

# Weekly Management Report

## April 11, 2014

1. **Report** – 2013 Fourth Quarter Sales Tax Report – City Manager
2. **Staff Report** – BWP Operating Results, February 2014 – Burbank Water & Power
3. **Synopsis** – BWP Board Meeting of April 3, 2014 – Burbank Water & Power
4. **Synopsis** – Heritage Commission Meeting of April 2014 – Community Development Department
5. **Synopsis** – Landlord Tenant Commission Meeting of April 7, 2014 – Community Development Department
6. **Synopsis** – Park, Recreation and Community Services Athletic Federation Annotated Agenda Meeting of April 8, 2014 – Park, Recreation and Community Services Department
7. **Synopsis** – Burbank Police Commission Meeting of March 19, 2014 – Burbank Police Department
8. **Report** – Weekly Fire Report, April 9, 2014 – Burbank Fire Department
9. **Report** – Weekly Library Report, April 10, 2014 – Library Services Department
10. **Update** – City Notes, April 11, 2014 – City Manager





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

**DATE:** April 11, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Mark Scott, City Manager *MS*

**SUBJECT:** **2013 Fourth Quarter Sales Tax Report**

Attached is information from our sales tax auditors (HdL) relating to our 2013 Q4 sales tax results. As you know, the fourth quarter includes the Christmas holiday season and is, therefore, the most important of the year.

Each quarter, HdL provides the City with comprehensive data for the City, the region and the state. We also receive confidential company-specific information which is not public information.

Attached for City Council update are some of the public informational materials that HdL provides us. Overall, you will note that our results are positive, although fairly flat (up 1.6%) on a year-over-year basis. This trend is fairly constant throughout the state. While Burbank's percentage increase is more modest than many other cities, our overall sales tax base is among the best in the county, and especially when measured on a per capita basis.

One trend that concerns everyone is the very steady movement toward an internet sales economy and away from retail point-of-sale. Sales taxes for internet consumer goods are typically paid to a county pool, and then distributed to cities based on total population. Cities like Burbank, with higher per capita sales, are net losers when sales are made by internet. The growth in internet sales is projected indefinitely into the future, so cities are likely to see overall flat sales tax totals or worse. As a result, staff will project very modest sales tax growth assumptions in our 5-year budget projections.

# Q4 2013



# City of Burbank Sales Tax *Update*

First Quarter Receipts for Fourth Quarter Sales (October - December 2013)

## Burbank In Brief

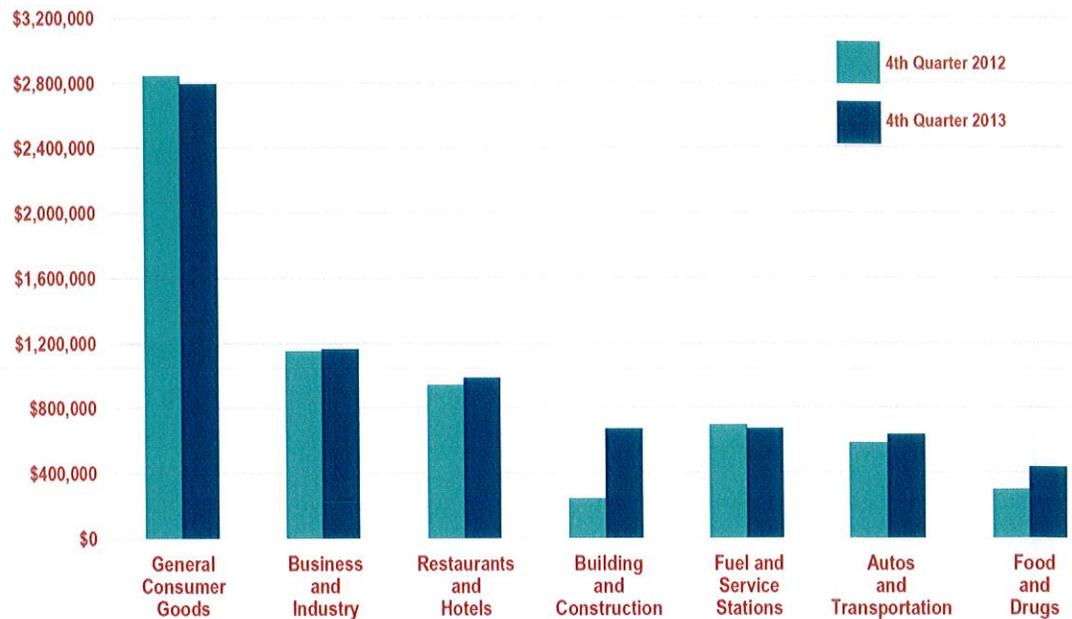
Burbank's allocation of sales and use tax revenues from its October through December sales was skewed by accounting anomalies in the building-construction and food-drug groups. Actual sales activity was up 1.6% over the same quarter one year ago after these and other aberrations were factored out.

A solid quarter for autos, home furnishings and building materials was the primary contributor to the overall increase. Holiday spending at department and apparel stores and restaurants were also factors.

The gains were offset by declining usage and pricing of fuel and a drop in receipts from office supplies and consumer electronics.

Adjusted for aberrations, sales and use tax receipts for all of Los Angeles County increased 1.7% over the comparable time period while Southern California as a whole was up 2.7%.

## SALES TAX BY MAJOR BUSINESS GROUP



## TOP 25 PRODUCERS

IN ALPHABETICAL ORDER

Ashley Furniture	Key Code Media
Best Buy	Lowes
Carmax	Macys
Community Chevrolet	Nordstrom Rack
Costco	Ralphs
CVS Pharmacy	Rapid Gas
Enterprise Rent A Car	Southwest Jet Fuel
Frys Electronics	Stock Building Supply
Fuji Medical Systems	Tape Company
Home Depot	Target
Ikea	Tesoro Refining & Marketing
K Mart	Vons
	Warner Bros

## REVENUE COMPARISON

Three Quarters – Fiscal Year To Date

	2012-13	2013-14
Point-of-Sale	\$20,207,623	\$20,923,126
County Pool	2,426,578	2,458,784
State Pool	9,624	12,339
<b>Gross Receipts</b>	<b>\$22,643,825</b>	<b>\$23,394,249</b>
<b>Less Triple Flip*</b>	<b>\$(5,660,956)</b>	<b>\$(5,848,562)</b>

\*Reimbursed from county compensation fund

**Statewide Results**

Excluding accounting anomalies, the local share of sales and use tax receipts from California's 2013 holiday spending rose 3.4% over the fourth quarter of 2012.

Auto sales and leases and all categories of building and construction materials were substantially up over the previous year while tourism and convenience-driven consumer demand continued to produce healthy gains in restaurant related revenues.

Sales of luxury goods and portable electronics did particularly well while cut backs in food stamp programs and unemployment benefits reduced spending at discount department stores and many value oriented retailers. Generally, the gains in sales from online purchases were higher than for brick and mortar stores.

Rising fuel efficiency resulted in lower receipts from service stations and petroleum supply companies while a slowing pace in solar and alternate energy development reduced use tax receipts from the business/industrial segment.

Spending patterns were fairly consistent throughout most regions.

**E-Commerce Spending Up**

Tax receipts from holiday spending on general consumer goods at brick and mortar stores grew by 2.3% over last year's comparable quarter while local tax revenues from online purchases increased 16% and accounted for 10.3% of total general consumer goods sales and use tax receipts.

The rise in online retail shopping accelerates trends that began 20 years ago by sellers of materials and equipment to business and industrial users. Suppliers were able to take advantage of business preferences for the ease

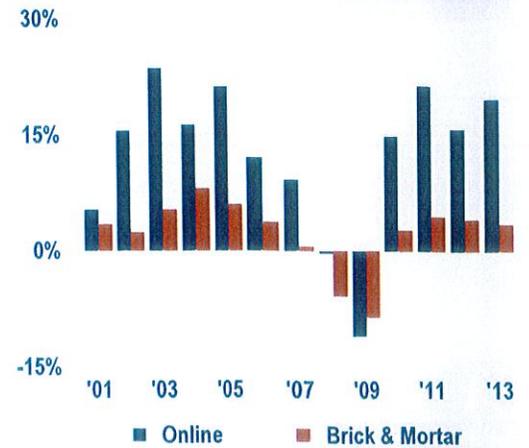
of online ordering by consolidating sales offices and inventories into just a few locations.

However, it was not until social networking and growth in the use of mobile devices that the general public became fully comfortable with online purchasing. Retail analysts expect the trend to expand and every major retailer is testing new concepts to reduce store size and overhead costs by driving more of their sales to centralized web-based order desks.

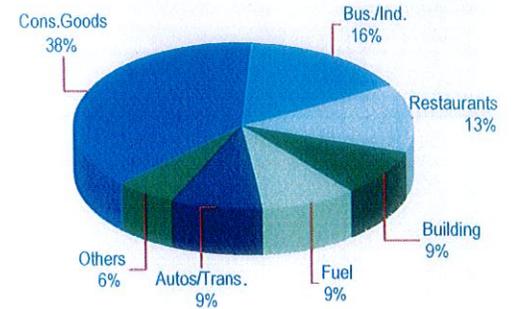
New technology, recent court decisions and legislative exemptions are constantly reducing what is taxable and has substantially altered the base on which the tax was created in 1933. The concentration of business supplies and now consumer goods into fewer and larger "points of sale" has accelerated competition for what is becoming a diminishing resource. Local governments are now bidding rebates up to 85% of the local tax collected in exchange for location of order desks.

**ONLINE VS. BRICK & MORTAR**

Year-Over-Year Percent Growth



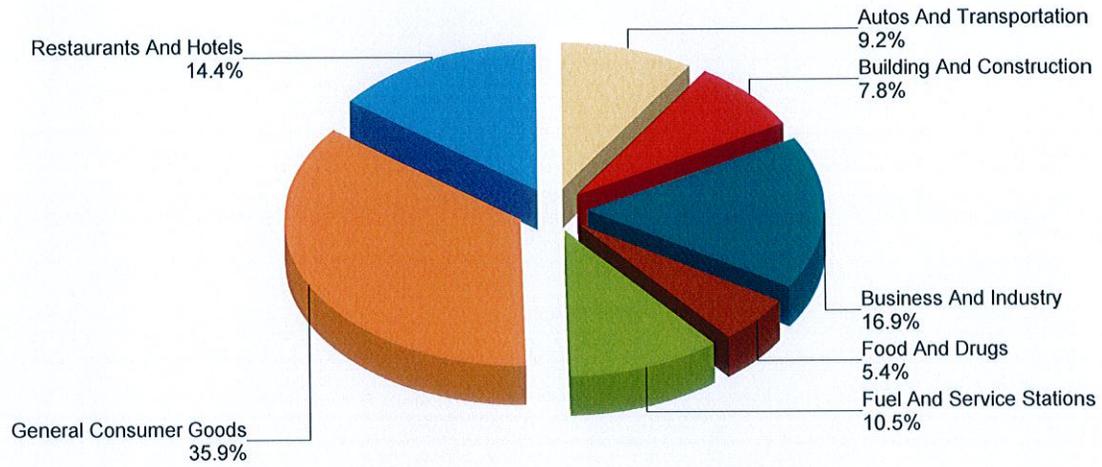
**REVENUE BY BUSINESS GROUP**  
Burbank This Quarter



