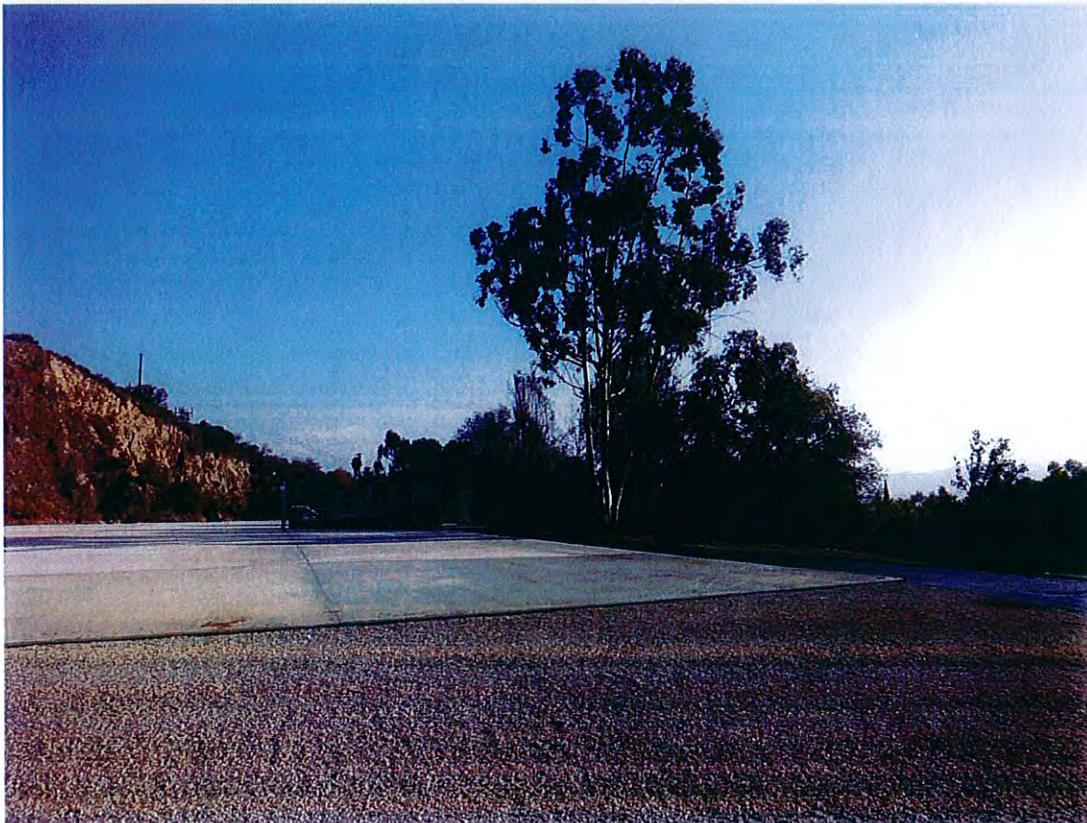
for recycled water with the completion of the Oak Street work in August. Coordination with the LA County Department of Public Health to finish the site inspection is still in process so that the service can go live.

BWP continues to work with Valhalla Memorial Park to coordinate their conversion to recycled water for irrigation and with the School District to move them forward in converting schools to recycled water.

A flexible pipe connection and valve was installed on the DeBell #2 storage tank (recycled). This is part of the seismic retrofits of existing tanks.

Three drinking fountains were installed for the Parks and Recreation Department in November.

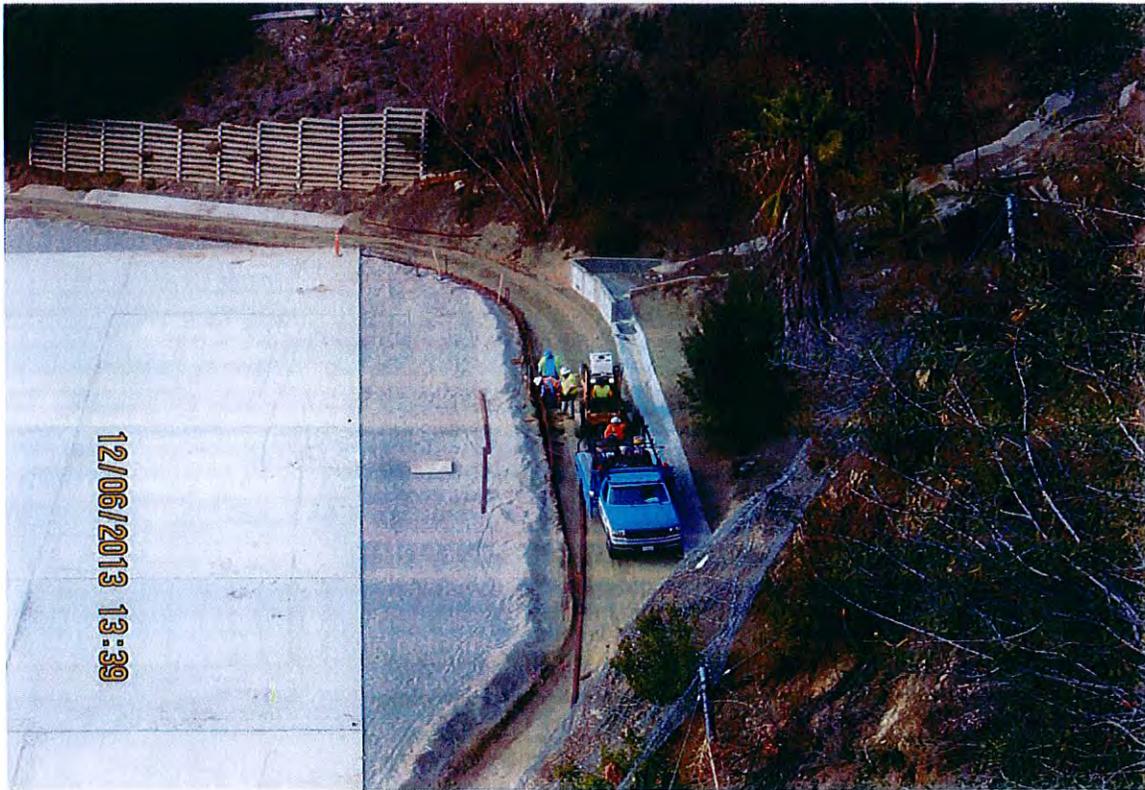
Reservoir #1 was placed in service in late November following confirmation of tests determining the successful disinfection of the facility. Project completion and contractor demobilization was completed at the end of December.



Reservoir No.1



South road with base, prepared for paving



Setting redwood header and base for north road



Eastern access road

## DISTRIBUTION

### ELECTRIC RELIABILITY

#### Outages

BWP experienced one sustained feeder outage in November 2013. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,391,928 customer minutes.

Reliability Measurement	Dec 2011-Nov 2012	Dec 2012-Nov 2013
Average Outages Per Year (SAIFI)	0.1565	0.1919
Average Outage Duration (CAIDI)	95.93 minutes	88.34 minutes
Average Service Availability	99.9972%	99.9968%
Average Momentary Outages Per Year (MAIFI)	0.1981	0.3329
No. of Sustained Feeder Outages	15	15
No. of Sustained Outages by Mylar Balloons	2	4
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	0	2

BWP is replacing its older generation of substation relays and meters with modern relays that have automatic reclosing and metering features. These relays will enable BWP to further reduce customer outage duration caused by temporary faults such as balloons, wind, and animals. The relay replacement on 12 kV feeders at the Clybourn Substation started in November.

The status of the reclosing capability is shown in the table below:

**DISTRIBUTION CIRCUITS**

<b>Location</b>	<b>Total Circuits</b>	<b>Reclosing Implemented</b>
Golden State	6	6
Hollywood Way	10	8
Keystone	8	2
McCambridge	12	12
Naomi	12	12
San Jose	6	6
Town	13	13
Victory	12	12
Winona	14	14
Burbank	8	8
Clybourn	5	0
Flower	12	12
<b>System Total</b>	<b>118</b>	<b>105</b>

**Project Updates:**

**Alameda/Hollywood Way Substation Restoration**

Staff has placed on hold further design development of the landscape restoration and graphic branding project at the outmoded Alameda/Hollywood Way Substation until public improvements surrounding the neighboring Talaria project are determined.

**Victory-4 12kV Conversion**

Victory-4 load was converted to 12kV Hollywood Way-10. The 4 kV to 12 kV conversion provides benefits to our customers given that the 12 kV system requires fewer substations, develops less line losses, and improves reliability as compared to in kind replacement.

**Naomi-18 12kV Conversion**

Construction is underway. Much of the alley work is complete and the pole setting by crane operation was completed in mid-December.

**Naomi-1 12kV Conversion**

Engineering is scheduled to be completed and issued to the field by the end of January.

### Naomi-15 12kV Conversion

Engineering is underway and a work order is estimated to be ready to issue to the field by the end of January.

## CUSTOMER SERVICE

### Plug-In Electric Vehicle (PEV) Charging Program.

Eleven PEV charging stations are in service. Burbank citizens and visitors enjoyed the Burbank City Council approved rate holiday until July 2012. PEV charging now costs \$2 per hour. Staff is monitoring usage. The 327 North Pass location recorded the most sessions (111) and 199 hours of usage. The 120 E. Orange Grove Ave. location recorded the fewest sessions (29) with 65 total hours of usage.

Charger usage has increased 100% over the last 12 months but decreased slightly from October.

Month of usage	KWh	GHG savings in kilograms (kg)	Occupied time (hours)
March 2012	1,476	620	487
June	2,186	918	802
September	1,006	423	329
March 2013	1,158	487	367
June	2,217	935	612
July	2,576	1,080	706
August	2,788	1,171	781
September	2,594	1,090	719
October	2,983	1,253	823
November	2,627	1,103	741

\* GHG has been adjusted based on revised US EPA data.

## TECHNOLOGY

### ONE Burbank Services

Revenues for November 2013	FYTD 2013-14 Revenues	November New Orders
264,837	1,281,117	6

## POWER SUPPLY

### Project Updates:

#### **Power Supply Engineering**

##### **Supervisory Control and Data Acquisition (SCADA) Upgrade Project**

The SCADA Upgrade project involves upgrading the primary application responsible for remote management of the Burbank Electric Grid to a version that supports a virtualized architecture and implements a significant improvement in cyber security. This effort has involved interdisciplinary resources from Power Supply Engineering, the Energy Control Center (ECC), Power System Operations, and Operational Technology to develop new processes for system implementation.

