Weekly Management Report
September 12, 2014

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

DATE: September 12, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager MS

SUBJECT: **BOYS AND GIRLS CLUB PROPOSED PROJECT**

Please see the attached memo from Park, Recreation & Community Services Director Judie Wilke. I am very encouraged by the constructive meeting held with Boys & Girls Club (BGC) representatives, as described in the memo. The new focus on the Maxam Park site would seem to be preferable in many respects.

Based on the City Council's previous direction, we will schedule the BGC to discuss their proposal with the Park, Recreation, and Community Services Board as soon as they are ready.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

City of Burbank
Park, Recreation and
Community Services Department

Memorandum

DATE: September 5, 2014

To: Mark Scott, City Manager

From: Judie Wilke, Park, Recreation and Community Services Director

SUBJECT: **BOYS AND GIRLS CLUB PROPOSED PROJECT**

On August 25, 2014, PRCS staff met with Boys and Girls Club's (BGC) Executive Director and three Board members to discuss their desire to build their facility at Lundigan Park. This was a very healthy conversation and among the various topics that were discussed, we clarified any miscommunication between staff and BGC, explored other site options, discussed their programming needs and shared our concerns with the challenges of losing open green space and joint use of facilities.

In 2009, Lundigan Park was identified as the most appropriate City facility to potentially build a joint community center to effectively and efficiently provide youth services to that specific area in the community. At that time the City's partners for this joint venture included BGC and Burbank Housing Corporation (BHC); however subsequently BHC elected to no longer participate in this venture. Additional benefits to the Lundigan site included the potential use of the former Youth Endowment Services Fund (Redevelopment dollars) as it was adjacent to a redevelopment area and in close proximity to the existing BGC center.

During our most recent meeting with the BGC other potential park sites were explored and both PRCS and BGC agreed that Maxam Park could possibly be a better site for this project. Maxam Park is larger and has existing park amenities such as a ball field, tennis courts and a basketball court that could be utilized by the BGC. Although the loss of open park space is not a practice that staff supports, if the City wants to pursue this proposed project with BGC this location will have less of a negative impact to the predominant single-family home neighborhood. With over five acres, Maxam Park has more available open space compared to Lundigan Park, which is only half an acre. Thus a new building will have a proportionately smaller impact on Maxam Park and the surrounding neighborhood. The following lists the pros and cons of each site.

	Pros	Cons
Lundigan Park	Close to existing BGC center	Loss of open green space
	Conceptual plans complete	Small park (1.32 acres)
	Some community outreach done	Multi-residential neighborhood
		Busy thoroughfare
		Street parking
Maxam Park	Larger park (5.29 acres)	Loss of open green space
	Existing park amenities	Further away from existing BGC center

	Existing parking	Need to create conceptual plans
	Single-family residential neighborhood	No community outreach done
	Potential for park expansion (adjacent to Armory)	

BGC proposes to fund, build and maintain a 15,000 sq./ft. building, and allow the City and other community non-profit organizations use of this facility during their non-programmed hours. It is the BGC's desire to keep all outdoor open park space public; therefore the City would be responsible for maintaining the park. The BGC agrees to solicit park permits for the use of any outdoor amenities such as basketball courts, tennis courts, or open park space, similar to what they do now. This will ensure that the park continues to be open and available for the community's use, and that all required safety inspections and maintenance are not compromised.

While the details are certainly not ironed out, PRCS and BGC agreed that approaching this proposed project as a unified group with a clear plan in place, is the best way to move forward. It is unfortunate that this will impact the BGC's ability to begin their fundraising campaign and ultimately delay the project; however it is more important to get this done right, even if it takes a bit longer. At this time staff feels comfortable in understanding all aspects surrounding the proposed project and seeks further direction on how best to proceed.

September 3, 2014

Mr. Mark Scott
City Manager
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Via Email and U.S. Mail

Re: Regional Intermodal Transportation Center Lighting

Dear Mark,

At the August 19, 2014 Authority report to the City Council, several Councilmembers raised questions regarding the lighting at the Regional Intermodal Transportation ("RITC") and mentioned that they had received emails from the public about this issue. The following day the Authority received a copy of an August 20, 2014 email that was sent to some of the Councilmembers. That email challenged my answers to the Councilmembers' questions. As this issue continues to be a subject of concern, I thought it would be appropriate to provide a written response that you can share with the City Council and the public.

Purpose of the RITC. Preliminarily, it is important to make sure everyone understands the reasons why the Authority constructed the RITC. First and foremost, the facility allows the Authority to comply with the federal mandate to clear the Runway Safety Area ("RSA") of unnecessary objects to the maximum extent practicable. The rental car operation previously was located immediately south of the terminal complex and a large portion of the former ready return lot was located inside the RSA. With the opening of the RITC, rental cars are now gone from that site and the Authority is currently relocating the perimeter fence to place it outside the RSA.

Secondly, by constructing a consolidated rental car facility with ready return and service functions in a single building, the Authority has improved traffic in Burbank by eliminating a large number of automobile and bus trips on public streets. It is estimated that Empire Avenue now will be free of more than 700,000 annual vehicle trips that previously occurred when the rental car companies had to transport their vehicles and patrons between the airport and off-site facilities.

Third, by accommodating more vehicles in a modern and easily accessible facility, the RITC has enabled the rental car companies to better serve their patrons. Rental car customers, most of whom are out-of-town visitors to the Burbank area, enjoy a much broader range of choices now and can more quickly return a vehicle when they are finished. In turn, this enhances the image of Burbank for these visitors to the area.

Finally, the RITC significantly furthers the Authority's commitment to operate the airport in as environmentally sustainable a manner as possible. The light fixtures were selected to be high output/low consumption. The water that is used for car washing is 80% recycled within the wash system; the remaining 20% of water used for car washing, and 100% of the water used for landscape irrigation, is recycled water from the City of Burbank. And, because of the partnership between the Authority and the City, the roof of the RITC will accommodate a 2300 kW to 3000 kW Burbank Water and Power photovoltaic solar generating system. It is worth emphasizing that the City will derive all of the economic benefits of, and renewable energy credits associated with, that system. Authority and City staff and legal counsel have reached a consensus on the framework for a right-of-entry agreement to cover the installation, operation, and maintenance of that system as well as electric vehicle charging stations for the valet parking lot and short term parking structure. We are currently waiting for the City to provide a draft agreement for our review and submission to the FAA for confirmation of consistency with grant assurance requirements.

Lighting Standards for the RITC. During the planning process for the RITC, the rental car companies required that the building be lit to the industry standards that are utilized across the country. Specifically, the rental car companies insisted that there be a minimum of approximately 10 foot candles of lighting for ready return areas. They also required a higher level of lighting, about 30 foot candles, in "quick turnaround areas" ("QTAs") where vehicles are washed, vacuumed, fueled and serviced. The rental car industry developed these lighting standards to promote safety, security, and efficiency. Among other things, this level of lighting has been deemed necessary to facilitate inspection of vehicles and reading of contracts, to reduce the risk of accidents, and to deter vehicle thefts and other crimes. By contrast, the minimum lighting at ordinary parking lots is about one foot candle on average.

Authority staff have confirmed that the lighting at the RITC conforms to the rental car industry standards. It is also worth emphasizing that the Authority routinely provides higher than minimum lighting levels in its own parking lots for safety and security, especially at the remote lots where people often walk alone during late night hours.

Follow-Up to City Council Presentation. During my presentation to the City Council, I repeatedly stated that the minimum lighting standard inside the RITC is 10 *foot candles* and not 10 *lumens* as asserted in the August 20, 2014 email referred to above. I encourage the author of that email, and all other concerned members of the public, to review the tape of the August 19, 2014 Authority report.

One question raised by the City Council during the August 19, 2014 Authority report was whether there could be an architectural enclosure treatment to the RITC that would reduce emitted light.

Because of the sheer size of the structure, and because the building intentionally maximizes openness to eliminate the need for mechanical ventilation, a partial enclosure is cost prohibitive.

A second question raised by the City Council was whether the lights could have a shroud or other mechanism to reduce outward emissions. The attached photo of a typical light fixture shows that there is a certain amount of shrouding already built into the fixtures. Because of the height of the RITC, even with additional shrouding of the light fixtures, the cone of light would still be visible to persons outside of and lower than the upper levels of the structure.

Finally, in response to the concerns expressed by the City Council and the public, the Authority has persuaded the rental car companies to conduct a 30-day trial period in which lighting is reduced during late evening/early morning hours (11:00 p.m. to 4:00 a.m.). We will advise you when the trial period is scheduled to take place. If the rental car companies conclude that the reduced lighting is adequate to address their safety and security concerns, then they may agree to implement the reduction on an on-going basis.

I will keep you apprised on the results of this effort.

Sincerely,

Dan Feger
Executive Director

cc: BGPAA Commissioners

enclosure: photo of light fixture

City of Burbank
MEMORANDUM

Date: July 17, 2013

To: Rick Warmack, Burbank Police Commission Chairman

From: Chief Scott LaChasse Scott LaChasse

Subject: **Parking Enforcement**

Purpose

The purpose of this memorandum is to address questions concerning the need for parking enforcement on Sunday and general deployment of parking staff in the downtown area on Friday and Saturday evenings.

Background

In February 2013, the Police Commission received concerns regarding equitable parking enforcement in the downtown area of the city. The concern centered on parking turn-over and general enforcement of the time restrictions along San Fernando Road and the adjacent parking structures.

Analysis / Conclusion

In March 2013, Lt. Hawver presented a report to the Police Commission regarding parking enforcement in the downtown area. Lt. Hawver's report outlined that the downtown area is currently patrolled as part of a larger beat. This is done due to the relatively low number of violations observed in the downtown area on a daily basis. Lt. Hawver also indicated that he had not received any complaints regarding a lack of parking enforcement in the downtown area prior to the inquiry by the Police Commission.

To best assess the scope and nature of potential parking issues, the Traffic Bureau assigned a parking officer to work exclusively in the downtown area each day of the week for the month of March. To accomplish this assessment, officers had to be reassigned from working the lager combined beat, which originally included the downtown area. At the end of the month the results suggest that officers working exclusively in the downtown area observed 70 percent fewer violations each day, as opposed to the average number of violations previously observed while working the larger geographical area (full beat). The difference would equate to approximately 8000 fewer violations observed during the course of one full year.

