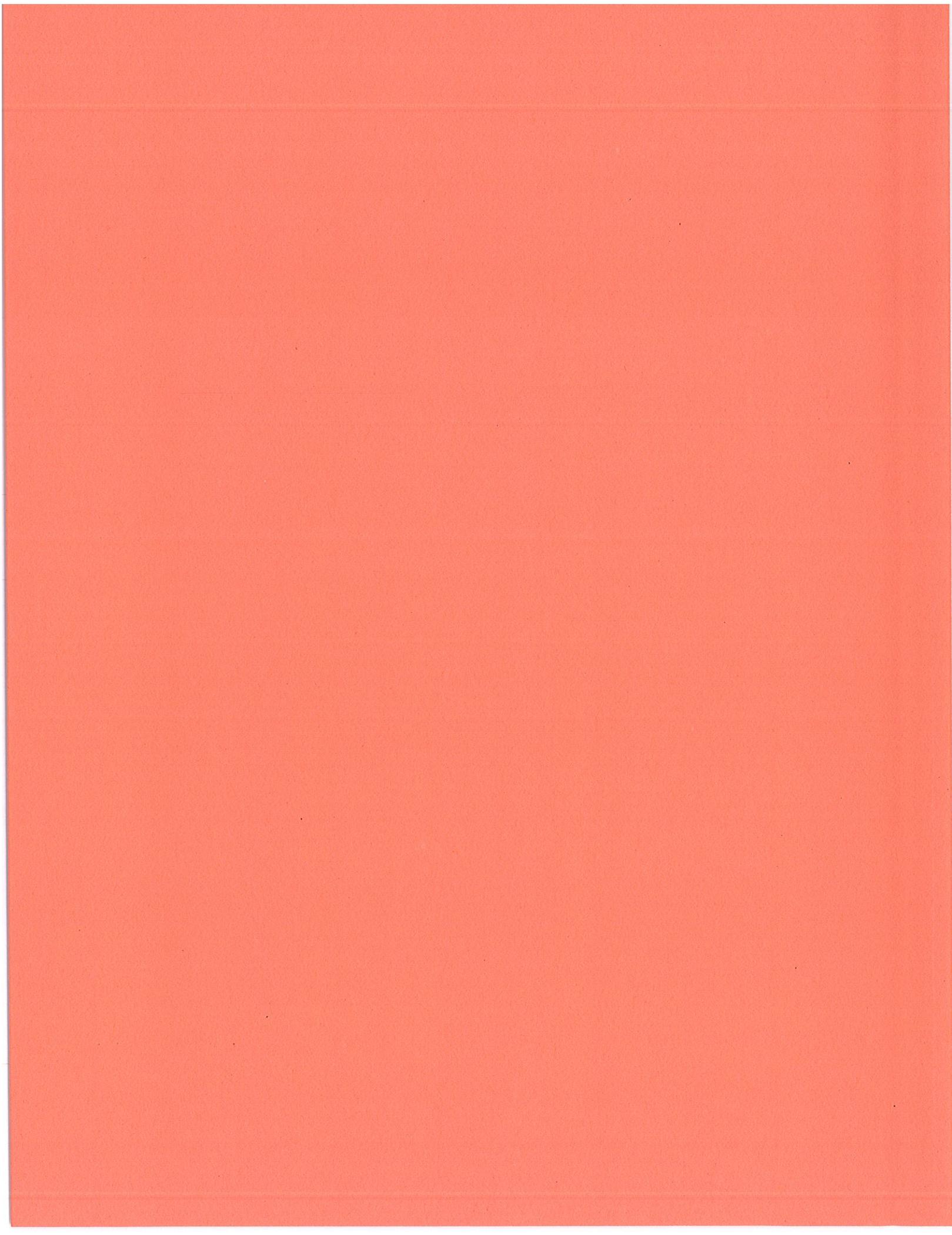


Weekly Management Report October 9, 2015

1. **Synopsis** – San Fernando Valley Council of Governments Board Meeting of September 24, 2015 – Community Development Department
2. **Synopsis** – Planning Board Meeting of September 28, 2015 – Community Development Department
3. **Synopsis** – Transportation Commission Meeting of September 28, 2015 – Community Development Department
4. **Synopsis** – Traffic Commission Meeting of September 24, 2015 – Public Works Department
5. **Synopsis** – Heritage Commission Meeting of September 3, 2015 – Community Development Department
6. **Staff Report** – August 2015 Operating Results – Burbank Water and Power Department
7. **Synopsis** – Civil Service Board Meeting of October 7, 2015 – Management Services Department
8. **Notes** – City Notes, October 2, 2015 – City Manager



memorandum

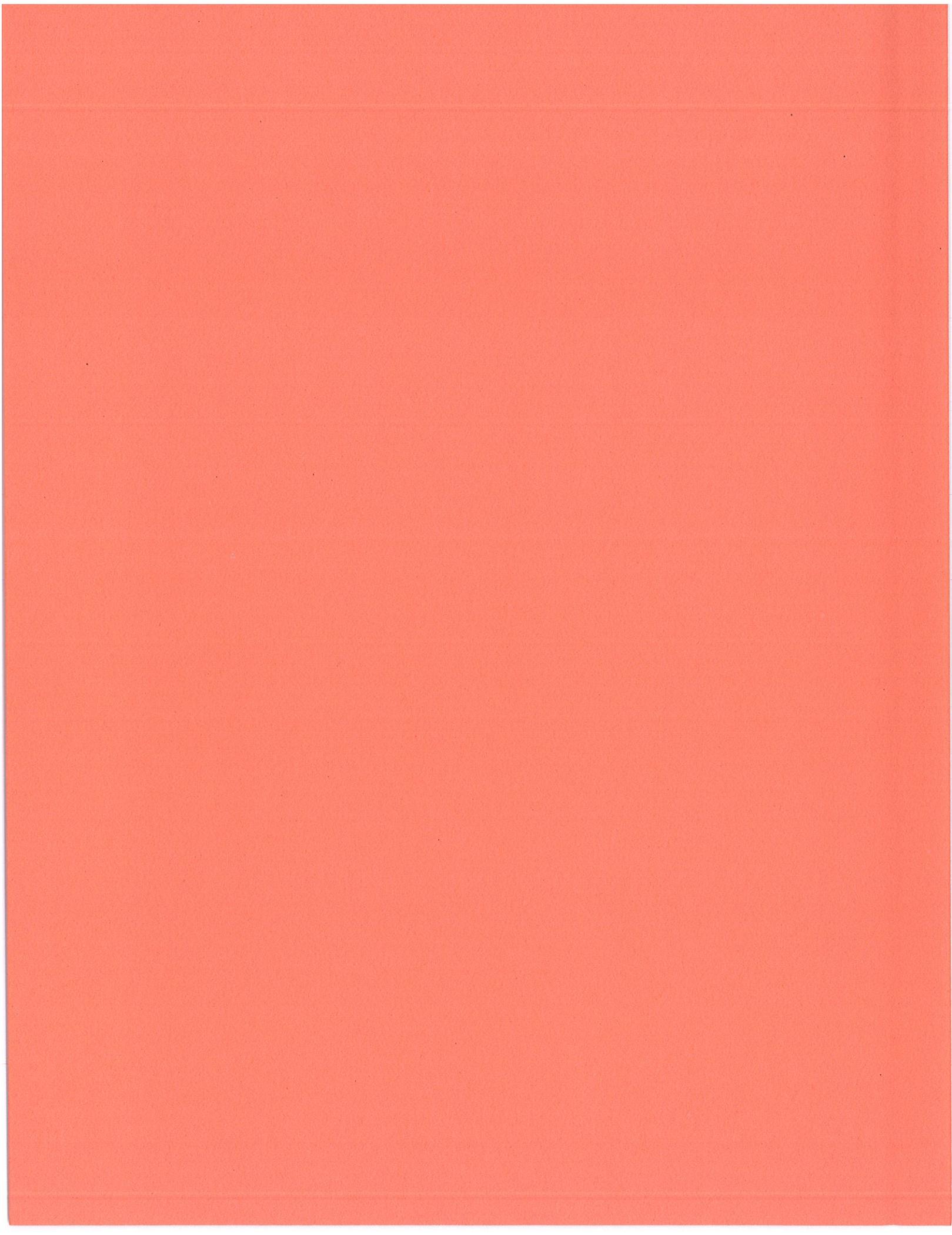
DATE: October 2, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 

SUBJECT: **San Fernando Valley Council of Governments Board Meeting – September 24, 2015**

- Councilmember Talamantes was in attendance and he represents Burbank on the Board and is the Chairman of the SFVCOG for this year.
- The Southern California Association of Governments Executive Director made a brief presentation on the status of the 2016 Regional Transportation Plan and offered to host additional workshops. Burbank recently hosted a workshop in the Community Services Building.
- The SFVCOG Executive Director discussed forming a San Fernando Valley oriented leadership academy focusing on transportation policy. This academy could draw from Valley colleges like California State University at Northridge, Woodbury, and others. This would be part of the SFVCOG's goal to increase activism and outreach for transportation priorities.
- The SFVCOG Board appointed Councilmember Gabel-Luddy to the League of California Cities as a Regional Director. They also approved a work program of goals for the year and increased the fee paid to the Executive Director to implement the work program. This fee increase was included in the revised SFVCOG budget and the dues increase was approved in July 2015.
- The SFVCOG Board discussed taking a position on the California High Speed Rail project. Board Member McLean from Santa Clarita requested that the SFVCOG consider adopting a formal position in favor of the two eastern project alignments (alignments that do not pass through Santa Clarita). The Board decided to form an Ad Hoc High Speed Rail subcommittee including the two County Supervisors, two of the Los Angeles City representatives, Santa Clarita, and San Fernando. The goal of the Ad Hoc Subcommittee would be to review additional information about the High Speed Rail project and make further recommendations to the entire Board. Several residents from Shadow Hills were in attendance to voice their opposition to the High Speed Rail project.



memorandum

DATE: September 29, 2015
TO: Mark Scott, City Manager
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director *JH*
SUBJECT: **Planning Board Actions of September 28, 2015**

At the regular meeting of September 28, 2015, the Planning Board discussed the following items:

1. 1520 West Olive | Project No. 15-0005302 | Conditional Use Permit

The Board voted 5-0 to deny the Conditional Use Permit for an Alcoholic Beverage Control License Type 41 for an existing Starbucks restaurant to sell beer and wine for on-site consumption. The Board had concerns about the parking situation at the Starbucks and the minors who frequent that location after school hours. New monitoring responsibilities associated with alcohol consumption, trash, and parking were identified but no new staffing was proposed.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by October 13, 2015.