The SCADA Upgrade project is operationally complete. Finalization of project documentation, which includes issue resolution descriptions, will be completed by the end of January 2014.

##### **Integrated Automated Dispatch System (Integrated ADS) Project**

Integrated ADS is a real-time control system capable of automatically dispatching generation resources, distributed energy resources, distributed storage, or alternatively adjusting customer demand to match BWP's electric supply resource requirements. System operators will be able to optimize system reliability while achieving the most economic energy supply portfolio.

The Integrated ADS combines the economic analytical tools of the Open Access Technology International application webDistribute with the "command and control" capability of the Telvent Power Control System (PCS) application.

The Integrated ADS project is operationally complete. Due to the Integrated ADS project's technical dependency on the SCADA Upgrade Project, finalization of project documentation will also occur by the end of January 2014.

## **Power Resources**

### **Intermountain Power Project (Delta, UT) Renewal Progress**

The Intermountain Power Project (IPP) participants, including BWP, continue to discuss renewal options for IPP. The current contracts expire in 2027.

As previously reported to the Board, BWP continues to view Los Angeles Department of Water and Power's (LADWP's) renewal proposal – centered on replacing the current coal-fired power plant with a combined-cycle natural gas plant – as consistent with staff's view of the direction the participants need to pursue. BWP staff believes the renewal fails to address renewable energy issues. The proposal will be considered in Burbank's Integrated Resource Planning (IRP) process. The IRP process is important, given conservation continues to be the least cost resource and the increasing penetration of intermittent renewable energy on the grid and an accompanying need for: 1) fast-ramping, gas-fired generation to integrate that energy and 2) available transmission to transmit it to load, in each case in a way that ensures reliable operations.

BWP staff has seen an increasing agreement of its view by many of the other IPP participants – from both California and Utah – and a resulting desire to thoughtfully assess and consider developing alternatives at IPP. These alternatives might include a combination of different generation (and perhaps energy storage) technologies and the facilitation of renewable technologies at the site, as well as a better optimized allocation of transmission rights. This increasing agreement was confirmed, in BWP's view, by the results of a recent participant survey by LADWP; this view of the survey results was not shared by LADWP.

In the meantime, IPP's owner, the Intermountain Power Agency (IPA), has, in concert with LADWP, issued a formal request for renewal, including proposed renewal contracts for approval by each participant. BWP staff, along with legal counsel from the City Attorney's office, is carefully reviewing these proposed renewal contracts and assessing BWP's strategic options. BWP has held preliminary discussions with LADWP to discuss these proposed renewal contracts. BWP is also pursuing a comprehensive IRP process in order to determine the appropriate solution for BWP at IPP.

## **Power Resources**

### **Balancing Authority Services**

LADWP has cancelled the Southern California Utility Power Pool (SCUPP) agreement, which governs the participation of LADWP, BWP, and Glendale Water and Power (GWP) in LADWP's balancing authority, and proposed, in its stead, a new agreement. It is not clear what effect this cancellation has had. Operations do not appear to have been affected by the cancellation of the SCUPP agreement.

Unfortunately, what BWP and Glendale have seen of LADWP's proposed new agreement does not meet BWP's (or GWP's) needs, either from a structural or a pricing standpoint. In addition, the contract structure proposed by LADWP did not yet conform with modern standards for balancing authority agreements.

LADWP recently issued a proposed Open Access Transmission Tariff (OATT). An OATT is issued by a utility, such as LADWP, to set the terms and conditions under which any electric market participant may purchase access to that utility's transmission system and associated resources. Under industry practice, a utility issues a proposed OATT for stakeholder review and comment; an OATT is then finalized and implemented only after stakeholders have had an opportunity to gain a detailed understanding of the technical, commercial, and financial assumptions underlying the proposed OATT and to challenge those assumptions through a public process, during which the issuing utility defends those assumptions and the proposed OATT.

LADWP, BWP, and GWP have agreed in principle to consider negotiating a balancing authority agreement on the basis of an LADWP OATT. BWP staff and team of outside specialists, in conjunction with GWP, are working to understand the proposed OATT and assure it is consistent with current rate making public policy. This requires a detailed understanding of the assumptions underlying the OATT, as well as understanding LADWP's intended stakeholder process, and then comparing that understanding with the policies and practices established by Federal Regulatory Energy Commission. In the end the need for such a balancing authority agreement must be clearly demonstrated be based on a rational basis , and consistent with current rate making practices and policy.

## **Power Resources**

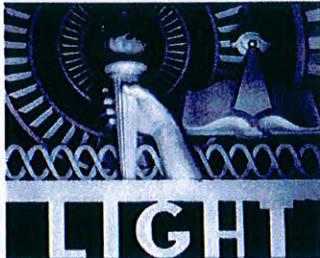
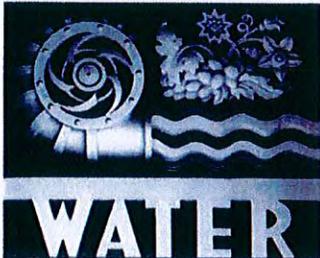
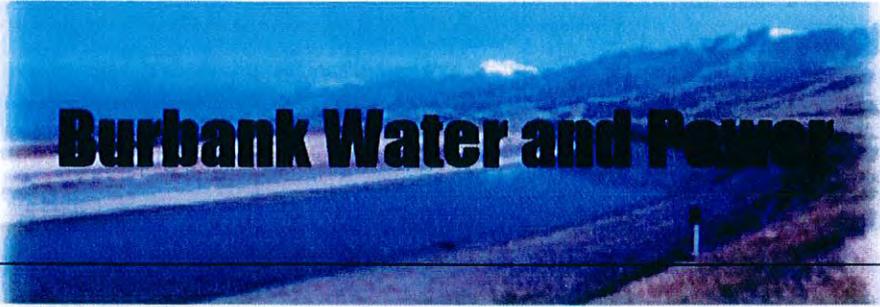
### **Integrated Resource Planning Process**

BWP is embarking on a public IRP process. An IRP is a comprehensive planning process by which a utility communicates with its stakeholders about the opportunities and challenges associated with the community's projected energy demands and the alternative means and costs, as well as the environmental issues related to reliably meeting the demand for energy.

BWP's IRP team is currently working to shape an IRP process to meet Burbank's needs, with a significant emphasis on public outreach. In this regard, BWP's IRP process will likely consist of three phases: 1) preliminary public outreach, focused on helping the public understand BWP's business and the issues it faces, and to seek public feedback; 2) intensive scenario modeling around those issues, followed by additional results to communicate observations and conclusions and seek public feedback; and 3) documentation of the IRP process, observations conclusions and public feedback. BWP recently issued a Request for Proposal (RFP) for consultants to assist in detailed scenario modeling, and BWP is currently negotiating a Professional Services Agreement with its chosen consultant.

In terms of public outreach, staff is planning community meetings which will include rate impacts of the IRP and related elements as power resources continue to be the primary driver of the cost of providing electric service.

Attachments



**Estimated Financial Report**

**November-13**



**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets  
MTD and FYTD November 2013**

		(\$ in 000's)					
MTD Estimate FY 13-14	MTD Budget FY 13-14	\$ Variance	% Variance	YTD Estimate FY 13-14	YTD Budget FY 13-14	\$ Variance	% Variance
\$ 1,037	\$ 1,366	\$ (328)	(24.0%)	\$ 11,602	\$ 12,245	\$ (643)	(5.3%)
63	63	-	0.0%	404	315	89	28.4%
660	660	-	0.0%	4,668	993	3,675	370.0% (G)
431	431	-	0.0%	2,154	2,153	(1)	(0.0%)
292	292	(0)	(0.0%)	2,919	(845)	3,763	445.5%
1,330	1,658	(328)	(19.8%)	14,521	11,401	3,120	27.4%
659	704	45	6.4%	3,849	4,134	285	6.9%
179	202	23	11.4%	1,083	1,186	104	8.7%
838	906	68	7.5%	4,932	5,321	389	7.3%
492	752	(260)	(34.6%)	9,589	6,080	3,509	57.7%
564	564	-	0.0%	670	2,819	(2,148)	(76.2%) (H)
\$ 1,055	\$ 1,316	\$ (260)	(19.8%)	\$ 10,259	\$ 8,898	\$ 1,361	15.3%
				<b>Operating Income/(Loss)</b>			
				<b>Other Income/(Expenses)</b>			
				Interest Income			
				Other Income/Expense			
				Bond Interest Expense			
				Total Other Income/(Expenses)			
				<b>Income before Contributions &amp; Transfers</b>			
				In Lieu			
				Street Lighting			
				Total Contributions & Transfers			
				<b>Income Before AIC</b>			
				Capital Contributions (AIC)			
				<b>Net Change in Net Assets (Net Income)</b>			

- ( ) = Unfavorable
- This report may not foot due to rounding.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD November 2013  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	NEL MWh	519,049	562,120	(43,070)	FYTD NEL is 7.7% below budget primarily due to conservation and a cooler than normal summer. Summer months July to October CDD were 909 versus the 30 year average of 1,040. Weather normalized NEL was 522,950.
B.	Retail Power Supply & Transmission	48,027	52,519	4,493	The favorable variance is attributable to lower retail load and higher than planned IPP true-up credits.
C.	Distribution	4,042	5,201	1,159	The favorable variance is attributable to unfilled and underfilled positions and related benefits.
D.	Customer Service, Marketing & Conservation	991	1,128	137	The favorable variance is attributable to the timing of professional services and maintenance agreements.
E.	Security / Operations Technology	662	554	(108)	The unfavorable variance is primarily attributable to lower than planned labor credits for capital and work for others.
F.	Telecom	325	267	(58)	The unfavorable variance is attributable to lower than planned labor credits for capital and work for others.
G.	Other Income/Expense	4,668	993	3,675	The favorable variance is attributable to the release by SCPPA of \$3.1m in restricted bond cash from the Mead Phoenix and Mead Adelanto transmission projects.
H.	Capital Contributions (AIC)	670	2,819	(2,148)	The unfavorable variance is attributable to delays to aid-in-construction activity for the I-5 improvement project and on new customer stations.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
MTD November 2013 (\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	NEL MWh	86,712	95,247	(8,535)	MTD NEL is 9.0% below budget primarily due to conservation. MTD HDD were 126 versus the 30 year average of 159.
b.	Retail Power Supply & Transmission	8,447	9,149	702	The favorable variance is attributable to lower retail load and receipt of unexpected IPP true-up credits.
c.	Total Operating Expenses	4,137	4,137	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for November 2013 and are estimated at budgeted values.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Cash Balances  
(\$ in 000's)**