To further ensure we are providing the best possible service, the Traffic Bureau initiated an effort to contact each business owner/manager in the downtown area to seek their input regarding parking enforcement. The goal was to identify any complaint the owners/managers may have related to parking enforcement.

Traffic Bureau staff contacted forty seven businesses that are directly impacted by available parking along San Fernando Road. None of the forty seven businesses relayed any concern or complaint regarding a lack of parking enforcement. Conversely, one relayed they felt there was too much enforcement. The remaining number/types of complaints are summarized below:

- 12 Need to add additional parking
- 6 Need to extend time limit beyond 90 minutes
- 1 Request addition of dedicated loading zone
- 1 Regarding illegal u-turns (traffic complaint initiated)

As a note, most of the businesses contacted indicated they would not be in favor of paid parking (parking meters).

Sunday Statistics

From June 1, 2012 to June 1, 2013, a total of 3066 citations were written on Sundays. This equates to an average of 58 citations each operational day. During the same time period there were a total of 212 calls for service regarding parking enforcement on Sundays alone.

Summary

Based on our research, I believe that the Burbank Police Department is providing the downtown area with exceptional service. I also believe it is not only prudent, but necessary to staff a parking officer on Sundays. Reducing or eliminating parking staff on Sundays would allow up to 3000 violations to go unaddressed each year. Additionally, over 200 calls for service would now be handled by patrol officers. The corresponding time spent handling the parking call would take a uniformed officer away from other duties, subsequently reducing overall efficiency and service to our community.

Recommendation

I would not recommend any changes to our current schedule or downtown staffing levels at this time.

city of burbank
community development department

memorandum

DATE: September 8, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
By: Ruth Davidson-Guerra, Assistant Community Development Director

SUBJECT: Starbucks at Olive / Sparks Parking Issues

At the request of the City Council, staff met with the store manager of the Starbucks located at 1520 W. Olive Avenue. The primary purpose of the meeting was to explore options to address parking issues on and around the site. However, the meeting also provided an excellent opportunity to learn about other challenges and successes of this business.

Since parking was the primary issue, staff researched nearby locations in the hopes there might be excess parking at one or more of the businesses where Starbucks employees could park, and in turn relieve some of the demand at the on-site parking lot and adjacent streets. However, none of the nearby businesses have surplus parking and they rely on their inventory to address their own parking needs. However, according to the Starbucks store manager, only a few of their employees drive to work while most either take the bus or ride their bikes. Currently there are no opportunities to expand the on-site parking facilities at this Starbucks location and parking continues to spill over onto Sparks Street, as does parking from other adjacent businesses.

As a corporation, community engagement and service are core values. To that end, the local store manager will be looking into possible neighborhood goodwill efforts that could help minimize the impacts of their success on their neighbors.

The recent meeting also revealed that this Starbucks branch has challenges with litter in the area. Staff will continue to look into efforts to help mitigate this issue that is consistent with Starbucks' corporate policy to not place trash cans beyond their own property.

Staff will continue the dialogue with Starbucks and assist in helping to preserve the balance between successful business operations and quality of life for the surrounding residential neighborhood.

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
Via: Carol D. Barrett, Assistant Community Development Director
By: Roy Choi, Senior Planner

SUBJECT: **Cost Estimate for English Translation Services for the City's Title VI Program**

On July 1, 2014, the City Council approved and adopted the City of Burbank's Title VI Program. When they approved the plan, the City Council also directed staff to investigate the additional cost of translating vital transit related documents into Korean and Tagalog languages for Limited English Proficient (LEP) populations in Burbank, in addition to Spanish and Armenian translation required by the plan.

This investigation revealed that translation into all four LEP languages would range from approximately $11,000 to $17,000, which is below the estimate of $25,000 that was originally presented to the City Council. As a result of this analysis, staff recommends the City translate required materials into all four LEP languages.

BACKGROUND

The Title VI Program is a plan that ensures the City operates its public transit system in compliance with the United States Department of Transportation – Federal Transit Administration's (FTA) Title VI requirements and guidelines for federally funded recipients. These requirements ensure that the operation of transit programs does not discriminate against any participant or user on the basis of race, color, or national origin.

One of the major requirements of Burbank's Title VI Program requires the City to improve communications with LEP residents in the city - to inform the public of their rights and to promote and encourage participation of LEP persons living in Burbank. This includes the need to provide language assistance by translating vital transit documents into the primary non-English languages spoken in Burbank. In developing the City's Title VI Program, analyses of recent census data determined that the two primary non-English speaking LEP populations that met the FTA's thresholds for translation requirements include Armenian and Spanish speaking individuals. Korean and Tagalog speaking populations were also noted as LEP affected populations in the city, but did not meet the FTA's threshold that require the City to provide translation services.

DISCUSSION

Expanded outreach efforts for translation services for LEP populations will require staff time and will also require the use of professional translation service providers. To translate existing information into Armenian and Spanish, a one-time cost of $25,000 was estimated by the consultant for the project and noted to the City Council at the July 1, 2014 City Council Meeting. Per City Council's direction to investigate the additional cost of translating vital transit documents into Korean and Tagalog in addition to Armenian and Spanish, staff has developed a range of these translation costs.

In order to derive an order-of-magnitude cost estimate for translating and producing vital transit documents, including portions of the City's BurbankBus website, into Armenian, Spanish, Korean and Tagalog, staff contacted the following four English translation service providers to obtain quotes: 1) Acclaro.com, 2) fastonehourtranslation.com; 3) strakertranslations.com; and 4) e-kern.com. In addition, the City contacted its current transit marketing and call-center consultant, Moore & Associates, who was also able to provide translation services. The cost estimates provided by these five providers range from $10,651 to $16,991 and include the fees for translating and producing various vital transit documents into the four LEP languages identified for Burbank (Exhibit A).

The majority of the total translation costs noted will be a one-time expense for the City, with the exception of the BurbankBus route schedules and public notices and posters pertaining to major service changes, which are updated on an as-needed basis and therefore only require minimal additional translation and production costs as these items are updated. The cost estimates for the one-time translation and production of all critical transit related documents range from $8,197 to $13,899. Costs to translate and produce additional critical transit documents on an as-needed basis are approximated at $2,453 to $3,091.

Ongoing costs for maintaining printed material and portions of the BurbankBus website are expected to be minimal. The City will use its existing bilingual employee staff and its transit marketing consultant to help maintain these recurring items to the fullest extent possible to minimize translation costs. As these documents are revised, the City will examine ways to further minimize print costs while providing the necessary information in all four LEP languages.

Given that the estimates are below the $25,000 preliminary cost estimate that was provided by the project consultant, it is staff's recommendation that the City pursue the translation services to translate vital transit documents into the additional LEP languages of Korean and Tagalog.

EXHIBITS

Exhibit A Cost Estimate for English Translation Services for Title VI

COST ESTIMATES FOR ENGLISH TRANSLATION SERVICES FOR TITLE VI

		English Translation Service Providers				
		Acclaro.com	**fast.onehourtranslation.com**	**strakertranslations.com**	**e-kern.com**	**City's Transit Consultant - Moore & Associates**
	Special Company Features	*Two-pass "white glove" translation services; based in SF, CA*	*"Fastest translation services available online"; based in Israel*	*3,000 words/day; based in Los Angeles*	*2,000 to 3,000 words/day, proofreading extra fee, but product should be sound?; based in SF*	*In-house Spanish/3rd party for Armenian, Korean, and Tagalog; based in Valencia*
One-Time Costs	*Document Name*	**Title VI Program (City's Approved Title VI Program, City's AP on Title VI and Complaint Procedures & Form)**				
	TOTAL COST	$6,011	$2,535	$7,208	$6,552	$6,634
	Document Name	**Title VI AP ONLY**				
	TOTAL COST	$825	$367	$983	$897	$907
	Document Name	**Title VI Notification / Placards for Posting Onboard BurbankBus Vehicles, CSB Counters & Joslyn Senior Center (BurbankBus Office)**				
	TOTAL COST	$217	$150	$240	$227	$229
	Document Name	**BurbankBus Website Update (Google Translate)**				
	TOTAL COST	$1,000	$1,000	$1,000	$1,000	$1,000
	Document Name	**BurbankBus Bus Schedules**				
	TOTAL COST	$4,388	$4,145	$4,468	$4,424	$4,430
	Subtotal	**$12,442**	**$8,197**	**$13,899**	**$13,100**	**$13,201**
As-Needed Costs	*Document Name*	**BurbankBus Service Change Public Hearing Notices**				
	TOTAL COST	$246	$119	$290	$266	$269
	Document Name	**Service Change Notice Posters for Bus Stop Pole Signs (i.e., Metro 94 Cancellation)**				
	TOTAL COST	$138	$118	$145	$141	$142
	Document Name	**Annual Customer Survey - Fixed Route / Senior Disabled**				
	TOTAL COST	$2,543	$2,216	$2,656	$2,594	$2,602
	Subtotal	**$2,928**	**$2,453**	**$3,091**	**$3,002**	**$3,013**
	GRAND TOTAL	**$15,369**	**$10,651**	**$16,991**	**$16,102**	**$16,214**

EXHIBIT A

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
Via: Ruth Davidson-Guerra, Assistant Community Development Director
By: Ross Young, Real Estate and Project Manager

SUBJECT: SALE OF 250 EAST OLIVE AVENUE

A question came up regarding the recent sale of 250 East Olive Avenue by the Cusumano Family to HanHai Development/Creative International Investment, Inc. The property and occupied commercial building sold for $22 million. Staff believes there are many factors that contributed to the sales price including building occupancy, vacancy rates in Downtown Burbank (7.9 percent compared to 16.9 percent in the Media District and 13.6 percent in the Airport Area), including Technicolor as a long term tenant, and an investment of approximately $17 million in direct and indirect construction costs (current property taxes are based on this valuation).

History of Development of the Property

Efforts to redevelop the former "Police Block" began in the mid-1990s through land assembly and two Request for Proposal (RFP) processes. In 1997, the former Redevelopment Agency of the City of Burbank (Agency) released the first RFP for the site. Regent Properties was the successful bidder and in 1999, the City Council approved a mixed-use development consisting of office, hotel and theater uses. However, nine months after project approval, the developer terminated the agreement with the Agency, citing concerns with market conditions.

