

Weekly Management Report

October 3, 2014

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

DATE: October 3, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Weekly Management Report Items

City Councilmembers will note that staff is submitting an increasing number of reports through the Weekly Management Report in response to City Council inquiries. In this week's report, for instance, there are reports on:

- Castleman Lane Traffic (Police)
- Questions from Citizen Penny Proctor (Police)
- Residential Bee Keeping (Police)
- Alley Sight Lines from Victory Boulevard (PW)
- Possible Joint Use Agreement Oversight Committee (PRCS)
- Options for Local Business Murals (PRCS)
- Metro Gold Line Routing (CDD)

There are also a couple other reports that could have policy implications.

While we do not agendize discussion of Weekly Management Report items, I hope City Councilmembers will consider whether reports from the Weekly Management Report should be identified for consideration on future agendas. My intention is to give you the information as soon as possible, and when the subject matter requires formal consideration, I hope you will bring it up during Council consideration of future agenda items.



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

DATE: October 3, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: **In-Car Video/Body Camera Technology**

Please see the attached report from Chief LaChasse. The Police Department feels that this program upgrade is a matter of very high priority. As a result, we plan to agendaize this acquisition for discussion at mid-year.

BURBANK POLICE DEPARTMENT

MEMORANDUM

DATE: September 30, 2014

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Chief of Police *Scott LaChasse*

SUBJECT: In-Car Video/Body Camera Technology

The purpose of this memorandum is to provide you with an overview of the Department's recent involvement with in-car video and body camera technology.

In 2013, the Burbank Police Department conducted a 180-day field test of the Watch Guard in-car camera video system. This product contained state-of-the-art HD technology, and was far more sophisticated than any other in-car video system we previously tested. The Department had two police vehicles outfitted with the Watch Guard in-camera video system. This technology only provides video coverage of the front and peripheral areas of the patrol car. It does not provide video coverage of officer activity away from the vehicle. Current pricing for the system is \$250,000, which does not include storage costs or annual maintenance fees.

Watch Guard recently developed an integrated in-car and body camera video technology system that appears promising and may be considered for future testing. In a recent discussion with Watch Guard representatives, this technology will become available on the market in February, 2015. At this time, product pricing is not available.

In July, 2014, the Department met with a representative from Taser International regarding their current line of police body cameras and software storage systems. Resultant from that meeting and a review of their products, the Department arranged to beta test six police body cameras. After some negotiation, Taser International agreed to a 60-day evaluation period. Presently, the City Attorney's Office is reviewing the terms and conditions of the beta test contract. We expect to begin field testing the product before the end of the year.

As you may know, Taser International is a renowned company that has manufactured high quality products for law enforcement for many years. Furthermore, their current line of body cameras contains state-of-the-art technology. The Department is expecting a positive outcome from the beta test and has been developing a funding plan to purchase body cameras on an

incremental basis for patrol officers. This plan will require the support of the City Council, as it is an expensive initial investment with recurrent storage and software costs.

Understandably, the demand for testing and purchase of Taser products by law enforcement in recent months has been overwhelming for Taser International. While the cameras undergo field testing the Department will attempt to acquire a realistic timeline between the date of purchase and the date of delivery.

Current estimated purchase and contract costs are as follows:

100 Body Cameras \$450,000 for 5 years, or \$90,000 per year

125 Body Cameras \$560,000 for 5 years, or \$112,000 per year

The contract includes the following:

- full replacement of lost or damaged cameras,
- upgraded cameras and software every 30 months,
- docking stations,
- software storage (cloud-based).

The following agencies have purchased or intend to purchase the Taser body cameras:

- Anaheim
- Fresno
- Hayward
- Ontario
- San Diego
- San Leandro

The Los Angeles Police Department and the Los Angeles County Sheriff's Department are currently field testing the product. We will avail ourselves of each agency's final evaluation and recommendations to command staff.

My staff and I are available to discuss this project in more detail at your convenience.

City of Burbank
MEMORANDUM

Date: September 30, 2014
To: Mark Scott, City Manager
From: Scott LaChasse, Chief of Police *Scott LaChasse*
By: Sergeant Todd Fatta
Subject: Status Update of Castleman Lane Traffic Complaint

Problem Identification:

During a September 9th, 2014 meeting of the City of Burbank City Council, the residents of the surrounding area of Castleman Lane, Lamer Street and Keystone Street expressed their concerns to Chief LaChasse regarding traffic conditions in-and-around the surrounding neighborhoods. Their concerns ranged from excessive speed, failing to stop at the posted stop signs, as well as numerous other flagrant violations of the vehicle code.

Diagnosis:

Chief LaChasse directed the Traffic Bureau with investigating the above allegations.

Deployment:

Under the direction of Lieutenant Hawver and Sergeant Fatta, Traffic Bureau personnel (Motor Officers) were deployed using high-visibility, directed-enforcement details in response to the complaints. In addition, I requested patrol officers from various shifts and days of the week (via their respective chain of command), to conduct the same directed patrols in the area.

Two speed trailers were also deployed in the area, one on Lamer Street, and the other on Keystone Street. The combination of these strategies was used to develop a well-rounded and versatile enforcement picture.

Furthermore, motor officers were deployed on a daily basis for two weeks to capture a realistic enforcement strategy. It should be noted that, a vast majority of the vehicular traffic in this area is persons traveling to and from their residences; there are no local businesses or points of interests.

Summary of Enforcement Actions:

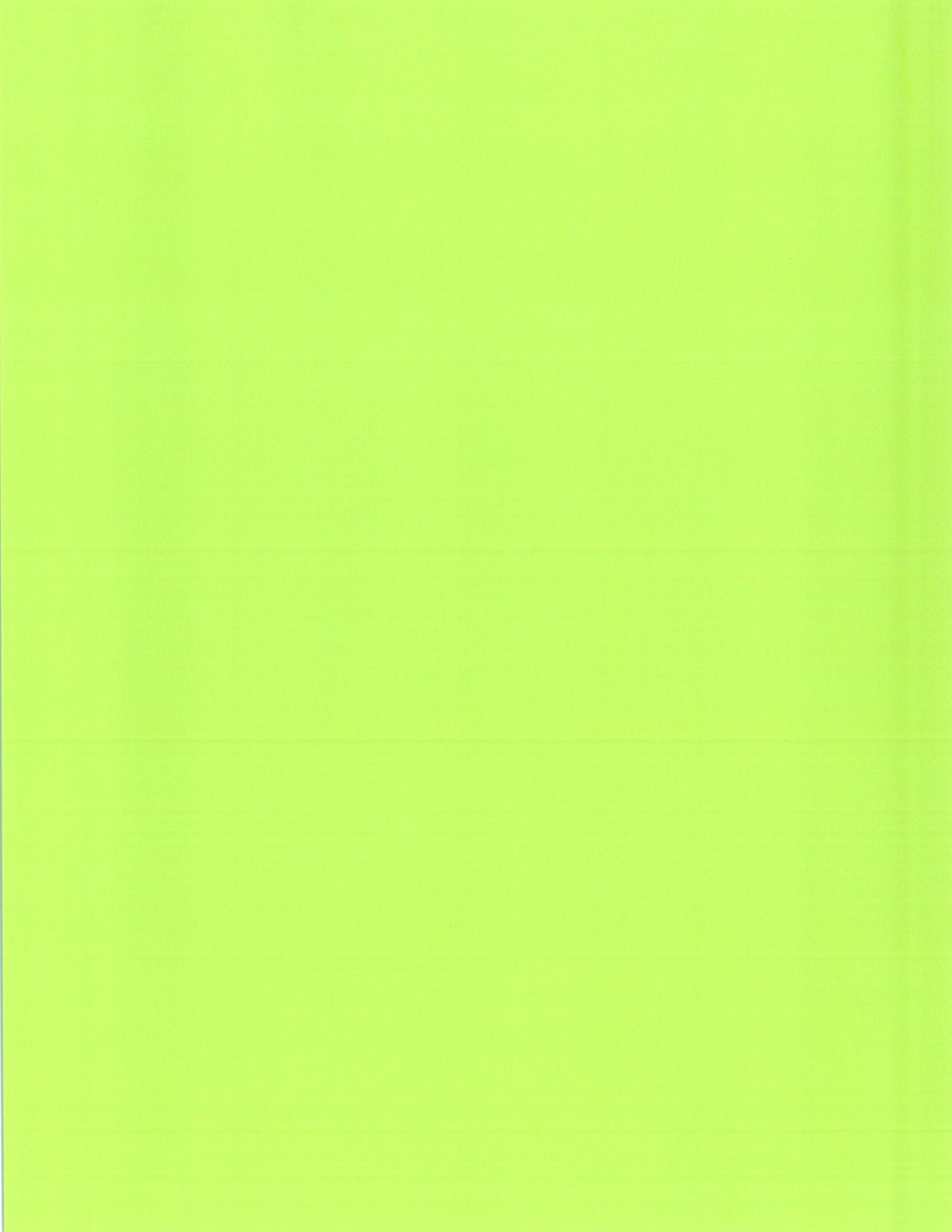
The Speed Trailers were deployed from September 12th to September 24th. The data revealed the following: a total of 3105 vehicles were identified on Lamer Street with the average speed being 24.4 mph, and the 85% Percentile being 32 mph. Regarding vehicles exceeding the posted residential speed limit of 25 mph, 3.25 % were found to be in excess of 35 miles per hour and 0.19 % were found to be exceeding 45 miles per hour.

During this same time period, the summary of enforcement action is as follows: a total of 78 vehicles were stopped by uniformed officers who issued 47 citations and 31 Vehicle Code advisals.

As of the completion of this memo, there has been no adverse public reaction to the department's enforcement efforts enforcement actions, and the Officers deployed during this operation reported a positive feedback from local residents.