Reports

2. Proposed modifications to the Professional Services Agreement (PSA) with Dyett & Bhatia for expanded community outreach for the Single-Family Design Guidelines

The Board was presented with the proposed amendment to the PSA for Dyett & Bhatia that will be presented to the City Council in October. The new scope of work describes how Dyett & Bhatia will enhance their community outreach efforts to include activities such as a Walkshop to better engage the citizens of Burbank in the Single-Family Design Guidelines.

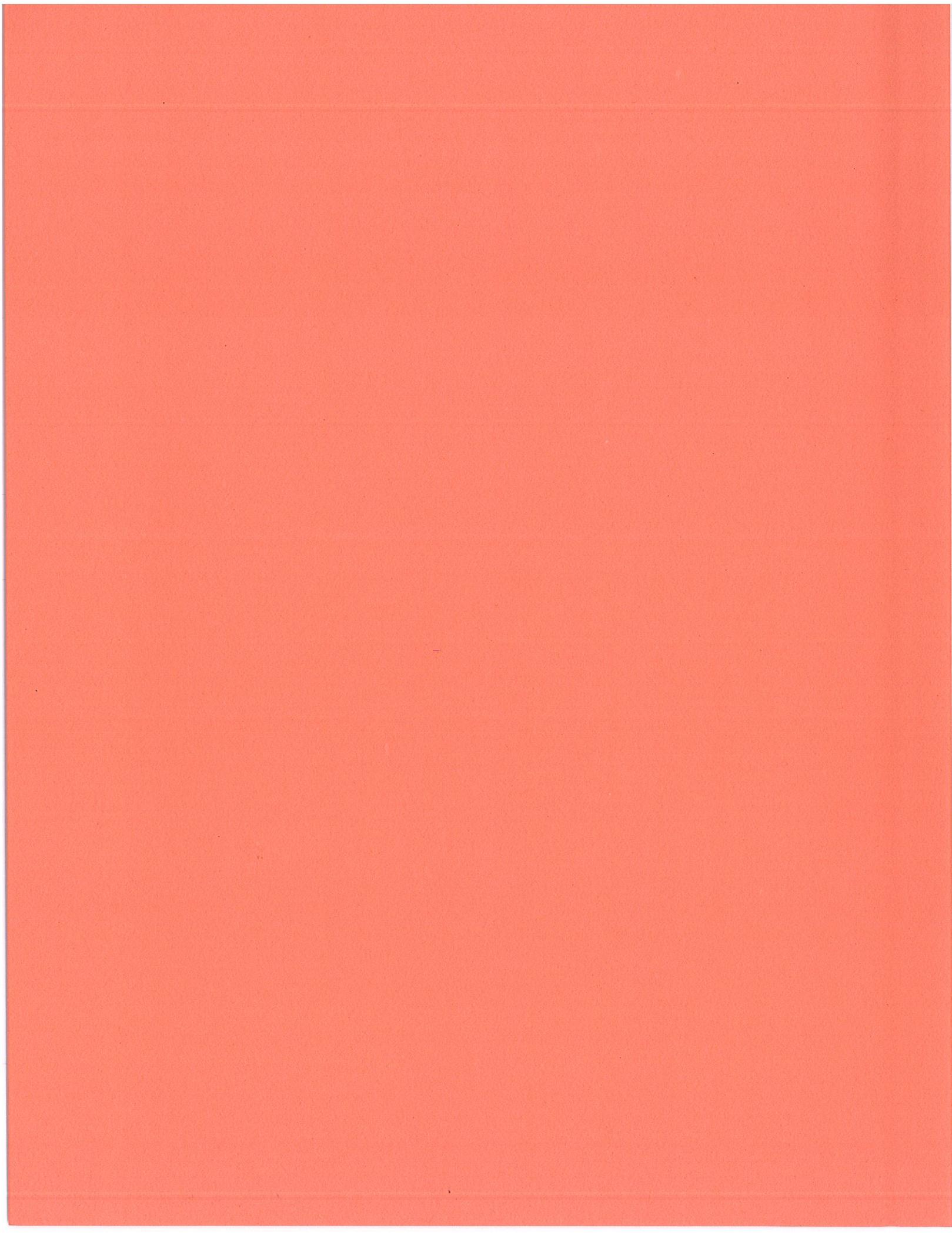
3. Mixed-Use Architecture and Development Standards

The Board was shown a series of PowerPoint slides of mixed-use projects in Austin, Texas. The photos were used as examples for how the City of Burbank can expect adherence to high architectural standards styles for all future mixed-use projects.

Attendance

Present: Rizzotti, Jo, Eaton, Petrulis, Atteukenian

Absent:



memorandum

DATE: October 2, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director JH

SUBJECT: **Transportation Commission Meeting – September 28, 2015**

- The Commission discussed the draft work program that will be presented to the City Council for consideration at the October 27, 2015 Joint City Council / Transportation Commission meeting. The Commission discussed the meeting format and recommended to staff that they be seated in the front row of the City Council chambers audience and be called upon by the Mayor to speak if desired. They also recommended that Chair Dyson present the work program and asked that the Burbank Transportation Demand Management Organization be added as a topic to the work program.
- As part of the work program discussion, the Commission reiterated their desire to be allowed to investigate the High Speed Rail project, including issues related to alignment, interim terminus, and other issues. They requested that a draft “Guiding Principles” memo be presented to the City Council at the joint meeting.
- Staff presented year-end BurbankBus performance measures and Proposition A, C, and Measure R Local Return expenditures versus the budget for the FY 2014-2015 fiscal year (attached). Chair Dyson requested that Senior and Disabled Transit weekend service be agendaized for a future meeting.
- Staff and the Commission discussed lack of available parking at the Downtown Metrolink Station including causes and possible solutions including enforcement of 72-hour parking restrictions, enforcement of parking use by non-transit users, paid parking, and permits. Staff is investigating possible solutions and will present to the Commission at a future meeting. Staff updated the Commission on installation of wayfinding signage at the station.



CITY OF BURBANK

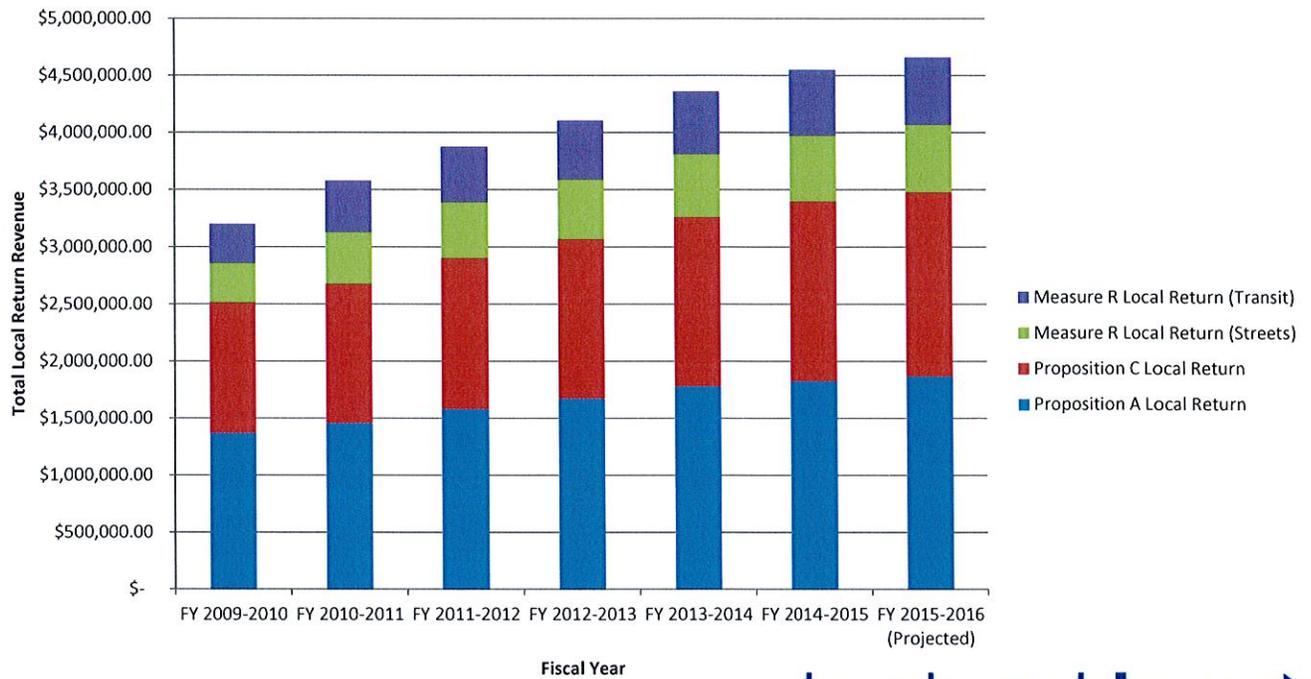
BurbankBus
Fixed Route and
Senior & Disabled Service
FY 2014-15 4th Quarter Local Return Update