In 2001, the Agency released a second RFP with modifications to the originally envisioned project. Two developers were chosen to redevelop the site: the Olson Company (Olson) was selected to develop 140 condominium units, 14,000 square feet of commercial space, and a 423-space parking structure at 150 South San Fernando Boulevard and 201 East Angeleno Avenue (Burbank Village Walk Project); and the Cusumano Development Group (Cusumano) was selected to construct the office component of the project, a 79,763 square foot, multi-level office building with ground floor retail space and an 80 space parking garage at 250 East Olive Avenue (Burbank Civic Plaza).

The value of the land for the mixed-use Burbank Village Walk Project was $3 million plus profit participation to the Agency for the residential units. The land value was reduced from $6.1 million due to the imposition of extraordinary controls on the project,

which included the developer having to provide 120 of the 423 parking spaces for public parking and the reservation of 10 affordable residential units for moderate-income households. The value of the land for the office component was $100 for the 37,200 square foot site. The lower value of the property as an office use reflected the economic conditions of a post-September 11th environment. The property would have been worth approximately $2.1 million if it was developed as a mixed-use residential building; however, the City Council at that time did not want a residential use located across the street from City Hall and City Council was also interested in increasing the amount of jobs in Downtown Burbank.

Both developers completed construction of their projects in 2004 and 2005. Olson sold the condominium units after completion which yielded the Agency an additional $3.5 million in profit participation premiums. Cusumano owned and operated the Burbank Civic Plaza building for roughly nine years until the recent sale in June 2014. Over those nine years, approximately $1.6 million in property taxes were generated (in addition to sales taxes and utility user taxes) and approximately $871,000 was generated in parking revenues for the Parking Authority from the 190 spaces leased to Cusumano at the 301 East Angeleno Avenue parking structure (which were required in addition to the 80 spaces on site).

Additionally, the Burbank Village Walk Project invested approximately $43.7 million in direct and indirect construction costs, which has yielded 140 for-sale residential units in the Downtown, including 10 affordable units reserved for moderate-income households, 120 public parking spaces, $30 million in land sale proceeds, and approximately $6 million in property taxes since 2005 (in addition to sales taxes and utility user taxes).

Future Benefits from the City's Investment

Examples of future benefits the City will likely realize include:

- An estimated $2 million in property tax revenues are projected for the next 10 years for the Burbank Civic Plaza;
- An estimated $7.4 million in property tax revenues are project for the next 10 years for the Burbank Village Walk Project;
- An estimated $1.7 million in parking revenues for the Parking Authority are projected for the next 10 years from the 190 spaces leased at the 301 East Angeleno Avenue parking structure; and
- In May 2014, Technicolor announced that it would be consolidating operations and moving 250 employees to the Burbank Civic Plaza, which will further support the Downtown businesses and prior Agency and City investments.

In summary, the redevelopment of the former "Police Block" achieved a number of goals for the City by redeveloping an underutilized and blighted block into a mixed-use development that has enhanced the economic viability of the area and provided another visible anchor for the Downtown. It also helped to establish a 24/7 environment in the Downtown which helps support the businesses in the area.

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
Via: Carol D. Barrett, Assistant Community Development Director
By: Patrick Prescott, Deputy City Planner

SUBJECT: Transit Oriented Development Principles

BACKGROUND

At the July 1, 2014 City Council meeting, City Council adopted a resolution supporting an application for a Metro Transit Oriented Development (TOD) planning grant to develop a specific plan for the 540 acres surrounding the Burbank Bob Hope Airport. This memo responds to Mayor Gordon's request for more specifics on the principles of TOD.

ANALYSIS

The terms "Transit Oriented Design" or "Transit Oriented Development" are often used interchangeably. TOD is a type of community development that includes a mixture of housing, office, retail and/or other commercial development and amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation. The applicability of TOD principles varies based on time and place. The items below are generally accepted TOD principles.

- Enhanced accessibility to transit stations via walking and cycling links, often defined by a half-mile radius from a transit stop;
- Medium to high density housing adjacent to transit;
- Mix of retail, employment, commercial and civic development adjacent to transit;
- Enhanced public realm such as open space or green-space accessible to the community;
- Affordable housing and mix of housing types;

- Reduced parking requirements for development closest to transit stations;
- Parking districts such as in Downtown Burbank;
- Frequent, fast, and reliable public transportation;
- Buildings that are oriented to sidewalks; and
- Active street edges with wider sidewalks.

These principles suggest that TOD is not merely in proximity to transit. The form that buildings take and the design of the public realm (sidewalks, streets, etc.) contribute to successful TOD. Some of the potential benefits of TOD include:

- Calmer streets (often with slower traffic);
- Decrease in car dependency; (This does not mean that car traffic disappears; however, nearby transit provides an alternative for many trips.)
- Increase in the viability of public transportation investment;
- Increase in cycling trips; and
- Increase in walking.

CONCLUSION

The TOD planning grant application was submitted to develop a specific plan for the 540 acres surrounding the Burbank Bob Hope Airport. If the grant is awarded and work begins on the specific plan, the TOD principles appropriate for this area of Burbank will be determined through continued collaboration with the community. Ultimately, the City Council will make the final decision regarding the appropriate TOD principles to apply to the area.

7A.

CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: September 4, 2014
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: July 2014 Operating Results

SAFETY

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

Water Results of Operations

For the month of July, potable water usage was 3% lower than budgeted primarily due to conservation. Conservation was likely increased due to the Governor's publicized appeal and the State Water Board's adoption of emergency regulations to increase water conservation. Potable Water Revenues were $16,000 better than budgeted; however, prior to the WCAC adjustment that increased sales by $188,000, Potable Water Revenues were $172,000 lower than budgeted. Recycled Water Revenues were $12,000 better than budgeted. The favorable July Water Supply Expense variance of $36,000 was driven by lower demand which was offset in part by using more MWD water than planned. Flow restrictions from the BOU, related to the now complete transmission main repairs at the Fire Training Center, created the need to purchase more water from MWD than planned. The July Gross Margin was $64,000 better than budgeted. July Operating Expenses are estimated at budget. Estimated Income before Aid in Construction was $426,000, which was $52,000 better than budgeted.

Electric Results of Operations

For the month of July, electric loads were 2% lower than budgeted primarily due to conservation. Retail Sales were $395,000 lower than budgeted. Power Supply expenses were $370,000 better than budgeted due to lower loads and lower than planned transmission expenses, but partially offset by higher renewable energy costs attributable to receiving energy sooner than planned from Copper Mountain. The July Retail Margin of $6,989,000 was $25,000 lower than budgeted and the Wholesale Margin of $232,000 was $64,000 better than budgeted. July Operating Expenses are estimated at budget. Estimated Income before Aid in Construction was $1,194,000, which was $54,000 better than budgeted.

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, 2013 and all final environmental documents were made 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 that date has been revised twice and the final date to submit comments was July 29.

The Legislature finally agreed on an amended water bond that had been deferred in 2010 and 2012. The proposed bond is $7.5B and has $2.7B for surface storage projects. The ballot measure was approved August 13, after the deadline for printing the ballot information was extended by two days. It will appear on the ballot as Proposition 1.

The initial State Water Project (SWP) Allocation for 2014 was released on December 1, 2013 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. Due to late winter storms, the allocation was revised to 5% on April 18 and is the final allocation for the year.

BWP and the Metropolitan Water District (MWD) have been calling on all residents and member agencies to conserve water. Investments by MWD, ($5B) since 1992, have built storage facilities and programs which now provide relief from immediate mandatory rationing as occurred in the past. MWD began a media ad campaign on March 28 amplifying its message urging voluntary water conservation. BWP started a similar campaign in late February. MWD raised the incentive for turf removal to $2 sq. /ft., and extended rebates for rain barrels and high efficiency toilets on May 14. The MWD Media campaign was intensified in both TV and radio media on July 1. A Study Session on Drought Management/Response was held April 22 with City Council. The State Water Resource Control Board issued emergency drought/water use regulations on July 15 to be effective on August 1. The regulations prohibit specific water use/waste practices and provide for issuing citations and subsequent fines for individuals and water retail agencies that violate the prohibitions. Burbank's Sustainable Water Use Ordinance, currently in force at Stage 1, prohibits the specified water wasting practices. The emergency regulation also requires Water Agencies to limit outdoor watering to two days per week unless the water Agency has a Water Shortage Contingency Plan. In that instance the agency must activate the Plan to a level that begins to limit outdoor

watering. In this case Burbank would have to activate Stage 2 which limits outdoor watering to three days a week. On July 22 Council voted unanimously to enact Stage 2 of the Sustainable Water Use Ordinance, effective August 1.

MWD has been reconfiguring system operations to maximize use of Colorado River water to serve those agencies to which Colorado River water can be delivered and conserve the stored SWP water to serve the Member Agencies (Las Virgenes, Calleguas, and Eastern MWD) that can only be served by SWP water. Burbank is receiving treated Colorado River water as of the beginning of April. Notice to customers as to the increase of water hardness due to the change of supply source was posted on the BWP web site and went out in a recent issue of Currents.

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 99.6% available for service in July. Well v-04 went out of service on June 6 and is being overhauled. Reinstallation of V-04 is delayed because of the need to replace the drop pipe for the well pump and its' current long lead time due to high demand for the material from well drillers in the Central Valley. BOU production was limited by a broken valve in the Pacific Avenue Transmission main which constrained our ability to get the water out into the system. The valve was replaced the end of July.

Availability	**Production**	**Average Flow Rate (gallons per minute)**
99.6%	72.69%	6,543

Project Updates:

Work began in April on installing 700 l.f. of 12-inch ductile iron water main in Hollywood Way from Pacific Avenue to Valhalla Drive. Installation of the water main was complete in early June. Disinfection of the main and tie over of service lines to finish the project was complete at the end of July.

Installation of 620 l.f. of 8-inch ductile iron potable water main began in N. Shelton Street between Palm Ave. and Magnolia Blvd. in mid-July. The main was disinfected on August 13. Service tie-overs began in mid-August. Work is estimated to be complete by early September.

Work began on installing 320 l.f. of copper pipe in the alley west of Glenoaks Blvd. between Angeleno Ave and Olive Ave. This replaces the old 2-inch steel pipe that consistently sprang leaks. Work is estimated to be finished by the end of September.