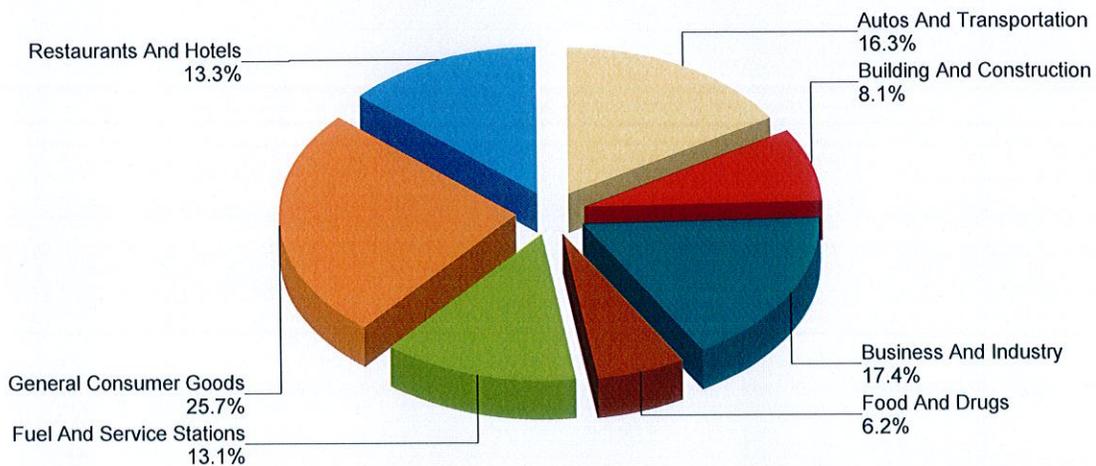
**BURBANK TOP 15 BUSINESS TYPES**

Business Type	*In thousands			
	Burbank Q4 '13*	Burbank Change	County Change	HdL State Change
Casual Dining	393.3	6.6%	5.5%	5.7%
Department Stores	261.6	6.4%	2.3%	1.6%
Discount Dept Stores	751.7	-2.5%	-0.2%	0.1%
Electronics/Appliance Stores	471.9	-8.4%	1.2%	-0.7%
Family Apparel	250.8	8.2%	7.2%	6.8%
Grocery Stores Liquor	263.9	107.3%	99.0%	38.3%
Home Furnishings	491.7	-1.4%	6.1%	7.9%
Lumber/Building Materials	500.8	626.8%	342.4%	264.3%
Motion Pictures/Equipment	428.2	36.7%	3.7%	-1.9%
Office Supplies/Furniture	156.0	-38.9%	9.8%	-3.3%
Petroleum Prod/Equipment	171.4	-26.1%	1.8%	-3.5%
Quick-Service Restaurants	372.0	0.4%	6.5%	7.8%
Service Stations	499.1	8.3%	-4.9%	-2.7%
Specialty Stores	198.2	2.0%	4.9%	7.7%
Used Automotive Dealers	317.6	17.8%	13.9%	16.6%
<b>Total All Accounts</b>	<b>\$7,348.6</b>	<b>9.0%</b>	<b>8.0%</b>	<b>8.7%</b>
<b>County &amp; State Pool Allocation</b>	<b>\$940.1</b>	<b>4.4%</b>	<b>3.4%</b>	<b>9.4%</b>
<b>Gross Receipts</b>	<b>\$8,288.7</b>	<b>8.5%</b>	<b>7.4%</b>	<b>8.8%</b>

**City of Burbank**

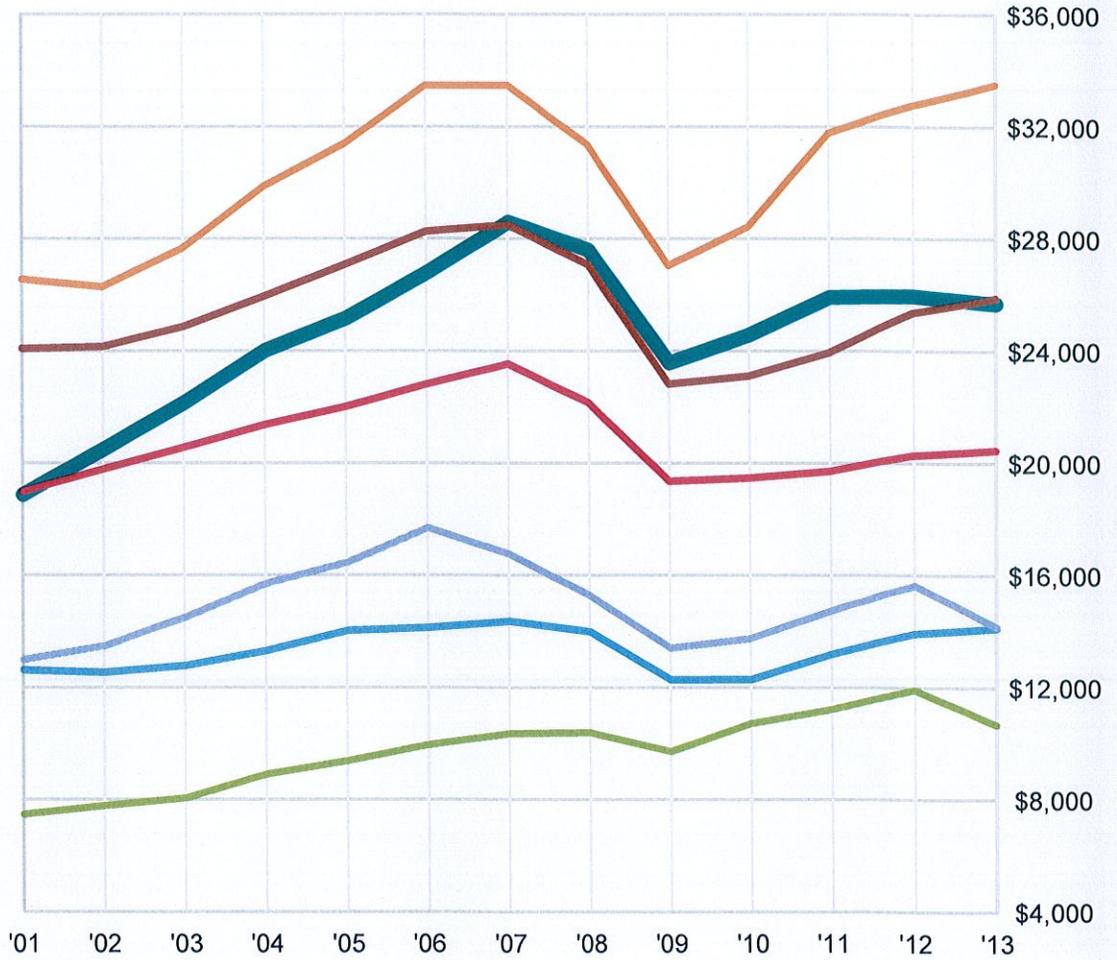


**HdL Client Database Statewide Totals**



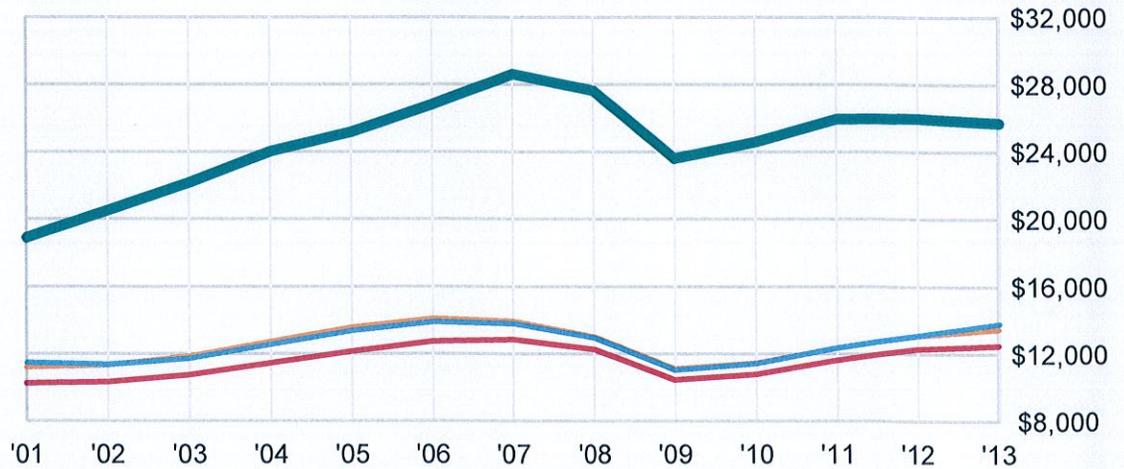
Per Capita Sales

- Burbank**  
Count: 4,581
- Glendale**  
Count: 6,299
- Santa Monica**  
Count: 5,675
- Long Beach**  
Count: 11,718
- Santa Clarita**  
Count: 7,216
- Pasadena**  
Count: 8,044
- Torrance**  
Count: 9,533