	Nov-13	Oct-13	Sep-13	Jun-13	Mar-13	Dec-12	Sep-12	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>									
General Operating Reserve	\$ 45,527	\$ 47,872	\$ 43,534	\$ 41,664	\$ 49,608	\$ 53,800	\$ 47,877	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	16,601	16,595	16,657	13,507	13,485	13,435	13,400		
Sub-Total Cash and Investments	<u>72,127</u>	<u>74,467</u>	<u>70,191</u>	<u>65,171</u>	<u>73,094</u>	<u>77,236</u>	<u>71,076</u>	<u>69,060</u>	<u>39,340</u>
Remaining Capital Commitments	(21,224)	(21,634)	(23,462)	(21,045)	(27,771)	(28,506)	(28,644)		
Public Benefits Obligation	(3,139)	(2,961)	(2,873)	(2,726)	(3,161)	(3,172)	(2,969)		
Cash and Investments (less Commitments)	<u>47,764</u>	<u>49,872</u>	<u>43,857</u>	<u>41,401</u>	<u>42,161</u>	<u>45,557</u>	<u>39,464</u>	<u>69,060</u>	<u>39,340</u>
<b>Restricted Cash</b>									
Debt Service Fund & Other Restricted Cash (a)	4,309	3,110	2,488	622	4,149	4,111	3,118	4,309	4,309
Parity Reserve Fund (b)	4,175	4,081	4,081	4,081	3,989	3,989	3,896	4,175	4,175
Sub-Total Restricted Cash	<u>8,483</u>	<u>7,191</u>	<u>6,569</u>	<u>4,703</u>	<u>8,138</u>	<u>8,100</u>	<u>7,014</u>	<u>8,483</u>	<u>8,483</u>
<b>Total Cash</b>	<u>\$ 80,611</u>	<u>\$ 81,657</u>	<u>\$ 76,760</u>	<u>\$ 69,874</u>	<u>\$ 81,232</u>	<u>\$ 85,336</u>	<u>\$ 78,090</u>	<u>\$ 77,543</u>	<u>\$ 47,823</u>

\* Statement of Cash Balances may not foot due to rounding.

(a) Debt Service Funds are funds used to pay principal and interest on Fund 496 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

(b) Parity Reserve Funds are funds restricted for debt service payments in case revenues are insufficient to satisfy debt service requirements. The reserve requirement was lowered with the 2012 Electric bond refunding.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets  
MTD and FYTD November 2013  
(\$ in 000's except CCF's)**

MTD Estimate FY 13-14	MTD Budget FY 13-14	\$ Variance	% Variance	YTD Estimate FY 13-14	YTD Budget FY 13-14	\$ Variance	% Variance
656,493	626,828	29,664	4.7%	3,855,539	3,794,076	61,463	1.6%
717,343	609,963	107,380	17.6%	3,820,644	3,690,860	129,784	3.5%
79,384	105,207	(25,823)	(24.5%) <sup>(a)</sup>	469,773	693,368	(223,595)	(32.2%) <sup>(A)</sup>
\$ 2,010	\$ 2,079	\$ (69)	(3.3%) <sup>(b)</sup>	\$ 12,810	\$ 12,836	\$ (26)	(0.2%) <sup>(B)</sup>
199	257	(58)	(22.6%) <sup>(c)</sup>	1,120	1,692	(573)	(33.8%) <sup>(C)</sup>
50	50	-	0.0%	384	250	134	53.6%
2,259	2,386	(127)	(5.3%)	14,313	14,778	(465)	(3.1%)
1,029	972	(58)	(5.9%)	5,756	5,879	123	2.1%
1,229	1,414	(185)	(13.1%)	8,557	8,900	(342)	(3.8%)
540	540	-	0.0%	2,473	2,655	182	6.8% <sup>(D)</sup>
98	98	-	0.0%	517	505	(12)	(2.4%)
177	177	-	0.0%	852	927	76	8.2% <sup>(E)</sup>
69	69	-	0.0%	345	345	-	0.0%
308	308	-	0.0%	1,521	1,540	19	1.3%
1,191	1,191	-	0.0% <sup>(d)</sup>	5,709	5,974	265	4.4%
38	223	(185)	(82.9%)	2,848	2,926	(77)	(2.6%)
10	10	-	0.0%	77	51	26	49.2%
46	46	-	0.0%	244	229	15	6.7%
164	164	-	0.0%	790	822	32	3.9%
106	105	(1)	(0.8%)	638	617	(21)	(3.4%)
(214)	(213)	(1)	(0.4%)	(1,107)	(1,159)	52	4.5%
(176)	10	(186)	(1948.3%)	1,742	1,767	(25)	(1.4%)
0	0	-	0.0%	38	50	(12)	(24.5%)
(176)	10	(186)	(1948.3%)	1,780	1,817	(38)	(2.1%)

• ( ) = Unfavorable  
• This report may not foot due to rounding.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets-Footnotes  
FYTD November 2013  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Metered Recycled Water in CCF's	469,773	693,368	(223,595)	- Recycled water sales are lower than planned primarily related to lower demand for landscaping irrigation due to delays in hooking up new customers and cooler than normal summer temperatures. Summer months July to October CDD were 909 versus the 30 year average of 1,040.
B.	Potable Water Revenue	12,810	12,836	(26)	- The WCAC impact increased potable water revenues by 53k FYTD. Without this adjustment, potable water revenues would be unfavorable by 0.6%.
					WCAC revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					WCAC In-lieu
					Total WCAC Expenses
					<b>WCAC revenue deferral (increased revenues)</b>
C.	Recycled Water Revenue	1,120	1,692	(573)	- Recycled water sales are lower than planned primarily related to lower demand for landscaping irrigation due to delays in hooking up new customers and cooler than normal summer temperatures. Summer months July to October CDD were 909 versus the 30 year average of 1,040.
D.	Operations & Maintenance - Potable	2,473	2,655	182	- The favorable variance is attributable to lower than planned professional and contractual services.
E.	Allocated O&M	852	927	76	- The favorable variance is attributable to favorable variances in allocated expenses (Administration, Safety, Finance, Customer Service, Marketing, Construction and Maintenance) from the Electric Fund.
					FYTD Actual
					6,003
					5,756
					300
					6,056
					<u>\$ (53)</u>

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets-Footnotes  
MTD November 2013  
(\$ in 000's)**

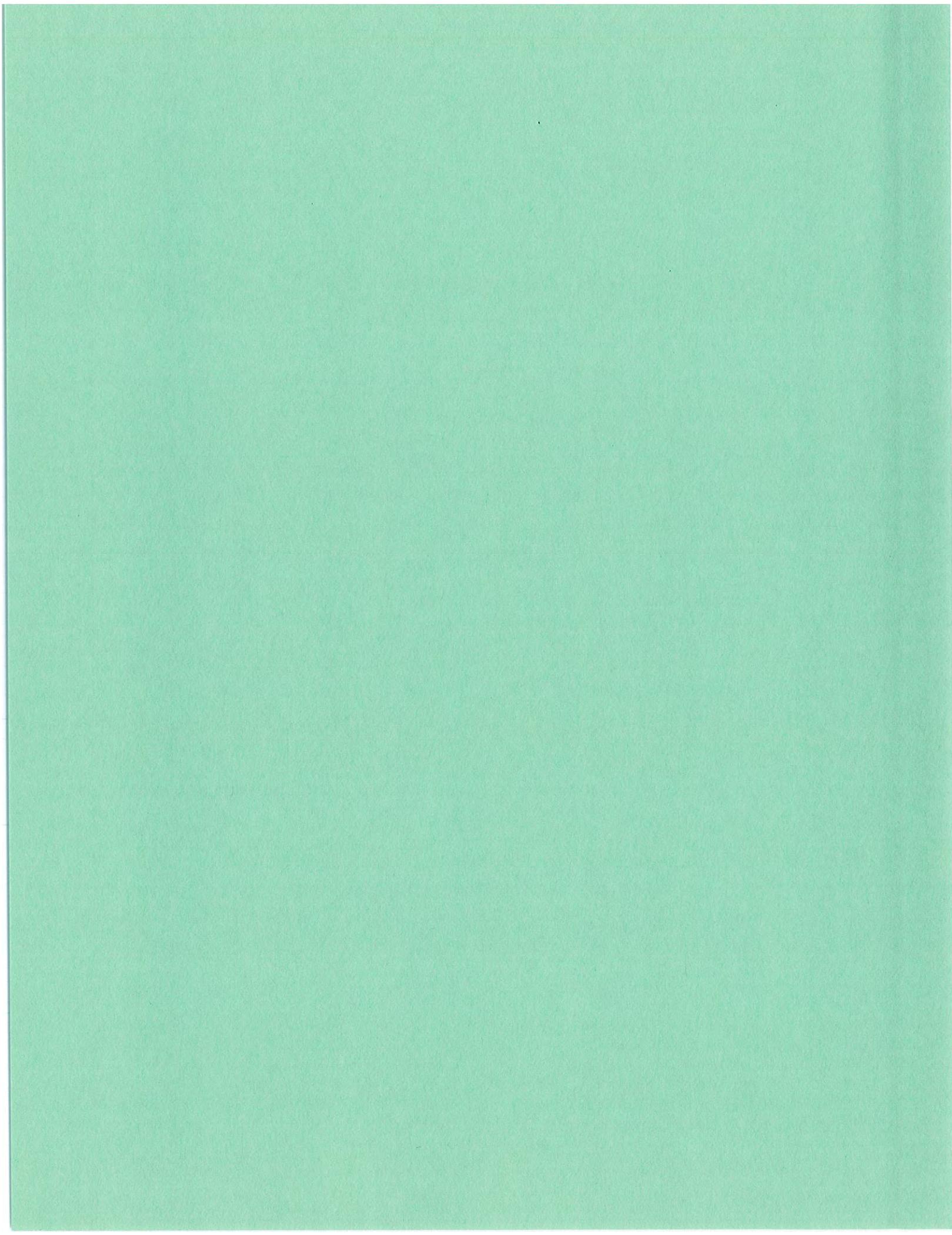
Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Metered Recycled Water in CCF's	79,384	105,207	(25,823)	- Recycled water sales are lower than planned primarily related to lower demand for landscaping irrigation due to delays in hooking up new customers.
b.	Potable Water Revenue	2,010	2,079	(69)	- The WCAC impact decreased potable water revenues by 71k MTD. Without this adjustment, potable water revenues would be favorable by 0.1%.
					WCAC Revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					WCAC In-lieu
					Total WCAC Expenses
					<u>MTD Actual</u>
					<u>\$ 1,157</u>
					1,029
					58
					<u>1,087</u>
					<u>\$ 71</u>
c.	Recycled Water Revenue	199	257	(58)	- WCAC revenue deferral (increased revenues) - Recycled water sales are lower than planned primarily related to lower demand for landscaping irrigation due to delays in hooking up new customers.
d.	Total Operating Expenses	1,191	1,191	-	- Expenses, other than water supply expense and in lieu, have not closed for November 2013 and are estimated at budgeted values.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Cash Balances  
(\$ in 000's)**