Work began on installing 1300 l.f. of 12-inch ductile iron water main in Hollywood Way from Clark Ave. to Magnolia Blvd. The project is estimated to continue through the end of October.

A water main break within the Fire Training Center on the evening of June 17 caused significant flooding on Ontario and Fairview Streets. The flow from the break was shut down in about three hours and it is estimated that 3.5 million gallons of water was lost. The shutdown was hindered by a transmission valve in Pacific Ave. that broke while being closed. This caused a much more extensive shutdown that affected a larger number of customers. All customer service was restored by the next day. Replacement of the broken transmission valve was completed in July. The work required ordering parts that are not normally stocked in the warehouse. Additional work in Pacific Ave. was also part of this effort to improve and streamline the system in the immediate area.

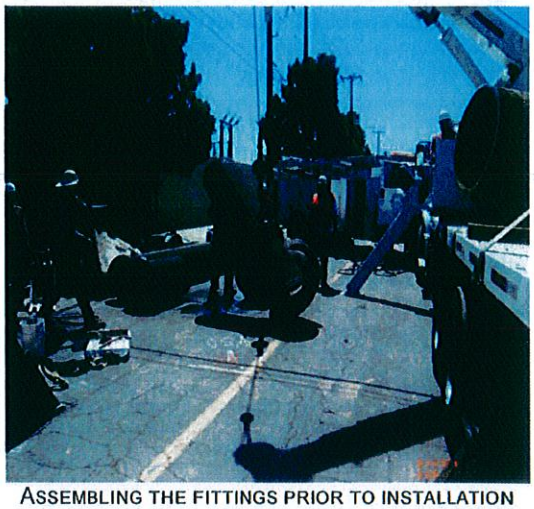
One of the four large booster pumps ("D") from the Valley Pumping plant was returned from overhaul and back in operation at the end of July. Testing of the pump and additional adjustments continued into August. Pump A was sent for overhaul and is projected to be complete and back in operation by the end of September. These are the pumps that put BOU treated water into the distribution system. Pumps B and C will follow in succession.

Reservoir #4 (Palm Ball field) is drained for inspection and joint/crack repair. In order not to disrupt the use of the ball field, the hatches were not dug up and opened. Consequently it is taking longer to dry the reservoir so that repair work can proceed. The reservoir is projected to be back in service by the middle of September.

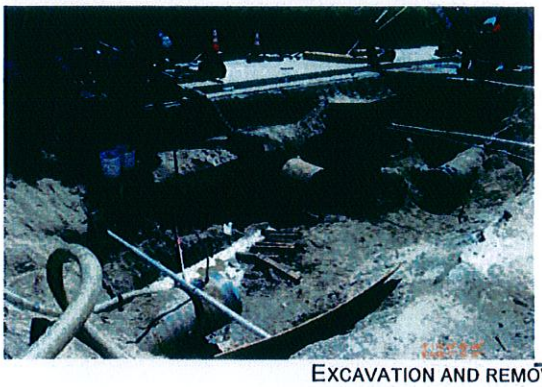
The Izay Park ball fields went live with recycled water in May. The Airport RITC (carwash) and Disney Elementary were converted in June. Lundigan Park and 3003 Riverside Dr. (condos/HOA) were converted in August. The Burbank Studios (former NBC Alameda meters) are scheduled for conversion in August/early September. The Burbank Avalon Media Center (Oak & Pass) is in process for conversion to recycled water.

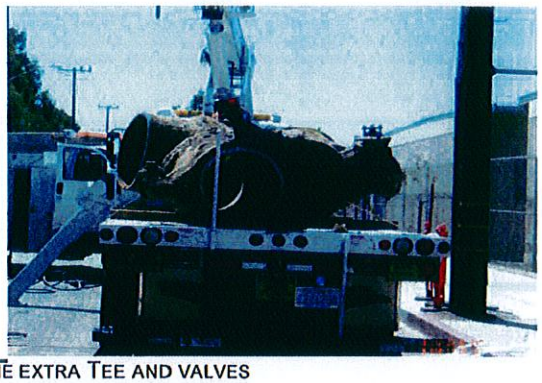
BWP continues to work with Valhalla Memorial Park to coordinate their conversion of the larger portion to recycled water for irrigation and with the School District to move them forward in converting additional schools to recycled water.

PRE-CONSTRUCTION UTILITIES MARKING



ASSEMBLING THE FITTINGS PRIOR TO INSTALLATION





EXCAVATION AND REMOVAL OF THE EXTRA TEE AND VALVES

INSTALLATION OF THE NEW TEE, VALVE AND REPLACER

DISTRIBUTION

ELECTRIC RELIABILITY

Outages
BWP experienced one sustained feeder outage in July 2014. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 797,900 customer minutes.

Reliability Measurement	Aug 2012-Jul 2013	Aug 2013-Jul 2014
Average Outages Per Year (SAIFI)	0.2072	0.2380
Average Outage Duration (CAIDI)	74.77 minutes	39.37 minutes
Average Service Availability	99.9971%	99.9982%
Average Momentary Outages Per Year (MAIFI)	0.3413	0.1906
No. of Sustained Feeder Outages	17	13
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	2	0
No. of Sustained Outages by Palm Fronds	2	1

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-1 12kV Conversion
Construction continues to progress as scheduled, with the conversion to 12kV anticipated to take place in early September.

Naomi-15 12kV Conversion
Engineering is complete and the work order has been issued. Construction is anticipated to start in July of 2014 and the circuit is anticipated to be converted to 12kV in July of 2015.

Burbank-3 12kV conversion
Engineering work has started on the pole line rebuild and conversion of the Burbank-3 circuit. This feeder is currently 12kV; however, it is being stepped down to 4kV to feed existing circuits that could not be rebuilt to 12kV standards due to time constraints on replacing the older 4kV station. Engineering is anticipated to be completed in December of 2014 and issued to the field by January of 2015. Construction is scheduled for FY 15/16.

CALTRANS I-5 Widening
BWP is awaiting Caltrans' contractor to begin the next phase of constructing the utility infrastructure from the intersection of Victory Place and Empire Avenue to the east side

of the I-5 Freeway, just west of Grismer Avenue. BWP and CDD are pursuing a Sole Source agreement with Bock Company for the remainder of the work outside of the Caltrans construction zone.

69kV Olive-Lincoln Line #2 Relay Replacement

BWP is in the process of replacing its older generation substation line relays and meters with modern relays that have additional protection and metering features. The new relays increase protection of BWP transmission assets with roughly 1/3 of the components. In addition, the new relays are more reliable because they constantly monitor themselves and will send an alarm to the Energy Control Center if the relay is not working properly. Furthermore, the new relays reduce maintenance costs by reducing the panel device count and by increasing the maintenance interval from 3 years to 5 years. Finally, the new relays have the ability to record system events which increases BWP's ability to troubleshot system events.

Old Olive-Lincoln #2 Relay Panel

New Olive-Lincoln #2 Relay Panel

STREET LIGHTING

Series Conversion and New LED Standard

BWP has an ongoing program to eliminate high voltage series streetlight circuits and replace them with low voltage, 120 Volt circuit. These low voltage circuits are safer to work with and easier and cheaper to maintain. BWP has adopted LEDs as the standard luminaires for the city streetlights.

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 133 E. Orange Grove location recorded the most sessions (138) with 289 total hours of usage. The 301 E. Olive location recorded the fewest sessions (44) with 86 total hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Occupied time (hours)
January 2013	1,173	513	396
February	1,136	477	366
March	1,158	487	367
April	1,443	606	420
May	1,780	748	486
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
March	2,725	1,145	746
April	3,276	1,376	888
May	3,144	1,320	856
June	3,009	1,264	876
July	3,858	1,621	1,050

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

TECHNOLOGY

Broadband Services (ONE Burbank)

	July New Orders	Revenues for July 2014	FYTD 2014-15 Revenues	FYTD Budget
Lit	4	70,871	70,871	70,833
Dark	2	220,215	220,215	212,500
Total	6	291,086	291,086	283,333

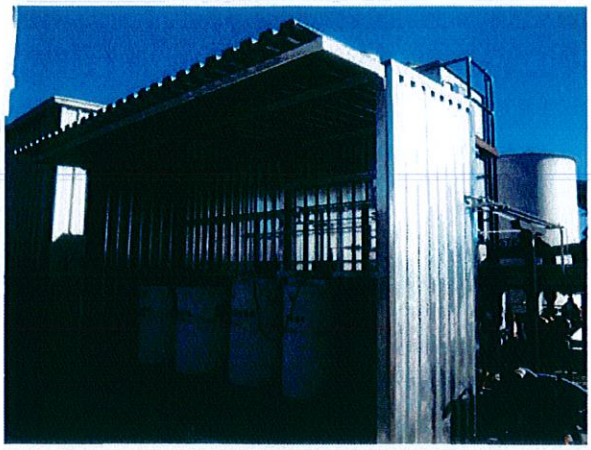
POWER SUPPLY

Project Updates:

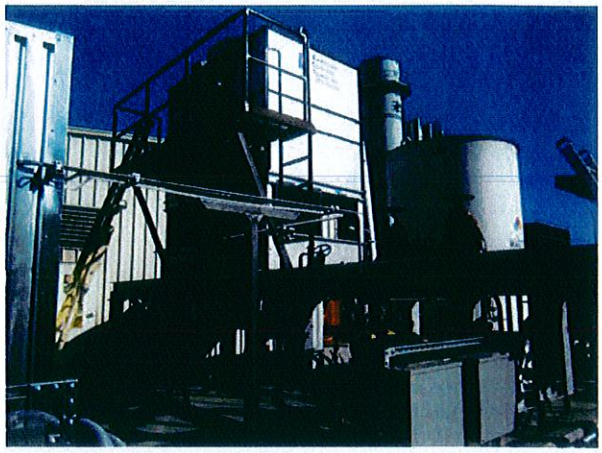
Power Supply Engineering
Lake Cooling Tower Project

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 on March 19. Allied Steel delivered the cooling tower support structure on June 5 and the chemical tote shed on June 11. BWP staff has set the cooling tower support structure and erected the cooling tower on the structure. BWP staff efforts on the fabrication and installation of the interconnecting piping system, instrumentation, and power supply are complete. The Cooling Tower project was integrated into the Lake Power Plant and completed the week of August 18.



Chemical Treatment Tote Shed



Cooling Tower & Support Structure

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.