Proposed Deployment:

Based upon the statistical information gathered and the summary of the enforcement strategy, the Traffic Bureau will continue to monitor quarterly, and conduct directed-enforcement details in this area.



**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: September 25, 2014

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Police Chief *Scott LaChasse*
By: Jay Hawver, Police Lieutenant

SUBJECT: City Manager Tracking List Item #1625

PURPOSE:

The purpose of this memo is to provide you with an update regarding the issue(s) identified by Burbank resident Penny Proctor.

BACKGROUND/ANALYSIS:

In August, 2014, Ms. Penny Proctor authored a letter to City Council outlining concerns associated with the operation of a bicycle on a city maintained sidewalk. Chief among her concerns were the lack of enforceable regulations to require cyclists to yield the right-of-way on the sidewalk to a pedestrian or those individuals who are required to use a wheelchair.

On September 4, 2014, Burbank Traffic Officer Dan Turpin met with Ms. Proctor at her home to discuss her concerns in greater detail. Ms. Proctor reiterated her observations as outlined in her previous letter. Officer Turpin discussed the law and municipal code, specific to the operation of bicycles on the public sidewalks.

Officer Turpin explained our education efforts as they relate to cyclists in Burbank. Officer Turpin also provided Ms. Proctor with an overview of the bicycle safety schools that we conduct throughout the year. Ms. Proctor intimated her desire to help enact legislation at the state level that would require cyclists to apply for and obtain a license before they were allowed to operate a bicycle. The process by which a cyclist would obtain a license would help to provide the necessary education to ensure that riders were in compliance with state and local laws.

Ms. Proctor offered that widening the sidewalk in certain areas of the city may help to mitigate some of the issues that she has noted. Ms. Proctor also relayed some concerns about the access ramps that are installed at intersections throughout the city. She explained that the grade and pitch of the ramps can cause her wheelchair to become unstable. She was referred to the Traffic Engineer for further discussion regarding these matters.

Officer Turpin offered to stay in touch with Ms. Proctor to discuss any issues she may have. We will include her concerns in future bicycle safety presentations.

LEGAL AUTHORITY:

Pursuant to California Vehicle Code section(s) 21100(h) and 21206 the City of Burbank has the authority to regulate the use of a bicycle on a public sidewalk. Currently, the City of Burbank regulates bicycle operation only on sidewalks in the designated "Downtown" area of the city. This restriction is outlined in Burbank Municipal Code section #6-1-802.

6-1-802: SELF-PROPELLED VEHICLES AND COASTERS PROHIBITED IN CITY-OWNED PARKING LOTS, STRUCTURES AND OTHER AREAS DESIGNATED BY THE CITY:

Wherever signs are posted giving notice thereof, no person shall operate or ride upon a bicycle, skateboard, scooter or other self-propelled conveyance within a City-owned public parking lot, parking structure, within the Village District, or any other area designated by the City.

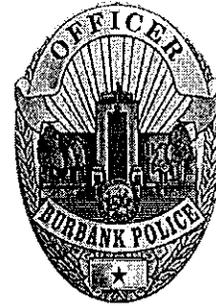
The Village District consists of all sidewalks, streets or easements maintained by the City within the quadrant which is encompassed by and includes First Street to Third Street and Magnolia Boulevard to Verdugo Avenue. [Formerly numbered Section 29-35; renumbered by Ord. No. 3058, eff. 2/21/87. Amended by Ord. No. 3723, eff. 7/3/07; 3565, 3507, 2713.

The use of the sidewalk (where designated bicycle lanes do not exist) can offer cyclists a safety buffer against vehicle traffic travelling in close proximity. Expanding the existing municipal code to include a prohibition to restrict cyclists from using **all** sidewalks may create safety concerns for young riders and other individuals who find bicycle operation in the street to be challenging and dangerous.

RECOMMENDATION:

Receive and file.

**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: September 23, 2014
TO: Mark Scott, City Manager
FROM: Scott LaChasse, Chief of Police
SUBJECT: TRACKING LIST ITEM NO. 1557 – RESIDENTIAL BEE KEEPING

Please find attached the Police Department's response to Tracking List Item No. 1557.

Attachment:

Memo – Consideration of Code Amendments for Keeping of Bee Hives in Residential Neighborhoods.

**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: September 19, 2014

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
By: Brenda Castaneda, Animal Shelter Superintendent

SUBJECT: CONSIDERATION OF CODE AMENDMENTS FOR KEEPING OF BEE
HIVES IN RESIDENTIAL NEIGHBORHOODS

RECOMMENDATION

Note and file.

BACKGROUND

At the March 25, 2014 meeting, Council Member Gabel-Luddy requested that staff provide a report that identifies what other cities may be doing in relation to urban beekeeping and evaluate associated potential liabilities. Staff was also directed to contact the Greater Los Angeles County Vector Control District for insight into this issue. Staff learned that the Los Angeles County Agricultural Commissioner / Weights and Measures has assumed responsibility for bee related issues in the county from Vector Control.

Burbank Municipal Code Section 5-1-305 currently states that "No person shall keep any hive of bees within two hundred feet (200') of any residence, hospital, sanitarium, public eating place, school, church, office building, store, hotel, apartment house, rooming house, or any other place of habitation. This section shall not apply to the keeping of bees within an educational institution for study or observation, or within a physician's office or laboratory for medical research, treatment, or other scientific purposes, provided they are not permitted to fly at large."

DISCUSSION

In January 2011, the City of Santa Monica adopted an ordinance that allowed backyard beekeeping in single-family residences throughout the City provided that certain conditions were met and a public nuisance was not created. The ordinance also clarified the authority of Animal Control Officers to enter private property to enforce the Ordinance and established penalties for violation of the provisions. Any person

intending to maintain a bee hive on any single-family property within the city would have to first register with the city's Animals Control Office.

The ordinance amendment allowed urban beekeeping under the following guidelines:

- 1) Hives may only be maintained on single-family residential property.
- 2) No more than two hives may be maintained on any single-family residential property.
- 3) All bee colonies shall be kept in inspectable hives consisting of moveable frames and combs.
- 4) Hives must be kept in sound and usable condition at all times.
- 5) Hives shall be located at least five feet from all property lines.
- 6) Hive entrances shall face away from or parallel to the nearest property line(s).
- 7) Hives must either be screened so that the bees must fly over a six-foot barrier, which may be vegetative, before leaving the property, or be placed at least eight-feet above the adjacent ground level.
- 8) Hives shall be continually managed to provide adequate living-space for their resident bees to prevent swarming.
- 9) Hives shall be re-queened at least once every two years to prevent swarming.
- 10) A water source for bees shall be provided at all times on the property where the bees are kept to discourage bee visitation at swimming pools, hose bibs and other water sources on adjacent public or private property.
- 11) Hive maintenance materials or equipment must be stored in a sealed container or placed within a building or other bee-proof enclosure.

A review of the status of this issue in Burbank's surrounding region revealed the following: Los Angeles - Staff is in the process of researching the subject but has yet to draft a staff report with recommendations for Council consideration.

Alhambra – The Alhambra Municipal Code (§ 7.08.010, § 7.08.020) allows for the keeping of three bee hives, 100 feet from any residence or dwelling. The distance restriction of the Alhambra ordinance does not allow residential beekeeping.

Glendale and Pasadena - The cities of Glendale and Pasadena do not allow residential bee keeping.

Proponents of residential beekeeping indicate that honey bees are pollinators that play a vital role in the ecosystem and in providing fruits, nuts and vegetables for consumption. They argue that the honey bee population has declined and that

residential beekeeping is a viable option to increase the honey bee population and preserve the delicate ecosystem.

Opponents of residential beekeeping express concern over the potential exposure to bee stings, especially to those individuals who are allergic or to small children. Also, swarming bees can create a nuisance or hindrance from enjoying outdoor spaces on adjacent properties. If bee keepers do not provide an adequate water supply, bee swarming can occur at backyard swimming pools.

Los Angeles County Agricultural Commissioner / Weights and Measures (LACACWM)

Staff contacted the LACACWM for assistance in evaluating Council's request and learned that LACACWM does not recommend legalizing residential bee keeping. Annually, they receive approximately 1,500 bee related calls for service. In one case in Long Beach, the President of a bee keeping association had a hive which became Africanized and killed a neighbor's dog. Consequently, the associated hazards posed to humans are also a serious concern for LACACWM. While the idea of residential bee keeping is growing, LACACWM frequently interacts with amateur/unskilled or inexperienced bee keepers that have difficulty identifying and removing problem bees. This usually results in the hives becoming a nuisance or a danger, requiring removal.

Although LACACWM does not recommend adoption of residential bee keeping ordinances, if Council were to adopt such an ordinance, they suggest avoiding the use of the term 'Africanized' as it is very difficult to prove. LACACWM prefers the term 'aggressive'. LACACWM also recommends a comprehensive complaint resolution program built into any code as well as defining a 'nuisance' for purposes of the code. Finally, LACACWM recommends one acre of land to properly keep bees.

FISCAL IMPACT

Adopting an amendment to allow residential bee keeping will have associated costs relative to staff training on beekeeping to ensure bee hives are properly maintained (training tuition, travel, per diem and overtime – estimated at \$4,000 annually); and, additional safety equipment for Animal Control Officers to conduct bee hive inspections (bee suits, hat, veil, smoker and brush – estimated at \$3,000). These costs are currently not included in the Animal Shelter's budget and will be recurring.

CONCLUSION

Due to budget reductions in the last several years, the Animal Shelter sustained a 28% reduction in field personnel from 7 to 5 personnel. A Senior Animal Control Officer position was lost in Fiscal Year 2009-10 and an Animal Control Officer position in FY 2010-11. Operational days were extended from 5 to 6 days a week to match the distributed call load. These conditions have placed an additional demand on the limited staff resources.