	Nov-13	Oct-13	Sep-13	Jun-13	Mar-13	Dec-12	Sep-12	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>									
General Operating Reserves	\$ 13,470	\$ 12,972	\$ 12,356	\$ 12,086	\$ 7,307	\$ 13,100	\$ 14,028	\$ 9,760	\$ 5,240
WCAC	1,055	917	990	1,110	1,157	1,109	945	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>16,745</u>	<u>16,108</u>	<u>15,567</u>	<u>15,416</u>	<u>10,684</u>	<u>16,429</u>	<u>17,193</u>	<u>15,760</u>	<u>7,240</u>
Remaining Capital Commitments	(2,710)	(2,889)	(3,553)	(1,231)	(2,588)	(4,409)	(5,633)		
Public Benefits Obligation	(617)	(608)	(614)	(577)	(553)	(563)	(505)		
Cash and Investments (less commitments)	<u>13,417</u>	<u>12,611</u>	<u>11,400</u>	<u>13,608</u>	<u>7,543</u>	<u>11,457</u>	<u>11,055</u>	<u>15,760</u>	<u>7,240</u>
<b>Restricted Cash</b>									
Debt Service Funds (a)	1,173	749	599	150	542	1,343	611	1,173	1,173
Sub-Total Restricted Cash	<u>1,173</u>	<u>749</u>	<u>599</u>	<u>150</u>	<u>542</u>	<u>1,343</u>	<u>611</u>	<u>1,173</u>	<u>1,173</u>
<b>Total Cash</b>	<u>\$ 17,918</u>	<u>\$ 16,857</u>	<u>\$ 16,166</u>	<u>\$ 15,566</u>	<u>\$ 11,226</u>	<u>\$ 17,772</u>	<u>\$ 17,804</u>	<u>\$ 16,933</u>	<u>\$ 8,413</u>

• Statement of Cash Balances may not foot due to rounding.

(a) Debt Service Funds are funds used to pay principal and interest on Fund 497 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.





**CITY OF BURBANK**  
**OFFICE OF THE CITY MANAGER**  
**(818) 238-5800**  
**FAX (818) 238-5804**

**DATE:** January 17, 2014  
**TO:** Honorable Mayor & City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT:** **ENVIRONMENTAL COMPLIANCE COORDINATOR RECRUITMENT UPDATE**

Please see the attached report from Ron Davis concerning the recruitment for this new position. Staff has identified a top candidate and is in negotiations. We will advise as soon as an appointment is imminent.



*Always There for You!*

## Burbank Water and Power

### MEMORANDUM

DATE: December 9, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, Burbank Water and Power 

SUBJECT: **ENVIRONMENTAL COMPLIANCE COORDINATOR RECRUITMENT UPDATE**

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#### **PURPOSE**

To provide an update to the September 13, 2013 memo written in response to a request by Council Member Frutos to be apprised of the Burbank Water and Power (BWP) Environmental Compliance Coordinator recruitment.

#### **BACKGROUND**

BWP and the Management Services Department, have met the following schedule for this recruitment:

- |  |                  |
|--|------------------|
| 1. Bulletin opened                                     | 09/16/13         |
| 2. Bulletin closed                                     | 10/11/13         |
| 3. Applications screened by Management Services        | Week of 10/21/13 |
| 4. Applications and questionnaires blind-scored by BWP | Week of 10/28/13 |
| 5. Scores finalized                                    | 11/08/13         |
| 6. Oral board for top 12 candidates                    | 11/21/13         |
| 7. Certification of top four candidates to BWP         | Week of 11/25/13 |

Forty applications, including supplemental questionnaires, were blind-scored by a panel of five BWP managers using the Rating Sheet that is attached as Exhibit A.

The top twelve applications were referred to the Oral Board, which consisted of one supervisor or manager from the municipal utilities of Anaheim, Los Angeles and Pasadena. This Board interviewed the candidates, using the Question Guide and Scoring Sheet attached as Exhibit B, and recommended the top four candidates to BWP for selection.

A panel of three BWP managers will interview these candidates in the next two weeks. All questions and rating sheets have been developed by BWP and approved by Management Services. Kim Yapp, BWP Environmental and Safety Manager, will lead the selection.

Upon selection of the best candidate, informal discussions will begin. A Conditional Offer of Employment will be made once the candidate passes a background check and medical exam.

While four candidates were recommended for final interviews, one of them has accepted a position with another firm and has asked to be removed from consideration. Interviewing the top three candidates for selection is typical and no additional candidates will be added at this time.

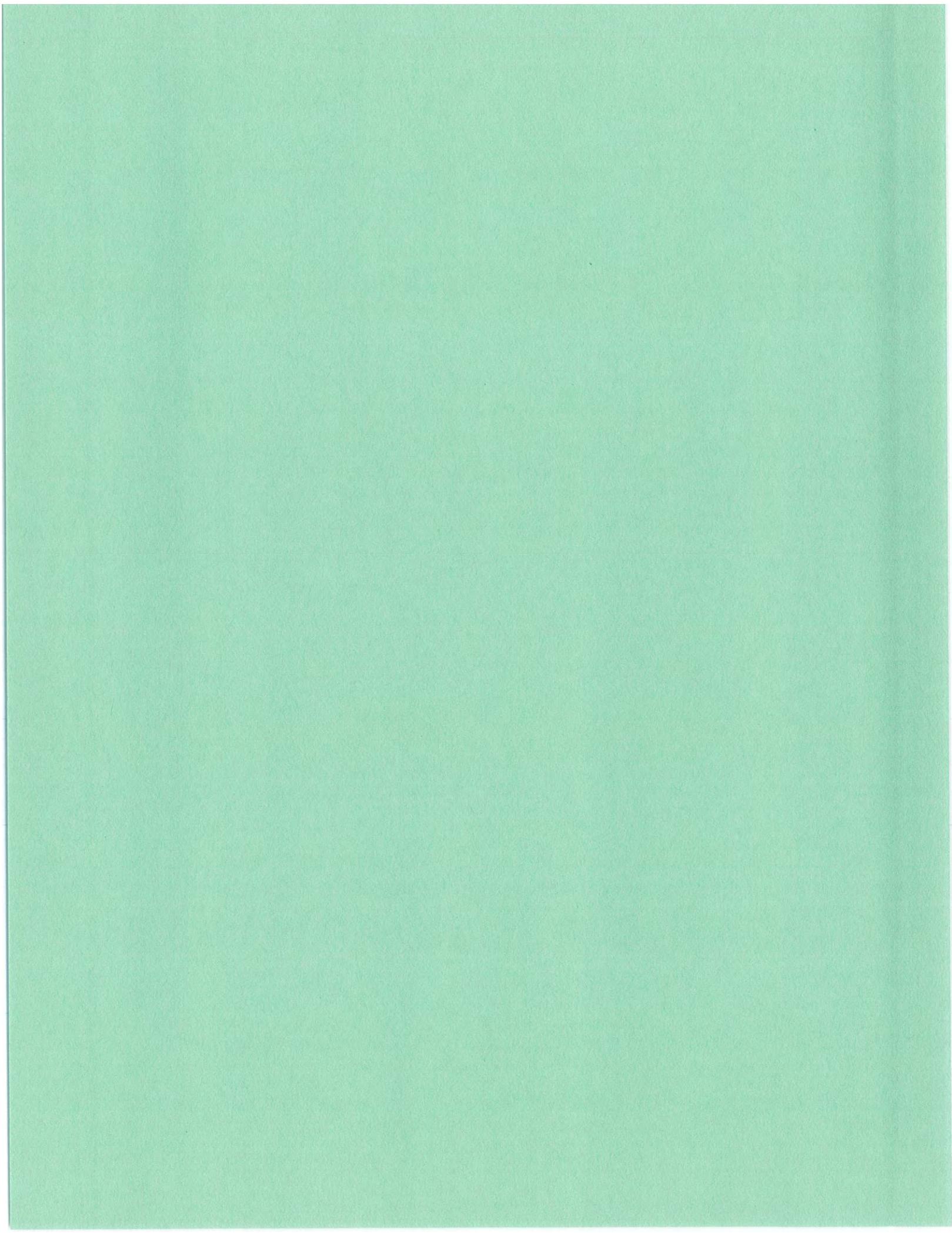
The names of the top candidates and the interview questions will be kept confidential and the final update memo will name of the candidate that accepts an offer of employment.

**EXHIBIT**

A - Applicant Rating Sheet

B - Oral Board Question Guide and Scoring Sheet

c:     Betsy Dolan  
       Fred Fletcher  
       Kathleen Hillesland





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** December 17, 2013

**TO:** Mark Scott, City manager

**FROM:** Bonnie Teaford, Public Works Director  
By: Ken Johnson, Traffic Engineer

**SUBJECT:** Wayfinding signs for the St. Leon Cathedral

Handwritten signatures in blue ink, one above the other, corresponding to the names in the 'FROM' field.

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The temporary wayfinding signage to the St. Leon Armenian Cathedral was installed at three locations on September 6, 2010 and removed on September 27, 2010. Two sign locations were on Buena Vista Street and one on Glenoaks Boulevard. The signs were installed for the grand opening of the cathedral, and they were intended only for that event. The cathedral has had no wayfinding signage on Burbank streets since September 27, 2010.