A P.O. was issued to Rockwell on June 16 and Rockwell's project manager was assigned to the project on July 3. A kick-off meeting between BWP representatives, Rockwell, and Black & Veatch (BWP's engineer) occurred the week of July 21. Detailed fabrication drawings from Rockwell were submitted for BWP review and approval the week of August 18. A P.O. was also issued for the TECO (Westinghouse) air cabinets and motors on July 15 with shipment expected on October 17. The VFD system is expected to be ready for delivery by the end of the calendar year, and the schedule for installation by BWP's electricians will be coordinated with a planned outage at MPP during early 2015.

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 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.

Cosco, the selected vendor for implementation of the fire protection system upgrade, is approximately 95% complete with the Clean Agent System installed at the Magnolia Service Building. The remaining efforts include final programming, final fan test, Burbank Fire Department inspection, and close-out activities. Installation efforts for the heat detector system at the Steam Turbine Generator building were completed on June 26. However, two heat detectors were relocated to obtain improved operation, minor field adjustments were made, and final testing occurred. These efforts were performed on July 26 during the scheduled plant outage. Fire department inspection was performed during the week of July 28, with final testing and acceptance occurring August 12. Project close-out occurred the week of August 25.

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.

Tyler Gonzalez Architects, Inc. (TGA) submitted its progress design drawings to BWP on June 19. These were reviewed and accepted by BWP. TGA submitted the design drawings for plan check the week of July 28. The plan check set is presently being circulated to key project stakeholders for its final program and design review. Bidding for construction is to commence by late September, with the start of construction to occur in mid-November. Substantial completion and occupancy/use is planned to occur by the end of June 2015. TGA's effort also includes work on the Central Laboratory Project.

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, fixtures 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.

As detailed in the Material Handling Area Project status, Tyler Gonzalez Architects, Inc. (TGA) submitted its progress design drawings to BWP on June 19. These were reviewed and accepted by BWP. TGA submitted the design drawings for plan check the week of July 28. The plan check set is presently being circulated to key project stakeholders for its final program and design review. Bidding for construction is to commence by late September, with the start of construction to occur in mid-November. Substantial completion and occupancy/use is planned to occur by the end of June 2015.

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. BWP staff believes the renewal proposal 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 fast-ramping resources to integrate that energy and 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 discussed these proposed renewal contracts with LADWP and the owner of IPP, the Intermountain Power Agency. In addition, LADWP has also proposed a separate agreement with the other Southern California participants, which BWP is also reviewing.

On a related note, the Western Electricity Coordinating Council (WECC), which oversees the Western U.S. electrical grid, approved BWP's proposal 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 focuses 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. Such a project might also absorb

excess California solar generation during peak solar hours, helping to mitigate the anticipated "Duck Curve" of over-generation and fast-ramping requirements in California resulting from increased solar penetration. BWP and its partners are currently working to support this study with planning models and the assumptions necessary for the study. The study should be complete by the end of 2014.

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. The Los Angeles City Council approved this OATT on July 1.

LADWP, BWP, and GWP have agreed in principle to consider negotiating a balancing authority agreement on the basis of an LADWP OATT. However, BWP staff and a team of outside specialists, in conjunction with GWP, remain very concerned about the new OATT's consistency with current rate-making public policy. Assessing this consistency requires a detailed understanding of the assumptions underlying the OATT, and then comparing that understanding with the policies and practices established by the Federal Regulatory Energy Commission. Neither the substance of the new OATT nor the now completed stakeholder process is consistent with current rate-making public policy. In addition, the relationship between the new OATT and a balancing authority agreement has not been clarified. BWP and GWP continue to discuss these matters with LADWP. In this connection, staff from BWP and GWP, together with legal counsel, formally expressed these concerns at open meetings during the OATT approval process culminating at the Los Angeles City Council. Despite these concerns, the proposed OATT was approved and, is now effective. BWP and GWP staff, together with legal counsel, are considering options to protect their respective ratepayers' interests.

In the meantime, BWP continues discussions with LADWP, proposing a modern, equitable balancing authority framework for LADWP's consideration. These discussions are at an early stage, but BWP is hopeful that LADWP will seriously consider BWP's proposal. BWP has also brought GWP into these discussions. BWP is also beginning discussions with the California Independent System Operator, which operates the electrical grid and acts as the balancing authority for most of California, to understand the full range of balancing authority options for BWP and its fellow Southern California municipal utilities (potentially including 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 is in the midst of 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 power supply and conservation demand management resources, as well as the environmental issues related to reliably meeting the demand for energy.

BWP's IRP team shaped 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 confirm public feedback (Phase Two); 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, which was completed in April and provided important guidance from a majority of ratepayers on three important issues:

1) Renewable Energy: favor procuring additional renewable energy resources as long as costs are controlled as they have been in the past;

2) Coal-fired Power: favor continued purchase of power from the IPP project for the duration of BWP's existing contracts, and

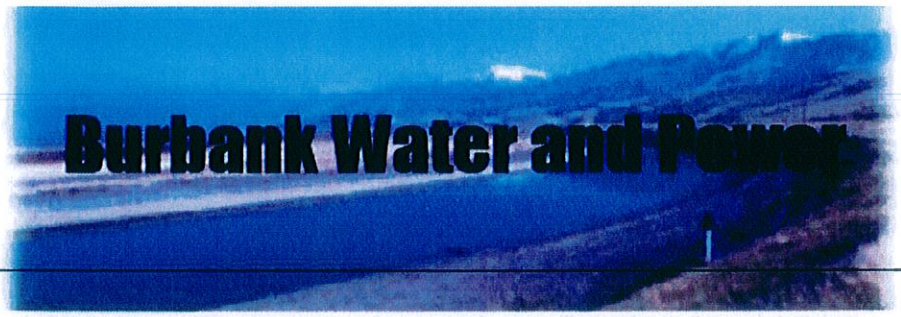
3) Rooftop Solar Subsidies: favor rate structures to eliminate ongoing subsidization of rooftop solar.

Phase Two is now well underway, focused on scenario modeling and reflective of this guidance from the public. Once this scenario modeling is complete, BWP's IRP team will engage the public again.

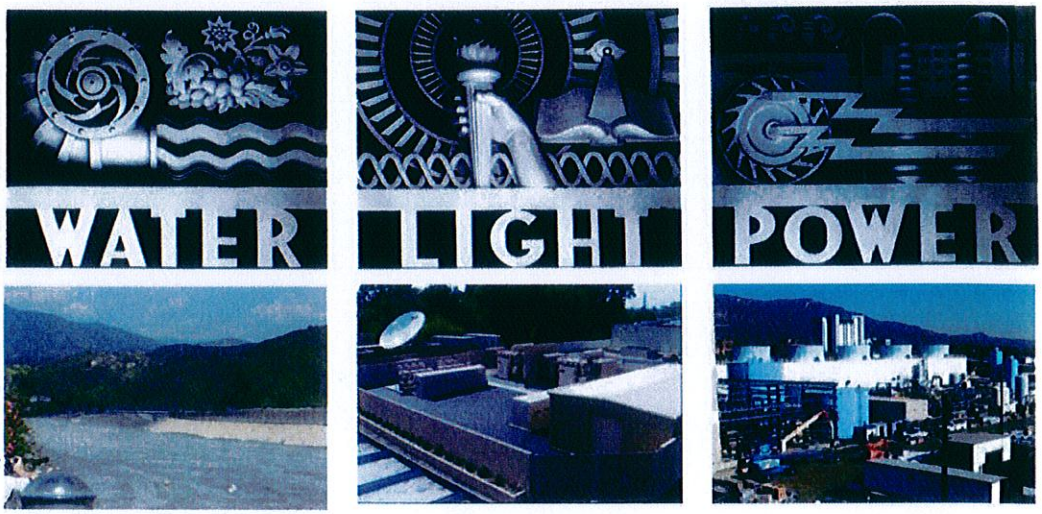
Power Resources

Copper Mountain 3 Solar Project

In late 2012, BWP signed a 20-year, 40 MW power purchase agreement with Sempra's Copper Mountain 3 Solar Project, a 250 MW solar project currently under construction in Boulder City, Nevada. The project, which is coming online in ten phases of roughly 25 MW each, produced its first test energy from its first phase on May 12 and now has three phases, totaling approximately 77 MW, online. BWP is receiving its 16% share of test energy as it is produced. Sempra expects to bring additional phases online through the end of 2015, when the entire 250 MW (and BWP's 40 MW share) will be operational.



Burbank Water and Power



Financial Report
Estimated
July-14

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD July 2014

($ in 000's except MWh Sales)

MTD Estimate FY 14-15	MTD Budget FY 14-15	$ Variance	% Variance		FYTD Estimate FY 14-15	FYTD Budget FY 14-15	$ Variance	% Variance
116,437	119,103	(2,666)	(2.2%) (A)	NEL MWh	116,437	119,103	(2,666)	(2.2%) (A)
				Retail				
$ 17,272	$ 17,667	$ (395)	(2.2%) (B)	Retail Sales	$ 17,272	$ 17,667	$ (395)	(2.2%) (B)
511	511	-	0.0%	Other Revenues	511	511	-	0.0%
10,794	11,163	370	3.3% (C)	Retail Power Supply & Transmission	10,794	11,163	370	3.3% (C)
6,989	7,014	(25)	(0.4%)	**Retail Margin**	6,989	7,014	(25)	(0.4%)
				Wholesale				
4,847	10,050	(5,203)	(51.8%)	Wholesale Sales	4,847	10,050	(5,203)	(51.8%)
4,615	9,883	5,268	53.3%	Wholesale Power Supply	4,615	9,883	5,268	53.3%
232	168	64	38.5%	**Wholesale Margin**	232	168	64	38.5%
7,221	7,182	40	0.6%	**Gross Margin**	7,221	7,182	40	0.6%
				Operating Expenses				
1,045	1,045	-	0.0%	Distribution	1,045	1,045	-	0.0%
132	132	-	0.0%	Administration/Safety	132	132	-	0.0%
330	330	-	0.0%	Finance, Fleet, & Warehouse	330	330	-	0.0%
426	426	-	0.0%	Transfer to General Fund for Cost Allocation	426	426	-	0.0%
437	437	-	0.0%	Customer Service, Marketing & Conservation	437	437	-	0.0%
404	404	-	0.0%	Public Benefits	404	404	-	0.0%
146	146	-	0.0%	Security/Oper Technology	146	146	-	0.0%
63	63	-	0.0%	Telecom	63	63	-	0.0%
153	153	-	0.0%	Construction & Maintenance	153	153	-	0.0%
1,596	1,596	-	0.0%	Depreciation	1,596	1,596	-	0.0%
4,732	4,732	-	0.0% (D)	Total Operating Expenses	4,732	4,732	-	0.0% (D)
$ 2,489	$ 2,449	$ 40	1.6%	**Operating Income/(Loss)**	$ 2,489	$ 2,449	$ 40	1.6%