September 28, 2015

burbankbus 

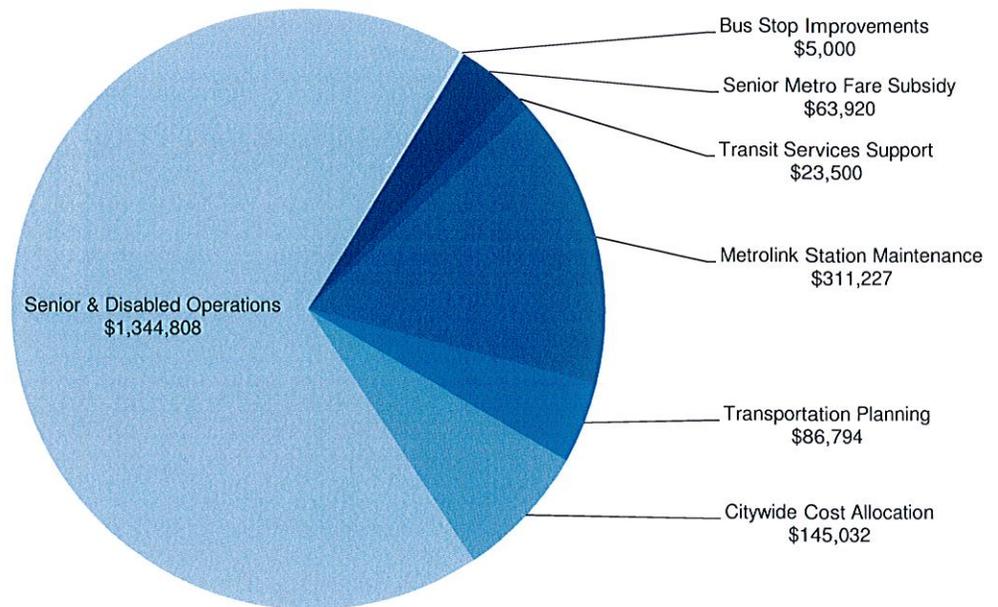
Local Return Revenues

Local Return Revenues 2009 - 2016



Local Return Expenditures

Proposition A Local Return FY 2014-15 Budget



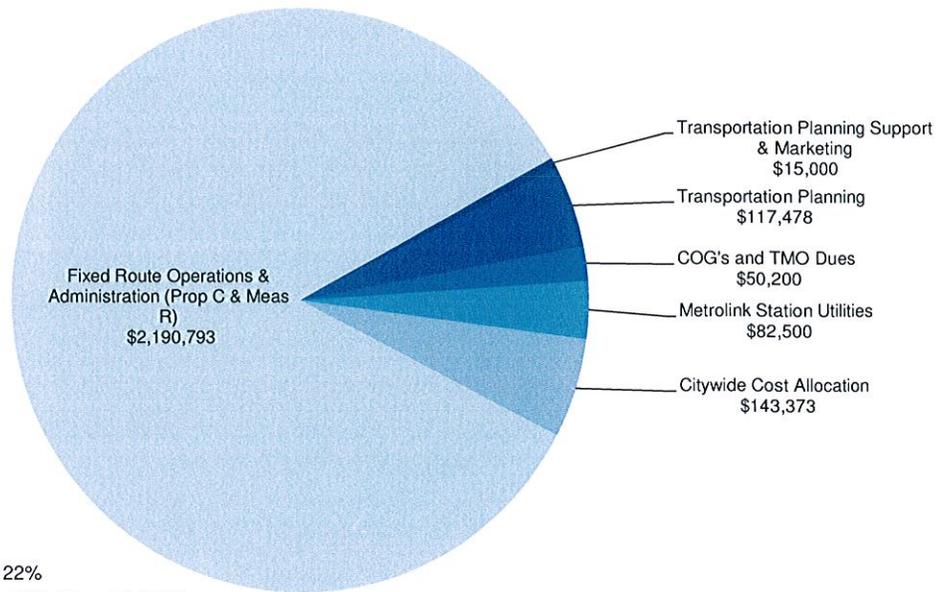
FY 2014-2015 Total Budget:
\$1,980,281

% of Budgeted Spent – 4th Quarter

- Overall Fund: 95%
- Senior & Disabled Operations: 101%
- Bus Stop Improvements: 32%
- Senior Metro Fare Subsidy: 29%
- Transit Services Support: 17%
- Metrolink Station: 90%
- Transportation Planning: 101%
- Citywide Cost Allocation: 98%

Local Return Expenditures

Proposition C and Measure R Local Return FY 2014-15 Budget



FY 2014-2015 Total Budget:
\$2,599,344

% of Budgeted Spent – 4th Quarter

- Overall Fund: 77%
- Transportation Planning: 83%
- COG's and TMO Dues: 86%
- Metrolink Station Utilities: 111%
- Citywide Cost Allocation: 98%
- Transportation Planning Support & Marketing: 22%
- Fixed Route Operations & Administration (Prop C & Meas R) : 74%

BurbankBus Performance Measures

Senior and Disabled Transit

	Hours	Cost/Hr	Cost ¹	Farebox	FBR ²	Ridership	Rides/Hr	Cost/Ride
FY 2013-2014 Actuals	14,005	\$104.76	\$1,467,213	\$17,686	1%	77,556	5.54	\$18.92
FY 2014-2015 Budgeted	13,870	\$104.91	\$1,455,102	\$16,000	1%	77,000	5.55	\$18.90
FY 2014-2015 Jul - Jun	14,029	\$103.22	\$1,447,955	17,888.12	1%	75,866	5.41	\$19.09

¹ Includes transportation planning and related support & marketing, vehicle depreciation/maintenance, drivers, and a portion of Transit Services Manager's salary.

² Farebox recovery ratio.

BurbankBus Performance Measures

Fixed Route Transit

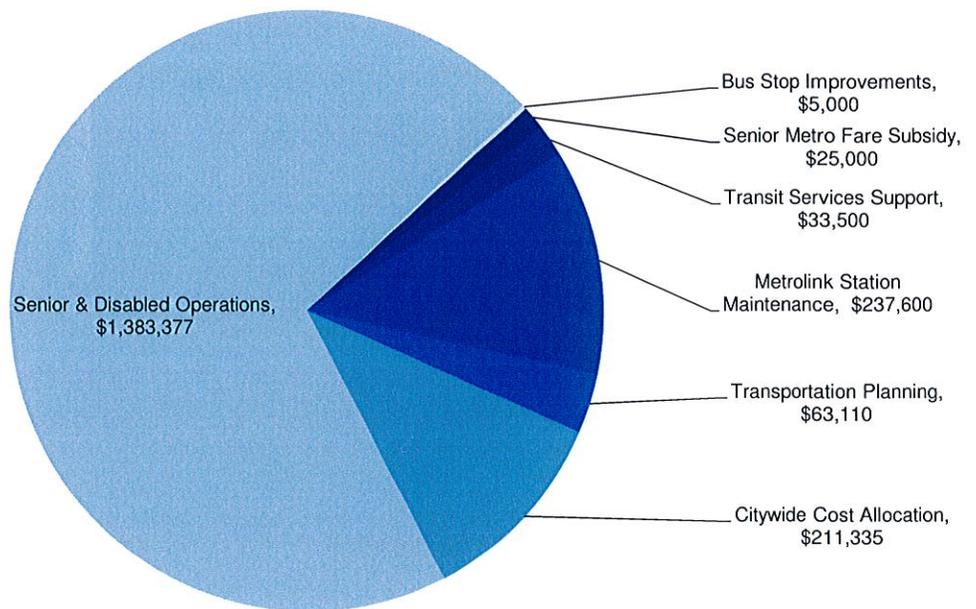
	Hours	Cost/Hr	Cost ¹	Farebox	FBR ²	Ridership	Rides/Hr	Cost/Ride
FY 2013-2014 Actuals	21,501	\$78.41	\$1,685,947	\$235,938	14%	253,566	11.8	\$6.65
FY 2014-2015 Budgeted	22,900	\$101.45	\$2,323,271	\$275,000	12%	285,000	12.4	\$8.15
FY 2014-2015 Jul - Jun	21,735	\$79.14	\$1,720,113	\$226,080	13%	241,312	11.1	\$7.13

¹ Includes transportation planning and related support & marketing, vehicle depreciation/maintenance, bus operator contract, and a portion of the Transit Services Manager's salary.

² Farebox recovery ratio.

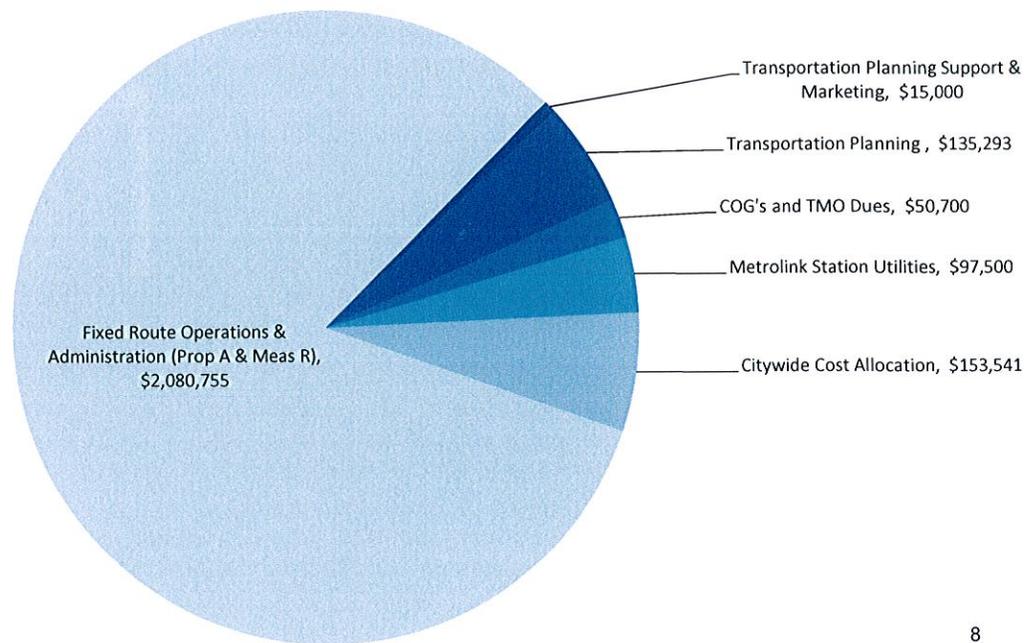
Local Return Budget

Proposition A Local Return FY 2015-16 Budget



Local Return Budget

Proposition C and Measure R Local Return FY 2015-16 Budget





TRAFFIC COMMISSION

September 24, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Michael Kiaman, Andre Krikorian, Brian Malone, McKenna, and Vanessa Rachal

Members Absent:

Rebecca Granite-Johnson, and Joe Terranova

III. ORAL COMMUNICATIONS

A. Public Communication

Ralph Herman spoke in support of the extension of IKEA Way to Angeleno Avenue. Mr. Herman Does not support closure of the four streets referenced in the Alameda North Neighborhood Protection Program.