Per Capita Sales

- Burbank**
- Los Angeles County**
- Southern California**
- California**



Periods shown reflect the period in which the sales occurred - Point of Sale

Per Capita Sales

- Burbank**  
Count: 4,581

---

- Glendale**  
Count: 6,299

---

- Santa Monica**  
Count: 5,675

---

- Long Beach**  
Count: 11,718

---

- Santa Clarita**  
Count: 7,216

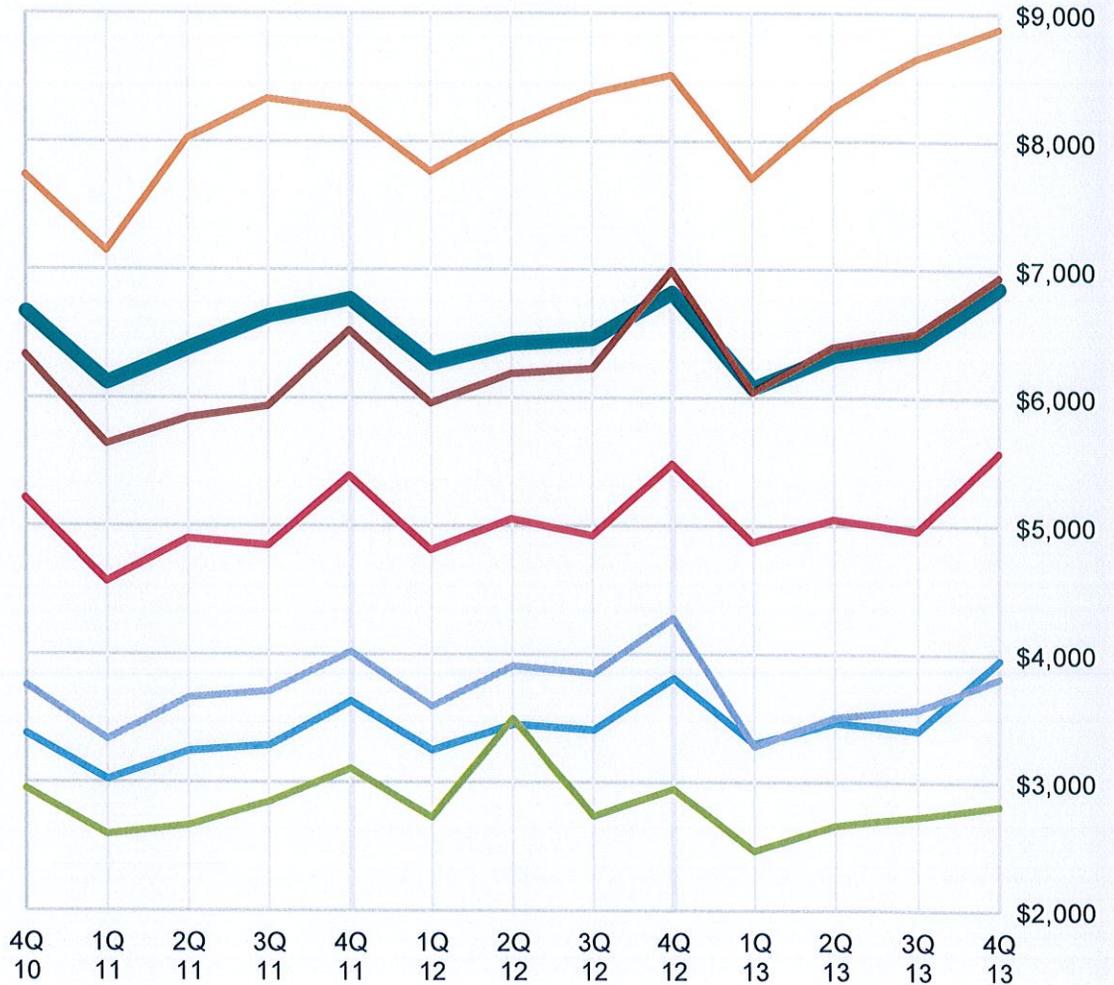
---

- Pasadena**  
Count: 8,044

---

- Torrance**  
Count: 9,533

---

Per Capita Sales

- Burbank**

---

- Los Angeles County**

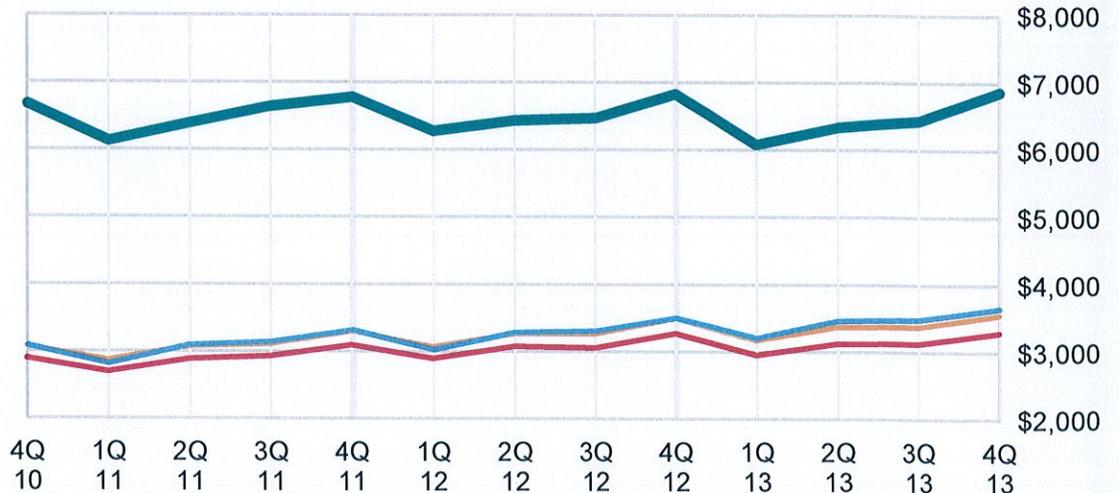
---

- Southern California**

---

- California**

---

Periods shown reflect the period in which the sales occurred - Point of Sale

Sales Tax by Major Industry Group

General Consumer Goods

Count: 1,936

Business And Industry

Count: 1,532

Restaurants And Hotels

Count: 461

Fuel And Service Stations

Count: 64

Autos And Transportation

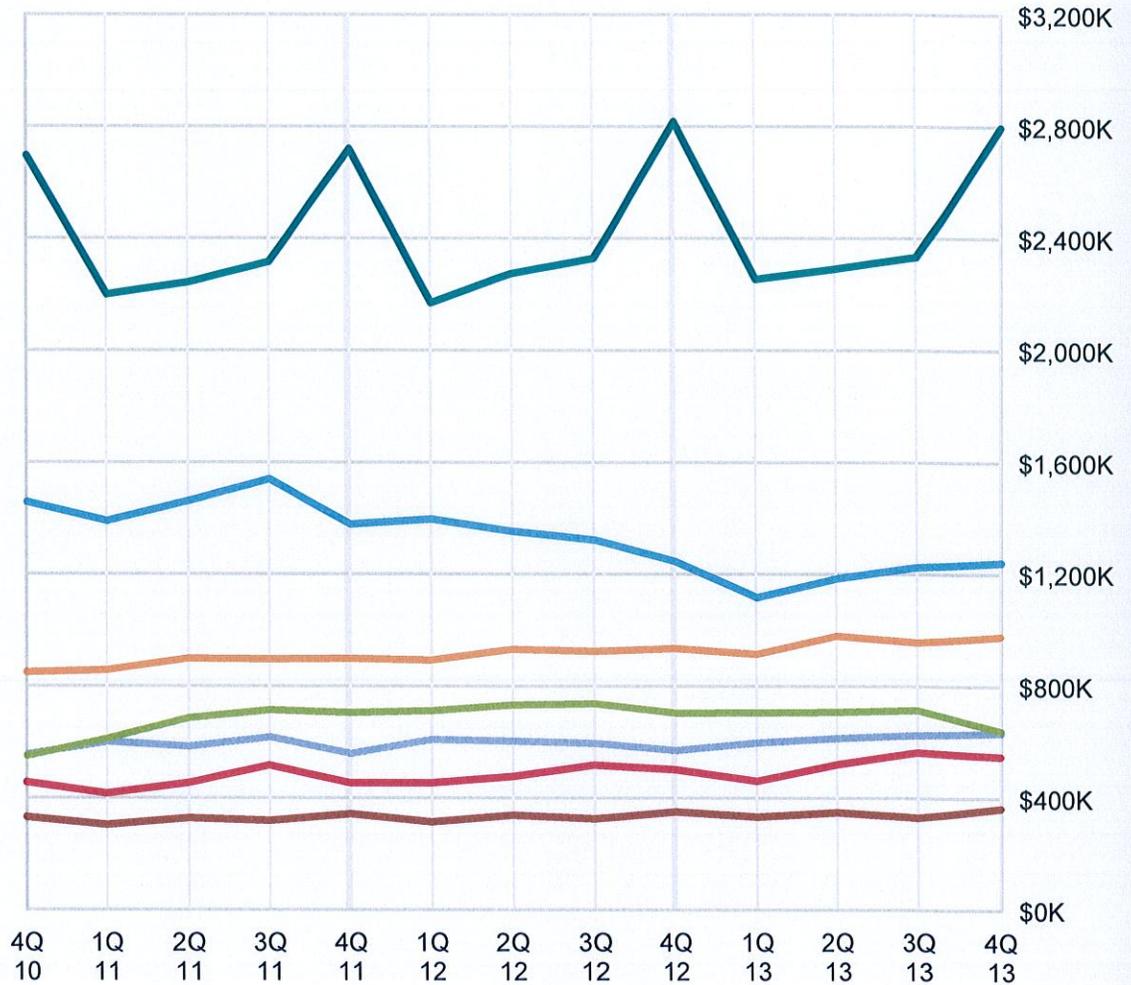
Count: 301

Building And Construction

Count: 139

Food And Drugs

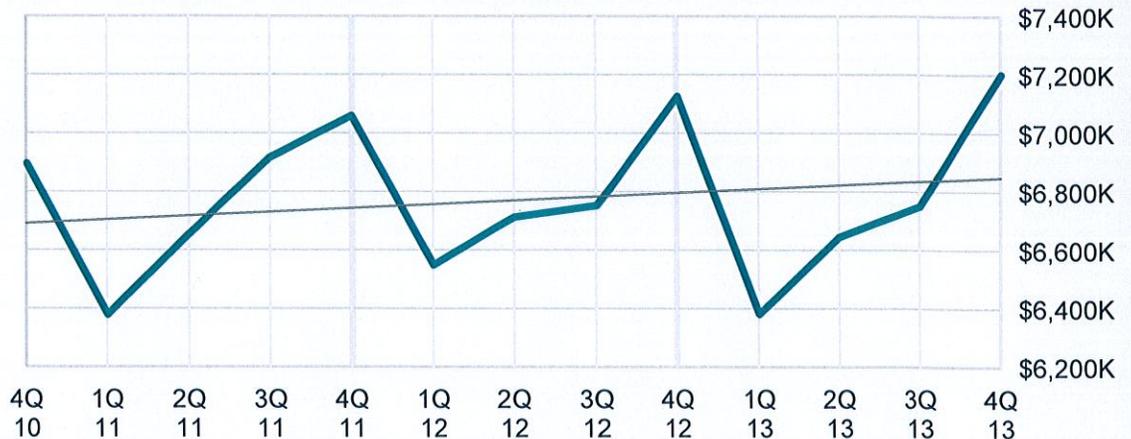
Count: 146



Agency Trend

Burbank

13 Quarter Trend: +2.3%

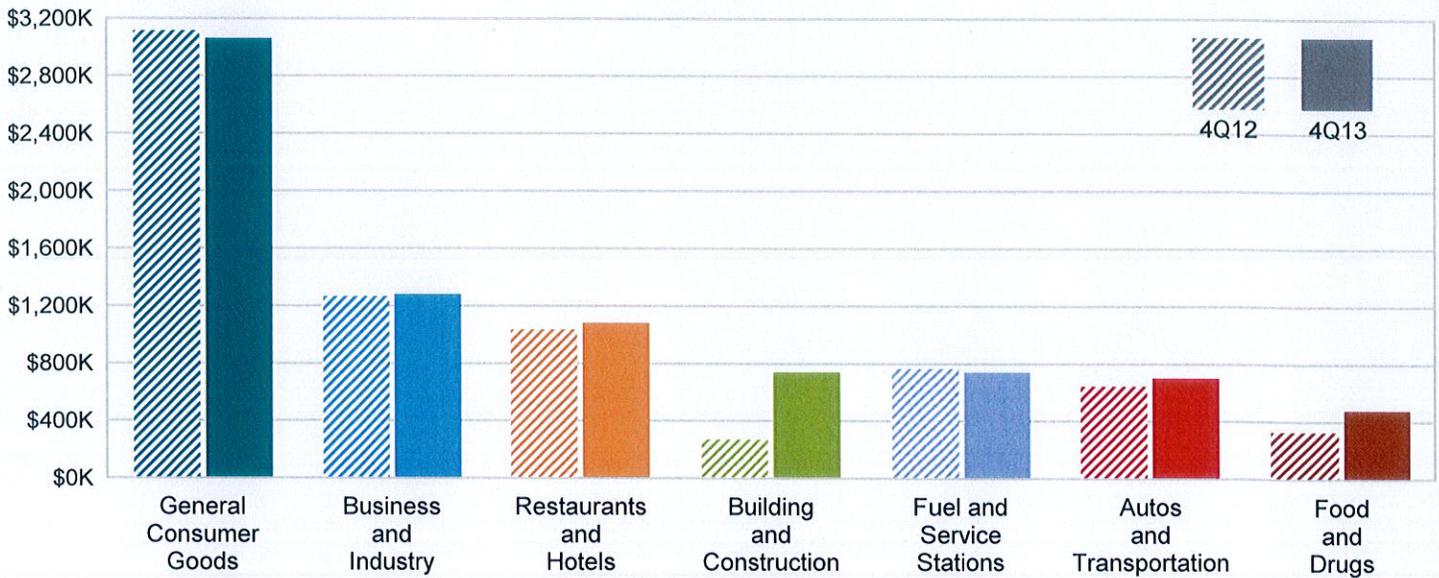


Periods shown reflect the period in which the sales occurred - Point of Sale

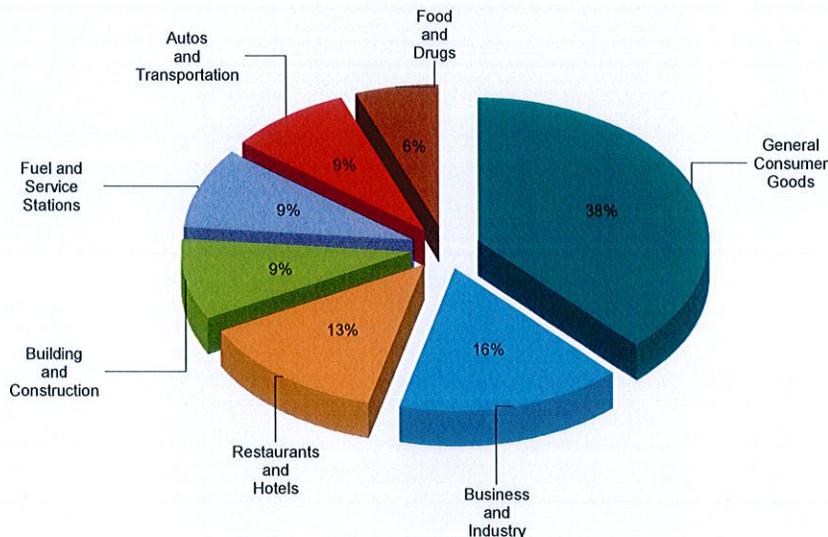
CONFIDENTIAL INFORMATION - DO NOT COPY OR DISTRIBUTE WITHOUT AUTHORIZATION

Major Industry Group	Count	4Q13	4Q12	\$ Change	% Change
General Consumer Goods	1,936	2,795,008	2,843,344	(48,336)	-1.7%
Business and Industry	1,532	1,162,691	1,148,258	14,433	1.3%
Restaurants and Hotels	461	981,054	938,676	42,378	4.5%
Building and Construction	139	671,115	241,114	430,001	178.3%
Fuel and Service Stations	64	670,507	692,786	(22,279)	-3.2%
Autos and Transportation	301	634,111	581,422	52,688	9.1%
Food and Drugs	146	433,117	295,553	137,564	46.5%
Transfers & Unidentified	2	1,026	8	1,018	-N/A-
<b>Total</b>	<b>4,581</b>	<b>7,348,628</b>	<b>6,741,161</b>	<b>607,467</b>	<b>9.0%</b>

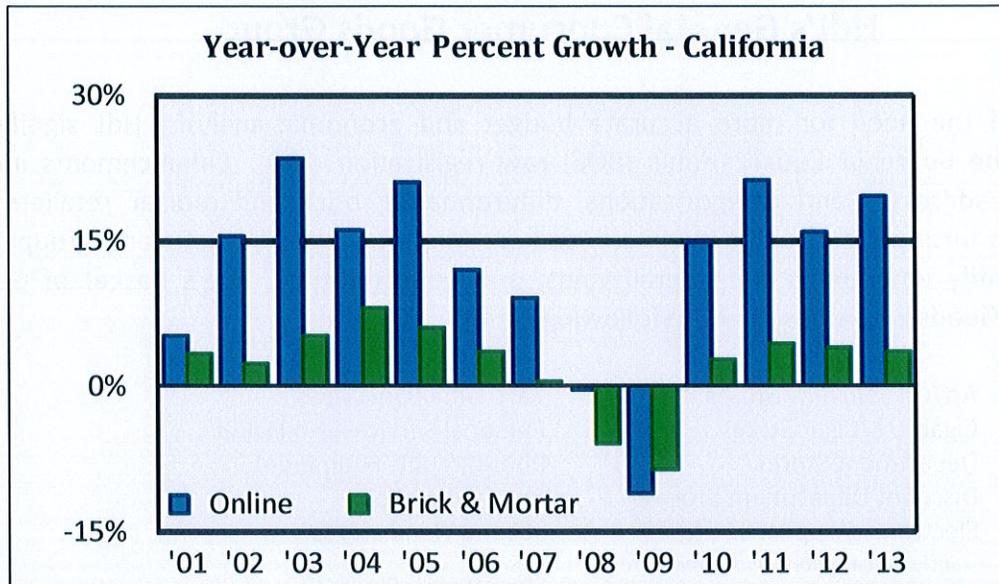
**4Q12 Compared To 4Q13**



**4Q13 Percent of Total**



**How Retail is Changing:  
Traditional “Brick & Mortar” vs. Online Shopping**



The graphic above illustrates the growth in online sales of General Consumer Goods\*, which made up 25.1% of the statewide taxable sales in 2013. Online sales in this segment grew 19.7% in calendar year 2013 and made up 10.3% of total General Consumer Goods sales. With the shift to online shopping, more sales tax dollars flow through the countywide pools, rather than being directly allocated to the jurisdiction where sales take place. Some large retailers are closing stores in favor of larger distribution centers in order to keep pace with growing online demand. Additionally, Forrester Research reports that web-based business-to-business purchases are twice that of web-based consumer purchases. A recent study by Google revealed that 79% of technology business to business purchases are made online.