Standard Caltrans wayfinding signage currently exists on Interstate 5 for both northbound and southbound traffic. The northbound sign is located just north of the Scott Road exit, and the southbound freeway sign is located just north of the Hollywood Way exit. These signs do not conform to Caltrans standards contained in the California Edition of the Manual of Uniform Traffic Control Devices (CalMUTCD).

Attachment 1 shows the approved criteria for supplemental destination (wayfinding) signage included in the MUTCD. Destinations include a variety of public or quasi-public facilities, but the criteria include no privately owned or operated destinations that are not opened to the general public. The existing cathedral freeway signs do not comply with these criteria.

The Public Works Department does not recommend the re-installation of St. Leon Armenian Cathedral wayfinding signs for the following reasons:

- First, the signs do not conform to criteria for wayfinding signs in the CalMUTCD, which sets the standard for official signs in California,
- Second, the signs will generally be installed at major intersections where they may distract drivers from observing official traffic control devices or signs, and
- Third, the signage will set a precedent whereupon other religious facilities or commercial establishments can legitimately request similar signs, thus leading to a proliferation of wayfinding signs.

**Table 2D-102 (CA). Criteria for Supplemental Destination Signs**

Type of Destination	Specific Criteria	Major Metropolitan Areas	Urbanized Areas	Rural Areas
Post Secondary School, Public or Private	Minimum Enrollment (Single Campus Locations, See Note 5) Maximum Miles from a Freeway ( See Note 6)	1,000 2	1,000 4	1,000 5
Museum, Zoo, Stadium or Sports Arena	Public Owned and Non-Profit Minimum Annual Attendance Maximum Miles from Highway (See Note 2)	1,000,000 2	500,000 2	200,000 3
Convention Center	Public Owned and Non-Profit Minimum Annual Attendance Maximum Miles from Highway (See Note 2)	500,000 3	250,000	-
Military Base	Number of Employees and Permanent Garrison Maximum Miles from Highway	5,000 2	5,000 4	5,000 7
National Guard Armory	Only Emergency Center in the Area Easy Access to Primary Evacuation Route. (See Note 2)	-	-	-
Fairgrounds	Publicly Owned and Operated Temporary Sign Only, Unless There are Year Round Activities. Minimum Annual Attendance Maximum Miles from Highway (See Note 2)	500,000 2	200,000 4	200,000 5
Federal or State Hospitals, Prisons, and National Cemeteries	Maximum Miles from Highway (See Note 2)	1	3	5
Government Centers	Number of Employees Maximum Miles from Highway (See Note 2)	5,000 2	2,000 3	1,000 6
California Welcome Centers	Easy Access from Nearest State Highway (See Notes 2 and 7)	-	-	-
Airports	Maximum Miles from Highway (See Note 2)	1	3	5
Rail and Light Rail Stations	Easy Access from Nearest State Highway (See Note 2)	-	-	-

NOTES: 1. Meeting the above criteria does not guarantee placement of a sign. Limitations on the spacing between sign and the number of messages permitted, specified in Sections 2A, 16, 2D.07 and 2D.40, shall be observed and eligible destinations must compete for signing on the basis of traffic service.

2. Follow-up signing, if necessary, shall be installed by local agencies before signs are placed on the State Highway.

3. If a stadium is located at a school campus for which signs are already provided, separate stadium sign will not be placed.

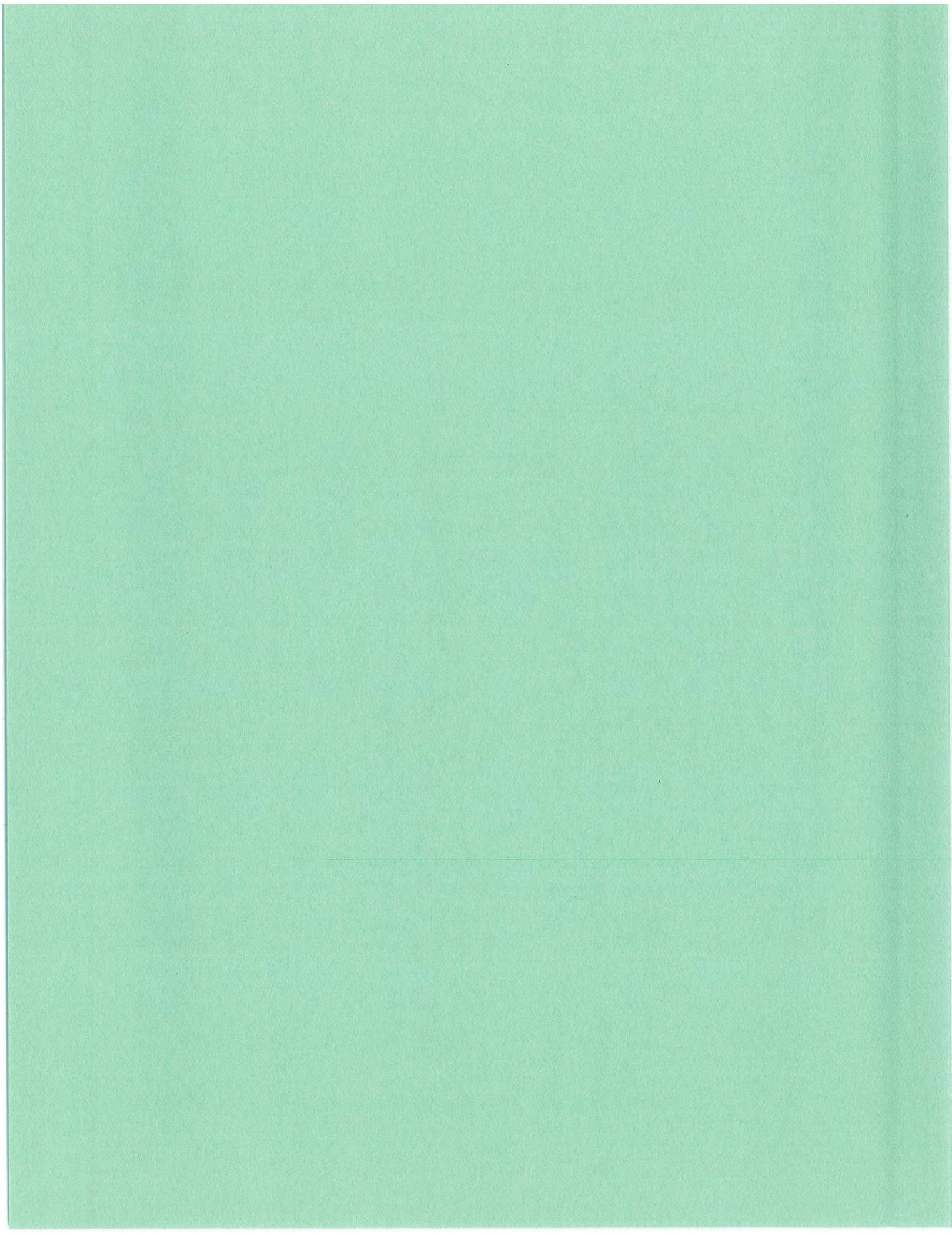
4. Definitions of Area Classifications:

- A. MAJOR METROPOLITAN AREA - An urbanized area, population density of at least 1,000 inhabitants per 2.6 km<sup>2</sup> (1 mi<sup>2</sup>), not necessarily related to county boundaries, with a total population of at least 1,000,000 and an included central city with a population of at least 250,000.
- B. URBANIZED AREA - An urbanized area with a total population of at least 50,000 and an included central city with no minimum population.
- C. RURAL AREA - All areas outside of an urbanized area.

5. Public or private postsecondary education institution shall have an enrollment of either 1,000 or more full-time students or an equivalent in part-time students. Refer to CVC Section 21375.

6. No signs to school will be erected until funds from private sources covering the cost of the signs and their installation. If a school, which previously had signs, relocates to contribute to the improvement of the school (as determined by the California Department of Transportation), signs will be erected at the new location at no cost to the school.

7. The California Department of Transportation will charge the Welcome Center directly for the cost of the signs and their installation on the State highway. Cost for sign installation on local roads is the responsibility of the Welcome Center and the local agency.





# memorandum

**DATE:** January 14, 2014  
**TO:** Mark Scott, City Manager  
**FROM:** Joy R. Forbes, Community Development Director   
**SUBJECT:** Planning Board Actions of January 13, 2014

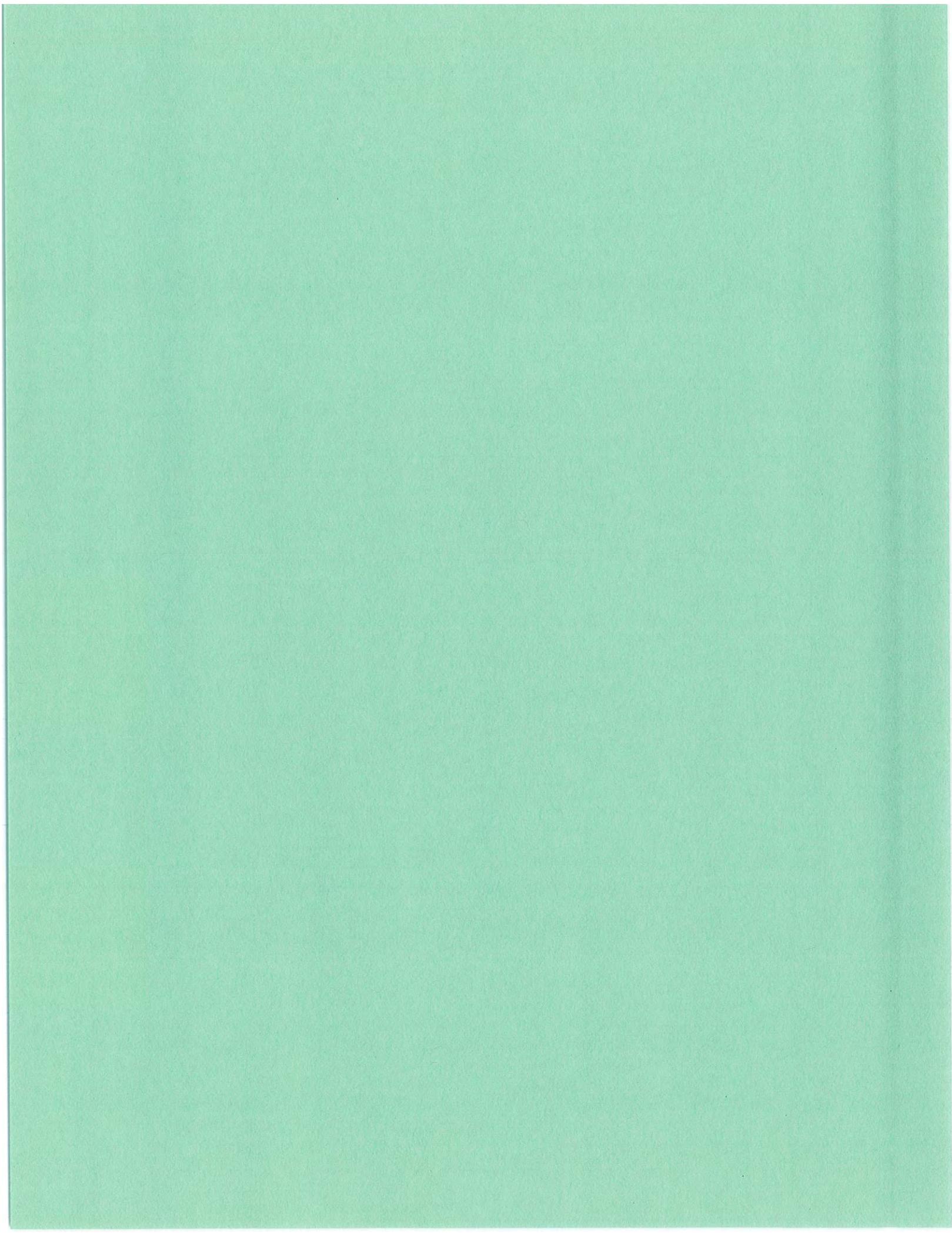
At the regular meeting of January 13, 2014, the Planning Board took action on the following item:

**1. 805 South San Fernando | Project No. 12-0006549 | Planned Development and Development Agreement, Development Review, Vesting Tentative Tract Map, and General Plan Amendment:**

The Board voted 5-0 to recommend City Council certification of an Environmental Impact Report, adoption of a Statement of Overriding Considerations and a Mitigation Monitoring and Reporting Program, and approval of a Planned Development and Development Agreement, Development Review and Vesting Tentative Tract Map for a 470,000 square foot IKEA furniture store.

**The Board's decision on this item is a recommendation to the City Council. The item is tentatively scheduled for City Council consideration on February 11, 2014.**

01/14/2014 10:00 AM  
01/14/2014 10:00 AM  
01/14/2014 10:00 AM



CITY OF BURBANK

**PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** Park, Recreation & Community Services      **Date:** January 9, 2014

**Board**

**Staff Present:** Judie Wilke, PRCS Director; Marisa Garcia, Assistant Director; Gaby Flores, Deputy Director; Johnathan Frank, Administrative Officer; and Maritza Cuevas, Senior Clerk

**Council/Board Liaisons Present:** Council Member Jess Talamantes

Item Discussed	Summary	Direction or Action, if any
1. Recognitions	<p>Vice Chair Gussow recognized Grace Mylroie Patz and Helen Von Seggern in recognition of celebrating their 100<sup>th</sup> Birthday's and for the dedication to the community.</p> <p>Vice Chair Gussow recognized Judy Andrews and Judy Pike for their involvement in the City's RSVP program and dedication to the community.</p>	N/A
2. Announcements	<p>Mrs. Wilke announced that the Department received three awards from the Southern California Municipal Athletic Federation and the annual Awards and Installation Ceremony held on Thursday, November 14, 2013.</p> <p>Ms. Flores invited the community to participate in the "Burrbank Polar Plunge" on Sunday, January 26, 2014 from 11:00 a.m. – 12:00 p.m.</p>	N/A
3. Roller Hockey	<p>The Board received an annual report from Frank Dalessandro, owner of Community Sports Foundation and operator of the Roller Hockey Facility.</p>	Noted and file
4. DeBell Golf Course Fee Schedule Changes	<p>Mr. Scozzola, from S.S. Golf Inc. (Tenant) presented a proposal to amend the FY 2013-2014 Fee Schedule, Article IX, Section 12 (DeBell Municipal Golf Course and Facilities) as follows: revisions to the definition section; establish a junior</p>	<p>4-0 Board recommended that the City Council approve the Tenant's proposal to amend Article IX, Section 12 of the Fiscal Year (FY) 2013-2014 Fee Schedule as proposed.</p>

CITY OF BURBANK

**PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY**

		<p>weekend/holiday rate; eliminate the Burbank Resident Card requirement and associated annual fees for residents and juniors; establish a Players Card Program that creates a total facility rewards program named the "Canyon Club Players Card"; establish an annual pass program; establish a Burbank Resident/Business Owner benefit program; and increase DeBell Par 3 and Disc Golf rates.</p>	
5.	Park Infrastructure Tour	<p>Mrs. Wilke informed the Board that staff would like to facilitate a meeting to tour the PRCS Department's various infrastructure needs. Staff recommended that the tour focus on the following: Starlight Bowl, Brace Canyon Park, Ralph Foy Park, Olive Recreation Center. Several dates and times were provided for the Board to consider.</p>	<p>Mrs. Wilke asked the Board to send Mr. Frank their top four dates and times which best accommodate their schedules, and staff will coordinate the special meetings.</p>
6.	Youth Services Funding Recommendation Process	<p>Ms. Flores provided the Board with background on the City's Youth Funding process which was once managed by the Burbank Youth Task Force. Ms. Flores also informed the Board that as a result of Council's direction, the Board will act as the review body for the Youth Services funding recommendation process. The Board discussed several options to consider on how best to move forward.</p>	<p>4-0 Board approved appointed a subcommittee; however, the Board elected to delay the appointment of subcommittee members to the Board's next regularly scheduled meeting.</p> <p>4-0 Board recommended that the Council consider a proposal to make the Afterschool Program and Youth Counseling services a recurring line item in the Department's Budget.</p>
7.	Budget Priorities	<p>Mrs. Wilke provided the Board with an overview on several fee increases that staff is considering as part of the upcoming budget process to achieve the Department's adopted cost recovery targets. Mrs. Wilke also discussed the Department's forecasted infrastructure needs for the FY 2014-2015.</p>	<p>No action taken.</p>
8.	Consent Agenda	<p>Vice Chair Gussow recommended that the Board's November</p>	<p>Board Member DePalo made a motion to</p>

CITY OF BURBANK  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

		14, 2013 minutes be tabled to the Board's February 13, 2014 meeting.	Approve 4-0.
9.	Board Member Comments	Board Member DePalo noted that he met with local track and field representatives to discuss the potential of developing a track and field program in Burbank.	N/A
10.	Introduction of New Agenda Item	N/A	None
11.	Adjourned	The meeting adjourned at 8:45 PM	None



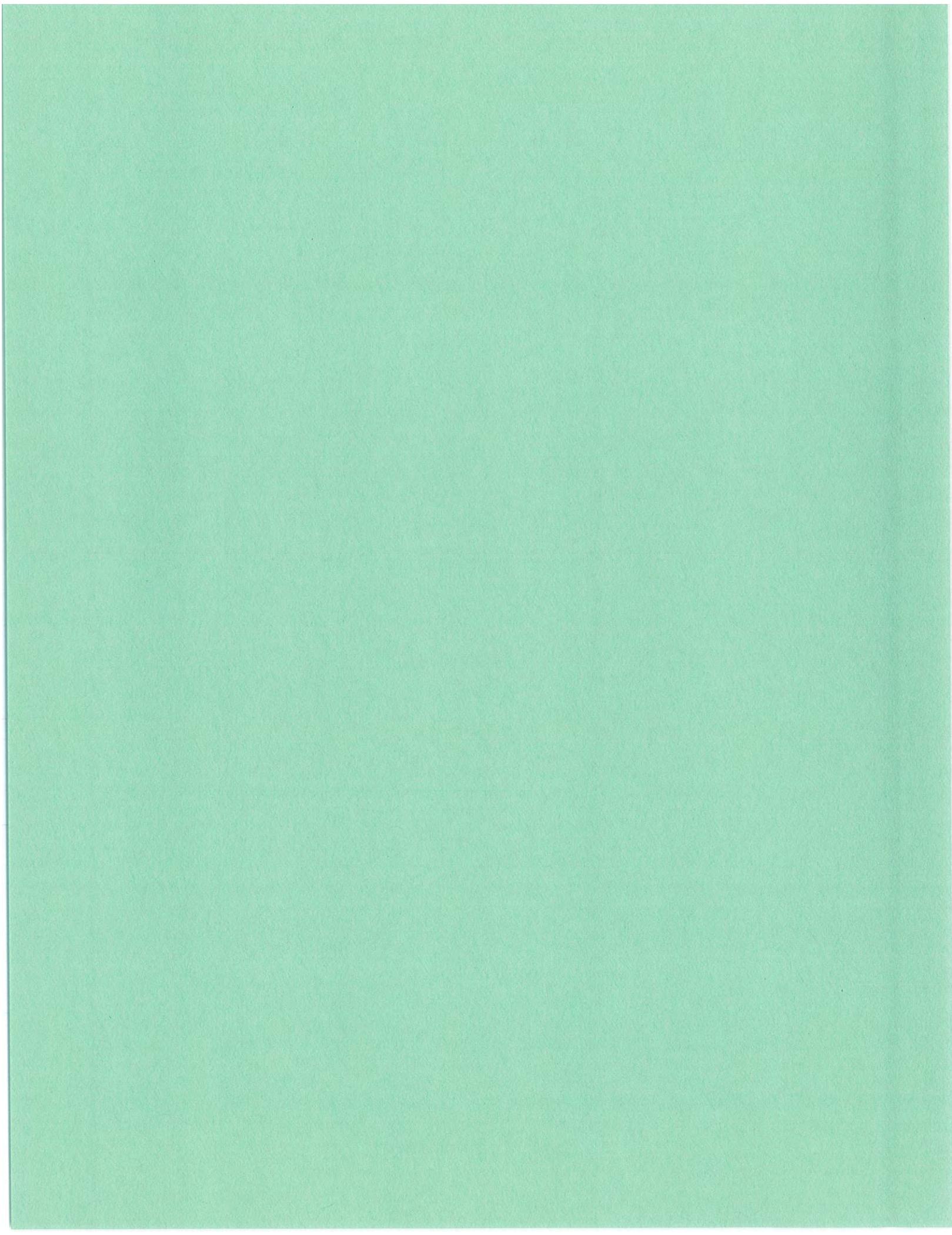
CITY OF BURBANK  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** *Child Care Committee*      **Date:** *1-14-14*

**Staff Present:** *Judie Wilke, Cathryn LaBrado, Lupe Meza*

**Council/Board Liaisons Present:** *None*

Item Discussed	Summary	Direction or Action, if any
1 PRESCHOOL FAIR	The group discussed the Preschool Fair and decided to postpone the event until August. Also discussed were ways to ensure participation and possible avenues of promoting the event. Tom Kissing commented that BUSD may be able to assist with providing a location for the event.	Staff will draft a letter to preschools to determine interest in participating and follow up with the Parent Education League.
2 BUSD KINDERGARTEN ORIENTATION MEETING	Tom Kissing from BUSD attended the meeting to provide the Committee with information regarding the upcoming Kindergarten Orientation Meeting.	
3 YOUTH SERVICES UPDATE	Staff provided the Committee with an update regarding Winter Break activities provided by the Department (Holly Daze Winter Camp, Tot Drop In Activities, and Nature in the Wild Camp).	
4 NEW AGENDA ITEMS	The Committee expressed concern over their reduced membership and voiced a desire to bring on additional members.	Staff will follow up regarding potential new members of the Committee.