B. Commission Comments

Mr. Paul McKenna spoke of the speed bumps installed on Mariposa Street between Clark Avenue & Magnolia Boulevard. The Principal at John Muir Middle School is requesting a third bump be installed. Mr. McKenna urges traffic enforcement/visibility on Oak Street and Myers Street during school release hour.

Ms. Linda Barnes inquired on mitigation of dust caused by Caltrans on the I-5 freeway. Dust is becoming a hazard between Scott Road and Burbank Boulevard off ramps.

C. Staff Communication

Staff reported on activities at the freeway; Buena Vista Boulevard will be intermittently closed during next couple of months. The shoe-fly track is now in full operation, and the main line is gone. Construction of the overpass will soon commence.

IV. APPROVAL OF MINUTES:

Mr. Kevin Harrop moved to approve the August 27, 2015 meeting minutes; Linda Barnes seconded. Motion was passed unanimously.

V. PUBLIC HEARINGS:

None.

VI. REPORTS:

A. Transportation Management Center Field Trip

Staff escorted Commission on a trip to the Transportation Management Center.

B. Determination of Emergency Ambulance Service Application to Operate in Burbank

Staff reported on the application process and the application from Emergency Ambulance Service, Inc.

After discussion, Linda Barnes moved to approve the application; Kevin Harrop seconded; Michael Kiaman abstained; motion was passed unanimously.

C. Council Request to Explore the Extension of IKEA Way to Angeleno Avenue

Commission's consensus was to table this item for the next meeting on December 3, 2015. Mr. Malone requests City Attorney Joe McDougall's attendance at the meeting.

D. Alameda North Neighborhood Protection Program Update

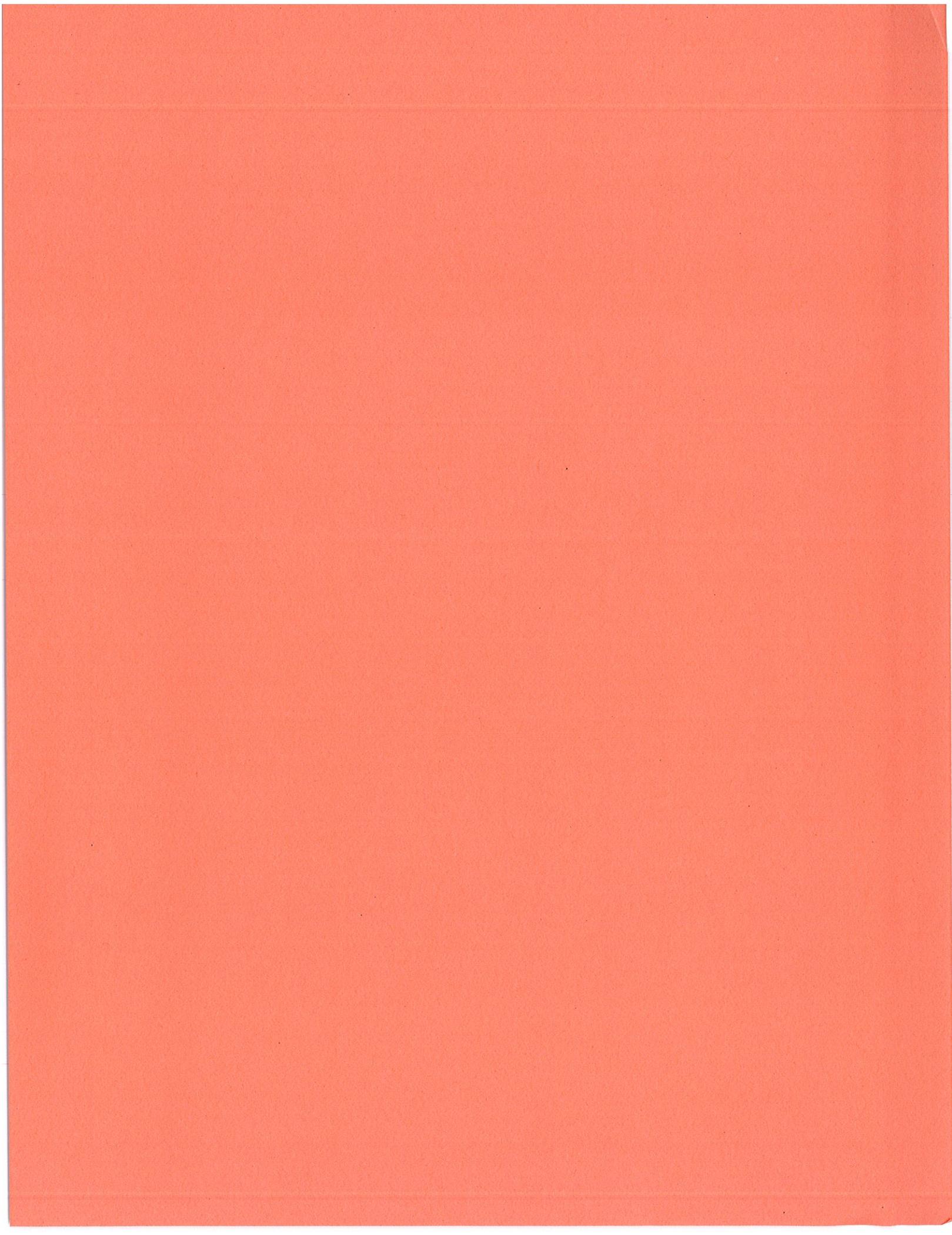
Staff reported on Alameda North Neighborhood Protection Program.

VII. FUTURE AGENDA ITEMS:

- 1) Quiet Zone report to City Manager update
- 2) Update on Victory Place Traffic
- 3) Mitigation of dust problem along I-5 freeway
- 4) Potential IKEA Pickup/ Loading Area Signage and Freeway Exit Signage (April 2014—for future meeting)
- 5) Discussion of Potential Mariposa St. Bridge Regulations re: Horse and Bicycle Traffic (December 2013—ongoing)
- 6) Revisions to Preferential Parking Ordinance
- 7) Review School Safety Measures

III. ADJOURNMENT:

Meeting adjourned at 5:11pm



memorandum

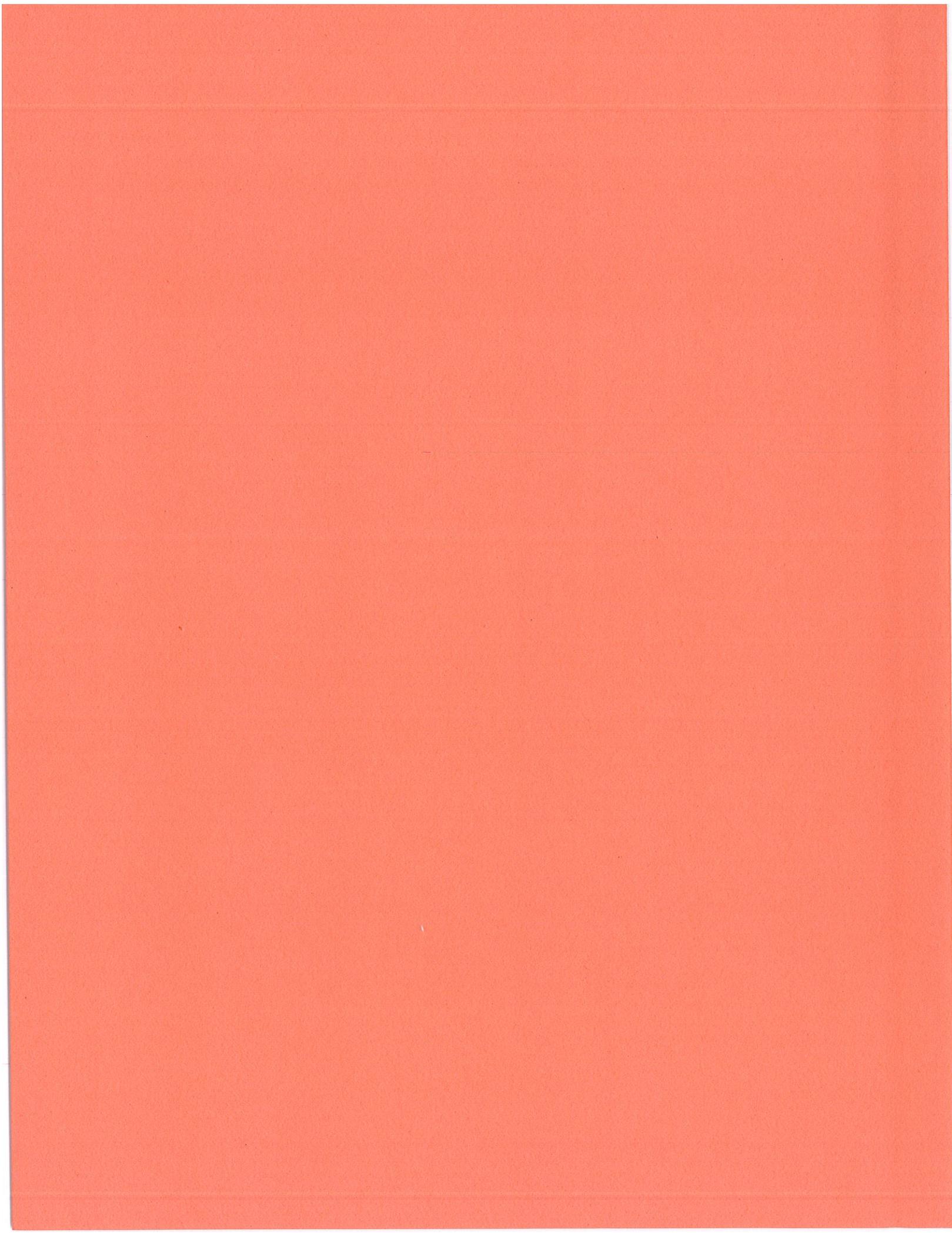
DATE: September 22, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 

SUBJECT: **Heritage Commission Meeting - September 3, 2015**

- Commission approved an application for a Mills Act Contract for 1258 East Elmwood Avenue.
- Commission discussed the need for new historic preservation literature promoting the benefits of historic preservation.
- Commission identified ways to do more outreach. Focus to be on outreach and finding grants for additional studies.
- Commission discussed the possibility of presenting home owners, who have designated their home as a historic resource, with a certificate at a City Council meeting.