Staff has additional concerns relative to this uncommon practice in densely populated urban areas and the potential for unanticipated conflicts or related problems. Allowing bee keeping in residential zones has not been a longtime policy for any city in our region so the associated hazards and problems are not clearly established through historical data. Most significantly, is the opposition of LACACWM based on their expertise and experience in dealing with bee related complaints in the region. Finally, there will also be additional staff work associated with inspecting residential bee hives, investigating code violations, and involvement in any adopted complaint resolution program.

Staff concurs with LACADWM and recommends that no amendments to the ordinance be considered at this time.



**CITY OF BURBANK
OFFICE OF THE CITY MANAGER**

**(818) 238-5800
FAX (818) 238-5804**

DATE: October 3, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager *MS*

SUBJECT: Citizen Complaint at Alley North of Victory Boulevard at Buena Vista Street and at Brighton Street

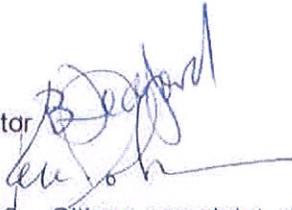
Please see the attached report from Public Works that evaluates sight lines at three alley exits from Victory Boulevard. The inquiry was made at a City Council meeting by Ms. Espinoza. In April this memo was provided to the City Council soon thereafter, but apparently Ms. Espinoza was not aware of it. We are resubmitting the report in this week's Weekly Management Report and will make sure Ms. Espinoza sees the report.



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: April 23, 2014

TO: Mark Scott, City Manager

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

SUBJECT: City Manager Tracking List No. 1566 – Citizen complaint at alley north of Victory Boulevard at Buena Vista Street and at Brighton Street

Staff investigated the driver sight distance from the alley north of Victory Boulevard between Buena Vista Street and Brighton Street. It is difficult to determine the exact intersection from the information presented by the citizen, so we investigated three locations. See attached pictures for each location.

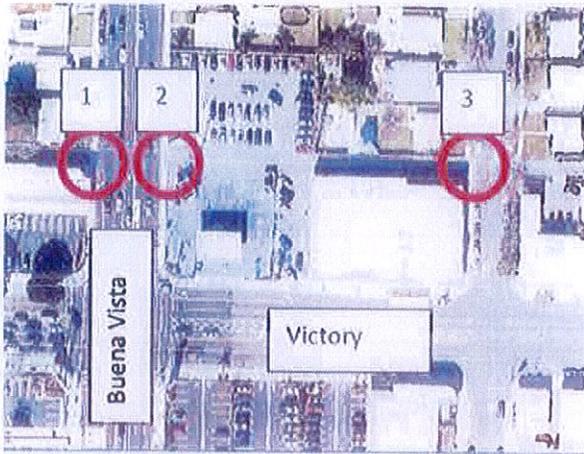
Location 1 - The alley intersection eastbound at Buena Vista Street has a 2.5 foot wall to the left and a building with indented wall (corner cut-off) to the right. A wheelchair user is visible to drivers and vehicles are visible to a wheelchair user at this approach prior to the pedestrian entering the alley intersection at Buena Vista Street. All potential obstructions are on private property. Since driver sight distance is appropriate, no remediation is recommended.

Location 2 – The alley intersection westbound at Buena Vista Street has low (2.5 feet high) walls to the left and to the right of a driver exiting the alley. Drivers can see wheelchair user and wheelchair users can see westbound vehicles in the alley prior to pedestrians entering the alley intersection. All obstructions are on private property. Sight distance is appropriate, so no remediation is recommended for this location.

Location 3 – The eastbound alley exit at Brighton Street has a high wall (approximately 5 feet high) to the left and a building wall to the right that are located next to the sidewalk. Driver and pedestrian sight distance are obscured by these obstructions. A STOP legend will be painted on the alley prior to the sidewalk.

SUBJECT: Ms. Espinoza public comment regarding alley at Buena Vista

LOCATION 2



Observations

LOCATION 1



ALLEY, LOOKING TO BUENA VISTA

ALLEY, LOOKING TO BUENA VISTA

LOCATION 3



ALLEY, LOOKING FROM BRIGHTON



Memorandum

Date: September 24, 2014

To: Mark Scott, City Manager

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

A handwritten signature in black ink that reads "Judie Wilke".

Subject: CITY MANAGER TRACKING LIST NO. 1580 – EXPLORE THE POSSIBILITY OF A BURBANK UNIFIED SCHOOL DISTRICT (BUSD) JOINT USE AGREEMENT OVERSIGHT COMMITTEE

On May 13, 2014, Mayor Dr. Gordon requested a report to explore the possibility of establishing a Burbank Unified School District (BUSD) Joint Use Oversight Committee.

As a built-out community, both the City and BUSD are in need of recreational and educational facilities. Since 1988, both parties have benefited from a Joint Use of Facilities Agreement (Agreement), whereby the parties agree to jointly plan, develop and use facilities to achieve the goal of cooperative use of each party's respective recreational and educational facilities located within the City. The current Agreement was entered into on November 12, 2008, for a term of 50 years. The Park, Recreation and Community Services Department is responsible for the implementation and administration of this Agreement.

To ensure the continued cooperation between both the City and BUSD and that the Agreement is properly administered, staff committed to scheduling meetings every other month. The enhanced communication has resulted in staff working much closer than in previous years, and has especially been beneficial when needing to resolve issues that may arise. As an example, in 2013 as part of the required five-year review, BUSD was in need of additional resources for on-going maintenance of the bleachers at the Memorial Stadium. Collectively, staff felt it would be in the community's best interest that the Agreement be amended to allow the City's annual capital contribution to BUSD be used for eligible high school projects; and pay for power washing of the bleachers at John Burroughs (Burroughs) High School.

Prior to the execution of the current Agreement, the City Manager and BUSD Superintendent created an Oversight Committee (Committee) to assist in the cooperative effort to replace the turf and tracks at Burbank and Burroughs High Schools and make improvements at Jordan Middle School. One of the primary reasons for this Committee was to ensure that the City was included in the oversight of the project because of its significant capital contribution. The Committee consisted of the City Manager, BUSD

Superintendent, two Board members, two Council Members, and two interested individuals (one appointed by the City Council and one by the BUSD Board).

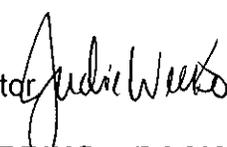
The Oversight Committee was created with a clear and set objective, to help in the administration of the joint field projects. Recognizing that the two staff's have been very successful at the daily implementation of the Agreement, it doesn't appear that there is a need or purpose for an oversight committee. The City Council and BUSD Board receive reports on the Agreement or aspects related to the Agreement at periodic joint meetings. This public format has been a great avenue to share the success of this partnership. Furthermore, it is an educational tool as it enables staff to provide the entire City Council and Board insight regarding the details of the Agreement and programs offered at these facilities. Therefore, staff does not believe there is a need, or that much benefit would be gained by creating a Joint Use Agreement Oversight Committee. It is staff's recommendation however, that the City Council consider working with the BUSD Board to schedule more frequent joint meetings in which staff could continue to provide the necessary updates and/or reports as desired.



Memorandum

Date: September 24, 2014

To: Mark Scott, City Manager

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

Subject: CITY MANAGER TRACKING LIST NO. 1425 – BRING BACK DISCUSSION REGARDING POTENTIAL INCENTIVES/PRESERVATION OPTIONS FOR LOCAL BUSINESSES ARTWORK FOR COUNCIL DISCUSSION

On June 26, 2012, Council Member Gabel-Luddy requested a report for the City Council to consider incentives for local businesses to create artwork, specifically murals; and for potential preservation options of murals. In alignment with this request, it would be prudent to address each matter separately.

As background, the City currently allows murals on private property; however murals are not regulated or promoted. Similarly, there isn't a mechanism for the preservation of these murals. The only exceptions are for murals that are brought forth as part of the Art in Public Places program. Notably, the Burbank Municipal Code (BMC), Section 10-1-203, regulates signs which may include murals. As defined in the BMC, signs are: "Any structure, device, writing, name, number, figure, pictorial representation, illustration, emblem, etching, mural, symbol, display, billboard, signboard, flag, banner, pennant, bunting, clock or appliance which is used or designed to announce, declare, demonstrate, display or otherwise identify or advertise, or attract the attention of the public, and shall include all parts, portions, units, and materials composing the same, together with the frame, background, and support or anchorage thereof, identifying a business, service, or product sold, rent, distributed or manufactured on the premises." Additional information on the regulations governing murals in the City of Burbank is described in the attached memo from the Community Development Department (Exhibit A).

As previously stated, Burbank does not regulate murals; therefore the first consideration is to determine whether or not the City Council is desirous of beginning the regulation of murals. Certainly, murals can add to the aesthetics of the City; however inevitably there are many issues with encouraging murals in the community. First and most importantly there is the issue with the First Amendment, as an artist or property owner's free-speech rights may not always align with another group's aesthetic preference or personal views. Another important matter to consider is who will determine and differentiate art from graffiti. Other significant issues to contemplate are on-going maintenance obligations, and

regulation and enforcement of murals on private property. By encouraging murals, it is then the City's responsibility to regulate them. This would require staff to establish, administer, and enforce a new program.

The preservation of murals can be complex, but certainly is not as problematic as regulating murals. Should it be the desire of the City Council to preserve murals, a mural preservation ordinance could be considered to protect murals on private property. This ordinance could address a registration process, fees, and City oversight among other things. Similarly, additional staffing resources would be needed to provide oversight of this process.