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD July 2014

($ in 000's)

MTD Estimate FY 14-15	MTD Budget FY 14-15	$ Variance	% Variance		FYTD Estimate FY 14-15	FYTD Budget FY 14-15	$ Variance	% Variance
$ 2,489	$ 2,449	$ 40	1.6%	**Operating Income/(Loss)**	$ 2,489	$ 2,449	$ 40	1.6%
				Other Income/(Expenses)				
75	75	-	0.0%	Interest Income	75	75	-	0.0%
173	173	-	0.0%	Other Income/(Expense)	173	173	-	0.0%
(420)	(420)	-	0.0%	Bond Interest/ (Expense)	(420)	(420)	-	0.0%
(173)	(173)	-	0.0%	Total Other Income/(Expenses)	(173)	(173)	-	0.0%
2,316	2,277	40	1.7%	**Income before Contributions & Transfers**	2,316	2,277	40	1.7%
864	883	20	2.2%	In Lieu	864	883	20	2.2%
259	253	(6)	(2.2%)	Street Lighting	259	253	(6)	(2.2%)
1,123	1,137	14	1.2%	Total Contributions & Transfers	1,123	1,137	14	1.2%
1,194	1,140	54	4.7%	**Income Before AIC**	1,194	1,140	54	4.7%
192	192	-	0.0%	Capital Contributions (AIC)	192	192	-	0.0%
$ 1,385	$ 1,332	$ 54	4.0%	**Net Change in Net Assets (Net Income)**	$ 1,385	$ 1,332	$ 54	4.0%

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	NEL MWh	116,437	119,103	(2,666)	- FYTD NEL is 2.2% below budget primarily due to conservation. FYTD CDD were 346 versus the 30 year average if 306.
B.	Retail Sales	17,272	17,667	(395)	- Retail sales correspond to lower NEL (demand).
C.	Retail Power Supply & Transmission	10,794	11,163	370	- The favorable variance is attributable to lower retail load and lower than planned transmission related expenses ($140k); and is partially offset by higher renewable costs attributable to receiving energy from Copper Mountain sooner than planned.
D.	Total Operating Expenses	4,732	4,732	-	- Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for July 2014 and are estimated at budgeted values.

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

	Jul-14	Jun-14	Mar-14	Dec-13	Sep-13	Jun-13	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	$ 43,931	$ 42,223	$ 45,580	$ 47,736	$ 43,534	$ 41,664	$ 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	15,637	15,637 (a)	16,657	16,601	16,657	13,507		
Sub-Total Cash and Investments	69,567	67,860	72,237	74,337	70,191	65,171	69,060	39,340
Capital Commitments	(17,000)	(17,000)	(17,000)	(19,655)	(23,462)	(21,045)		
Public Benefits Obligation	(1,995)	(1,849)	(2,777)	(2,700)	(2,880)	(2,732)		
Cash and Investments (less Commitments)	**50,572**	**49,011**	**52,461**	**51,981**	**43,850**	**41,394**	**69,060**	**39,340**
Restricted Cash								
Debt Service Fund & Other Restricted Cash (b)	1,244	622	4,213	4,931	2,488	622	1,244	1,244
Parity Reserve Fund (c)	4,268	4,268	4,175	4,175	4,081	4,081	4,268	4,268
Sub-Total Restricted Cash	5,512	4,890	8,388	9,105	6,569	4,703	5,512	5,512
Total Cash	$ 75,080	$ 72,750	$ 80,625	$ 83,442	$ 76,760	$ 69,874	$ 74,572	$ 44,852

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

(a) Decrease in April cash due to the refunding of high interest rate bonds for the Hoover Visitor Center.

(b) 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.

(c) Parity Reserve Funds are funds restricted for debt service payments in case revenues are insufficient to satisfy debt service requirements.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets
MTD and FYTD July 2014
($ in 000's except CCF's)

MTD Estimate FY 14-15	MTD Budget FY 14-15	$ Variance	% Variance		FYTD Estimate FY 14-15	FYTD Budget FY 14-15	$ Variance	% Variance
817,316	838,530	(21,214)	(2.5%) (A)	Water put into the system in CCF's	817,316	838,530	(21,214)	(2.5%) (A)
113,683	109,602	4,081	3.7% (B)	Metered Recycled Water in CCF's	113,683	109,602	4,081	3.7% (B)
				Operating Revenues				
$ 2,987	$ 2,971	$ 16	0.5% (C)	Potable Water	$ 2,987	$ 2,971	$ 16	0.5% (C)
295	282	12	4.3% (D)	Recycled Water	295	282	12	4.3% (D)
62	62	-	0.0%	Other Revenue	62	62	-	0.0%
3,344	3,316	28	0.8%	Total Operating Revenues	3,344	3,316	28	0.8%
1,363	1,400	36	2.6% (E)	Water Supply Expense	1,363	1,400	36	2.6% (E)
1,980	1,916	64	3.3%	**Gross Margin**	1,980	1,916	64	3.3%
				Operating Expenses				
545	545	-	0.0%	Operations & Maintenance - Potable	545	545	-	0.0%
107	107	-	0.0%	Operations & Maintenance - Recycled	107	107	-	0.0%
222	222	-	0.0%	Allocated O&M	222	222	-	0.0%
66	66	-	0.0%	Transfer to General Fund for Cost Allocation	66	66	-	0.0%
345	345	-	0.0%	Depreciation	345	345	-	0.0%
1,285	1,285	-	0.0% (F)	Total Operating Expenses	1,285	1,285	-	0.0% (F)
695	631	64	10.2%	**Operating Income/(Loss)**	695	631	64	10.2%
				Other Income/(Expenses)				
11	11	-	0.0%	Interest Income	11	11	-	0.0%
42	42	-	0.0%	Other Income/(Expense)	42	42	-	0.0%
(173)	(173)	-	0.0%	Bond Interest/(Expense)	(173)	(173)	-	0.0%
(150)	(137)	12	9.0%	Transfers In/(Out) - (In Lieu)	(150)	(137)	12	9.0%
(269)	(257)	(12)	(4.8%)	Total Other Income/(Expenses)	(269)	(257)	(12)	(4.8%)
426	374	52	13.9%	**Income Before AIC**	426	374	52	13.9%
25	25	-	0.0%	Aid in Construction	25	25	-	0.0%
$ 451	$ 399	$ 52	13.0%	**Net Change in Net Assets**	$ 451	$ 399	$ 52	13.0%

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in CCF's	817,316	838,530	(21,214)	- July was slightly warmer than normal; however, the widely publicized appeal for water conservation by the Governor and the July 14th adoption of emergency water saving regulations made by the California State Water Board likely increased conservation efforts locally and reduced demand.
B.	Metered Recycled Water in CCF's	113,683	109,602	4,081	- Recycled water sales are higher than planned primarily due to warmer than normal summer temperatures.
C.	Potable Water Revenue	2,987	2,971	16	- The WCAC impact increased potable water revenues by $188K FYTD. Without this adjustment, potable water revenues would be unfavorable by 5.8%.

	FYTD Actual
WCAC revenue	1,238
WCAC Expenses:	
Purchased water, chemicals, and electricity	1,363
WCAC In-lieu	62
Total WCAC Expenses	1,425
WCAC revenue deferral (increased revenues)	**$ (188)**

D.	Recycled Water Revenue	295	282	12	- Recycled water sales are higher than planned primarily due to warmer than normal summer temperatures.
E.	Water Supply Expense	1,363	1,400	36	- The favorable variance corresponds to lower demand.
F.	Total Operating Expenses	1,285	1,285	-	- Expenses, other than water supply expense and in lieu, have not closed for July 2014 and are estimated at budgeted values.

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

	Jul-14	Jun-14	Mar-14	Dec-13	Sep-13	Jun-13	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	$ 11,716	$ 11,289	$ 9,077	$ 12,085	$ 12,356	$ 12,086	$ 9,760	$ 5,240
WCAC	211	399	884	1,055	990	1,110	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	14,147	13,908	12,181	15,360	15,567	15,416	15,760	7,240
Capital Commitments	(3,965)	(3,965)	(3,965)	(1,747)	(3,553)	(1,231)		
Public Benefits Obligation	(466)	(496)	(518)	(608)	(614)	(577)		
Cash and Investments (less commitments)	**9,716**	**9,447**	**7,699**	**13,005**	**11,400**	**13,608**	**15,760**	**7,240**
Restricted Cash								
Debt Service Funds (a)	341	171	834	1,173	599	150	341	341
Sub-Total Restricted Cash	341	171	834	1,173	599	150	341	341
Total Cash	$ 14,489	$ 14,079	$ 13,015	$ 16,533	$ 16,166	$ 15,566	$ 16,101	$ 7,581

- 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: September 9, 2014

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the September 4, 2014 BWP Board meeting:

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for August. Conservation and its affect on sales and budget, the EV charging program, whether there have been unit failures and vandalism, and progress on reaching the balancing agreement were discussed.

FISCAL YEAR 14-15 CITY COUNCIL RATE VIDEO
A segment of the video from the June 17 City Council meeting capturing Mr. Davis' Fiscal Year 2014-15 budget rate discussion was shown per Boardmember Olson's request.

CREDIT FEES
Staff presented an overview on BWP's late fee policy and practice.

BROWN ACT
Mary Riley and Chris Chwang from the City Attorney's Office provided the Board with instruction on what the Brown Act is and how governance operates within its guidance.

LEGISLATIVE UPDATE
Ms. McGinley reported that the legislature has adjourned and 800 bills have gone to the Governor's Office. Among those waiting for the Governor's signature are the groundwater sustainability regulations and the water bond. The bill that mandated the purchase of Imperial Valley geothermal energy and included a hidden tax on rate payers did not make it through the legislature.