7A.

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

DATE: October 1, 2015
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: August 2015 Operating Results

A handwritten signature in blue ink, appearing to be "Ron Davis".

SAFETY

Burbank Water and Power had no new reportable lost time injuries during August 2015.

Water Estimated Results of Operations

For the month of August, water usage was 25% (140 million gallons) lower than budgeted due to conservation, once again meeting the State mandated conservation standard that went into effect June 1, 2015. August Potable Water Revenues were \$412,000 worse than budgeted and Recycled Water Revenues were \$98,000 worse than budgeted. August Water Supply Expenses were \$289,000 better than budgeted, corresponding to lower demand. August's Gross Margin was \$296,000 worse than budgeted. Net Income was \$183,000, which was \$296,000 worse than budgeted.

August fiscal-year-to-date (FYTD) water usage was 25% (282 million gallons) lower than budgeted due to conservation efforts by customers; since June 1st Burbank has been in compliance with the State mandated conservation standard. FYTD August Potable Water Revenues were \$1,005,000 worse than budgeted and Recycled Water Revenues were \$129,000 worse than budgeted. FYTD Water Supply Expenses were \$687,000 better than budgeted, corresponding to lower demand. The FYTD Gross Margin was \$561,000 worse than budgeted. Operating Expenses were \$390,000 better than budgeted. Net Income was \$965,000, which was \$218,000 better than budgeted.

Electric Estimated Results of Operations

For the month of August, electric loads were 1% lower than budgeted. Retail Sales were \$44,000 better than budgeted. August Power Supply Expenses were \$920,000 better than budgeted due to biogas and wind underperformance, offset by higher renewable costs related to receiving more energy from Copper Mountain than planned. August's Gross Margin was \$889,000 better than budgeted. Net Income was \$2,989,000, which was \$886,000 better than budgeted.

FYTD August electric loads were 4% lower than budgeted primarily due to conservation. Retail Sales were \$893,000 worse than budgeted. FYTD Power Supply Expenses were \$1,813,000 better than budgeted due to biogas and wind underperformance, and lower demand and energy prices, offset by higher renewable costs related to receiving more energy from Copper Mountain than planned. FYTD Gross Margin was \$826,000 better than budgeted. August FYTD Operating Expenses were \$720,000 better than budgeted. Net Income was \$4,910,000 which was \$1,677,000 better than budgeted.

WATER DIVISION

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

The State Natural Resources Agency released the preliminary draft chapters of the Bay Delta Conservation Plan (BDCP) in 2013. The State Natural Resources Agency later 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. Governor Brown supports the approval of the BDCP. The State Agencies have received public comments and will recirculate the revised documents for further public comment during 2015. The final documents will then be ready for adoption and any proposed actions.

The State Department of Water Resources released the Environmental Impact Statement (EIS) for the revised/recirculated BDCP (CA Water Fix) on July 10, 2015. Public meetings were held on July 28 and 29. Public comments are due October 30, 2015. The final EIR/S is anticipated to be released in early 2016. The release of the EIS has not changed anyone's mind as responses align with political and economic interests in the Delta and the water users outside of the Delta. The process will continue with governmental agency environmental reviews, possible opposition lawsuits and discussions among the potential users about project costs.

The final State Water Project (SWP) Allocation for 2015 was released on March 2, 2015 at 20%. Most precipitation has come as rain with very little contributing to the Sierra snowpack. Fortunately, the reservoirs had the capacity to capture the storm flows. The final snow pack measurement for the year was done on April 1 and found the snowpack to be 5% of normal. Concurrently, Governor Brown issued an Executive Order mandating a 25% reduction in urban water use statewide. The State Water Resources Control Board (SWRCB) finalized the regulations. The regulations were approved by the State Office of Administrative Law on May 18, 2015. These cover mandatory restrictions and reductions, reporting requirements, and possible fines (\$10,000/day) for non-compliance.

In the final Executive Order regulations issued May 18, 2015, Burbank was in Tier 7 requiring a 28% reduction in overall water use from June 1, 2015 through the end of February 2016 (as measured against the same periods in 2013-14 and 2015-16). Residential per capita per day use was used to set the tier (conservation standard). Burbank staff challenged it, resulting in a Tier 6 or a 24% reduction standard on June 1. Data from June through February for 2014-15 showed a 7% reduction, requiring Burbank to find ways to reduce use by another 17%.

Burbank implemented Stage II of the Sustainable Water Use Ordinance on August 1, 2014; and Stage III was implemented effective June 1, 2015. Stage III limits outdoor watering to two days a week, April thru October, and one day a week November thru March. Pools are also required to be covered and hand watering is limited to early morning and evening. Strictly adhering to the watering restrictions and conservation practices, rapidly completing remaining recycled water (RW) conversions and continuing to educate and remind the public will be necessary to meet the Conservation Standard. Enforcement through fines is being conducted with any funds received set aside to assist conservation efforts for low income customers during the drought.

The Metropolitan Water District (MWD) Board adopted a Water Supply Allocation Plan (WSAP) at a level 3 (15%) reduction at their monthly Board meeting on April 14. This is a 15% reduction on water deliveries based on a 15% reduction of retail sales. BWP was expecting this and was positioned to handle the reduced deliveries and avoid having to pay penalties for excess water deliveries. The Governor's order restricts much more deeply than this. The table below shows the gallons per capita day (GPCD) goals before and after the Governor's orders. The MWD Board also voted on May 28 to extend funding for Conservation rebates, particularly turf removal, for residences. MWD funds allocated to residential turf removal were fully committed by early July.

Year	20% by 2020 (Baseline)	20% by 2020 (Goal)	2012 (Actual)	2014 (Actual)	2015 (Actual)	2016 (Gov.'s goal)
GPCD	193	155	149	162	139	125
Reduction of Baseline %	0%	20%	29%	16%	28%	35%

Year end data for FY 14/15 showed water use by the City was reduced by 10.65% from budget for the fiscal year. Given that temperatures have been generally higher than normal in the fiscal year, the 10.65% reduction in use can reasonably be attributed to conservation efforts by our customers. This totals to 680 million gallons of potable water saved in the fiscal year. **More specifically, the trend for reduced use by month in 2015 compared to 2013 for the months January through May are 3.95%, 6.32%, 14.65%, 14.22% and 22.62%, respectively was encouraging.**

The actual measurement period dictated by the Governor's Executive order began June 1. In the months of June, July and August potable water use was 26%, 28% and 27%, respectively, below the 2013 benchmark meeting the 24% state mandated conservation standard for the month. GPCD usage for August was 137 GPCD. The two day a week watering restriction is playing a part in water use reduction. The heaviest water use months are through October but continued effort will enable Burbank to meet the reduction goal.

August 2015 data shows a continued downward trend in water usage, a 27.45% decline in usage compared to August 2013, meeting the state mandated conservation standard. As the water tower graphic shows, through August, our community has saved 496 million gallons against our nine-month one billion gallon reduction goal.

Continued early morning patrols by Customer Service personnel for enforcement of watering restrictions indicates a significant number of violations. Letters and fines are being issued per policy. It appears that if watering restrictions were practiced by all customers, Stage III of the Sustainable Water Use Ordinance may not have been totally necessary.



The BOU was 99.26% available for service in August. All Liquid Phase Granulated Activated Carbon Filters were on-line. Well V-05 was offline for the month due to electrical problems. The effects of the 2/1 (Summer/Winter) day a week landscape watering restrictions are having an impact on demand. The motor on A pump, one of the small pumps at the Valley Pumping Plant (VPP), went out at the beginning of August. B pump, the other small VPP pump, is out for overhaul. This limited optimizing the pumping of BOU water in to the system and required more MWD water in August. B pump is back in service as of September 2 and we are maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
96.57%	69.65%	6,268

Project Updates:

Work began the second week of April installing 1,100 l.f. of 12-inch ductile iron potable water main in Winona Avenue from Naomi St. to Ontario St. This main is live and the services are tied over from the existing main. The existing main was converted to RW and serves businesses on Winona Avenue saving 7,000,000 gallons of potable water annually. This work was completed in August.

Work on installing 1,100 l.f. of 8-inch ductile iron recycled water main in Naomi St. from Thornton Ave. to Winona Ave. started in mid-July and was completed at the end of August. This supplies RW to the converted main in Winona Avenue as mentioned above.

Work started on installing 500 l.f. of 8-inch ductile iron water main in Cedar Avenue the last week of June and was complete at the end of July. The IKEA services were set in August.

Work began in August to install two RW services for the Disney Animation and ABC 7 facilities on Riverside Drive. This also required some main extension to accommodate the desired location for the services. Installation of the services was completed the first week of September.

The Joint Service Agreement (JSA) between BWP and the Los Angeles Department of Water and Power (LADWP) has finally been executed by LADWP, (1/28/15). This agreement covers the construction of RW mains in the City of Los Angeles by Williams Brothers Contractors under contract to BWP with all costs for the work to be reimbursed to BWP from LADWP. The work under the agreement is three extensions into Los Angeles from points of metered connection to the BWP RW system for delivery of RW to end use customers in Los Angeles. Once active, BWP will receive an equal volume of ground water pumping credits for the water delivered to Los Angeles. The estimated current value of this exchange is \$180,000, annually. Contract discussions are complete with Williams Brothers and the project cost has been accepted by LADWP. The BWP Board awarded the contract for the first two extensions at the June Board meeting. Construction on these two extensions is anticipated to begin in early October and be complete by March 2016. Total construction time to complete all three extensions is 18-24 months. The Notice to Proceed for the first two phases was issued at the beginning of September.