Unlike other communities that ban property owners from creating murals, it is important to remember that murals are allowed in Burbank. Moreover, staff is not aware of any business or property owners seeking City incentives to create artwork, such as murals. In light of the challenges and administration costs, and based on the community's needs, staff is not in support of providing incentives for creating artwork on private property or establishing a mural preservation ordinance at this time.

EXHIBIT:

A - The Regulation of Murals in the City of Burbank – June 3, 214 Memo

memorandum

DATE: June 3, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director *JR*
By: Carol D. Barrett, Assistant Community Development Director *CBarrett*

SUBJECT: **The Regulation of Murals in the City of Burbank**

At the December 17, 2013, City Council meeting, it was requested that staff provide the City Manager with a memo describing the regulations that govern the painting of murals on buildings.

Definition of a Mural

The term "mural" is not defined in the Burbank Municipal Code (BMC). When an adopted zoning definition is not present in a City code, planners often consult The Planners' Dictionary published by the American Planning Association.

The Planners' Dictionary offers several compatible definitions of the term mural as adopted in other cities:

1. Mural is a graphic displayed on the exterior of a building, generally for the purposes of decoration or artistic expression, including but not limited to painting, fresco, or mosaic. (Columbus, Ohio) [This definition included a picture and is an extremely broad definition.]
2. Mural is any picture, scene, or diagram painted on any exterior wall or fence not interpreted by the zoning administrator to be advertising. Murals determined to be advertising shall be considered a sign and shall be included in the calculations of allowable sign area. (Clarksdale, Arizona) [This definition jumps in to resolve the issue of when a mural becomes a sign and assigns that task to staff. Like the famous Justice Potter quote on obscenity, the zoning administrator is trusted to recognize advertising when he/she sees it.]
3. Mural is any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building that does not contain any brand name, product name, letters of the alphabet spelling or abbreviating the name of any product, company, profession, or business, or any logo, trademark, trade name, or other commercial message. (Jordan, Minnesota) [This definition tries to create clear standards for regulating the content of a mural to differentiate it from a sign.]

The City of Burbank has concluded that a mural cannot include the content of a sign, and sign is defined as:

Any structure, device, writing, name, number, figure, pictorial representation, illustration, emblem, etching, mural, symbol, display, billboard, signboard, flag, banner, pennant, bunting, clock or appliance which is used or designed to announce, declare, demonstrate, display or otherwise identify or advertise, or attract the attention of the public, and shall include all parts, portions, units, and materials composing the same, together with the frame, background, and support or anchorage thereof, *identifying a business, service, or product sold, rented, distributed or manufactured on the premises. (emphasis added)* (Section 10-1-203).

BMC provisions as they relate to murals

Absent a definition of mural, the BMC does make reference to murals as follows:

10-1-21-31 (L) Media District Building Appearance

L. WALL MURALS.

Wall murals should be used to enhance the environment and/or streetscape. Wall murals should be maintained in good visual condition throughout the life of the mural. [Added by Ord. No. 3224, eff. 2/16/91.]

10-1-1012: Signs in Commercial and Industrial Zones

All signs in commercial and industrial zones must comply with all applicable provisions of this Article. Signs in commercial and industrial zones must also comply with the requirements of this Section. In the event of a conflict between other requirements of this Article and the requirements of this Section, the requirements of this Section rule in commercial and industrial zones.

- A. The maximum combined total area of all signs on a commercial or industrial parcel is set forth in the following table, and is determined by the zone in which the parcel is located. When a parcel is used by more than one (1) occupancy or business the allowable face area of such signs shall be divided among occupancies or businesses by the property owner. Within the Media District zones, the area of Media District displays as defined in Section 10-1-203 is not counted toward the total square footage. *Within Magnolia Park zones, the area of wall murals is not counted toward the total square footage (emphasis added).* [This language would allow murals with sign content.]

Section 10-1-1114 Art in Public Places makes mention of murals.

D. GUIDELINES FOR WORKS OF ART.

The Art in Public Places Committee shall apply the following Guidelines to determine compliance with this Section:

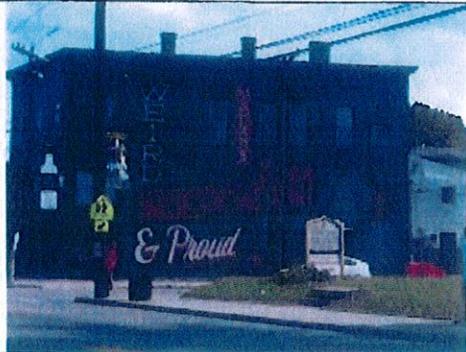
1. Examples. The following art projects are examples of acceptable projects:
 - a. Sculpture - free standing, wall supported or suspended, kinetic, electronic or mechanical in any material or combination of materials;
 - b. Murals or paintings permanently affixed to a building -- in any material or variety of materials, with or without collage or the addition of non-traditional materials and means.

Conclusion

The BMC is relatively silent on the regulation of murals. Samples of murals and issues which can sometimes arise in the regulation of murals can be found on the next page. The following common sense guidelines would apply to a volunteer seeking to paint murals:

1. The property owner must approve the mural and be responsible for its on-going maintenance.
2. The mural art should not be a sign in terms of content – advertising a product or service for sale. If it does, it is a sign, not a mural.

Cc: Judie Wilke, Park, Recreation & Community Services Director

	<p>Mural at Milt and Edie's in Burbank. Staff determination that this is art, not a sign.</p>
	<p>Mural in Texas for grocery store. Issue raised was whether the food was a sign. Determination was made that food and dancers are a mural.</p>
	<p>Mural in Texas. Art is in the eye of the beholder. Some see this as graffiti, others as art. Because it was installed with the permission of the property owner it is a mural and not graffiti.</p>
	<p>Mural that is text, but not advertising. Located on the side of an apartment building in Texas.</p>

memorandum

DATE: September 30, 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: Metro Gold Line Extension

At the April 22, 2014 City Council meeting, information was requested from staff on the proposed route of the Metro Gold Line extension from Pasadena to Glendale and Burbank in relation to the recently completed linkBurbank land use and transportation study. This memo responds to that request.

ANALYSIS

The goal of the transportation portion of the linkBurbank land use and transportation study was to develop ground transportation improvements to make the Airport a multi-modal regional transportation hub. While the study looked at several regional transit connections, one specific objective was to improve the connection between the Airport and Downtown Burbank, Glendale and Pasadena. The study identified a near-term, low-cost proposal to implement an on-demand shuttle between the three cities and the Airport, two more costly proposals to implement an express bus service between the Airport and Pasadena via Interstate 5 and State Route 134, and a long-term, high cost proposal that would construct a light rail line west from Pasadena to the Airport via Downtown Glendale and Downtown Burbank.

The light rail alternative would likely be an extension of the Metro Gold Line. Both the linkBurbank study and the previous 2008 Tri-City Transportation Corridor Study have suggested different routes for the extension. Three routes that have been studied are attached to this memo. All three routes would extend the Gold Line west from Pasadena via Colorado Boulevard / Colorado Street via Eagle Rock to Glendale. The linkBurbank study proposes extending the light rail from Glendale to Downtown Burbank via Brand Boulevard, Glenoaks Boulevard, and Olive Avenue. Alternatively, the Tri-City Transportation Corridor Study recommends extending the service west on Colorado

Street from Glendale all the way to the Metro rail right-of-way along San Fernando Boulevard, where the alignment would turn north towards Downtown Burbank. Both studies then propose extending the light rail service further along the Metro rail right-of-way northwest from the Downtown Burbank Metrolink Station to the Airport Area. Note that one of the Tri-City Transportation Corridor Study alignments would bypass the Airport and connect directly to the North Hollywood Station from Downtown Burbank via Chandler Boulevard. This alignment could be problematic because it would not serve the Airport and could impact the Chandler Bikeway and adjacent single-family residential neighborhoods.

If an extension of the Gold Line is pursued as described above, a logical further connection could be considered from the Airport to the North Hollywood Red Line / Orange Line Station. This could be achieved by extending light rail further west from the Airport to North Hollywood, or alternatively by extending the Metro Orange Line eastward from North Hollywood to the Airport. This Orange Line extension was also studied as a separate objective in the linkBurbank study.