CITY OF BURBANK  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** *Burbank Cultural Arts Commission*      **Date:** *1-9-14*

**Staff Present:**    *Gaby Flores, Kristen Smith, Victoria Cusumano, Caroline Arrechea*

**Liaisons Present:**    *None Present*

Item Discussed	Summary	Direction or Action, if any
1 Woodbury University Anthropology Presentation	Barbara Bowley a Woodbury Anthropology Professor gave a presentation to the Commission on her expertise and background on studying cultures and their connections to art.	It was the desire of the Commission to work with Barbara Bowley and Woodbury Anthropology students to conduct "What is the culture in Burbank" field study.
2 Starlight Bowl Proposal Overview	Staff provided a brief overview of Lehrer Architects proposal regarding infrastructure and programming recommendations to the Commission.	The Commission expressed a desire to be included in the feedback process to the City Council and Park Board during an upcoming joint meeting.
3 Alignment of Commission Goals Eight and Nine	Burbank Cultural Arts Commission Taskforce Goals Eight and Nine were very similar and the recommendation was to combine those goals.	Commission members were in agreement with combining Taskforce Goals Eight and Nine. Goal * is now revised to read: Collaborate and Support Burbank Arts Organizations/Artists through convening
4 Review of Website Guidelines for Burbank Organizations	The Commission previously discussed the burbankarts.com (Cultural Arts website) posting criteria for Burbank organizations. Staff briefly outlined the criteria allowing these organizations to post events held outside of the City on the website. Staff provided the Commission members with the criteria voted upon for further review.	Commission members decided to make no changes to existing website guidelines for Burbank Arts Organizations.
5 Commission Meeting Locations in 2014	The Commission previously expressed a desire to hold meetings at a variety of locations. The January meeting was held at the	Staff and Commission members discussed viable locations for the February meeting. Staff will follow

**CITY OF BURBANK**  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

6	Art in Public Places Update	<p>Little Theater.</p> <p>Staff did not have any official update to present. Staff asked the Commission if they wanted to extend an invitation to the Chair of the Art in Public Places Committee to attend the February Cultural Arts Commission meeting.</p>	<p>up with Tina Price to have the February meeting at a local gallery located on Hollywood Way.</p> <p>Commission members expressed an interest in inviting the Chair of the Art in Public Places Committee to attend the February Commission meeting.</p>
7	2013/2014 Burbank Cultural Arts Commission Goals Taskforces	<p>The Cultural Arts Commission has established 8 goals to be accomplished over the next year:</p> <p>Goal 1: Colorful Arts Destination Map</p> <p>Goal 2: Paint Electrical Boxes</p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p>Goal 4: Participate in Burbank On Parade</p> <p>Goal 5: Monthly Representation at Chamber Mixers</p> <p>Goal 6: Clearly Define Mission/Identity</p> <p>Goal 7: Fix Website</p> <p>Goal 8: Collaborate and Support Burbank Arts Organizations/Artists through convening</p> <p>Goal 9: Obtain Funding For Commission Priorities</p>	<p>Goal 1: Colorful Arts Destination Map</p> <p><b>Commission Member Miller was not in attendance. However he committed to setting up a meeting with the Woodbury University Digital Media Team to possibly develop an online/phone application to showcase the map.</b></p> <p>Goal 2: Paint Electrical Boxes</p> <p><b>Commission Member Beckley will set up a meeting with the subcommittee in the next two weeks to establish guidelines, timeline, process, and budget for the electrical box project.</b></p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p><b>The subcommittee presented initial recommendations to the Commission on Lehrer Architects proposal.</b></p> <p>Goal 4: Participate in Burbank On Parade</p> <p><b>Meeting to be scheduled in late January with parade organizers to discuss parade. The Commission</b></p>

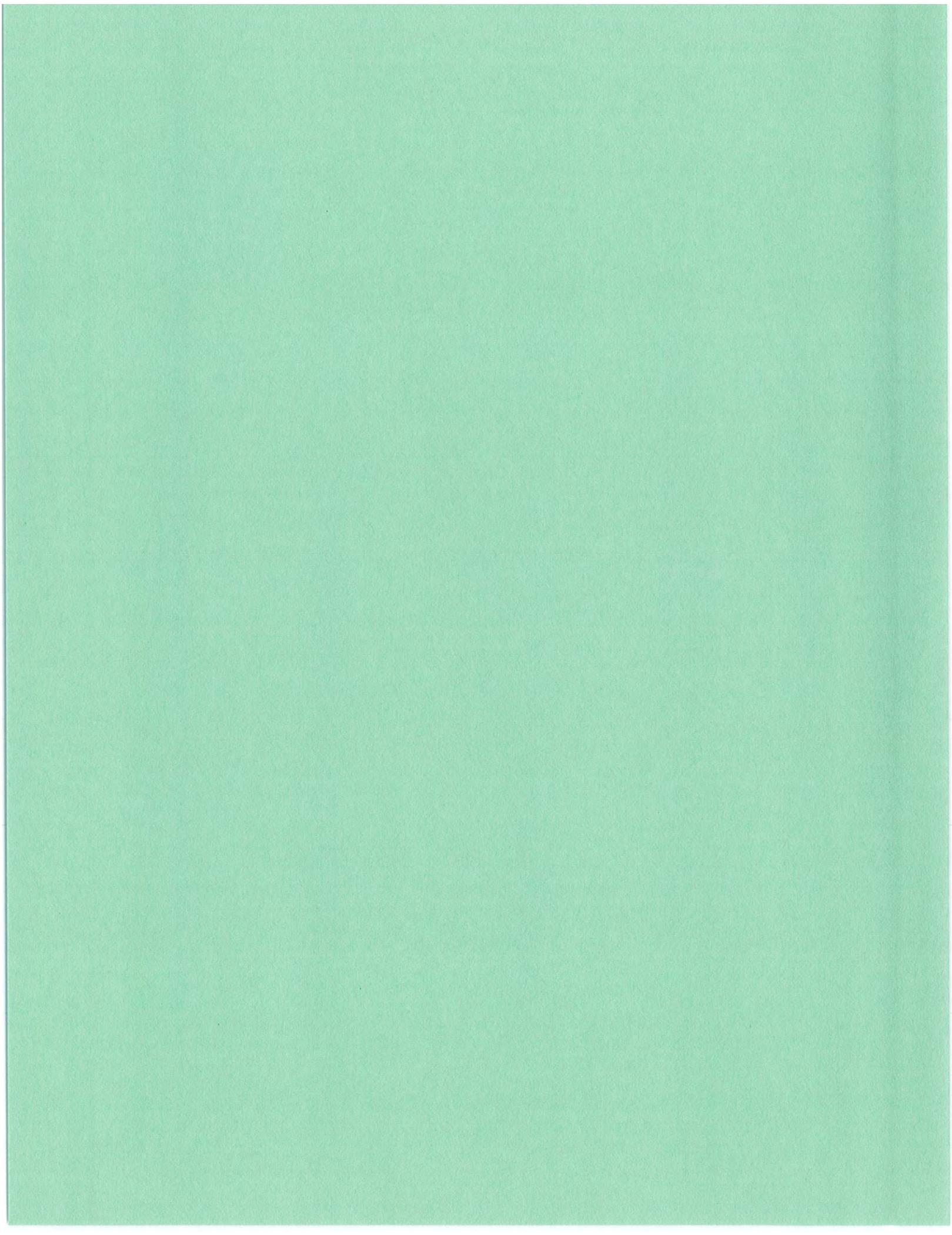
**CITY OF BURBANK  
PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY**

		<p>discussed their strategy regarding a presence, theme, and volunteer support.</p> <p>Goal 5: Monthly Representation at Chamber Mixers Commission members have been unable to attend.</p> <p>Commission member Flynn suggested again a sign-up process for members to commit to future meetings.</p> <p>Goal 6: Clearly Define Mission/Identity</p> <p>Chair Clift will address a timeline to meet this goal.</p> <p>In addition, this Committee will be charged with overseeing the budgets associated with all goals.</p> <p>Goal 7: Fix Website</p> <p>Commission member Arno has been unable to set up a meeting with Pickle; a website development firm due to the holidays. Staff introduced Noah Altman a newly promoted employee that is working at the Creative Arts Center who will be able to assist with updates to the Burbankarts.com website.</p> <p>Goal 8: Collaborate and Align Goals with Arts Organizations</p> <p>Subcommittee reviewed the success of the first Arts Convening and shared participant feedback with the Commission. This information will be instrumental in coordinating quarterly Arts Convening meetings.</p> <p>Goal 9: Obtain Funding For Commission Priorities</p>
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CITY OF BURBANK  
PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY

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		The Committee plans to meet with the Council liaison, Jess Talamantes in February to discuss priorities.
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**CITY OF BURBANK**  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting: Youth Board**      **Date: 1/8/14**