Three of the four large booster pumps ("D", "A" and "C") from the Valley Pumping plant have been overhauled and are back in operation. Pump "B" went out for work in February and was back in service at the beginning of September.

The Wedgewood Reservoir was out of service for inspection and possible repair of cracks and joints. Although not significant, repairs to cracks and joints were more work than staff could perform at the time. Therefore, the reservoir was put back into service and a bid package for the repair work went out in mid-June. Bids were opened June 30. Work started on the "A" side the beginning of September. The "A" side is expected to be back in service by mid-October when the "B" side will be taken out of service and worked on.

Painting of the exterior of the Starlight tank was complete at the end of April. The interior painting of the Via Montana tank began in July. The tank was disinfected and back in service at the end of August.

Replacement of the electrical control panels in the RW pump stations began in February. Pump Stations 4, 6, 2, 3 and 5 are complete. Testing of the software was complete at the end of July. Minor punch list items continued into August.

The Governor's emergency order to reduce potable water use by 25% motivated the Burbank School District and others to take action. All Burbank schools that were scheduled to receive RW have been converted with the exception of Jefferson school. Jefferson is unconverted but is not irrigating because of excavation work on the property; it will be converted before irrigation resumes.

The Warner Brothers Pacific Ave. Office and the Crane Co. offices on Winona Ave. were converted to RW in August.

The WB Ranch Child Care Center, Century Link on Winona Ave., Media Studios North cooling towers, The Pointe cooling towers, Burbank Studios phase III, The Little White Chapel, Fry's Electronics, The Meridians at 6th & Scott and Alameda & Edison will be converted in late September.

The Burbank Avalon Media Center (Oak & Pass) is in process for conversion to RW. FotoKem is preparing to convert some film processing to RW.

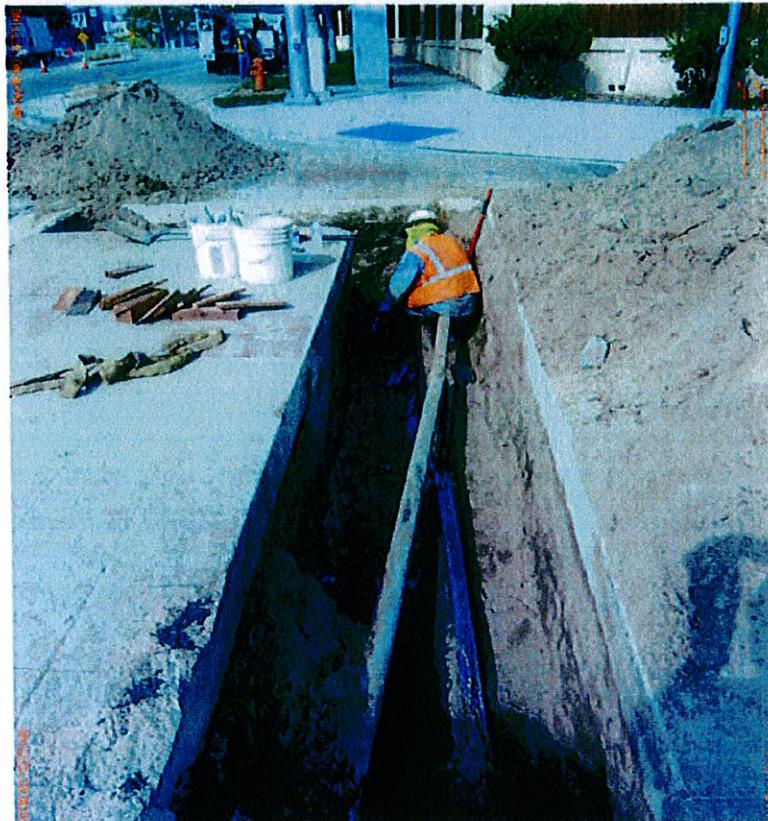
Some cooling towers have remained an issue. As noted above, most will be done by September. Disney remains uncooperative. Stiff letters went out to Disney about their need to convert their cooling towers (RW has been available at their site for more than two years). The education of property owners about the use of RW in cooling towers is an ongoing effort and a major factor in getting the conversions done. An ordinance is being prepared for City Council that would allow fining customers that do not convert appropriate use to RW per city policy. Achieving these recycled conversions is essential to meeting the mandated potable water use reductions in the Governor's order.

BWP continues to work with Valhalla Memorial Park to coordinate their conversion of the larger portion to RW for irrigation. Valhalla will likely exceed their physical solution right to pump 300 acre feet per Water Year, by the end of September. The Upper Los Angeles River Area Watermaster is in communication with Valhalla about ceasing to pump at that time until their pumping right resets on October 1. It is hoped that having to cease irrigating in September will let them see the wisdom of converting to RW for irrigation. Discussions are ongoing.

Expanding the RW System to Serve New Large Customers



RW Service Installation in Progress to Serve ABC Office Building



Extending the RW Main to Serve Walt Disney Animation Studios



Installation of 4-inch RW Service for The Pointe Office Building

DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced one sustained feeder outage in August 2015. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,613,024 customer minutes.

Reliability Measurement	Sep 2013-Aug 2014	Sep 2014-Aug 2015
Average Outages Per Year (SAIFI)	0.2400	0.1642
Average Outage Duration (CAIDI)	23.85 minutes	41.52 minutes
Average Service Availability	99.9989%	99.9987%
Average Momentary Outages Per Year (MAIFI)	0.2266	0.3853
No. of Sustained Feeder Outages	11	10
No. of Sustained Outages by Mylar Balloons	0	1
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	1	1

PROJECT UPDATES:

Burbank-3 12kV conversion

Engineering work has started on the pole line rebuild and conversion of the Burbank-3 circuit. Construction is scheduled to begin in December.

Naomi-15 12kV Conversion

The first portion of the Naomi-15 12kV conversion to Burbank-13 is complete. It is anticipated that the next segment will be converted this November.

CALTRANS I-5 Widening

The Caltrans' contractor is 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. The Empire section of the project is anticipated to be complete late 2016.

Caltrans plans to reconstruct the Burbank Bridge in 2017 from Front Street to San Fernando Boulevard, impacting all utilities within the bridge cell. Staff is currently in the design phase to reroute BWP's existing electric infrastructure to facilitate Caltrans' construction.

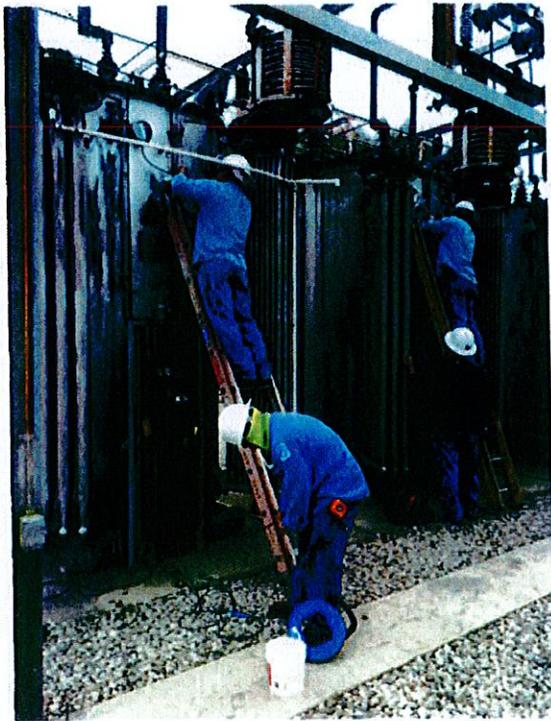
Voltage Support

Work to upgrade the underground cable on Town Circuit 17 was complete, which improved the overall voltage on the circuit for all 575 customers. Plans are in place to install an overhead regulator on Town Circuit 17 to further improve the voltage at the end of the feeder. Primary lateral configurations on Winona Circuit 11 were changed to optimize power flow, improving voltage for approximately 30 customers.

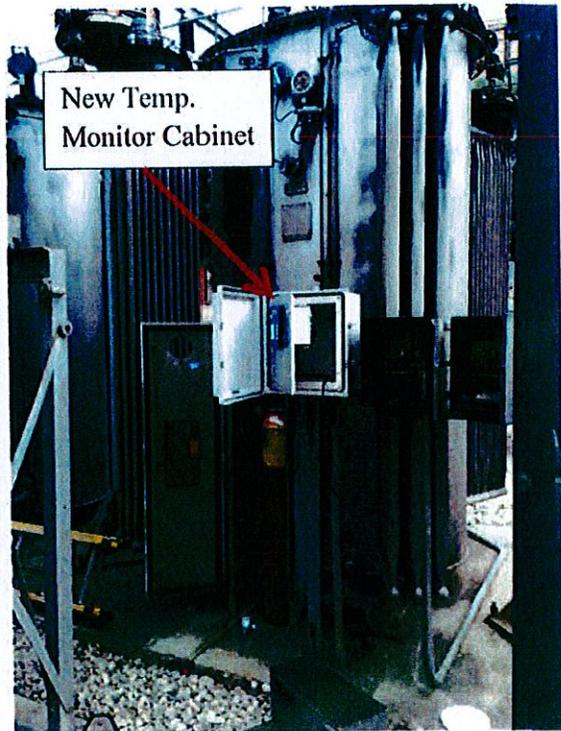
Electrical Substations

Transformer Temperature Monitors at McCambridge

New transformer temperature sensors and monitors were recently installed at McCambridge Substation. The new monitors transmit transformer oil and winding temperatures to the Energy Control Center (ECC) and allow for remote control of transformer cooling fans from the ECC. System Operators and Engineers will use temperature information to quickly identify abnormal operating conditions and determine whether a substation transformer is being loaded beyond its normal rating.