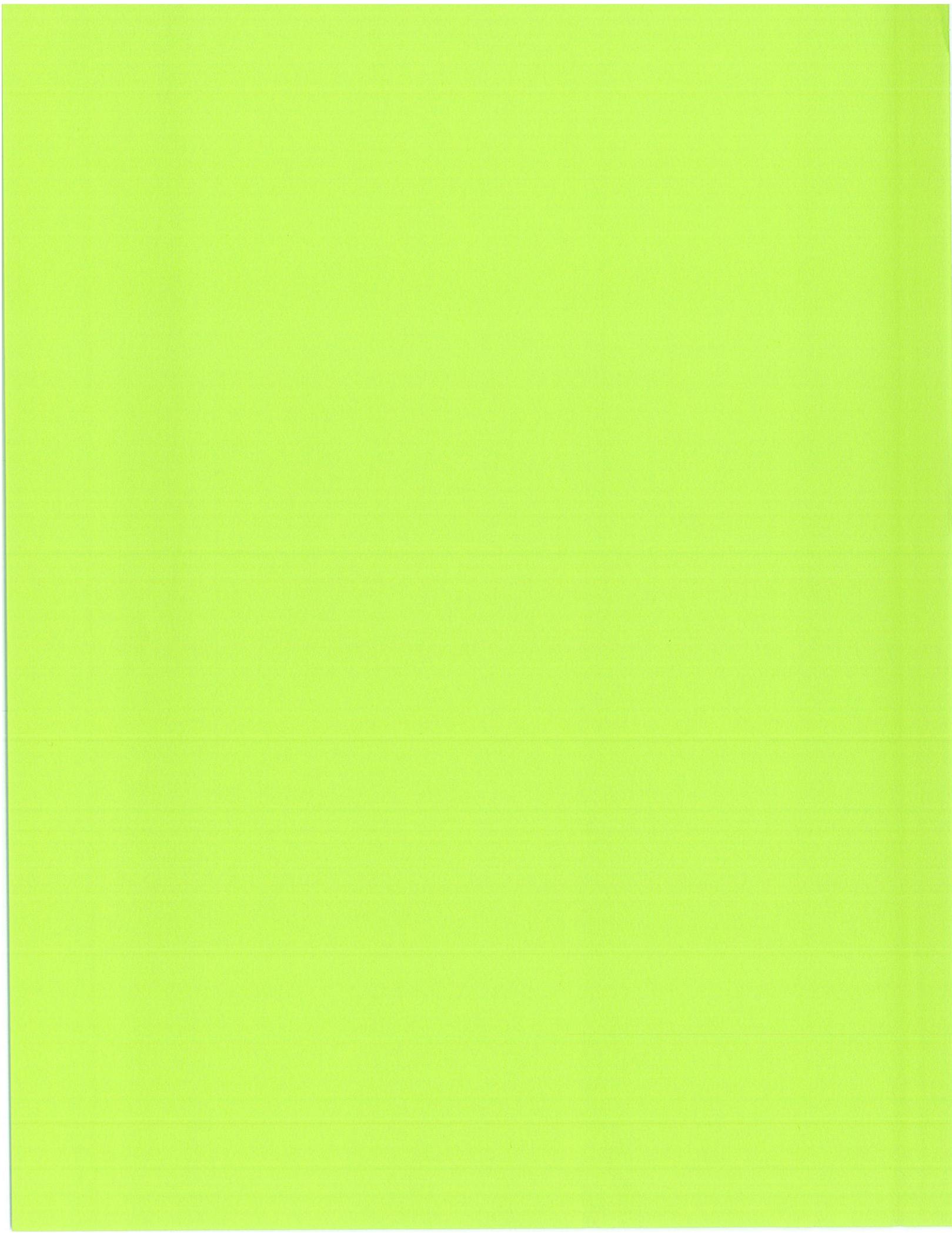
Statewide Local 1% Sales Tax Fourth Quarter Holiday Spending Percent Change from 2012 to 2013 (Selected California Retailers)		
	Brick and Mortar	Online
Apparel Stores	6.8%	29.0%
Department Stores	-0.4%	41.1%
Discount Department Stores	2.9%	22.4%
Home Furnishings	7.4%	42.2%
Consumer Electronics	4.2%	21.9%
Retail Fulfillment Centers	-	33.8%
<b>Total Statewide Consumer Goods</b>	<b>2.3%</b>	<b>16.0%</b>

\*See reverse for more information about HdL’s General Consumer Goods Group

## HdL's General Consumer Goods Group

Because of the need for more accurate budget and economic analysis, HdL significantly modifies the Board of Equalization's (BOE) raw registration data. Enhancements include: correcting addresses and categorizations, differentiating brick and mortar retailers from business to business and online retailers, and creating new classifications and groupings to better identify emerging trends, retail voids, and opportunities. HdL's basket of General Consumer Goods is composed of the following categories:

Art/Gift/Novelty Stores	Part-Time Permittees
Cigarette/Cigar Stores	Personal Service—No Liquor
Department Stores	Photographic Equipment
Discount Department Stores	Portrait Studios
Electronics/Appliance Stores	Second-Hand stores
<i>-Includes cell phone and game stores</i>	Shoe Repair Shops
Family Apparel	Shoe Stores
Florist Shops	Specialty Stores
General Merchandise	<i>-Includes pet stores, cosmetics, toys, and other</i>
Home Furnishings	<i>walk-in retail not categorized elsewhere</i>
Jewelry Stores	Sporting Goods/Bike Stores
Men's Apparel	Stationery/Book Stores
Morticians and Undertakers	Variety Stores
Music Stores	Vending Machine Routes
Newspaper Stands	Women's Apparel





7A

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

**DATE:** April 3, 2014  
**TO:** BWP Board  
**FROM:** Ron Davis, General Manager, BWP   
**SUBJECT:** February 2014 Operating Results

---

**Water Results of Operations**

For the month of February, Potable Water Revenues were \$197,000 better than budgeted and Recycled Water Revenues were \$28,000 better than budgeted. February Recycled Water Revenues were impacted by higher landscaping demand related to warm and dry weather. The February Gross Margin was \$96,000 better than budgeted; and estimated Income before Aid in Construction was a loss of \$285,000, which was \$79,000 better than budgeted.

Fiscal-year-to-date (FYTD) February Potable Water Revenues were \$304,000 better than budgeted and Recycled Water Revenues were \$521,000 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 \$86,000 lower than budgeted; estimated Operating Expenses were \$357,000 better than budgeted; and estimated Income before Aid in Construction was \$1,156,000, which was \$364,000 better than budgeted.

**Electric Results of Operations**

For the month of February, estimated electric loads were 9% lower than budgeted primarily due to conservation and warmer than average weather; and Retail Sales were \$826,000 lower than budgeted. February Power Supply expenses were \$223,000 better than budgeted due to lower loads. The February Gross Margin was \$392,000 lower than budgeted. Estimated Income before Aid in Construction was a loss of \$1,129,000, which was \$346,000 lower than budgeted.

FYTD February electric loads were 7% lower than budgeted primarily due to conservation and a cooler than normal summer; and Retail Sales were \$9,751,000 lower than budgeted. FYTD Power Supply Expenses were \$6,745,000 better than budgeted due to lower loads and larger than planned power supply true-up credits. The FYTD Gross Margin was \$3,355,000 lower than budgeted. Estimated FYTD Operating Expenses were \$3,237,000 lower than budgeted. Other Income includes \$3,100,000 from the release of project funds by SCPPA. Estimated Income before Aid in Construction was \$9,523,000, which was \$4,127,000 better than budgeted.

## **SAFETY**

Burbank Water and Power had no reportable lost time injuries during February 2014.

## **WATER DIVISION**

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

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 was held January 28. Public comments on the draft were originally due on April 14, but are now due on June 13 as the result of a 60 day extension of the comment period.

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 re-inflating the total. Acceptance by both houses will be necessary to amend the proposed bond. The negotiations regarding the bond package will likely go to the deadline for putting an amended measure on the ballot. It is highly probable that an amended bond proposal will be on the 2014 ballot because of the severity and impact of the drought.

The initial State Water Project (SWP) Allocation for 2014 was released on December 1 at 5%. The Governor issued a Drought State of Emergency Proclamation on January 17. The proclamation calls on all Californians to conserve water in every way possible. The voluntary actions called for could forestall future mandatory restrictions. The proclamation also gives state water officials more flexibility to manage supply throughout California under drought conditions. The 2014 SWP allocation was subsequently reduced to 0% on January 31. This could change before the end of the winter storm season although there has been no talk to that effect. Discussions are ongoing about committing any available water to health and safety priorities. Any final allocation will surely be historically low.

The Metropolitan Water District (MWD) is calling on all member agencies to conserve water and has pledged to assist other areas of the state where possible. Investments by MWD, (\$12B) since 1992, have built storage facilities and programs which now provide relief from immediate mandatory rationing as occurred in the past. MWD will, for the immediate future, be urging voluntary water conservation and will review the situation again at the end of March.

MWD is reconfiguring system operations to maximize use of Colorado River water to serve those agencies to which it can be delivered and conserve the stored SWP water to serve the Member Agencies ( Las Virgenes, Calleguas, Eastern MWD ) that can only be served by SWP water. Burbank will be receiving treated Colorado River water by the beginning of April, dependent on system tests currently being run by MWD staff.

As of the end of January, 7,000 acre feet of water were spread as budgeted for this fiscal year. During the meetings with MWD regarding serving Burbank with treated Colorado River water, MWD staff was made aware that next winter BWP would need 7,500 acre feet of SWP water for spreading at Pacoima and that this should be figured into the supply plan.

The BOU was 97.47% available for service in February. No GAC filters were offline for carbon change out. All wells were available for service. BOU production was limited by low system seasonal demand.

<b>Availability</b>	<b>Production</b>	<b>Average Flow Rate (gallons per minute)</b>
97.47%	60.74%	5,467

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

The California Department of Public Health issued a draft Maximum Contaminant Limit (MCL) of 10 parts per billion (ppb) for Chromium 6 on August 22. 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. A letter, signed by Council, was sent to the Governor requesting full consideration of the best and latest research in setting a final MCL, on January 14.

### **Project Updates:**

Some adjustments and relocations of a valve and hydrant were done at the airport due to grade changes during current construction. This is work in addition to the original scope and reimbursable by the airport.

Work began in January on replacing three transmission system valves in Sunset Canyon Drive near the Palm pumping plant. This work was completed in February.

Work began in February on installing 1,300 l.f. of 8-inch ductile iron potable water main in Naomi Street from Empire Avenue to Thornton Avenue. The existing 6-inch water main is being converted to recycled water use to serve Lundigan Park and the Fire Station. This work should be complete at the end of April.

External painting of the Paseo Redondo tank was completed in February. Internal and external painting of the Twin tanks is underway and should be complete in April. Maintenance painting at the Reservoir #4 Head House, Recycled Pump Station #3, Stough Pumping Station and the Reservoir #5 Head House were complete in March.