APPA GOVERNANCE TRAINING
Ms. McGinley informed the Board that BWP can offer Governance training provided by APPA if there is an interest.

IPP & MWD INSPECTION TRIPS
Ms. McGinley announced that the trip to the Intermountain Power Project in Utah will take place on September 22. More details will be provided as they come.

DROUGHT UPDATE
Mr. Mace presented a brief update on California's drought and what BWP is doing to get the message out to its customers on conserving water. Water use has dropped about 4%.

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Downtown Burbank Partnership Meeting - September 4, 2014**

- Staff and a Board Member announced that the First Annual Burbank Comedy Festival was a great success, attracting 2,500 visitors and performers to Downtown Burbank from August 17th to the 23rd. Staff also announced the kick-off of the Burbank International Film Festival running September 3rd through the 7th.

- Staff updated the Board on the progress of the MUD Paseo upgrades, noting that a memo was circulated to various departments for their comments and review of the final construction drawings. Once comments were received, a formal timeline for construction will be initiated with the intent of completing the upgrades before the end of the calendar year.

- Staff presented the 2014 holiday ice rink contract between Ice America and the PBID. The contract was reviewed and unanimously approved by the Board. The contract is contingent upon formal approval of a Right-of-Entry Agreement between the PBID and City. The Right-of Entry Agreement will go to City Council on September 23rd.

- Staff announced that Board Member Norris Agajanian had resigned from the PBID Board and that a recruitment process would take place to attract a new Board member in the upcoming month.

- The next regularly scheduled meeting will be held on Thursday, October 2nd.

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **San Fernando Valley Service Council Meeting – September 3, 2014**

- The meeting consisted of note-and-file items and one action item regarding proposed December 2014 service changes which was held over to the next meeting due to lack of a quorum.

- Informational items included: a presentation of the proposed tunnel connecting the Orange Line to Red Line under Lankershim Boulevard in North Hollywood; and overview of Metro's outreach ahead of the September 15 fare increase; an overview of a rider relief subsidy program; and receipt of quarterly performance measures of Metro service in the San Fernando Valley.

- Councilmember Bric asked questions about the rider relief subsidy program, which provides a $10 subsidy for a regular monthly pass, and a $6 subsidy for a senior monthly pass. He asked if Burbank non-profits and the Joslyn Center participated in the program. Metro responded that Burbank residents were formerly not eligible for this program because the City previously offered its own subsidy program. Now that the City subsidy program is discontinued, Metro staff will reach out to the City and local non-profits to see if they are interested in participating in the program.

- While the service change item was held until the next meeting, the Council discussed the importance of working with local business groups in the Montrose area before implementing any change to Metro Route 91 in Montrose and La Crescenta.

TRAFFIC COMMISSION
AUGUST 28, 2014

SYNOPSES OF ITEMS ARE IN BOXES BELOW

Members Present:
Linda Barnes, David Carletta, Robin Gemmill, Rebecca Granite-Johnson, Kevin Harrop, Brian Malone, Paul McKenna, and Joe Terranova

Members Absent:
Vanessa Rachal

I. ORAL COMMUNICATIONS:

A. Public Input – Two residents of the 700 block of Mariposa St. discussed parking on their street. Multiple business owners from the Magnolia Park area spoke about the parking situation on Magnolia Blvd. near their stores, commented on potential changes to the parking areas, and made suggestions. Some business owners postponed their comments until the Public Hearing on the matter, below. Other citizens and business owners spoke during other items, below.

B. Commission Members – Barnes added an item to October's agenda regarding how the Traffic Commission handles the Public Speaking portion of the agenda. McKenna asked to add an item to a future agenda regarding the parking situation on his street (Mariposa).

C. Staff Communications – None.

IV. APPROVAL OF MINUTES:

The July 2014 meeting minutes were approved. Barnes and Gemmill abstained.

V. PUBLIC HEARINGS:

A. Restricted Parking on 1400 Block of Brighton St.

Residents petitioned to change existing resident-only parking zone time limits from 1pm-8pm to the City standard 8am-6pm. A business owner asked that the signs not be changed since parking for his growing business can be a challenge, and asked if the 2-hour restrictions on Victory Blvd. can be removed. Staff will send letters to effected businesses on Victory Blvd. to see if they are in favor of such removal. A resident of Brighton St. supported changing the 2-hour parking on Victory to the 8am-6pm time. Terranova moved to approve staff's recommendation to approve the resident request to amend the parking restrictions on the 1400 block of N. Brighton St. from the current time frame of 1pm-8pm to the City standard of Monday-Friday, 8am-6pm. Motion seconded by Barnes, and passed unanimously.

B. Restricted Parking on 1400 Block of Evergreen St.

Request received from the owner of North Hollywood Sound (4207 W. Burbank Blvd.) for commercial parking permits in resident-only parking zone on N. Evergreen St. north of Burbank Blvd. Several residents provided comments.

Motion made by Malone, seconded by McKenna, to allow North Hollywood Sound one parking permit for Evergreen St. Motion failed, all but Malone voting no.

Carletta moved to approve four permits, and Harrop seconded the motion. The motion passed 7-1 with Malone voting no.

VI. REPORTS:

A. Subcommittee Reports:
Traffic Controls Near Schools Subcommittee

Mr. Johnson requested availability of subcommittee members to schedule a meeting.

Staff Reports:

B. Parking in the 3400 Block of Magnolia Blvd between Lima St. and Avon St.

Several Magnolia Park businesses requested the installation of 1-hour parking restrictions on the north side of Magnolia Boulevard in the 3400 block. Lt. Hawver discussed the parking turnover in the block. Six business owners and interested persons discussed the need for 1-hour parking, a crosswalk across Magnolia Blvd. and signage to off-street lots. Traffic Commission discussed the issues and voted unanimously to postpone its decision until additional parking and crosswalk information is available.

C. Letter to City Manager Concerning Transportation Networking Companies (TNCs)

Staff presented a draft letter from the Commission to the City Manager. Several persons spoke on the pros and cons of Transportation Network Systems. The Commission voted unanimously to postpone further discussion for two months to enable additional information to be presented on potential state legislation.

D. Accidents at Verdugo Ave. and Toluca Park Dr.

The matter of accidents at the intersection of Verdugo Ave. and Toluca Park Dr. was discussed. Staff recommended that the matter be postponed until the Verdugo Bike lanes project is implemented since this project would significantly change the configuration of the intersection. The Commission voted to postpone any decision until four months after the bike lanes are installed, and they requested that next month staff bring back costs to make the intersection less angular. The motion passed unanimously.

E. Electric Vehicle Charging Stations

Staff discussed the status of the electric vehicle charging station parking restrictions. Burbank Municipal Code allows additional restrictions in off-street facilities, but restrictions for on-street charging stations need more study to identify legal methods to restrict the parking to electric vehicles. The Commission voted unanimously to postpone the matter for one month to sort out the issues.

II. REVIEW OF FUTURE AGENDA ITEMS:

Agenda items for the month of September include:

Discussion of parking in the 3400 block of Magnolia Park
Costs of modifying the intersection of Verdugo and Toluca park Dr.
Electric Vehicle parking restrictions

III. ADJOURNMENT:

The meeting was adjourned at 6:59 p.m.

city of burbank
community development department

memorandum

DATE: September 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Heritage Commission Meeting – September 4, 2014**

The Commission viewed and discussed an educational webinar provided by the California Preservation Foundation and the National Trust for Historic Preservation on "Historic Preservation and the 50-year Rule."

Four of the five members of the Heritage Commission were present along with one member of the public.

city of burbank
community development department

memorandum

DATE: September 9, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **BURBANK LANDLORD-TENANT COMMISSION MEETING - SEPTEMBER 8, 2014**

- Chair Hovanessian announced that his presentation before the Burbank Association of Realtors was rescheduled to November 2014. He will make a presentation on the education and mediation role of the Landlord-Tenant Commission in the community.

- There were two property owners in attendance for the entire meeting. They attended for educational purposes only.

- Two staff members from the Community Development Department gave a presentation on single-family Burbank Municipal Code requirements for garages, accessory structures and second dwelling units. Staff explained the process for handling complaints such as illegal garage conversion. The Commission thanked staff for the very informative presentation, and invited Community Development staff to return for a presentation once the City Council adopts the ordinance amending the Burbank Municipal Code related to the definitions for residential uses. The Commission is interested in the requirements for renting out a room in a single-family home.

- The Commission reviewed an attendance report for Commissioners from June 2013 to August 2014. There is one Commissioner that has not met the 75 percent minimum attendance policy. That Commissioner explained her situation and stated she would like to remain on the Commission. The Commission will forward their recommendation to excuse this Commissioner's absences to the City Clerk's Office for review and consideration by the City Council.

- The Commission unanimously elected Razmik Hovenessian for another term as Commission Chairperson. Commissioner Judy Smith was elected as Vice Chairperson by a vote of 4-1.

- The Commission is scheduled to meet next on October 6, 2014.

AUGUST 20, 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 1815 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

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

Also Present: Deputy Chief Angel, Captains Albanese, Caruso and Cremins, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Hergelian and the flag salute by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Rubinfeld, Cohen, Stearns-Niesen, Vest, and Hegelian attended the National Night Out event on August 5, 2014.

Commissioner Hergelian announced the Burbank Police Officers' Association's annual golf tournament is to be held on October 3, 2014, an event historically supported by the Commissioners with a hole sponsorship.

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on parking enforcement in the Magnolia Park business area.

RESPONSE TO ORAL COMMUNICATIONS

Staff and Commissioners responded to Mr. Nolan's comments. Staff is currently preparing two reports on strategies and deployment of PCO's in the field for review by the City Manager.

APPROVAL OF MINUTES FROM JULY 16, 2014

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Cohen, to approve the minutes from the July meeting as written. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

ITEMS OF BUSINESS

1. **Presentation of the draft of the monthly Part 1 crime incidents map**

Crime Analyst Statland presented the crime trends in the City and the efforts of the Department for crime suppression and prevention. July stats, compared to June, showed property crimes decreased 7%, violent crime by 2%, and overall Part 1 crimes by 6%. The hot spot map showed a reduction in Part 1 crimes in the downtown area and the Empire Center, with a slight uptick at Costco.