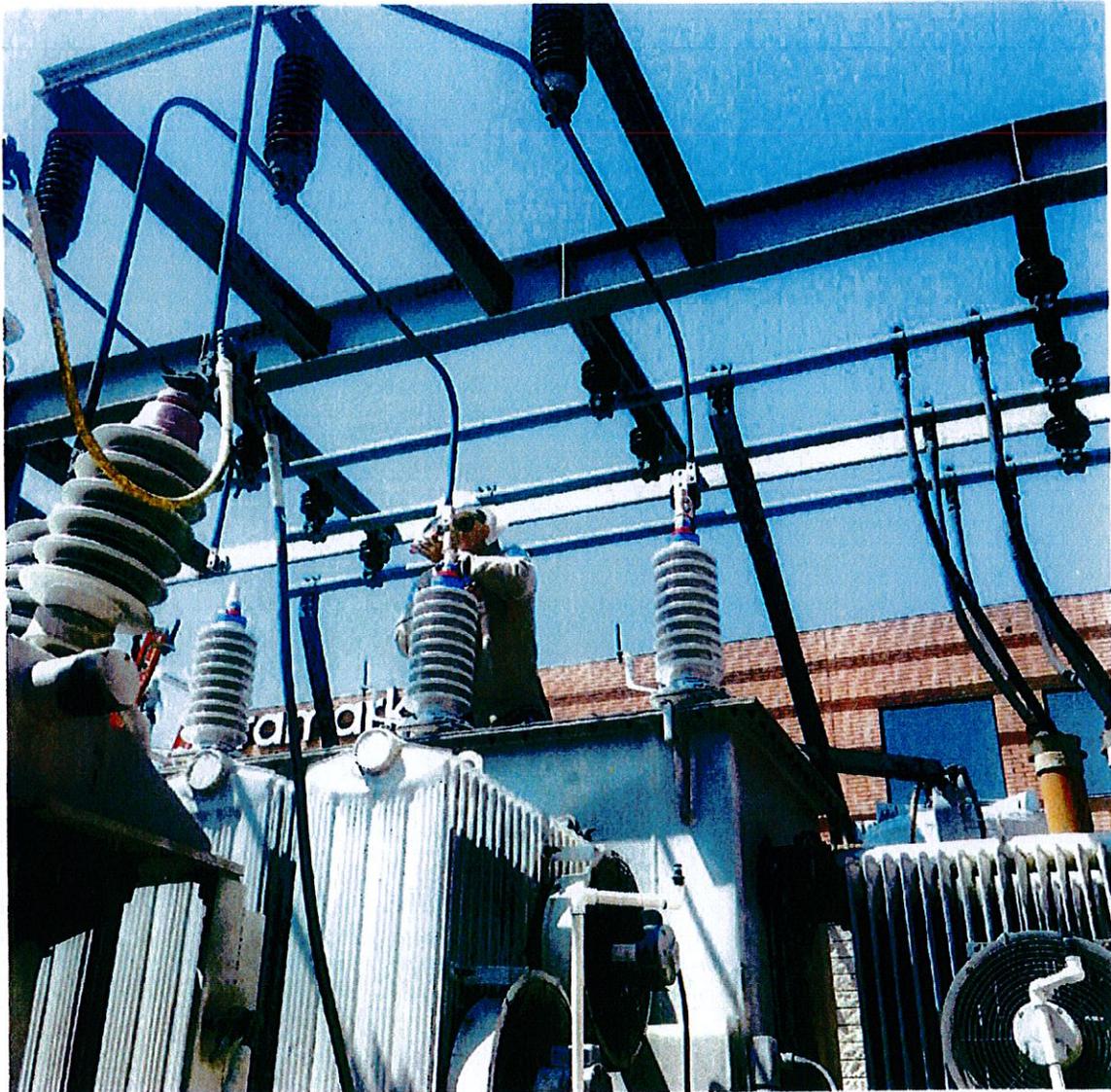
Installation of New Temperature Sensors



New Temperature Monitor Cabinet

Town A-1 34.5 kV Bushing Replacement

As a result of a proactive electrical testing program by our Electrical Equipment crews in May 2015, BWP identified three 34.5kV oil-filled bushings that were in poor condition and recommended their replacement. These oil-filled bushings, which are located on top of the transformer tank, are used to connect high voltage conductors on the outside of the transformer tank to high voltage conductors on the inside of the transformer. Replacement of these bushings eliminated an unplanned transformer outage due to a bushing failure, which can often cause a more extensive and costly outage than the bushing failure itself.



Installation of New Transformer Bushings

STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR LED 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 LED 102W replaces the 250W HPS luminaire. To date, 14.67% of the total streetlight luminaires have been converted to LEDs and Table 1 below details the breakdown of the light in the City's street lighting system as a percentage of the total.

TYPE OF LAMP	# OF LIGHTS MAY 2014	# OF LIGHTS TO DATE	UNIT CHANGE	% OF TOTAL # OF LIGHTS
HIGH PS SODIUM				
70W	19	19	0	0.20
100W	3,664	2,872	-792	30.22
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	2,561	-418	26.95
360W	14	14	0	0.15
400W	2,157	2,074	-83	21.82
LOW PS SODIUM				
55W	137	137	0	1.44
FLUORESCENT				
85W	128	128	0	1.35
INCANDESCENT				
2500 LUMEN	10	10	0	0.11
4000 LUMEN	1	1	0	0.01
100W INC.	74	74	0	0.78
METAL HALIDE				
250W	190	190	0	2.00
400W	10	10	0	0.11
LED				
42W	1	808	807	8.50
102W	1	505	504	5.31
120W	63	63	0	0.66
150W	18	18	0	0.19
TOTAL # OF LAMPS	9,486	9,504	18	100
ENERGY				
Annualized Mwh	9,267	8,503	-764.56	
Average Mwh/lamp	0.98	0.89	-0.08	

Table 1: Breakdown of streetlight luminaires in City of Burbank's Street Lighting System, August 2015.

CUSTOMER SERVICE

Additional Curbside EV Chargers Have Been Installed

In our efforts to jolt the transportation sector and reduce greenhouse gas emissions, BWP has doubled the number of public electric vehicle (EV) chargers located throughout the City. With the assistance of a grant from the California Energy Commission, BWP now has a curbside charging program with 16 chargers at 8 sites, and a total of 27 public chargers at 14 sites. Further detail on usage at these stations is included below.

The chargers became operational on July 31, and BWP held a dedication ceremony on August 25 with CEC staff, City Council and Board members, community members, and EV stakeholders (photo below).



Plug-In Electric Vehicle (PEV) Charging Program.

27 PEV charging stations are in service, including 16 new curbside stations. On July 1, 2015, new Time of Use (TOU) pricing for public EV charging commenced with a rate of 17.44 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during off-peak hours. Between the hours of 4pm and 7pm during the summer, pricing has increased to 30.53 cents per kWh. Staff is monitoring usage. The 133 E. Orange Grove location recorded the most sessions (299) with 490 total charging hours of usage. The 301 E. Olive location recorded the fewest sessions (70) with 127 total charging hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Charging time (hours)*
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	873
August	4,154	1,745	1,005
September	5,364	2,253	1,310
October	6,401	2,688	1,533
November	5,820	2,444	1,368
December	6,778	2,847	1,623
January 2015	6,434	2,702	1,526
February 2015	4,411	1,852	1,115
March 2015	6,440	2,705	1,545
April 2015	7,136	2,997	1,587
May 2015	7,462	3,134	1,786
June 2015	8,500	3,570	2,022
July 2015	8,771	3,684	2,095
August 2015	11,045	4,639	2,715

* With the new curbside chargers, and given the City's new ordinance regarding electric vehicle parking, we are now reporting total charging hours instead of occupied time.

Rooftop Solar

Not so many years ago, residential rooftop solar was priced beyond the reach of most households. Falling prices, rebates and tax incentives, and no-money-down leasing arrangements have created a new solar reality for many Californians. In a November 2014 survey, just under a third of Burbank homeowners said they plan to install solar energy at their home in the next two years. The following table will be updated monthly to report on Burbank's rooftop solar impact.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
August 2015	11	21	314	3,525
July 2015	10	10	303	3,467
June 2015	11	91	293	3,431
May 2015	5	80	282	3,368
April 2015	14	75	277	3,341
March 2015	8	61	263	3,257
February 2015	14	53	255	3,215
January 2015	7	39	241	3,155

TECHNOLOGY

Broadband Services (ONE Burbank)

	August New Orders	Revenues for August 2015	FYTD 2015-16 Revenues	FYTD Budget
Lit	2	\$97,761	\$194,442	\$141,666
Dark	4	\$179,856	\$354,762	\$425,000
Total	6	\$277,617	\$549,204	\$566,666