The Warner Brothers Ranch property went live with recycled water in December. The City Service Building (CSB) went live with recycled water in January. The Restland portion of Valhalla Cemetery is scheduled to go live in late March as well as Burbank Village Walk and parts of Izay Park. The remainder of Izay Park, the Burbank Avalon Media Center (Oak & Pass), the Airport RITC and Disney Elementary are scheduled to go live in April.

Work on the BWP/LADWP Recycled Water Connection at the Woodbury University meter vault was completed in March. LADWP is now working with Woodbury University to modify their irrigation system to go live with recycled water.

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

An inoperable 18" Transmission Main Valve on Sunset Canyon Drive near Reservoir #4 was removed and replaced in February 2014 with a modern 18" butterfly valve. The valve was placed in an existing water main 18" cast iron pipe.



An inoperable 20" Transmission Main Valve on Sunset Canyon Drive near Reservoir #4 was removed and replaced in February 2014 with a modern 20" butterfly valve. The valve was placed into an existing water main 20" concrete cylinder pipe.



## DISTRIBUTION

### **ELECTRIC RELIABILITY Outages**

BWP experienced one sustained feeder outage in February 2014. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,353,044 customer minutes.

<b>Reliability Measurement</b>	<b>Mar 2012-Feb 2013</b>	<b>Mar 2013-Feb 2014</b>
Average Outages Per Year (SAIFI)	0.1745	0.1758
Average Outage Duration (CAIDI)	94.94 minutes	86.96 minutes
Average Service Availability	99.9968%	99.9971%
Average Momentary Outages Per Year (MAIFI)	0.2399	0.3235
No. of Sustained Feeder Outages	16	14
No. of Sustained Outages by Mylar Balloons	3	3
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	1	1

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>
Burbank	8	7
Clybourn	5	0
Flower	12	12
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
<b>System Total</b>	<b>118</b>	<b>104</b>

\*Hollywood Way and Keystone are planned to have 2 and 6 circuits respectively without reclosing.

**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.

**Naomi-18 12kV Conversion**

Construction is underway and expected to be completed by the end of March. 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-1 12kV Conversion**

Engineering is complete and a work order will be issued to the field by the end of March. The conversion to 12kV is anticipated this August.

**Naomi-15 12kV Conversion**

Engineering is underway and the work order will be issued by the end of March. The circuit is anticipated to be converted to 12kV in July of 2015.

**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 is \$2 per hour. Staff is monitoring usage. The 327 North Pass location recorded the most sessions (159) and 208 hours of usage. The 301 East Olive Avenue location recorded the fewest sessions (18) with 36 total hours of usage.

<b>Month of usage</b>	<b>KWh</b>	<b>GHG savings in kilograms (kg)</b>	<b>Occupied time (hours)</b>
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
December	2,395	1,006	712
January 2014	2,524	1,060	681
February	2,323	976	632

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

## TECHNOLOGY

### **Broadband Services (One & Fiber)**

	<b>February New Orders</b>	<b>Revenues for February 2014</b>	<b>FYTD 2013-14 Revenues</b>	<b>FYTD Budget</b>
<b>Lit</b>	3	67,041	517,216	500,000
<b>Dark</b>	3	217,045	1,608,986	1,500,000
<b>Total</b>	6	284,086	2,126,202	2,000,000

## POWER SUPPLY

### **Project Updates:**

#### **Power Supply Engineering Lake Cooling Tower Project**

This project has an approved budget to procure and install a forced circulation counter-flow cooling tower, two (2) circulating water pumps that will draw water from the Reclaimed Water Tank, and a chemical addition system for circulating water treatment for the Lake Power Plant. This new cooling tower system will be located at the oily water containment area adjacent to the Fuel Gas Compressor Building. Activities include process and structural engineering of the system and support structures. When the Olive Plants were placed in dry-layup, a cooling tower was rented to address cooling requirements for the Lake Power Plant. The new cooling tower system will cool the Lake Power Plant turbine lube oil, generator lube oil, and fuel gas compressor, eliminate current ongoing cooling tower rental costs, and provide the power plant with a dedicated cooling tower to promote power system reliability.

The cooling tower was delivered March 19 and it is being stored until the tower's support structure is completed. Plan check approval was secured February 20. The cooling tower support structure footings were inspected and approved on March 12 and poured on March 13. Staff is coordinating its in-house and external resources to fabricate, furnish, and install underground electrical and piping infrastructure, the chemical injection system, and the cooling tower support structure. Bids for the fabrication of the support structures for the cooling tower and the separate chemical tote shed are due March 21, 2014. Commissioning acceptance is expected prior to the start of the 2014 peak power generation season.

#### **Variable Frequency Drive Project**

This project has an approved budget to engineer, procure, and install a Variable Frequency Drive (VFD) system on the Fuel Gas Compressors (FGCs) at the Magnolia Power Plant (MPP) to save energy and improve the system's reliability. The existing FGC equipment consists of two fully redundant reciprocating gas compressor skids that operate at a fixed motor speed and are configured with a gas recirculation control valve to accommodate fluctuations in service demand. This recirculation loop normally

transfers about one third of the compressed fuel volume flow, which represents a significant amount of wasted energy that can effectively be mitigated through implementation of the proposed VFD system.

Five proposals were received on December 23, 2013 from the following five manufacturers: Eaton, Siemens, Toshiba, Rockwell (Allen-Bradley), and Mitsubishi. BWP and Black & Veatch evaluated the proposals in a multi-step process, using pre-established selection criteria, and selected Siemens, Toshiba, and Rockwell as meeting the technical requirements. BWP staff will be recommending Rockwell as they represent the lowest cost and have the preferred cooling system for a VFD system. BWP Staff's recommendation will be placed on the BWP Board's April 3 Consent Calendar.

### **Fire Protection System Upgrades**

This Project upgrades the fire protection systems within portions of the Magnolia Service Building (MSB) and at the Steam Turbine Generator (STG). A new clean agent (inert gas) fire suppression system, interlocked with a new dry-pipe sprinkler (pre-action) system, will replace the existing wet fire sprinkler pipes inside the Cable Termination (Co-Locate) Room and the Telecommunications Room on the first floor of the MSB. This new system will be the first response to a fire followed by activation of the sprinkler system, if required after a pre-determined delay, to mitigate the risk of damaging expensive electrical equipment in these rooms. Six new heat detectors will be installed around the steam turbine-generator bearings at the MPP to augment and improve the existing fire prevention system's activation response time by immediately triggering the deluge water spray system; this will satisfy a recommendation from the insurance engineer.

Staff projects that a purchase order for Cosco Fire Protection, in the amount of \$81,500, will be issued by March 21, 2014 for the MSB fire protection system upgrades. A notice to proceed for Cosco to commence the work effort is slated for March 25 to allow BWP to complete its smoke seal work efforts for the Co-Locate and Telecommunication Rooms.

The heat detector scope for the STG bearings was issued in a separate request for quotes, per the MPP maintenance agreement. Vendor proposals were submitted to Purchasing on March 7 and were provided to BWP on March 13 for evaluation with subsequent recommendation and selection. Issuance of a "Notice to Proceed" for the heat detectors installation effort is expected by April 10.

### **Materials Handling Area Project**

The Material Handling Area (MHA) project is comprised of segregated areas for material storage and waste handling. One portion of this facility has four discrete storage compartments to meet BWP's need for temporary handling and storage of dirt, asphalt, gravel, and rubbish. This covered storage area will eliminate the current use and cost of off-site storage containers, improve logistical control and efficiencies in deploying and removing temporary materials, prevent material migration and storm water

contamination due to weather conditions, and generally improve site cleanliness and organization.

An adjacent portion of this facility is dedicated for temporary, covered storage of oil-filled electrical equipment that contains waste by-products. This area will include two separate recessed concrete containment pits with sumps to control any potential waste material releases. The covered areas with secondary containment will mitigate potential soil and storm water contamination, as this semi-enclosed space will provide a higher level of protection from adverse weather conditions to meet regulatory requirements and best practices.

BWP Staff identified a more cost-effective means to meet the project's specific power requirements and has documented this approach. BWP staff is coordinating this improved electrical design interface as part of the back-check submission and review process. The Burbank Fire Department recently provided approval of the fire suppression system and the projected waste storage quantities in conformance with the Occupancy "S" design classification. Building & Safety has provided its plan check review comments. These comments will be addressed and the plans resubmitted through back-check submission for final City review and acceptance. Development of the Bid Schedule is underway for this project (combined with the Central Laboratory Project in the same Bid Schedule) and is projected to go out to bid by May 7.

#### **Central Laboratory Project**

This project has an approved budget to design, bid, and build a 760 gross square foot water quality testing laboratory within the MPP boundaries to support operations required to verify proper water chemistry. This new facility provides space for determining water quality control, storage for operator's safety gear, separate restrooms for use by staff and outside service providers, an operator work station, and all furniture, fixture and equipment (FF&E) to support stand-alone operations. The new Central Laboratory will improve operator safety and productivity and can be used to augment the ZLD water quality laboratory as needed. A PEMB approach will be implemented as a cost-effective alternative to traditional building construction. The bidding for this project is being combined with the Material Handling Area Project to promote contractor interest and reduce overall projected construction costs through economy of scale.

Construction documents were submitted to Building & Safety on December 23, 2013 for plan check review. The Burbank Fire Department provided its plan check approval, including acceptance of the projected chemical use, quantities, and storage, on March 5. Staff met with Building & Safety on March 5, and based on the current completion effort to date, plans are expected to be returned by March 24. Then a subsequent back-check submission, review, and acceptance effort is required to secure final City approval.

Completion of the FF&E program was submitted for review and accepted by BWP Power Supply Operations on January 21, 2014. Development of the Bid Schedule documents is underway (combined with the MHA Project in the same Bid Schedule) and is projected to go out to bid by May 7.

## **Power Resources**

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

The Intermountain Power Project (IPP) participants, including BWP, continue to discuss post-coal repowering (called "renewal") for IPP. The current contracts expire in 2027.

As previously reported to the Board, BWP continues to view the 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 is under consideration in Burbank's Integrated Resource Planning (IRP) process. The IRP process is important, given that 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, balanced with concerns of over-reliance on natural gas.

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 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. In addition, LADWP has also proposed a separate agreement with the other Southern California participants, which BWP is also reviewing.

On a related note, BWP has submitted a proposal to the Western Electricity Coordinating Council (WECC), which oversees the Western U.S. electrical grid, to study the development of large-scale compressed air energy storage (CAES) at the IPP site. A number of other market participants joined BWP in this proposal, including Wyoming wind project developer Pathfinder Wind, transmission developer Duke American Transmission Company (DATC), salt cavern developer Magnum Resources, and technology provider ABB.

This study would focus on the use of CAES at the IPP site to firm and shape cost-effective Wyoming wind energy, brought to IPP by DATC's Zephyr transmission project and transmitted to Southern California by the existing Southern Transmission System; the transmission line that brings IPP's output to our area. BWP and its partners are currently working to support this study proposal during WECC's study proposal decision-making process. On March 11, the WECC released its draft study program, including the BWP-submitted study. This study program is now subject to a public comment period prior to finalization in late April or early May. In anticipation of final

approval, BWP and its partners are organizing the planning models and assumptions necessary for the study.

As noted above, BWP is also pursuing a comprehensive IRP process. The IRP will assist BWP in determining 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.

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 to modern standards for balancing authority agreements.

In August 2013, LADWP 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 a 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 participation in LADWP's OATT stakeholder process, and then comparing that understanding with the policies and practices established by Federal Regulatory Energy Commission. To-date, neither the substance of the proposed OATT nor the stakeholder process has been consistent with current rate-making public policy. In addition, the relationship between the proposed OATT and a balancing authority agreement has not been clarified. BWP and GWP continue to discuss these matters with LADWP.

In the end, the need for such a balancing authority agreement must be clearly demonstrated to be based on a rational basis, and be consistent with current rate-making practices and policy.

## **Power Resources**

### **Integrated Resource Planning (IRP) Process**

BWP has embarked on a comprehensive 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.