2. Presentation and discussion of the Department's audit process and review of sample reports

Lieutenant Dermenjian described recent audits/inspections that were conducted on the Department through:

- CALEA accreditation process - audit of high risk property (guns, money) in evidence, annual analysis of use of force incidents and pursuits
- Mandates by State/government agencies - LA County Department of Health evaluation of the Jail facility, use of Department of Justice databases, State audit of jail training records, Veterinary Medical Board review of Animal Shelter operations
- Department-initiated audits - employee emails, cold case review, bias-based profiling cases, Office of Independent Review (OIR) case reviews, equipment functioning, on-going PUMA recording review, regular uniform/equipment inspections

Audit results improved policy, revised procedure, and identified training issues.

3. Grading of progress on critical strategies of the Strategic Plan

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to grade the Recruitment report as Satisfactory. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Vest, to grade the Background Investigations report as Satisfactory. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

(Commissioner Warmack left the meeting at 1900 hours for another commitment)

4. Presentation and discussion of critical strategies of the Strategic Plan

Psychological Services - Captain Cremins stated the services encompass the Chaplain, Employee Assistance, and Peer Support programs. The Chaplain program was implemented in 2011 to provide spiritual care and support to members of the police department and community members during a critical incident. The Department currently has 4 volunteer Chaplains – recently, they were deployed to provide outreach to employees, and family and friends of victims involved a five fatality traffic collision in the City.

The Peer Support program is comprised of trained civilian and sworn employees who provide support and intervention for members of the Department. The current corp number 14 members. The City provides an Employee Assistance Program for 24/7 confidential and diverse support for employees.

Enhance Approach/Strategies in managing mental health interventions – Captain Albanese stated all sub-strategies have been completed or are on-going. The creation of a Tri-Cities SMART team was not completed due to mitigating circumstances within those agencies; however, the Department consults regularly with Glendale and Pasadena, and meets monthly with seven other cities to discuss the management of mental health issues.

5. Force Hire Policy

Captain Albanese stated there is a Department policy on force hire which describes the limit of number of hours to be worked in a 24 hour period, 2 day period, and in a week. Any hours worked in

excess of the limits set forth would require the approval of a supervisor. Since June 15th, there has only been one force hire; since January 1st, there have been 18 force hires. Force hires are conducted when the number of officers will fall below a staffing minimum and there is a need to hire to maintain a minimum patrol roster. Volunteer are requested first; if positions cannot be filled, the supervisor will mandate (force hire) from a roster (listed in reverse seniority order) of all sworn patrol officers.

6. Selection of NACOLE conference attendees

Police Administrator Wilson stated the City Council approved funding for Commissioners Hergelian, Pletcher, and Stearns-Niesen to attend the conference in Kansas City on September 14-18, 2014.

7. Briefings by the Police Administrative Staff

Deputy Chief announced:

- School started on August 18th – Motor Officer details have a proactive plan to enforce and educate citizens on student safety
- CALEA assessors appear to be supportive of the Department's efforts; in November, the Chief, Deputy Chief, and City Manager plan to travel to New Mexico in anticipation of achieving accreditation
- the Department has been meeting with Tiburon and will be moving forward with an agreement to upgrade the system, which will include electronic officer logs; implementation will begin next year
- 8/23 Special Olympics "plane pull" in Long Beach
- Women Leaders in Law Enforcement (WLLE) conference in October – 8 staff will attend
- International Association of Chiefs of Police (IACP) – Chief and a contingency of officers are slated to go to the conference in Florida

FINAL PERIOD OF PUBLIC COMMENTS

Appearing before the Commission was Mike Nolan, who commented about parking enforcement efforts in the City in business areas.

RESPONSE TO ORAL COMMUNICATIONS

None

COUNCIL LIAISON COMMENTS

Mayor Gordon – commented on lateral transfers, NACOLE funding, meeting the CALEA auditor at the National Night Out event at the station, support of attendance at national conferences to broaden law enforcement knowledge

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Vest made a motion, seconded by Commissioner Rubinfeld, for a presentation on how PCO's are deployed, comparison of staffing for the last 5 years, and any data cultivated from surveys with respect to Magnolia Park. Dr. Gordon suggested that Commissioners review a staff report that went to Council 2-3 years ago when an ordinance was passed that changed the parking requirements for eating establishments. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, and Vest.

Commissioner Pletcher made a motion, seconded by Commissioner Cohen, to have the Police Commission meeting go dark in September due to members attending the NACOLE conference and other personal absences. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Stearns-Niesen, and Vest, with one vote in opposition by Commissioner Rubinfeld.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to request a report by the Commissioners who attended the NACOLE conference. Motion carried by Commissioners Cohen, Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, and Vest.

Commissioner Stearns-Niesen inquired about the annual Office of Independent Review (OIR) report. Commissioners agreed to place this item on the agenda for discussion on their dashboard once the OIR has selected cases for review and prepares a report for the City Council.

NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, October 15, 2014.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2000 hours.

Amy Vest, Secretary
Burbank Police Commission

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CITY MANAGER'S OFFICE
CITY NOTES

Important Updates for the Burbank City Council **September 12, 2014**

State Attorney General Honors Burbank Police Traffic Bureau

On September 8, 2014, the Burbank Police Department (Traffic Bureau) received a commendation from State Attorney General Kamala Harris for excellence in law enforcement. Over that last two years, the members of the Traffic Bureau have diligently worked to reduce the total number of injury collisions at key intersections throughout the city. To date, accidents at these key locations have been reduced by over fifteen percent, and accidents city wide have been reduced by eight percent. The Burbank Police Department is committed to the safety of our community and commuters. The positive effect the Traffic Bureau personnel have had on the community through its collision reduction program has been measurable and observable.

Trivia Challenge Return Benefits Burbank Public Library

On Thursday, September 4, 2014, the Friends of the Burbank Public Library hosted a Trivia Challenge to raise funds for adult literacy. The event was held in September this year to coincide with the 30th anniversary of California Library Literacy Services. With over 200 people in attendance, 16 teams competed for the title of Trivia Champion (and a $500 gift card to Morton's Steakhouse). Jack O'Neill came out of retirement to MC the event, and Assistant City Manager Justin Hess graciously stepped in at the last minute to act as Host. Guillermo Martinez, an Adult Learner who has completed the Literacy Program, was the featured speaker. He talked very passionately about what his life was like before he learned how to read, how he's enjoying college, and promised to come back in five years, when he's a millionaire. The next Trivia Challenge will return to its original spring date in 2016.

BPD Communications Center Receives National Recognition

On Tuesday, August 5, 2014, the Burbank Police Department Communications Center was recognized for being certified by the National Center for Missing and Exploited Children (NCMEC) at the annual APCO convention held in New Orleans. APCO, the Association of Public Safety Communications Officials, is a professional organization serving communications personnel worldwide. Thousands of attendees were on hand to witness the ceremony. Burbank was among an elite group of only ten other agencies recognized by NCMEC at the convention. Captain Ron Caruso was present to receive the award on behalf of the Communications Center.

Johnny Carson Park Revitalization Project Update

Eleven bids were received on August 26, 2014, for the Johnny Carson Project. All bids were rejected due to technical and/or legal reasons, as the provided bids did not adequately respond to the complex requirements of the project. Public Works, Purchasing and City Attorney staff are working to simplify and clarify the documents within the bid and intend to do more outreach and explanation with potential bidders as the project is rebid. The rebid process will last approximately two months, with a new projected completion date of winter 2016. During the bidding process, the Park, Recreation and Community Services staff will continue to take reservations for park use. While under construction, the park is expected to be closed most of 2015 and several months into 2016.

Adopted Budget Published

The FY 2014-15 Adopted Annual Budget and Capital Improvement Program Budget have been published and are now available on the City's website under the the Financial Services Department. Reference copies, along with the Budget-at-a-Glance brochure, will be made available at select public counters including the City Clerk's office, City Council Chambers, Financial Services Department and Burbank Library Branches.

Successful Launch of Afterschool Daze

The Park, Recreation and Community Services Department kicked off its Afterschool Daze Program on Monday, August 18, 2014. The program serves Disney, Edison, Emerson, Jefferson, McKinley, Miller, Providencia, Roosevelt, and Stevenson Elementary Schools and focuses on fun, play and learning. In the Afterschool Daze Program, children are provided with activities that enhance their social, cognitive and physical development in a safe and fun environment. Each day consists of homework time, as well as a variety of activities such as arts, crafts, sports, and/or special events. The program is off to a great start with more than 385 participants enrolled.

Verdugo Recreation Center Roof Replacement

On September 2, 2014, Public Works began a project to replace the roof at the Verdugo Recreation and Aquatic Center. The entire facility is closed to the public and City staff throughout the duration of the project. The existing roof will be replaced with a low-absorption energy efficient "cool" roof. Worker safety tie-offs will be placed into the roof structure to provide safer access points for future roof work, as well as repairs to damaged rain gutters and fascia boards. The Center is scheduled to reopen on October 6, 2014. Dates and locations for affected programs, classes and events have been adjusted to accommodate this closure. Specifically, fall recreation classes were moved to the Verdugo Lower Assembly Building, Log Cabin, and Olive Recreation Center. The McCambridge Swimming Pool operations were also extended to accommodate aquatics programming during the construction period.

BPD Receives COPSWEST Expo Award

The Burbank Police Department submitted the recently introduced Ford Explorer police vehicle for an award at the upcoming COPSWEST expo in Long Beach. The vehicle design was a collaborative effort between the Police Department, Public Works Department (fleet), and City Information Technology (IT). The vehicle displays a leap forward in technology for the police officers of Burbank to better serve the community. The vehicle has been selected as an award winner for the COPSWEST expo and will be displayed in Long Beach. COPSWEST is a three day training & expo providing public safety officials of all ranks and agency sizes an opportunity to explore the newest technology, learn from industry leaders and network with current and future leaders throughout California and beyond. The conference runs from October 6, 2014 - October 9, 2014.

Father and Son Featured in Art Gallery Show

The Creative Arts Center holds monthly art gallery shows displaying a variety of art from local artists of all ages according to the theme of the month. Art pieces may be made available for sale to support local and emerging artists. Opening receptions are held the first Friday of the each month at the Creative Arts Center from 7:00-9:00pm. On Friday, September 5, 2014, the opening reception for 'Like Father, Like Son' was presented by Antonio & Isaac Pelayo. It was a succesful night with approximately 175 people attending the show featuring the father and son artists.