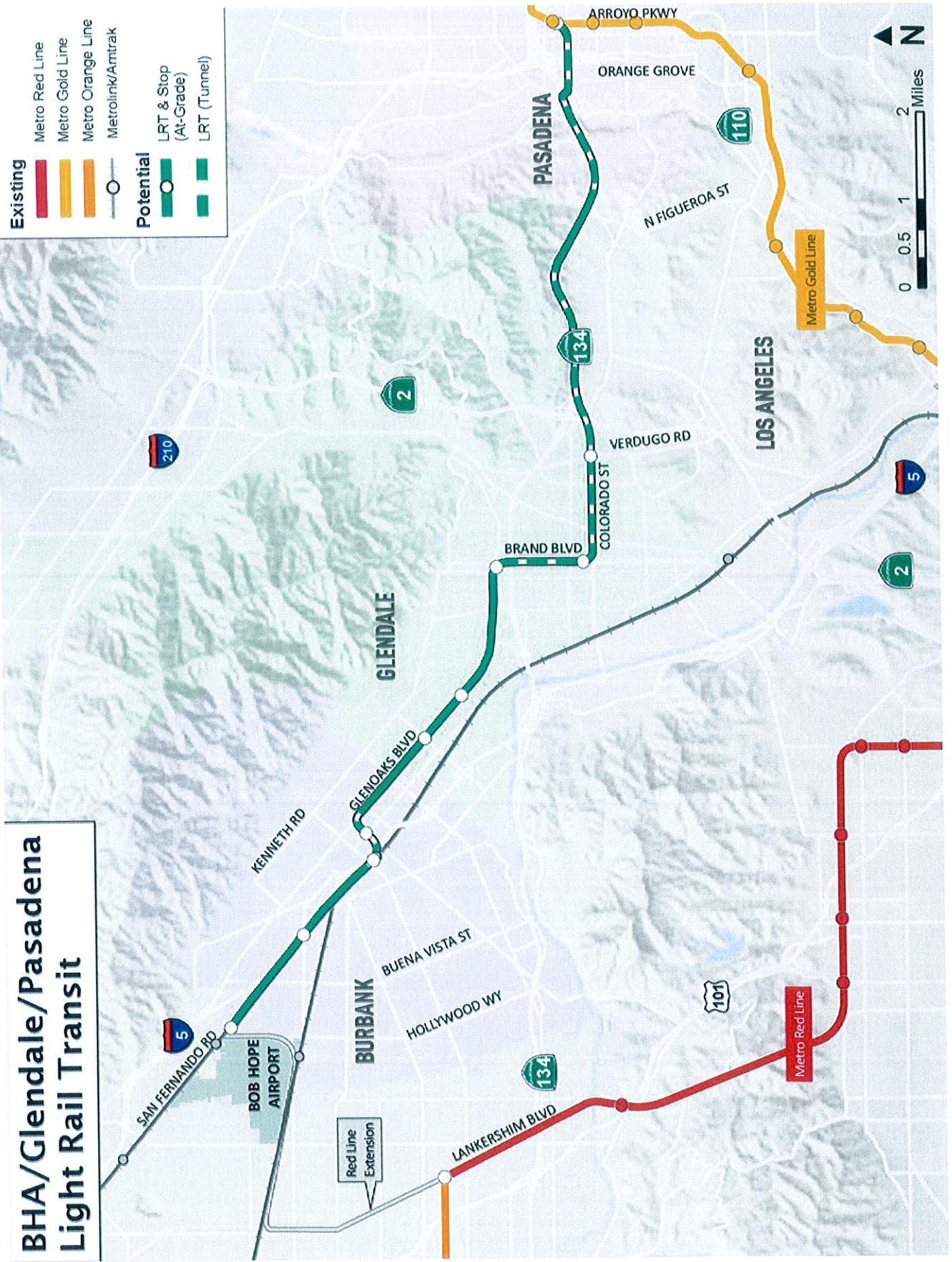
CONCLUSION

The determination of a route for the proposed Gold Line extension will involve Metro as well as the cities through which the extension would pass. As it stands now, the proposal is still in the planning phase and is not funded for any further project development. However, Metro is working with the San Fernando Valley Council of Governments (SFVCOG) to establish a transportation project matrix of future improvements in the San Fernando Valley as part of Metro's update to its Long Range Transportation Plan (LRTP). Metro and the SFVCOG could decide to include this extension as one of the proposed projects. If included, the project could be added to Metro's LRTP and be funded through a future transportation sales tax initiative that is being considered by Metro for inclusion on the 2016 ballot.

EXHIBITS

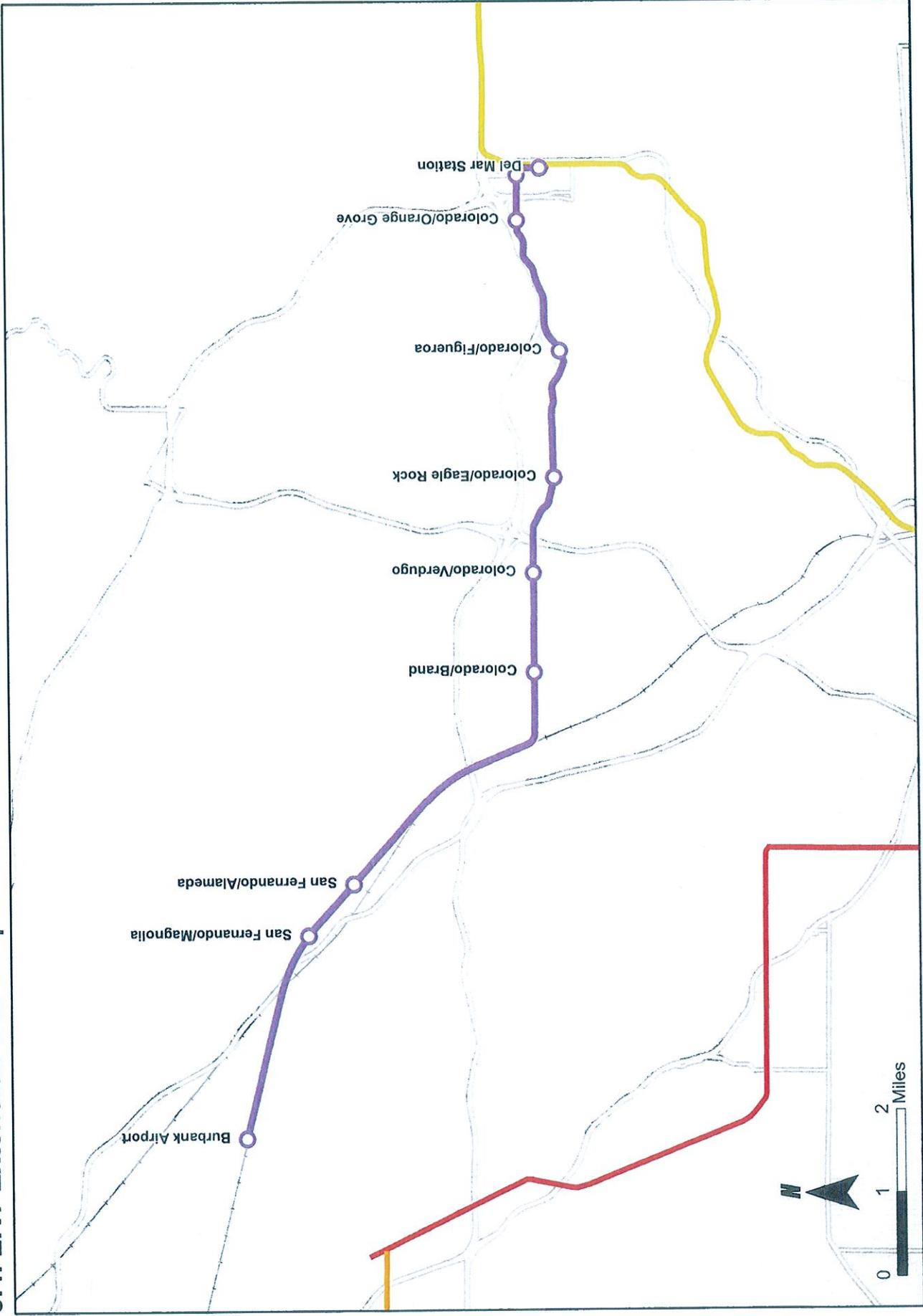
Exhibit 1 – Maps of Proposed Gold Line Routes

BHA/Glendale/Pasadena Light Rail Transit



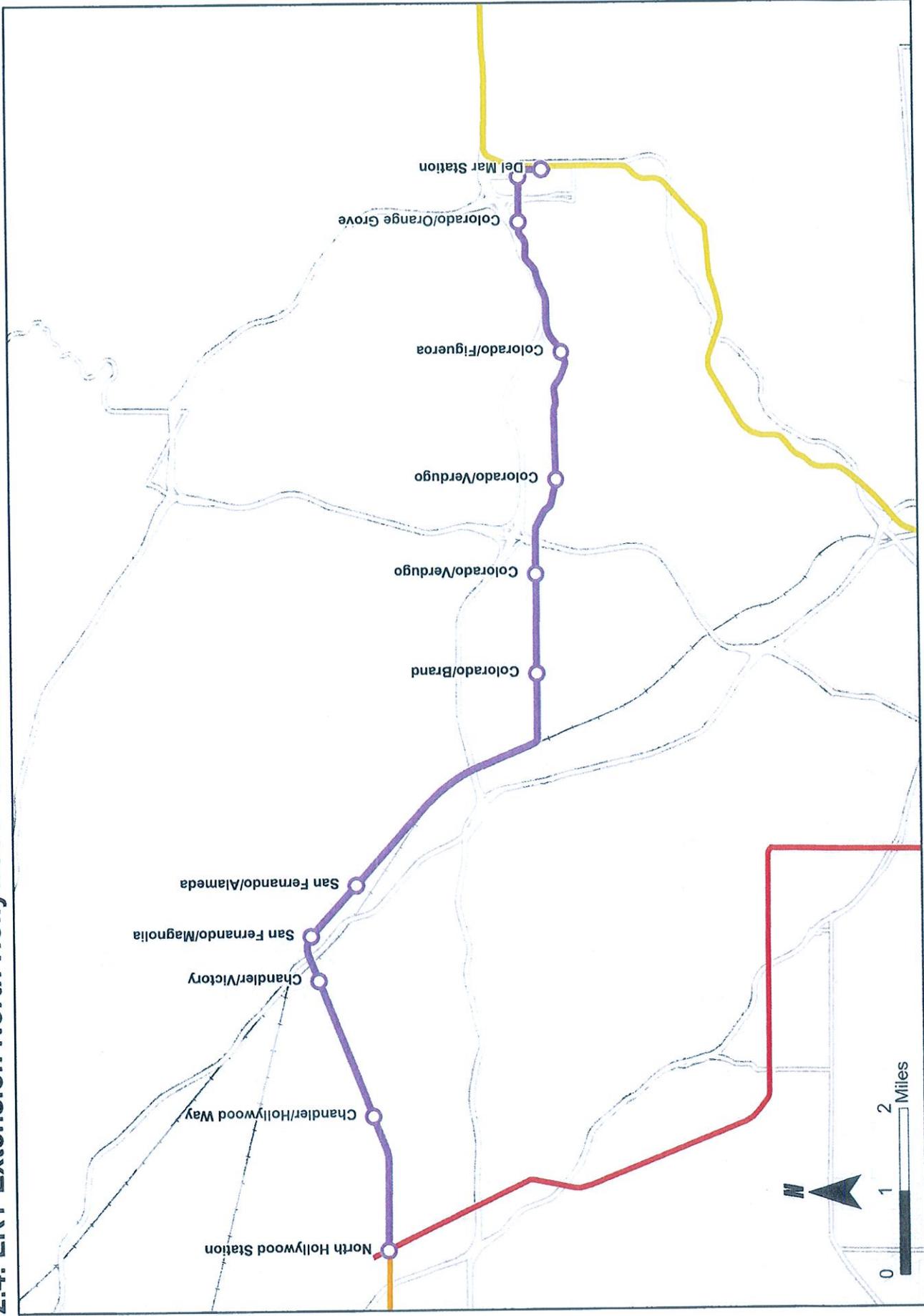
Burbank Airport - Pasadena

3.4. LRT Extension BUR Airport - Pasadena



North Hollywood - Pasadena via Downtown Burbank

2.4. LRT Extension North Hollywood - Pasadena





7A.

CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: October 2, 2014
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: August 2014 Operating Results

SAFETY

Burbank Water and Power had one new reportable lost time injury during August 2014.

Water Results of Operations

For the month of August, potable water usage was 9% lower than budgeted primarily due to conservation. Conservation was driven by the Stage II Burbank Sustainable Water Use Ordinance that went into effect on August 1. The ordinance limits landscape watering in Burbank to 3 days per week and for no more than 15 minutes each day for each irrigation station. August Potable Water Revenues were \$343,000 lower than budgeted and Recycled Water Revenues were \$22,000 lower than budgeted. August Water Supply Expenses were \$188,000 lower than budget corresponding to the lower demand. August's Gross Margin was \$178,000 lower than budgeted. Operating Expenses were estimated at budget and estimated Income before Aid in Construction was a loss of \$264,000, which was \$185,000 lower than budgeted.

Similarly, August Fiscal-year-to-date (FYTD) potable water usage was 7% lower than budgeted primarily due to conservation and the implementation of the the Stage II Burbank Sustainable Water Use Ordinance. FYTD August Potable Water Revenues were \$340,000 lower than budgeted and Recycled Water Revenues were \$10,000 lower than budgeted. August FYTD Water Supply Expenses were \$237,000 lower than budget corresponding to the lower demand. The FYTD Gross Margin was \$172,000 lower than budgeted. Estimated Operating Expenses were \$168,000 better than budgeted; and estimated Income before Aid in Construction was \$868,000, which was \$45,000 better than budgeted.

Electric Results of Operations

For the month of August, estimated electric loads were 5% lower than budgeted primarily due to conservation; and Retail Sales were \$515,000 lower than budgeted. August Power Supply Expenses were \$1,184,000 better than budgeted due to lower loads and a one-time MPP true-up credit of \$930,000, offset in part by receiving more energy than planned from Copper Mountain. August's Gross Margin was \$719,000 better than budgeted. Operating Expenses were estimated at budget. Estimated Income before Aid in Construction was \$2,392,000 which was \$746,000 better than budgeted.

FYTD August electric loads were 4% lower than budgeted primarily due to conservation; and Retail Sales were \$910,000 lower than budgeted. FYTD Power Supply Expenses

were \$2,062,000 better than budgeted due to lower loads and larger than planned power supply true-up credits, partially offset by receiving more energy than planned from Copper Mountain. August's FYTD Gross Margin was \$1,178,000 better than budgeted. Estimated FYTD Operating Expenses were \$836,000 better than budgeted. Estimated Income before Aid in Construction was \$5,111,000, which was \$2,326,000 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 State Agencies receiving the public comments are reviewing them and will then recirculate the revised documents for further public comment in early 2015. Recirculation of the documents will strengthen the proposed project to ensure it meets the objectives and reduces environmental impacts. The final documents will then be ready for adoption and any decisions about proposed actions.

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 November 2014 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. Preliminary data for August shows that water into the BWP system was 9% below budget.

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 contract operator for the BOU, Ultura, notified BWP staff at the beginning of July that their corporate parent company was insolvent and headed for bankruptcy. They projected that they would not be able to continue to operate the BOU past the end of July. Water Division staff was able to conduct a quick Request for Information, select a viable O&M contractor, get EPA concurrence and with the help of the City Attorney's Office get a new operation contract in place for a seamless transition on August 1. The new O&M Contractor, Terranear, is performing well, helping to resolve unpaid support service invoices from the prior contractor and is in line for a one year contract renewal in December. A full RFP will be issued next year for O&M contract services to operate the BOU as required by City procurement policy.

The BOU was 93.89% available for service in August. Two Liquid Phase Granulated Carbon Filters went offline for carbon change out. 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. Well V-04 should return to service by the end of September. The effects of the 3 day a week landscape watering restriction may be having an effect as August water into the system is 9% below budget and 8% below last year.

Availability	Production	Average Flow Rate (gallons per minute)
93.89%	79.64%	7,168

Project Updates:

Installation of 620 l.f. of 8-inch ductile iron potable water main in N. Shelton Street, between Palm Ave. and Magnolia Blvd, was completed the first week of September.

A 24-inch transmission valve was replaced at Hollywood Way and Pacific Avenue.

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

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

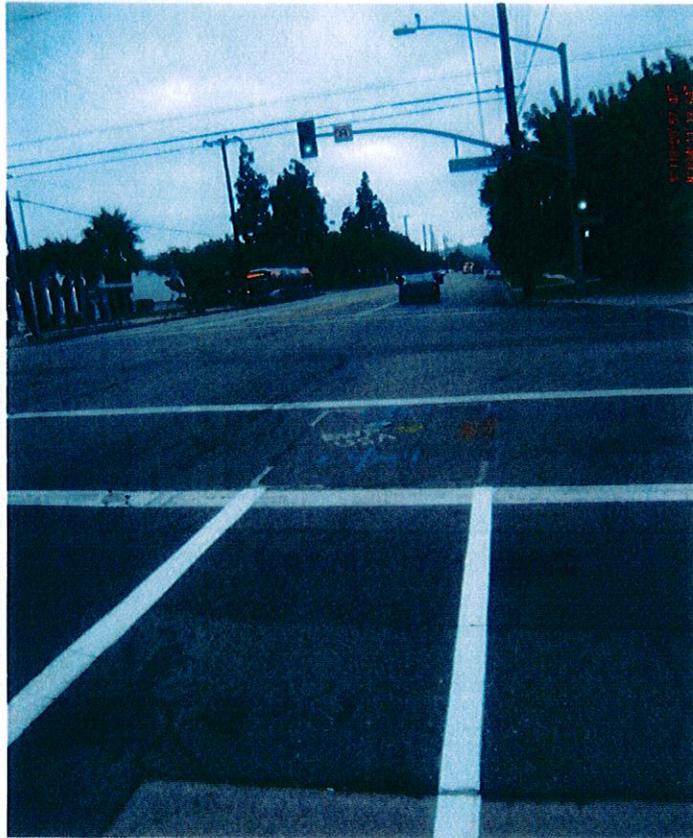
One of the four large booster pumps ("D") from the Valley Pumping plant was returned from overhaul and back in operation at the end of July. Testing of the pump and additional adjustments were completed in August and the pump returned to service. Pump A was sent for overhaul and is projected to be complete 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 end of October.

Lundigan Park and 3003 Riverside Dr. (condos/HOA) irrigation systems were converted to recycled water in August. The final phase of Izay Park and 431 Bob Hope Dr. (condos/HOA) is scheduled for conversion in September. The National Guard Armory is scheduled for conversion in October. A meeting with Warner Bros. Studios at the

beginning of September produced their schedule for irrigation conversions at the Ranch and Main studio in phases through 2018. They will also do a test conversion of one of their cooling towers which should lead to conversion of others on their property. Cooling tower conversion at the Disney Studios should begin in September. Letters have been sent to St. Josephs and the M. David Paul Co. about conversion of their cooling towers. The education of property owners about the use of recycled water in cooling towers is coming to the fore in getting the conversions done. 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.



PROJECT LOCATION: INTERSECTION OF HOLLYWOOD WAY & PACIFIC



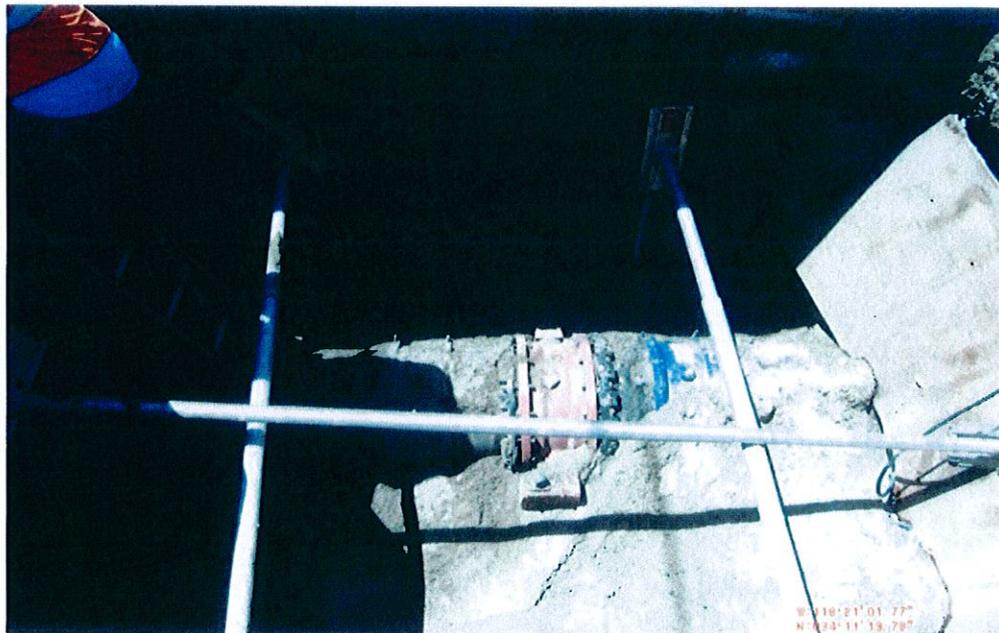
PRE-CONSTRUCTION UTILITIES MARKING



ASSEMBLING THE 24" BUTTERFLY VALVE AND FITTINGS



EXCAVATION AND REMOVAL OF THE EXISTING GATE VALVE



INSTALLATION OF THE NEW BUTTERFLY VALVE & BACKFILLING THE TRENCH

DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced one sustained feeder outage in August 2014. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 948,946 customer minutes.