**Staff Present:**    *Christine Rumfola, Maritza Cuevas, Cathryn LaBrado*

**Council/Board Liaisons Present:**    *Barry Gussow, PRCS*

Item Discussed	Summary	Direction or Action, if any
1 Presentation	Family Service Agency Director Laurie Bleick gave a presentation on the programs offered by FSA, and how they support youth in our community.	Note and file
2 Teen Recreation Programs	Staff reported on December teen programming, as well as upcoming programs, such as the February Teen Dance, Counselor in Training applications, and sports sign ups.	Note and file
3 Youth Resource Program	Staff reported on the Youth Leadership Program and explained their current project which is to promote the Tree Bounty Program.	Note and file
4 Park, Recreation and Community Services Board Meeting	No official report. PRCS Board Rep Barry Gussow talked about the role of the PRCS Board.	Note and file
5 Sustainable Burbank Commission	Liaison Sandi Assaf reported on the discussions of the SBC including the Master Program, and potential Green Spotlight Award recipients.	Note and file
6 Youth Task Force	No report.	Note and file
7 Goals & Objectives	The Board voted to support the Austin Cook Award.	Board voted and approved.
8 School Reports	School Representatives gave a brief report regarding respective school activities.	Note and file



# memorandum

**DATE:** January 7, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director *JK*

**SUBJECT: BURBANK LANDLORD-TENANT COMMISSION  
MEETING SYNOPSIS – JANUARY 6, 2014**

- Four of five Commissioners attended the meeting with three members of the public in attendance.
- A presentation on the City's Analysis of Impediments to Fair Housing Choice (Analysis) was made. The presentation highlighted the purpose of the Analysis as well as outlined the process for updating the City's Analysis, currently underway. The presentation was the first outreach in the current preparation cycle to the Commission. The Commission provided feedback on its perspective of potential impediments to fair housing choice.
- The Commission reviewed a Tenant Questionnaire submitted by a Burbank tenant. However, because the tenant is in litigation, the Commission was prohibited from providing any input or form of action.
- The Commission took actions on: 1) electing the Sub-Committee members for January – March, 2014 (on a rotating basis, two Commissioners serve on a Sub-Committee, which provides when needed, focused assistance and mediation with landlord/tenant issues and disputes); 2) approving meeting minutes for November and December 2013; and 3) revising the Commission's Top 20 Most Frequently Asked Landlord-Tenant Questions for publication on the City's website.
- The meeting was adjourned at 7:48 p.m. and is scheduled to meet again on February 3, 2104.



# memorandum

**DATE:** January 9, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT:** Heritage Commission Meeting Synopsis – January 9, 2014

- Heritage Commission goals were discussed. The Commission determined public outreach strategies for the next 12 months.
- The Commission received an update on the Historic Sign Survey currently underway.

COMMUNITY DEVELOPMENT  
CITY OF BURBANK  
RE: SIGN OF MAIL AF





**CITY OF BURBANK  
LIBRARY SERVICES DEPARTMENT  
MEMORANDUM**

**DATE:** January 9, 2014

**TO:** Mark Scott, City Manager

**FROM:** Sharon Cohen, Library Services Director

**SUBJECT: Weekly Library Report**

- Our teen librarians were on the **Muir Middle School Campus** this week at the invitation of teacher Kathy Gallegos to teach information literacy to five 8<sup>th</sup> grade history classes. The librarians provided instruction to the students on how to use the library's catalog and how to use our databases for research for the 8<sup>th</sup> graders' first research paper.
- Sunday is **St. Bellarmine-Jefferson's** annual Open House, and the Library will be providing an array of Library information for parents and students to take home, including library card applications, information about *HelpNow* (our online homework help program), our database bookmark, and a variety of reading lists. The Library has a good relationship with our next door neighbor and appreciates the opportunity to promote our services to the parents and students at the Open House.
- Last fall 97% of public libraries across the state participated in a high speed broadband survey to assess internet connectivity rates at libraries. This Public Library Broadband Assessment was recently submitted to the Governor in October and is currently under review. (Since it may have budget implications it is considered confidential and cannot be released publicly at this time.) The data and its implications are clear, unambiguous, and sobering. In total, fewer than 5% (34) of responding California public libraries report operating at speeds of 50 Mbps or above. (an average home may have access to 50-100 Mbps).

Because of Burbank Water and Power's foresight and early investment in a fiber optic infrastructure throughout the City, Burbank Public Library is proud to be one of those 34 libraries with operating speeds of 50 Mbps or above. In fact since 2000, at the Burbank Public Library our public access computers have been providing connectivity of 100 Mbps to our patrons. Another great example of departmental partnerships, with the clear winners being our community! Thank you, BWP!



Important Updates for the Burbank City Council

January 17, 2014

## Elks Honor City Employees



The Burbank Elks Lodge #1497 held its fifth annual Community Service Awards recognition event on Wednesday, January 8. The Police Officer of the Year award went to Burbank Police Officer Christian Diaz for his exceptional contributions to the community. Officer Diaz's commitment to public safety resulted in the arrest of more than 50 people for driving under the influence over the past year. Eric Rowley was named Burbank Firefighter of the year for his firefighting skills, technological expertise and willingness to take on several projects, including an instrumental role in the transition from paper

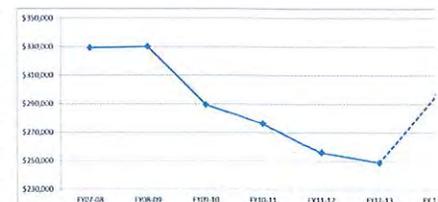
to electronic-reporting in the field. The Recycle Center's Kreigh Hampel was named Burbank City Employee of the Year for his tireless work promoting the City's Zero-Waste goal. The Public Works employee was also one of the founders of Burbank's volunteer Bike Angel program which collects and refurbishes used bicycles for distribution during the holidays. Teacher of the Year went to Burroughs High science teacher Jill Tobin, for her creative demonstrations and ability to evoke a sense of curiosity within her classroom.

## Downtown Burbank Partners (PBID) Sweep Awards

CalFest, the California/Nevada Festivals and Events Association held its 20<sup>th</sup> Annual Convention and Expo from January 7 to 9 in Anaheim. The Downtown Burbank Partnership won six CalFest Awards, including First Place for Downtown Burbank Car Classic (schedule of events); First Place for Downtown Burbank Car Classic (promotional poster); First Place for Downtown Burbank Oktoberfest (promotional/souvenir item); and three First Place Awards for The Rink (promotional poster, event photograph, and logo design).

## Another Sign of an Improving Local Economy

The Public Works Department routinely tracks the sale of monthly parking permits, which are primarily used by Downtown and Magnolia Park employees who use City-owned parking lots and structures. Since 2008, monthly permit parking sales have been steadily decreasing from a record high of 680 in February 2008 to a low of 374 in July 2012. A gradual increase has been observed, however, and in November and December 2013, monthly permit parking sales topped 500 for the first time since August 2009. Staff has also noticed that several businesses have requested additional permits for new employees – perhaps another good sign of an improving Burbank economy.



Annual Sales Data: Monthly Parking Permits

## Bicycle Registration Event



On Saturday, January 11, the Burbank Police Department conducted its first Bicycle Registration Event on the Chandler Bike Path. Aided by Police Cadets, Explorers, and Volunteers, 300 bicycles were registered by community members of all ages. Nationwide, thousands of stolen or lost bicycles are recovered, but many are never returned to their owners. The Burbank Police Department is establishing a database which will assist with the return of bicycles to their owners in the event they are ever lost or stolen.

## Magnolia Park Parking Lot Project

The City successfully secured \$337,500 for the Magnolia Park Parking Lot Project on Magnolia Boulevard and Maple Street. Funding for the new parking lot was made available through a 2011 Cooperation Agreement between the City and the former Magnolia Park Partnership. Having met each of its obligations under the Cooperation Agreement, the City may now proceed with construction activities. When completed, the project will add 41 new off-street parking spaces for patrons and employees of the Magnolia Park business district. Construction will begin in February and is scheduled to be completed in April 2014.

## PD Giving “Free Rides”

The Burbank Police Department is partnering with the business community to promote a new crime campaign offering “Free Rides with the Burbank Police Department if you are caught shoplifting in our store.” At a recent Business Watch meeting for the Magnolia Park Business Group, business owners were briefed on the program and provided signs for posting. The Department’s efforts will be expanded throughout the community in an effort to reduce crime through proactive measures.



## MVP Winter Basketball Camp



The Park, Recreation and Community Services Department held the 14th Annual MVP Winter Basketball Camp on January 2-4 for kids in grades 4th through 9th. Over 55 campers were placed on teams, participated in station drills and worked on the fundamentals of basketball. Each camper was given a t-shirt and a player handbook and had the opportunity to win autographed memorabilia, t-shirts, posters, and other prizes. MVP Basketball Camps are offered during the summer and winter breaks.

## Verdugo Park Aquatic Facility Renovation Project

The City’s contractor installed the 40-horsepower pump for the 50-meter pool during the winter holiday period. This custom-designed pump did not arrive in time for the pool opening, so the contractor had provided a temporary substitute pump to ensure a successful summer season. The newly installed pump is more efficient and designed to perform with the complex filtering, heating and chemical injection systems that serve the pool. The pool reopened January 5, as scheduled.

## Polar Plunge

The Park, Recreation and Community Services Department will be hosting the inaugural “Burr-bank Polar Plunge” on Sunday, January 26 at Verdugo Aquatic Facility. This free event will take place from 11 am to 12 pm. After taking a chilly dip in the activity pool or ride down the water slide, participants will be able to warm up with a cup of hot chocolate and also have a photo with Burr Bear.

## Angeleno Avenue Improvement Project

The Angeleno Avenue Improvement Project has begun and is scheduled to be completed by early March 2014. The project includes street resurfacing from Glenoaks Boulevard to First Street and reconstruction of damaged curbs, gutters, sidewalks, driveways and substandard pedestrian ramps. The project will also bring traffic signal improvements and restriped roads to provide for new bike lanes. Access to the court house parking structure will be maintained during working hours.

## “Ringing In the New Year” at the Nature Center

Stough Canyon Nature Center hosted a successful family-friendly New Year’s Eve Party on January 31. Bob Alborzian of the Sidewalk Astronomers set up a telescope for viewing Jupiter and its moons. After a variety of games, prizes and activities, participants prepared for a short hike to “The View”, which provided an excellent backdrop to welcome the New Year at midnight.