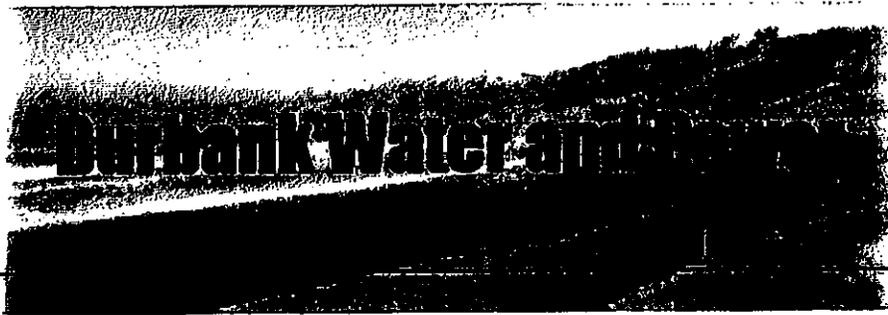
BWP's IRP team has worked to shape an IRP process to meet Burbank's needs, with a significant emphasis on public outreach. In this regard, BWP's IRP process consists of three phases: 1) preliminary public outreach, focused on helping the public understand BWP's business and the issues it faces, and to seek public feedback (Phase One); 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. In this connection, BWP has engaged Liedos (formerly SAIC and R.W. Beck), a major power industry engineering and consulting firm, to assist in detailed scenario modeling.

Phase One was presented to the Board on March 6, 2014. 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.

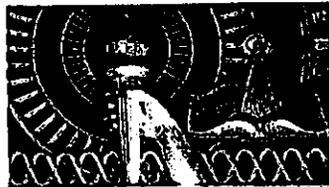
## **FINANCE**

On March 6, the BWP Board approved and recommended BWP's proposed budget for FY 2014-15 to the Burbank City Council for all of the funds it manages. The recommendation includes overall rate increases, effective July 1, 2014, of 2.90% for the Electric Fund and 4.75% for the Water Fund. The Electric rate increase is primarily driven by renewable energy costs and a revised lower load forecast. The Water rate increase is primarily driven by recovering in rates principle and interest payments on the newly constructed Reservoir #1 and the Recycled Water system, and ramping-in increases in the cost of water from prior periods and projected water cost increases for FY 2014-15.

### **Attachments**



**WATER**



**LIGHT**



**POWER**



**Estimated Financial Report**

**February-14**





**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD February 2014  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	NEL MWh	779,191	842,273	(63,082)	- FYTD NEL is 7.5% 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 792,886.
B.	Retail Sales MWh	785,613	813,384	(27,770)	- Staff is reviewing Retail Sales MWh.
C.	Retail Sales	112,886	122,637	(9,751)	- Retail sales correspond to lower NEL (demand).
D.	Retail Power Supply & Transmission	72,205	78,950	6,745	- The favorable variance is attributable to lower retail load and higher than planned true-up credits primarily from IPP, MPP, STS, and prepaid gas.
E.	Distribution	6,325	7,932	1,607	- The favorable variance is attributable to unfilled and underfilled positions, and related benefits, and to higher than planned labor credits for capital and work for others.
F.	Finance, Fleet & Warehouse	1,590	2,034	443	- The favorable variance is attributable primarily to the write-off of the premium related to the refinancing of the 2002 Series Bonds, and lower than planned professional services.
G.	Security / Operations Technology	924	858	(66)	- The unfavorable variance is attributable to lower than planned labor credits for capital and work for others.
H.	Interest Income	708	504	204	- The favorable variance is attributable to higher interest income as a result of the release by SCPPA of \$3.1m in restricted bond cash from the Mead Phoenix and Mead Adelanto transmission projects.
I.	Other Income/Expense	4,729	1,243	3,486	- 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.
J.	Capital Contributions (AIC)	773	4,510	(3,736)	- 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 February 2014 (\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	NEL MWh	80,117	88,146	(8,028)	MTD NEL is 9.1% below budget primarily due to conservation and warmer than average weather. MTD HDD were 165 versus the 30 year average of 243. CDD were 5 for MTD and the 30 year average. Weather normalized NEL was 80,125.
b.	Retail Sales MWh	85,122	85,122	-	Staff is reviewing Retail Sales MWh. Retail Sales MWh are estimated at budgeted values.
c.	Retail Sales	11,828	12,655	(826)	Retail sales correspond to lower NEL (demand).
d.	Retail Power Supply & Transmission	8,552	8,775	223	The favorable variance is attributable to lower retail load and is partially offset by higher fuel prices and more renewable energy than budgeted.
e.	Total Operating Expenses	4,112	4,112	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for February 2014 and are estimated at budgeted values.

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

	Feb-14	Jan-14	Dec-13	Sep-13	Jun-13	Mar-13	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 43,510	\$ 48,462	\$ 51,443	\$ 43,534	\$ 41,664	\$ 49,608	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	16,629	16,615	16,601	16,657	13,507	13,485		
Sub-Total Cash and Investments	<u>70,139</u>	<u>75,078</u>	<u>78,044</u>	<u>70,191</u>	<u>65,171</u>	<u>73,094</u>	<u>69,060</u>	<u>39,340</u>
Remaining Capital Commitments	(16,605)	(18,235)	(19,655)	(23,462)	(21,045)	(27,771)		
Public Benefits Obligation	(2,844)	(2,759)	(3,137)	(2,873)	(2,726)	(3,161)		
Cash and Investments (less Commitments)	<u>50,691</u>	<u>54,094</u>	<u>55,251</u>	<u>43,857</u>	<u>41,401</u>	<u>42,161</u>	<u>69,060</u>	<u>39,340</u>
<b>Restricted Cash</b>								
Debt Service Fund & Other Restricted Cash (a)	2,969	2,969	4,931	2,488	622	4,149	2,969	2,969
Parity Reserve Fund (b)	4,175	4,175	4,175	4,081	4,081	3,969	4,175	4,175
Sub-Total Restricted Cash	<u>7,144</u>	<u>7,144</u>	<u>9,105</u>	<u>6,569</u>	<u>4,703</u>	<u>8,138</u>	<u>7,144</u>	<u>7,144</u>
Total Cash	<u>\$ 77,283</u>	<u>\$ 82,221</u>	<u>\$ 87,149</u>	<u>\$ 76,760</u>	<u>\$ 69,874</u>	<u>\$ 81,232</u>	<u>\$ 76,204</u>	<u>\$ 46,484</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 February 2014  
(\$ 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
	548,159	511,394	36,765	7.2%	5,644,418	5,487,689	156,729	2.9% (A)
	599,783	497,295	102,488	20.6% (e)	5,636,355	5,338,149	298,206	5.6% (B)
	63,463	53,050	10,412	19.6% (B)	669,400	875,825	(206,426)	(23.6%) (C)
	\$ 1,763	\$ 1,567	\$ 197	12.5% (c)	\$ 18,350	\$ 18,046	\$ 304	1.7% (D)
	157	129	28	21.6% (d)	1,617	2,138	(521)	(24.4%) (E)
	50	50	-	0.0%	637	400	237	59.2%
	1,971	1,746	225	12.9%	20,604	20,583	20	0.1%
	921	792	(129)	(16.3%)	8,609	8,503	(106)	(1.2%)
	1,049	954	96	10.0%	11,995	12,081	(86)	(0.7%)
	482	482	-	0.0%	4,039	4,278	238	5.6%
	89	89	-	0.0%	832	772	(60)	(7.7%)
	181	181	-	0.0%	1,279	1,474	194	13.2%
	69	69	-	0.0%	553	553	-	0.0%
	309	309	-	0.0%	2,482	2,465	(17)	(0.7%)
	1,131	1,131	-	0.0%	9,184	9,541	357	3.7%
	(82)	(177)	96	54.0%	2,810	2,540	271	10.7%
	10	10	-	0.0%	125	82	43	51.7% (F)
	46	46	-	0.0%	419	366	53	14.6%
	164	164	-	0.0%	1,278	1,315	37	2.8%
	95	78	(17)	(21.9%)	920	881	(40)	(4.5%)
	(204)	(187)	(17)	(9.2%)	(1,654)	(1,747)	93	5.3%
	(285)	(364)	79	21.6%	1,156	792	364	45.9%
	26	26	-	0.0%	223	243	(19)	(7.9%)
	\$ (259)	\$ (337)	\$ 78	23.3%	\$ 1,380	\$ 1,035	\$ 345	33.3%

• ( ) = 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 February 2014  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation																																				
A.	Water put into the system in CCF's	5,644,418	5,487,689	156,729	- Warm and dry weather has increased demand for landscaping and irrigation use.																																				
B.	Domestic Sales in CCF's	5,636,355	5,338,149	298,206	- Warm and dry weather has increased demand for landscaping and irrigation use.																																				
C.	Metered Recycled Water in CCF's	669,400	875,825	(206,426)	- Recycled water sales are lower than planned primarily related to lower than planned 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.	Potable Water Revenue	18,350	18,046	304	- The WCAC impact increased potable water revenues by 92k FYTD. Without this adjustment, potable water revenues would be favorable by 1.2%.																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">WCAC revenue</td> <td style="text-align: right;">8,965</td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: right;">WCAC Expenses:</td> <td style="text-align: right;">3,609</td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: right;">Purchased water, chemicals, and electricity</td> <td style="text-align: right;">448</td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: right;">WCAC In-lieu</td> <td style="text-align: right;">9,057</td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: right;">Total WCAC Expenses</td> <td style="text-align: right;"><u>9,057</u></td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: right;">WCAC revenue deferral (increased revenues)</td> <td style="text-align: right;"><u>5</u></td> <td colspan="3"></td> </tr> </table>							WCAC revenue	8,965					WCAC Expenses:	3,609					Purchased water, chemicals, and electricity	448					WCAC In-lieu	9,057					Total WCAC Expenses	<u>9,057</u>					WCAC revenue deferral (increased revenues)	<u>5</u>			
	WCAC revenue	8,965																																							
	WCAC Expenses:	3,609																																							
	Purchased water, chemicals, and electricity	448																																							
	WCAC In-lieu	9,057																																							
	Total WCAC Expenses	<u>9,057</u>																																							
	WCAC revenue deferral (increased revenues)	<u>5</u>																																							
E.	Recycled Water Revenue	1,617	2,138	(521)	- Recycled water sales are lower than planned primarily related to lower than planned 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.																																				
F.	Interest Income	125	82	43	- The favorable variance is attributable primarily to higher cash on hand than planned due to funds received from the State Water Resource Board for construction of the Vallhalla Recycled Water Project.																																				

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets-Footnotes  
MTD February 2014  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Domestic Sales in CCF's	599,783	497,295	102,488	- A dry and warm February increased demand for landscaping and irrigation use.
b.	Metered Recycled Water in CCF's	63,463	53,050	10,412	- Recycled water sales are higher than planned primarily related to higher than planned demand for landscaping irrigation due to the warmer and dryer weather.
c.	Potable Water Revenue	1,763	1,567	197	- The WCAC impact increased potable water revenues by 1k MTD.
					WCAC Revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					WCAC In-lieu
					Total WCAC Expenses
					<u>MTD Actual</u>
					\$ 969
					921
					48
					<u>970</u>
					<u>\$ (1)</u>
d.	Recycled Water Revenue	157	129	28	- WCAC revenue deferral (increased revenues)
					- Recycled water sales are higher than planned primarily related to higher than planned demand for landscaping irrigation due to the warmer and dryer weather.
e.	Total Operating Expenses	1,131	1,131	-	- Expenses, other than water supply expense and in lieu, have not closed for February 2014 and are estimated at budgeted values.

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

	<u>Feb-14</u>	<u>Jan-14</u>	<u>Dec-13</u>	<u>Sep-13</u>	<u>Jun-13</u>	<u>Mar-13</u>	<u>Recommended Reserves</u>	<u>Minimum Reserves</u>
<b>Cash and Investments</b>								
General Operating Reserves	\$ 9,490	\$ 10,380	\$ 13,470	\$ 12,356	\$ 12,086	\$ 7,307	\$ 9,760	\$ 5,240
WCAC	1,016	1,017	1,055	990	1,110	1,157	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>12,726</u>	<u>13,617</u>	<u>16,745</u>	<u>15,567</u>	<u>15,416</u>	<u>10,684</u>	<u>15,760</u>	<u>7,240</u>
Remaining Capital Commitments	(1,185)	(1,392)	(1,747)	(3,553)	(1,231)	(2,588)		
Public Benefits Obligation	(555)	(567)	(608)	(614)	(577)	(553)		
Cash and Investments (less commitments)	<u>10,986</u>	<u>11,658</u>	<u>14,390</u>	<u>11,400</u>	<u>13,608</u>	<u>7,543</u>	<u>15,760</u>	<u>7,240</u>
<b>Restricted Cash</b>								
Debt Service Funds (a)	535	535	1,173	599	150	542	535	535
Sub-Total Restricted Cash	<u>535</u>	<u>535</u>	<u>1,173</u>	<u>599</u>	<u>150</u>	<u>542</u>	<u>535</u>	<u>535</u>
<b>Total Cash</b>	<u>\$ 13,261</u>	<u>\$ 14,152</u>	<u>\$ 17,918</u>	<u>\$ 16,166</u>	<u>\$ 15,566</u>	<u>\$ 11,226</u>	<u>\$ 16,295</u>	<u>\$ 7,775</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.