Reliability Measurement	Sep 2012-Aug 2013	Sep 2013-Aug 2014
Average Outages Per Year (SAIFI)	0.2244	0.24400
Average Outage Duration (CAIDI)	79.08 minutes	23.85 minutes
Average Service Availability	99.9961%	99.9989%
Average Momentary Outages Per Year (MAIFI)	0.3300	0.2266
No. of Sustained Feeder Outages	20	9
No. of Sustained Outages by Mylar Balloons	4	0
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 was complete in mid-August and the conversion to 12kV was scheduled and completed on August 27th and 28th.

Naomi-15 12kV Conversion

Engineering is complete and the work order has been issued. Construction was started in September and the circuit is anticipated to be converted to 12kV by July of 2015.

Town-10 & Town -20 Rebuild

Construction will start when loading levels allow, which is anticipated to be this fall.

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.

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 circuits. 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. Electrical Distribution staff replaced 64 HPS streetlight luminaires with LED luminaires during the month of August.

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 (147) with 325 total hours of usage. The 301 E. Olive location recorded the fewest sessions (35) with 54 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
August	4,154	1,745	1,219

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

TECHNOLOGY

Broadband Services (ONE Burbank)

	August New Orders	Revenues for August 2014	FYTD 2014-15 Revenues	FYTD Budget
Lit	4	73,721	144,592	141,666
Dark	3	221,115	441,330	425,000
Total	7	\$294,836	\$585,922	\$566,666

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.

The newly installed cooling tower system successfully supports full-load plant operations, and the chemical treatment system is fully functional. However, testing of the current Cooling Tower configuration identified an operational limitation that had not been considered during the development of the original Cooling Tower specification. A 500 gallon per minute limitation on the cooling tower does not support dual (redundant) fuel compressor operation. Integrating a second (redundant) tower will resolve this issue by allowing a greater water circulation rate. Two possible options to resolve this limitation include providing an additional cooling tower on top of the existing support structure, or replacing the existing cooling tower with a two-celled cooling tower. Both have the potential to meet the additional cooling needs without significant structural or piping changes. An update will be provided once the proper solution is selected.

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 September 4. Detailed fabrication drawings from Rockwell were submitted for BWP review, and they were forwarded to Black and Veatch also on September 4. Engineering/design drawing review is underway with anticipated approval by September 30. Material procurement, fabrication, and in-house testing completion are currently targeted for January 29, 2015. Site receipt is expected by February 6, 2015. Two (2) additional months are allowed for installation, programming, and start-up efforts, so staff projects completion by April 15, 2015. Start-up efforts will coincide with a scheduled outage - probably during April 2015.

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 on August 7. The plan check set was circulated to key project stakeholders with input received by August 29. The Building Department has indicated that the initial plan check will be accomplished September 16, so the back-check effort is estimated for completion by October 3, 2014. This represents the current critical path on the Project. Bidding for construction is to commence in October, with the start of construction to occur by December. Substantial completion and occupancy/use is planned to occur by the end of July 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 on August 7. The plan check set was circulated to key project stakeholders with input received by August 29. The Building Department has indicated that the initial plan check will be accomplished September 16, so the back-check effort is estimated for completion by October 3, 2014. This represents the current critical path on the Project. Bidding for construction is to commence in October, with the start of construction to occur by December. Substantial completion and occupancy/use is planned to occur by the end of July 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 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.

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.

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 on the basis of a BWP framework proposal for a modern, equitable balancing authority framework. BWP has also brought GWP into these discussions. These discussions are at an early stage, but BWP is hopeful that LADWP is seriously considering BWP's proposal. 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 Lidos (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:

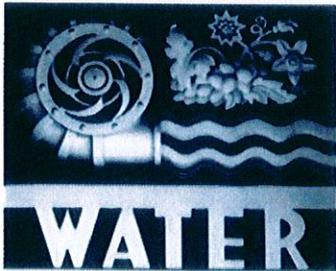
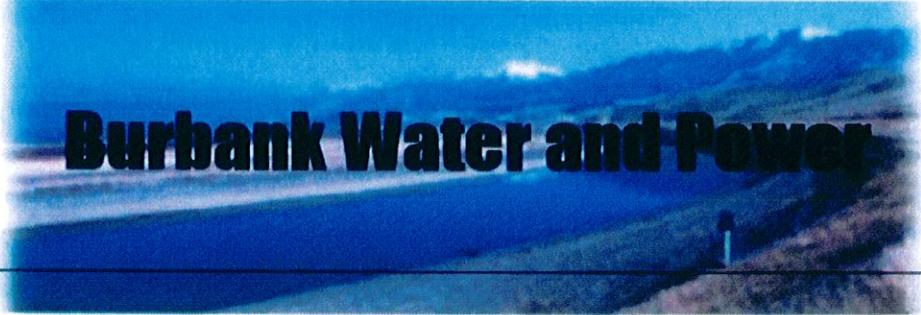
- 1) Renewable Energy: favor procuring additional renewable energy resources as long as costs are controlled as they have been in the past;
- 2) Coal-fired Power: favor continued purchase of power from the IPP project for the duration of BWP's existing contracts, and
- 3) Rooftop Solar Subsidies: favor 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 well ahead of schedule, is coming online in ten phases of approximately 25 MW each. It currently has four phases, totaling approximately 108 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.



**Financial Report
Estimated
August-14**

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD August 2014
(\$ in 000's except MWh Sales)**

	MTD Estimate FY 14-15	MTD Budget		%	FYTD Estimate		FYTD Budget		%
		FY 14-15	Variance		FY 14-15	Variance	FY 14-15	Variance	
	116,109	122,063	(5,954)	(4.9%) (a)	232,546	241,166	(8,620)	(3.6%) (A)	
\$	17,657	\$ 18,172	\$ (515)	(2.8%) (b)	\$ 34,929	\$ 35,839	\$ (910)	(2.5%) (B)	
	511	511	-	0.0%	868	1,022	(154)	(15.1%)	
	10,108	11,292	1,184	10.5% (c)	20,393	22,456	2,062	9.2% (C)	
	8,060	7,391	668	9.0%	15,404	14,405	998	6.9%	
	3,488	7,875	(4,387)	(55.7%)	8,401	17,925	(9,524)	(53.1%)	
	3,307	7,744	4,437	57.3%	7,921	17,626	9,705	55.1%	
	182	131	50	38.4%	479	299	180	60.4%	
	8,241	7,523	719	9.6%	15,883	14,704	1,178	8.0%	
	1,004	1,004	-	0.0%	1,810	2,049	240	11.7% (D)	
	214	214	-	0.0%	334	346	12	3.5%	
	218	218	-	0.0%	391	548	158	28.7% (E)	
	426	426	-	0.0%	860	851	(9)	(1.1%)	
	281	281	-	0.0%	466	718	253	35.2% (F)	
	417	417	-	0.0%	776	821	45	5.4%	
	148	148	-	0.0%	297	293	(4)	(1.3%)	
	78	78	-	0.0%	133	141	8	5.8%	
	153	153	-	0.0%	235	306	72	23.4% (G)	
	1,596	1,596	-	0.0%	3,130	3,193	63	2.0%	
	4,535	4,535	-	0.0% (d)	8,431	9,267	836	9.0%	
\$	3,707	\$ 2,988	\$ 719	24.1%	\$ 7,452	\$ 5,437	\$ 2,014	37.0%	

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	NEL MWh	232,546	241,166	(8,620)	- FYTD NEL is 3.6% below budget primarily due to conservation. FYTD CCD were 682 versus the 30 year average of 642.
B.	Retail Sales	34,929	35,839	(910)	- Retail sales correspond to lower NEL (demand).
C.	Retail Power Supply & Transmission	20,393	22,456	2,062	- The favorable variance is primarily attributable to lower retail load, lower than planned transmission related expenses (\$140k), and a one time MPP true-up credit of \$930k. These savings were partially offset by higher renewable costs attributable to receiving energy from Copper Mountain sooner than planned.
D.	Distribution	1,810	2,049	240	- The favorable variance is attributable to unfilled and underfilled positions, and related benefits, to higher than planned labor credits for capital work and work for others, and to the timing of payments for contractual services and software and hardware.
E.	Finance, Fleet, & Warehouse	391	548	158	- The favorable variance is attributable to the timing of payments for professional services and software expense.
F.	Customer Service, Marketing & Conservation	466	718	253	- The favorable variance is attributable to the timing of payments for professional services and maintenance agreements.
G.	Construction & Maintenance	235	306	72	- The favorable variance is attributable to the timing of payments for contractual services and building grounds maintenance and to higher than planned labor credits for capital work and work for others.
H.	Other Income/Expense	713	345	368	- The favorable variance is attributable to a credit of \$369k from SCPPA for Prepaid Natural Gas restructuring.
I.	Capital Contributions (AIC)	605	383	221	- The favorable variance is attributable to the timing of Aid in Construction payment for the Airport Regional Intermodal Transportation Center (RITC) Project.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	NEL MWh	116,109	122,063	(5,954)	MTD NEL is 4.9% below budget primarily due to conservation. MTD and 30 years average CDD were 336.
b.	Retail Sales	17,657	18,172	(515)	Retail sales correspond to lower NEL (demand).
c.	Retail Power Supply & Transmission	10,108	11,292	1,184	The favorable variance is primarily attributable to lower retail load and a one time MPP true-up credit of \$930k. These savings were partially offset by higher renewable costs attributable to receiving energy from Copper Mountain sooner than planned.
d.	Total Operating Expenses	4,535	4,535	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-fieu, and street lighting, have not closed for August 2014 and are estimated at budgeted values.

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

	Aug-14	Jul-14	Jun-14	Mar-14	Dec-13	Sep-13	Jun-13	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	\$ 45,432	\$ 43,572	\$ 44,523	\$ 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	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,654	15,640	15,637 (a)	16,657	16,601	16,657	13,507		
Sub-Total Cash and Investments	<u>71,086</u>	<u>69,212</u>	<u>70,160</u>	<u>72,237</u>	<u>74,337</u>	<u>70,191</u>	<u>65,171</u>	<u>69,060</u>	<u>39,340</u>
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(19,655)	(23,462)	(21,045)		
Public Benefits Obligation	(3,392) (b)	(3,203)	(3,057)	(3,984)	(7,528)	(7,707)	(7,560)		
Cash and Investments (less Commitments)	<u>50,694</u>	<u>49,009</u>	<u>50,103</u>	<u>51,253</u>	<u>47,154</u>	<u>39,023</u>	<u>36,567</u>	<u>69,060</u>	<u>39,340</u>
Restricted Cash									
Debt Service Fund & Other Restricted Cash (c)	1,866	1,244	622	4,213	4,931	2,488	622	1,866	1,866
Parity Reserve Fund (d)	4,268	4,268	4,268	4,175	4,175	4,081	4,081	4,268	4,268
Sub-Total Restricted Cash	<u>6,134</u>	<u>5,512</u>	<u>4,890</u>	<u>8,388</u>	<u>9,105</u>	<u>6,569</u>	<u>4,703</u>	<u>6,134</u>	<u>6,134</u>
Total Cash	<u>\$ 77,220</u>	<u>\$ 74,725</u>	<u>\$ 75,050</u>	<u>\$ 80,625</u>	<u>\$ 83,442</u>	<u>\$ 76,760</u>	<u>\$ 69,874</u>	<u>\$ 75,194</u>	<u>\$ 45,474</u>

• 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) The unspent portion of the Public Benefits Obligation is \$2,185k for the Electric Utility and \$1,208k for the City.

(c) 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.

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation																		
a.	Water put into the system in CCF's	767,832	846,806	(78,974)	- Potable demand in August was lower than planned due to conservation. On August 1, 2014 the Stage II Burbank Sustainable Water Use Ordinance went into effect. The ordinance limits landscape watering in Burbank to 3 days per week and for no more than 15 minutes each day for each irrigation station.																		
b.	Potable Water Revenue	2,676	3,020	(343)	- The WCAC impact decreased potable water revenues by \$19k MTD. Without this adjustment, potable water revenues would be unfavorable by 10.7%.																		
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">WCAC Revenue</td> <td style="text-align: right;">1,230</td> <td style="text-align: right;">MTD, Actual</td> </tr> <tr> <td>WCAC Expenses:</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Purchased water, chemicals, and electricity</td> <td style="text-align: right;">1,230</td> <td style="text-align: right;">1,314</td> </tr> <tr> <td style="padding-left: 20px;">WCAC In-lieu</td> <td style="text-align: right;">66</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Total WCAC Expenses</td> <td style="text-align: right;">1,295</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>19</u></td> <td style="text-align: right;"><u>\$</u></td> </tr> </table>	WCAC Revenue	1,230	MTD, Actual	WCAC Expenses:			Purchased water, chemicals, and electricity	1,230	1,314	WCAC In-lieu	66		Total WCAC Expenses	1,295			<u>19</u>	<u>\$</u>
WCAC Revenue	1,230	MTD, Actual																					
WCAC Expenses:																							
Purchased water, chemicals, and electricity	1,230	1,314																					
WCAC In-lieu	66																						
Total WCAC Expenses	1,295																						
	<u>19</u>	<u>\$</u>																					
c.	Water Supply Expense	1,230	1,418	188	- The favorable variance corresponds to lower demand.																		
d.	Total Operating Expenses	1,276	1,276	-	- Expenses, other than water supply expense and in lieu, have not closed for August 2014 and are estimated at budgeted values.																		

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

	Aug-14	Jul-14	Jun-14	Mar-14	Dec-13	Sep-13	Jun-13	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 13,054	\$ 11,974	\$ 10,949	\$ 9,041	\$ 12,093	\$ 12,356	\$ 12,086	\$ 9,760	\$ 5,240
WCAC	235	204	392	920	1,047	990	1,110	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>15,509</u>	<u>14,398</u>	<u>13,561</u>	<u>12,181</u>	<u>15,360</u>	<u>15,567</u>	<u>15,416</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(3,965)	(3,965)	(3,965)	(3,965)	(1,747)	(3,553)	(1,231)		
Public Benefits Obligation	(473)	(466)	(485)	(518)	(608)	(614)	(577)		
Cash and Investments (less commitments)	<u>11,071</u>	<u>9,967</u>	<u>9,111</u>	<u>7,699</u>	<u>13,005</u>	<u>11,400</u>	<u>13,608</u>	<u>15,760</u>	<u>7,240</u>
Restricted Cash									
Debt Service Funds (a)	511	341	171	834	1,173	599	150	511	511
Sub-Total Restricted Cash	<u>511</u>	<u>341</u>	<u>171</u>	<u>834</u>	<u>1,173</u>	<u>599</u>	<u>150</u>	<u>511</u>	<u>511</u>
Total Cash	<u>\$ 16,020</u>	<u>\$ 14,739</u>	<u>\$ 13,732</u>	<u>\$ 13,015</u>	<u>\$ 16,533</u>	<u>\$ 16,166</u>	<u>\$ 15,566</u>	<u>\$ 16,271</u>	<u>\$ 7,751</u>

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

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

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

Meeting: Senior Citizen Board

Date: 9-24-14

Members Present: Bill Anderson, Peter McGrath, Henry Diel, Marva Murphy, Nanci Nadimi, Lynn Shelby
Members Absent:

Staff Present: Judie Wilke, Kristen Smith, Gayle Migden, Sylvia Guerra, Angela Attaryan

Liaisons Present: Mickey DePalo, PRCS Board

Item Discussed	Summary	Direction or Action, if any
1 2014/2015 Goal Setting Discussion	Kristen Smith spoke to the Board about possible goal setting ideas such as, capital projects, intergenerational programs, community outreach, expanded programming and volunteering.	The Board discussed and agreed to bring ideas and suggestions to the October meeting.
2 Reports	<ol style="list-style-type: none"> 1. Transportation: No Report 2. Senior Legislation: Peter McGrath announced that 7 out of the 10 legislative bills were passed. 3. Tuttle Center: Sylvia Guerra, Social Services Coordinator announced that all computers at the Tuttle Center are now upgraded. The eTrak system has been installed to help staff issue Burbank Senior Activity Cards and assist participants to reserve/pay for classes in advance. 4. Los Angeles County Commission for Older Adults: Gayle Migden, Recreation Supervisor announced that Los Angeles County Commission will provide a report each month to the Board. 	<ol style="list-style-type: none"> 1. Transportation: Note and file 2. Senior Legislation: Note and file 3. Tuttle Center: Note and file 4. Los Angeles County Commission for Older Adults: Note and file
3 Committees & Boards	<ol style="list-style-type: none"> 1. Senior Board Round Table: All members discussed their involvement in senior focused programs, clubs, committees, etc. 2. Nutrition: Cynthia Leva announced that Nutrition audit results are still pending. Burbank Senior Games 	<ol style="list-style-type: none"> 1. Nutrition: Note and file 2. House Committee: Note and file 3. Supporters of Senior Services: Note and file 4. Park, Recreation and Community

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

		<p>Luncheon was well received. Farmers Market coupons were given in July. SNAP-ED (Eat Smart/Live Strong) will take place at Tuttle Center every Tuesday from October 14 to October 28.</p> <ol style="list-style-type: none"> 3. House Committee: No Report 4. Supporters of Senior Services: Peter McGrath announced that there are currently 3 members in the group. Diana Felix, Recreation Coordinator is the new liaison; group will meet October 22 at 2:00 p.m. 5. Park, Recreation and Community Services: No Report 	<p>Services: Note and file</p>
4	Future Agenda Item		



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **October 1, 2014 at 4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue.** Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. Roll Call

2. Additional Agenda Items

The Board requested that a summary of the Brown Act be provided at the November 5, 2014 meeting.

3. Open Public Comment Period of Oral Communications

None

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. Approval of Minutes

Approved 4-0

OVERVIEW: Regular meeting of September 3, 2014.

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification and Pay Plan

None

None.

6. Recruitment and Selection Report – September 2014

Note and file

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

7. **Appointments and Assignments**

Approved 4-0

OVERVIEW: For the month of October 2014, are two temporary appointment extensions needed that are being sought on behalf of the City Manager's Office and the Library Services Department.

RECOMMENDATION: Discuss and approve.

8. **Additional Leave Quarterly Report**

Note and file

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing employees that have been granted additional leave, pursuant to Civil Service Rule X and XIV.

RECOMMENDATION: Note and file.

9. **Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.