## MEMORANDUM

DATE: April 4, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP 

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the April 3, 2014 BWP Board meeting:

### **CONTRACT AWARD TO ROYAL WHOLESALE ELECTRIC FOR THE PURCHASE OF A VARIABLE FREQUENCY DRIVE SYSTEM FOR THE FUEL GAS COMPRESSOR MOTORS AT MAGNOLIA POWER PLANT**

Staff requested that the BWP Board award a contract to Royal Wholesale Electric to provide a medium voltage Variable Frequency Drive System for adjusting the operating speed of the existing fuel gas compressor motors at the Magnolia Power Plant and authorize the BWP General Manager to execute the contract. The Board unanimously approved the request subject to the satisfactory resolution of warranty provisions.

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

Mr. Liu presented BWP's financial update for February.

### **NAMING OF RESERVOIR 1**

The naming of Reservoir 1 was originally discussed at the September 2012 BWP Board meeting and presented to the City Council at the November 20, 2012 Council meeting. At that time Council deferred action until the reservoir replacement project was complete. Construction of the reservoir is now complete. At a Town Hall meeting in February members of the public brought up the naming of Reservoir 1. Staff believes it is time to review this issue. Staff presented information to the Board regarding the City's codes and process regarding the naming of a public facility. After discussion the Board directed staff to bring back a short list of names, including Mr. Earle C. Blais, for consideration with the intention of the Board to recommend naming the reservoir complex after one of those people, and with the stipulation that the names be individuals who have served this community and this utility and made a meaningful contribution to the future of Burbank.

### **RECYCLED WATER SYSTEM EXPANSION UPDATE – SPRING 2014**

Mr. Elsner updated the Board on the progress of the recycled water system expansion. Burbank's recycled water is certified for all uses except drinking. In October 2007, staff prepared a Recycled Water Master Plan that was updated in October 2010 to include additional projects. The original Plan included five major pipeline extensions and an upgrade of pump station PS-1. The 2010 update added five projects to the system expansion. The expansion of PS-1, the five original extensions, and the first phase of the Los Angeles Equestrian Center have been completed. All of the completed extensions are providing water to customers.

### **CIS UPDATE**

Ms. Fletcher gave a brief update on the new CIS system. She reported that in the second month of billing things are still going extraordinarily well. Automated billing is set to start in approximately two weeks.



# memorandum

**DATE:** April 3, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT:** **Heritage Commission Meeting Synopsis – April, 2014**

The Heritage Commission reviewed the updated Mills Act Application for 834 E. Magnolia Blvd, which was continued from the previous meeting and included a revised work program. The Commission voted 5-0 to recommend approval of the application.

The Commission will review the Draft Historic Sign Survey and provide comments by May 1<sup>st</sup>. The Commission also discussed outreach opportunities for Historic Preservation Month. The Commission additionally discussed the possibility of recognizing long-serving Burbank businesses, despite their not being designated as historic resources, as part of a Council proclamation, tentatively scheduled for May 20<sup>th</sup>.

One member of the public attended the meeting, representing the Tally Rand restaurant, who expressed an interest in being recognized by the Council as a long-serving Burbank business (approximately 55 years). The meeting adjourned at approximately 6:30 PM.

14 APR -3 63:50

CITY OF BURBANK  
CITY OF BURBANK





# memorandum

**DATE:** April 8, 2014  
**TO:** Mark Scott, City Manager  
**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT: BURBANK LANDLORD TENANT COMMISSION – APRIL 7, 2014**

- Three of the five Commissioners attended the meeting, which was called to order at 6:15 p.m.
- Two persons from the public attended the meeting and spoke during Oral Communications. Each attendee discussed their individual case before the Landlord Tenant Commission, and the Commissioners provided information, references and guidance.
- The Commission unanimously approved the meeting minutes of March 3, 2014.
- Two new subcommittee members were elected to handle the Landlord and Tenant questionnaires for the months of April – June 2014.
- Staff provided an update on the distribution of the Top 20 Landlord Tenant Frequently Asks Questions (FAQs). The availability of the FAQs resource is included in the April 2014 *BurbankUSA* City Newsletter published by the Public Information Office, and has also been advertised in the Burbank Housing Corporation (BHC) Newsletter distributed to BHC tenants. Finally, the FAQs have been shared on the Burbank Channel scroll since March 1<sup>st</sup>. Staff and the Commission discussed ways to further distribute the FAQs, and mentioned reaching out to landlords in the community.
- The meeting adjourned at 7:35 p.m., and the Commission is scheduled to meet again on May 5, 2014.

APR 8 2014 8:53 AM

CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT



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

**Meeting: Burbank Athletic Federation**

**Date: April 8, 2014**

**Members Present: Steven Beardsley, John Dilibert, Dennis Roy, Ron Sabatine, Karen Sartoris, Terry Scott, Charlene Tabet.**

**Members Absent:**

**Staff Present: Judie Wilke (Arrived at 6:45) Erin Barrows, Rena Ghamelian.**

**Liaisons Present:**

Item Discussed	Summary	Direction or Action, if any
1 Approval of Minutes- March 4, 2014	Minutes approved	Approved 6-1 Abstain-1
2 Financial Statement	Ms. Barrows reviewed and discussed the statement.	N/A
3 Old Business	<p>Ms. Barrows gave the Board an update on the following projects:</p> <p>A)Schafer Foul Poles: Ms. Barrows received two quotes for the foul pole screens. Pilgrim Fencing quoted \$1400.00 to weld on a screen to both existing poles.</p> <p>Tomark Sports quoted to change the complete pole and replace it for \$3700.00. Board discussed the various options and decided to table it for a later date.</p> <p>B)McCambridge #1 Fence: Ms. Barrows shared with the Board the proposed addition of a swinging gate behind the third base dugout, the Board was pleased with the suggestion.</p>	<p>A)Approved 6-1</p> <p>B)N/A</p>
4 New Business- Suspension Hearing Procedure	A)Ms. Barrows informed the Board that although BAF did not start out as a Brown Act group, during a recent reassessment of the BAF, staff became aware the BAF had morphed into a Brown Act group due to changes in the Brown Act over the	A)Approved 6-1 to agendize Brown Act for the May meeting.

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

	<p>years. As such, all actions of the BAF must conform to the requirements of the Brown Act henceforth. Ms. Wilke elaborated on the Brown Act and the reasoning of the change. The Board discussed this and asked to have further discussion at the next meeting.</p> <p>The Board drew three names for the upcoming suspension hearing subcommittee, and if Chair or Vice Chair is not drawn then the Chair will select who will preside over hearing.</p> <p>B)Mr. Beardsley requested from staff to have a copy of the Burbank Athletic Federation Charter to better explain their role as a Board.</p> <p>C)Mr. Scott shared some insight on the Track and Field meet held at John Burroughs High School and asked about Aquatics for Seniors. The Board was informed that the Verdugo Aquatic Facility is available for Lap-Swim at various times of the day all age groups are welcome to swim laps.</p>	<p>B)Approved 7-0</p> <p>C)/N/A</p>
5	<p>Staff Report</p> <p>Ms. Barrows reviewed and discussed the staff report for both Youth and Adult Sports Programs.</p>	<p>N/A</p>
6	<p>Adjournment</p> <p>Adjournment at 7:38</p>	<p>Approved 7-0</p>



**March 19, 2014**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1810 hours by Commission Vice-Chair, Elise Stearns-Niesen

## **CALL TO ORDER AND ROLL CALL**

Present: Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, and Vest

Also Present: Chief LaChasse, Deputy Chief Angel, Captains Albanese and Cremins, Police Administrator Wilson, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

## **INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute by Commissioner Rubinfeld.

## **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners Stearns-Niesen announced that agenda items #7-10 will be postponed to the April meeting to allow for discussion by the full commission.

Commissioner Rubinfeld attended the Police Foundation's Bocce Ball tournament fundraiser held on Sunday, March 16<sup>th</sup>, at Lakeside Golf Club.

Commissioner Hergelian attended the Magnolia Park Optimists recognition of the Department's Employees of the Year on January 16<sup>th</sup>.

Commissioners Hergelian and Vest attended the re-opening of the Communications Center on March 4<sup>th</sup>.

## **ORAL COMMUNICATIONS**

Appearing before the Commission was Mike Nolan, who commented on a cooperative effort on an arrest near Bob Hope Airport, and a pending matter.

## **RESPONSE TO ORAL COMMUNICATIONS**

None

## **APPROVAL OF MINUTES FROM FEBRUARY 19, 2014**

Commissioner Rubinfeld made a motion, seconded by Commissioner Vest, to approve the minutes from the February meeting as written. Passed with four votes and one abstention by Commissioner Hergelian.

## **ITEMS OF BUSINESS**

### **1. Grading of progress on critical strategies of the Strategic Plan**

Electronic Subpoenas – Commissioner Vest made a motion, seconded by Commissioner Pletcher, to grade the report as Satisfactory. Passed with four votes and one abstention by Commissioner Hergelian.

March 19, 2014

**Meeting of the Burbank Police Commission**

Page 2

Use of Force investigations - Commissioner Vest made a motion, seconded by Commissioner Rubinfeld, to grade the report as Satisfactory. Passed with four votes and one abstention by Commissioner Hergelian.

**2. Presentation and discussion of critical strategies of the Strategic Plan**

Captain Albanese presented on the following three topics:

Patrol digital cameras – Digital cameras in the Department were upgraded in technology and quantity. Currently, digital cameras and iPhones are distributed among Patrol personnel to capture events as they unfold and evidence documentation. The cameras enhance the effectiveness and efficiency of officers. Photos from the digital cameras are uploaded into a software program and stored for future retrieval.

Digital audio recorders – PUMA devices are issued to all sworn officers and selected civilian assignments. A departmental policy has been implemented with specifics on the use of the device. Recordings are uploaded into a software system; access to the recording is dependent on the level of authority for review, retrieval, etc. Since the introduction of the device in February 2012, 147,000 recordings have been stored. The recordings prove useful in Internal Affairs investigations and are relied upon by the City and District Attorney's Offices to determine whether or not a case should proceed to trial.

Crime Impact Team /Gang Enforcement Team – the Crime Impact Team was created during an organizational change under the new administration. After 11 months, in January 2012, the Gang Enforcement (GET) morphed from the CIT for better operational impact in the Department. GET is responsible for investigating crimes and monitoring activity in the community, including graffiti, vandalism, etc., that have a gang-related nexus.

**3. Shift Pick Process and seniority of officers on any given shift**

Captain Albanese stated shift picks begin in October for the next year. There are three deployment periods each year; officers pick shifts based on seniority. The 15 officers with the most seniority will pick their desired shifts for the entire year. All other officers will pick two shifts in seniority order; the final pick will be done in reverse order (the least senior officer picks first). The shift pick rule for the top15 senior officers applies only to those hired before 11/24/04 per the BPOA MOU. With eventual attrition, all officers will pick based on the "2 and 1" shift pick practice.

As to seniority, with the reverse final pick and lateral officers with low BPD seniority (but years of experience in law enforcement), the Department has a good blend of experience throughout the shifts.

**4. GPS systems in Patrol vehicles**

Deputy Chief Angel stated the Department will be moving toward a GPS tracking system that shows the geography of the city and location of all patrol vehicles in the City. The Tiburon system, our computer aided dispatch and records management system (CAD/RMS), has the capability to run this program, but upgrades are needed before implementation. Data can be archived into the system to describe who was driving, where, and when. It is also a beneficial officer safety tool when dispatching officers Code 3 as they converge on a particular area. The new system will put the nexus of responsibility for operability on the officers to log on to the system once in the vehicle, the Comm.

Center personnel to report non-working status to a supervisor, and the Watch Commanders to oversee the process.

(Commissioner Stearns-Niesen left the meeting at 1900 hours for another appointment).

## **5. Budge Update**

Police Administrator Wilson reported on mid-year budget adjustments to be brought before the City Council next week, the Department's work program highlights, and performance measures achievements.

On Tuesday, March 18<sup>th</sup>, the City Council gave direction to staff to deny the SRO grant awarded in 2013. The Department will submit a request for another police officer position in the next budget cycle to conduct SRO functions.

Budget study sessions will be conducted in May (PD date to be determined). Other notable dates:

June 3<sup>rd</sup>        Budget public hearing  
June 17<sup>th</sup>      Budget adoption

## **6. Briefings by the Police Administrative Staff**

Chief LaChasse stated:

- 4/19 Hoof and Woof fundraiser at the Equestrian Center sponsored by the Burbank Police Foundation
- 4/26 Drug Take-Back event
- TBD Volunteer Appreciation event is pending for the month of April/May

## **FINAL PERIOD OF PUBLIC COMMENTS**

Appearing to speak to members of the Police Commission during the final period of public comments was Mike Nolan who commented on an observation of a dislodged cable to the MDC in a patrol vehicle, and the discussion of the SRO program at the Council meeting.

## **RESPONSE TO ORAL COMMUNICATIONS**

Commissioners thanked Mr. Nolan for his comments. Captain Albanese addressed the issue on the MDC.

## **COUNCIL LIAISON COMMENTS**

Vice Mayor Gordon – commented on the SRO program and IKEA development (new site development and construction at Alameda and San Fernando, and development of the old site). Two years out before impact becomes evident.

Councilmember Frutos – announced the Los Angeles Women Police Officers and Associates (LAWPOA) conference will be held in Burbank tomorrow.

March 19, 2014

**Meeting of the Burbank Police Commission**

Page 4

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Based on the postponement of agenda items #7-10, and additional items agendaized at the February meeting, Commissioners agreed no further items are to be agendaized at this time.

After a brief discussion, Commissioners agreed to remove Item #7 (discussion of funding for the SRO program), and postpone the discussion on POBAR until May to include all members of the Commission (one Commissioner will be absent from the April meeting).

**NEXT MEETING DATE**

The next regularly scheduled meeting of the Police Commission is Wednesday, April 16, 2014.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

Hagop Hergelian, Secretary  
Burbank Police Commission

s





# BURBANK FIRE DEPARTMENT

## MEMORANDUM

**DATE:** April 9, 2014

**TO:** Mark Scott, City Manager

**FROM:** Tom Lenahan, Fire Chief

**SUBJECT:** **City Manager Weekly Report**

### **Emergency Management Division**

The City's Emergency Management Coordinator met with CalTech yesterday regarding the Earthquake Early Warning System which CalTech & USGS are funding and testing. As a result of that meeting, Burbank will become one of the beta test cities for the Earthquake Early Warning System.

The system will be installed on the Emergency Management Coordinator's computer. Anytime there is an earthquake that meets the set threshold for magnitude and intensity, the system will automatically alert that an earthquake is imminent, set off an alert tone, have a voice prompt of the expected intensity of shaking for Burbank and begin a countdown time until impact. The system is tied to a server that monitors a network of sensors from CalTech, UC Berkeley and USGS, when an earthquake "P" wave is detected; it calculates the intensity and distance from quake epicenter to determine time until impact and potential shaking to be expected, setting off the alert.

The following is a link to a video by CalTech of the system for demonstration purposes.

<https://www.youtube.com/watch?v=IUhXB9OVofg>

Once beta testing is done and the system goes live, if the City of Burbank chooses to, we will be one of the first cities eligible to install this system on computers throughout the City to give alerts and advanced warning to City personnel. Another application of the system is that it can be tied to an electronic relay system with predetermined seismic thresholds. When the system is triggered, it can automatically open up fire station doors for a predetermined amount of time to ensure that apparatus aren't stuck in a station because the doors can't open.





**CITY OF BURBANK  
LIBRARY SERVICES DEPARTMENT  
MEMORANDUM**

**DATE:** April 10, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT: Weekly Library Report**

On Tuesday, April 1, Central Library's Children staff hosted a Rainbow Loom Meetup in the auditorium. Rainbow Loom, 2014 Toy of the Year, is a toy loom that comes with colored bands are woven into bracelets, necklaces, etc. Both boys and girls are enjoying this new toy craze sweeping the country. A total of **92** kids and parents came to learn about techniques and ideas, share and swap materials, and meet new friends. Staff gave a short PowerPoint presentation on Rainbow Loom and showed a clip from Jimmy Kimmel displaying his Rainbow Loom suit that was made from different loom creations that children submitted to his show. It was a fun and collaborative effort. Many of the kids were Rainbow Loom experts and stepped up in offering their assistance and personal supplies to other kids at the meetup. The kids expressed interest in further meetups, so hopefully, there will ones others in the near future.



This summer the Burbank Sister City Committee will be sending 12 high school students and two chaperones to our Sister City of Ota, Japan. For two weeks (July 8 – 23), our students will stay with host families, tour Ota and surrounding areas (including a day in Tokyo) and experience Japanese life and customs. Six months prior to the visit, the Sister City Committee devotes a portion of each meeting to orientation for the trip. Students learn and practice basic Japanese phrases, learn about the histories of both Ota and Burbank, and discuss daily life in Japan. By far the most popular orientation is the food night. The photo below shows the students as they practice how to use chopsticks, while enjoying traditional Japanese food. A special shout out to BSCC member Tomoko Serizawa who recruits friends who come in to make the yummy orientation dinner!



There were **62** music lovers attend a folk music concert featuring **Jerry Burgan and Friends** at the Central Library last Tuesday evening. The audience sang along with several of the songs (including traditional favorites such as *This Land Is My Land* and *If I Had a Hammer*. After 2 encores, everyone was smiling as they left the building! Another lovely evening! Jerry Burgan has a new book coming out, *Wounds to Bind, A Memoir of the Folk-Rock Revolution*. The Library plans to have him back again in the near future to perform, take time for Q&A, and sign his book – that will be a busy night!



Friends of the Burbank Public Library

# Used Book Sale

*April 28 - May 3*

## BOOKSALE HOURS:

Monday, April 28                      5 PM – 8 PM\*  
(\*preview sale for Friends members only)

Tuesday, April 29                    10 AM – 8 PM

Wednesday, April 30                10 AM – 8 PM

Thursday, May 1                      10 AM – 8 PM

Friday, May 2                         10 AM – 5 PM

Saturday, May 3                      10 AM – 3 PM

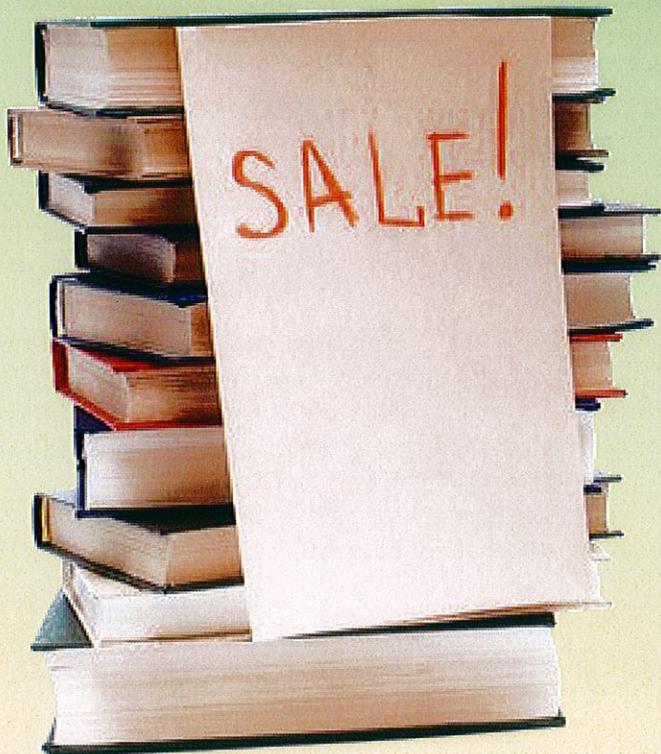
## Burbank Central Library

Auditorium

110 N. Glenoaks Blvd.

818.238.5600

[www.BurbankLibrary.com](http://www.BurbankLibrary.com)



Find a treasure and help support our library.

Proceeds from booksales fund children's and adult programming, such as the Summer Reading Clubs, concerts, movies, and other special purchases for the library.



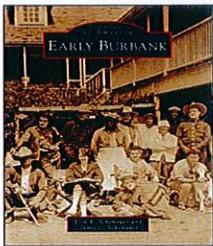
Important Updates for the Burbank City Council

April 11, 2014

## BWP EcoCampus Wins Prestigious Environmental Award

Green Technology has awarded the coveted 2014 Green California Leadership Award to the BWP's EcoCampus in the Green Building category. The award recognizes outstanding environmental achievements in California government that are publicly financed and executed and provide a measurable benefit to the natural or human environment. The awards were given out during the Green California Summit on April 8, at the Sacramento Convention Center.

## Hot Off the Press: *Early Burbank*



Meet the authors of the newly published book, *Early Burbank*, written by Erin and Jamie Schonauer on April 26, from 2 to 3 pm at the Buena Vista Branch Library. With over 200 vintage images and memories from the City's early history, the authors will be discussing their research for the publication, the latest in a series of books from Arcadia Publishing examining the history of major cities throughout the US. Copies of *Early Burbank* will also be available for purchase and signing.

## Community Academy

The Burbank Police Department's Community Academy graduated 43 Burbank community members on April 3, 2014. The Academy provides the Burbank Police Department with the opportunity to reach out to its diverse community and allows citizens to get a "behind-the-scenes" look at the personnel and operations of the Department.

For nine-weeks, participants interacted with personnel from the various bureaus and assignments in the Department, including traffic control, animal control, reserve program, patrol and detective functions, air support unit, SWAT and K-9s.



## Street Improvement Updates

Final paving and striping of the Angeleno Avenue Improvement Project between First Street and Glenoaks Boulevard was completed the week of April 6. Additionally, the project to resurface Hollywood Way between Alameda Avenue and Clark Avenue is currently in the bidding process and should be brought to Council for a contract award decision early summer 2014.

## Sidewalk Recycling in Magnolia Park



In March, the Public Works Department launched a pilot recycling program on Magnolia Boulevard between Pass Avenue and Victory Boulevard. "Tip-Up" recycling containers have been placed at eleven sites, including bus stops, intersections, and other areas with heavy pedestrian traffic. The containers will be monitored while the program is fine-tuned prior to expansion in other areas.

## Public Works Community Demonstration Garden Project

The Public Works Street Division, with the help of Parks, Recreation, and Community Services staff, has completed the Community Demonstration Garden on the median islands underneath the City Hall parking structure. Burbank Water and Power funded the project with a \$15,000 grant, with the goal of creating an educational opportunity to display the effective use of drought tolerant landscaping. The design of the garden repurposed boulders from the landfill and utilized drought tolerant plants to decrease water consumption. Informational signage will be installed at the location to inform visitors of the water saving techniques used in the garden, in the hope that residents may use these ideas in their own yards.



## BPD's Mental Health Evaluation Team Serves as a Model

The Los Angeles Department of Mental Health invited individuals from Glenn County, California to visit Los Angeles and observe law enforcement/mental health co-response models utilized by the Burbank Mental Health Evaluation Team (MET), LAPD's SMART/CAMP teams, and LACDMH's School Threat Assessment Response Team (START). On March 25 and 26, Burbank MET conducted ride-alongs for five visitors from Glenn County, including two county Department of Mental Health employees, one school psychologist, one city law enforcement officer, and one detective from Glenn County Sheriff's Department. The different organizations are working together to form a county-wide team, similar to Burbank MET's co-response model, to address Glenn County's increasing mental health calls.

## New Library Mascot Selected

On March 24, members of the Burbank Neighborhood Leadership Program (BNLP) met with the Library staff to select the winning costume for a new library mascot costume. There were 250 creative entries received during the three week contest period which was open to the community. The selected design is now being created with the fundraising support of BNLP. The official unveiling of the new mascot costume will occur at an evening reception sponsored by BNLP on May 22 at 6:30 pm at the Buena Vista Branch Library.

## Stough Canyon Nature Center Annual Volunteer Dinner



On March 28, the Annual Volunteer Dinner was held at the Stough Canyon Nature Center. Colleen McKay from the Los Angeles County Parks Department entertained guests with a live animal presentation. Four volunteers were recognized for their years of dedicated service: Marie Ammerman (ten years), Rob Curcio (five years), Tim Elliott (five years) and Marvin Cecchini (five years), Special service awards were also presented to Dan and Virginia Saliba who have assisted at the Nature Center since its opening. Volunteers have dedicated countless hours to the Nature Center, which in turn have enabled the center to expand and enhance the facility's programs.

## 2014 Summer Daze Registration

On April 5, the Park, Recreation and Community Services Department hosted Priority Registration for Summer Daze Day Camps at the Community Services Building. More than 450 Burbank residents registered for the 2014 season. Summer Daze Day Camps include McCambridge Summer Daze (ages 5-10), Verdugo Summer Daze (ages 5-10), Summer Daze Plus (ages 11-14), and Summer Daze Express at Gross Park (ages 5-11). Each camp enrolls over 75 children per week in which campers enjoy a variety of activities, including crafts, sports, games, special events, and weekly excursions.