BWP WiFi

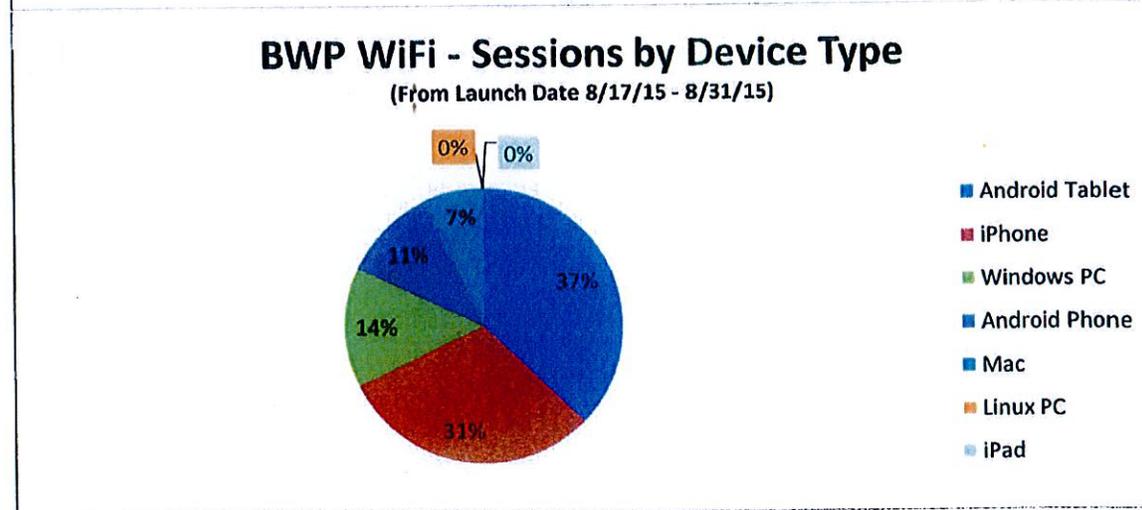
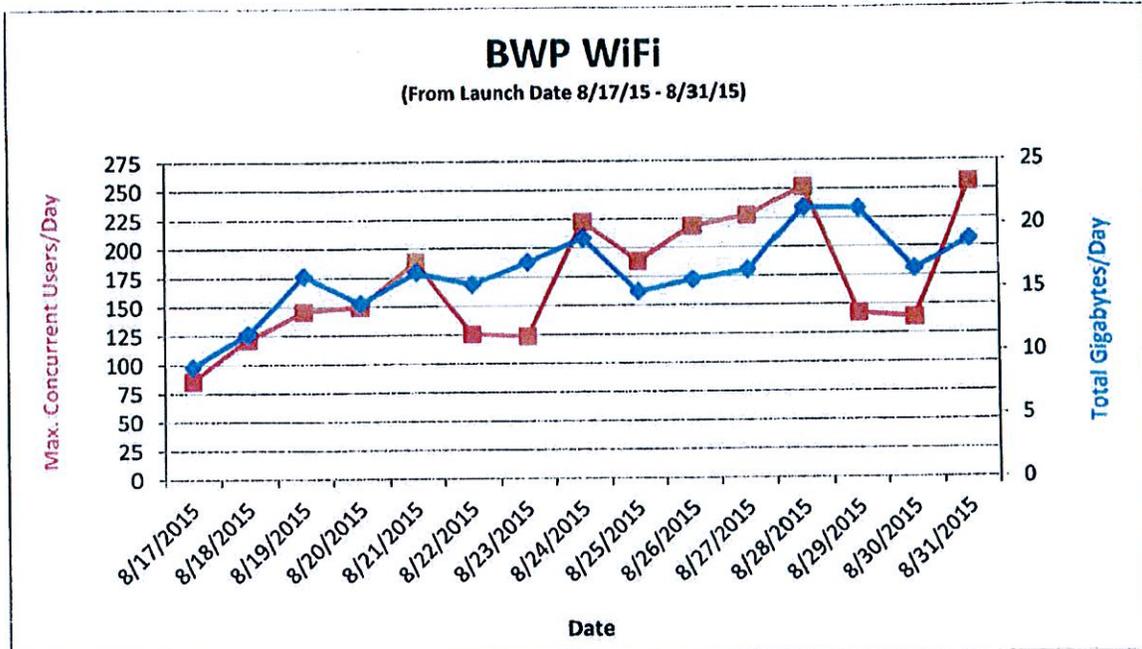
On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

From launch date to August 31, 2015, staff reports the following metric highlights:

Maximum Concurrent Users: 256 users on 8/31/15

Maximum Bandwidth Consumed: 21.27 GB on 8/28/15

Maximum Sessions by Device Type: Android Tablets with 37% of all sessions



POWER SUPPLY

Project Updates:

Power Supply Engineering

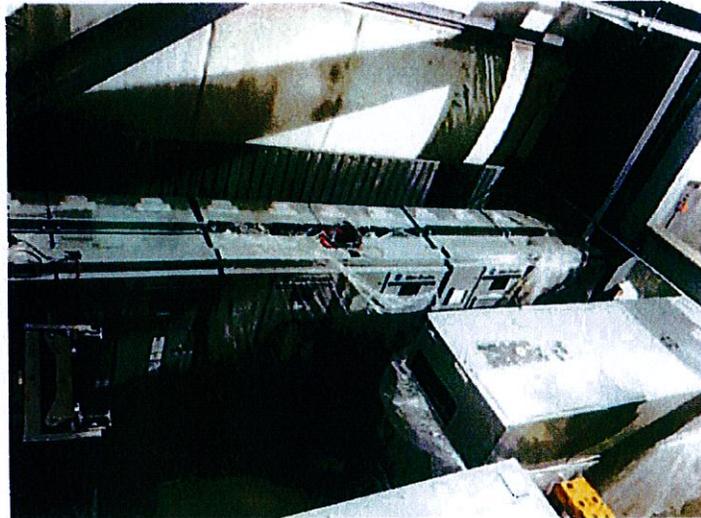
Variable Frequency Drive Project

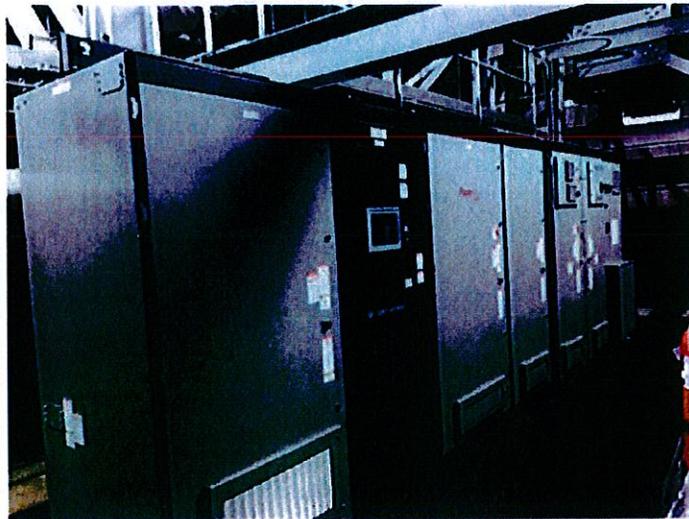
This project has an approved budget to engineer, procure, and install a Variable Frequency Drive (VFD) system on the Fuel Gas Compressors (FGC) at the Magnolia Power Plant (MPP) to save energy and improve the system's reliability. The existing FGC equipment consists of two fully redundant reciprocating 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.

The VFD equipment was delivered to the MPP site on April 9, 2015. BWP mechanics moved the VFD equipment to its final location inside the MPP Steam Turbine Generator (STG) building. Black & Veatch (B&V) engineers were onsite the week of August 10, 2015 to begin developing installation details for structural, control, and auxiliary power schematics that will include interfaces to existing systems. It is anticipated that this effort will continue through the end of September. BWP electricians will run the cabling to complete the VFD installation after the B&V details are finalized. Commissioning of this equipment will occur in April 2016 (coinciding with the planned 6 week outage for hot gas path inspection of MPP starting March 2016).

Inside the STG Building where the BWP Mechanics have moved the VFD equipment into place.





Materials Handling Area and Central Laboratory Project

The Material Handling Area (MHA) will be comprised of segregated areas for material storage and waste handling. Four discrete storage compartments will be constructed 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, prevent material migration and storm water contamination due to weather conditions, and improve site cleanliness and organization.

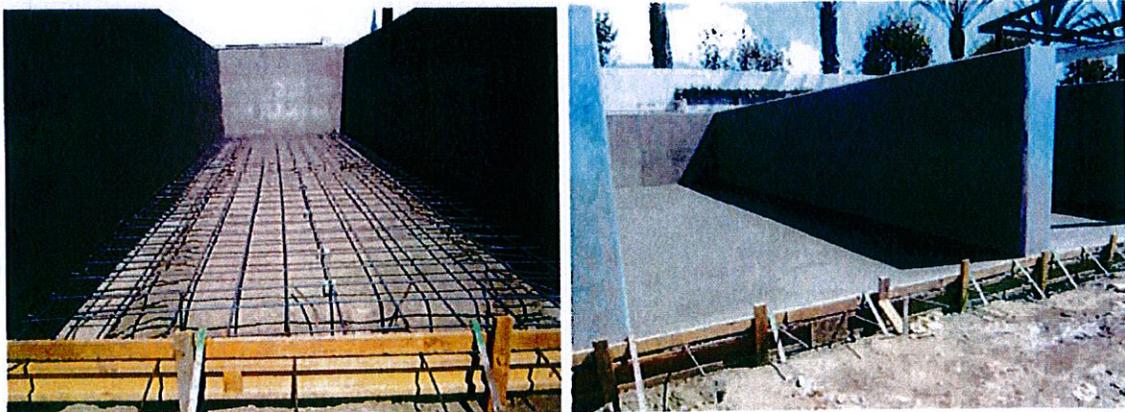
An adjacent portion of this facility is dedicated for temporary covered storage of oil-filled electrical equipment that contains waste by-products. This area will include two separate recessed concrete containment pits with sumps to control any potential waste material releases. The covered area with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

The Central Laboratory will support operational requirements to verify proper water chemistry. This new facility provides space for determining water quality, storage for

operator's safety gear, as well as an operator work station and any necessary 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 Zero Liquid Discharge (ZLD) water quality laboratory as needed. The construction contract for the Central Laboratory was combined with the Material Handling Area effort to promote contractor interest and reduce overall projected construction costs through economy of scale. This joint construction effort is scheduled to be complete by the end of December 2015.

Construction activities for both the MHA and Central Laboratory have progressed smoothly once the demolition and site preparation was completed. For the MHA, the slab-on-grade was poured on September 9, with completion of the block wall installation and grouting occurring on September 11. Erection of the facility steel structure was also completed on September 11, with welding, high strength bolting and framing of the roof system all completed in the last week of September. [Pictures provided below]

Central Laboratory framing began August 31 and was completed by mid-September. Installation of exterior sheathing, doors, and windows were also completed in mid-September. Rough-in of mechanical, electrical, and plumbing began the last week of September. [Pictures provided below]



MHA Storage bin rebar and poured slabs



Installed structural steel for MHA



Framing for Central Laboratory

Power Resources

Intermountain Power Project (Delta, UT) Renewal Progress

The Intermountain Power Project (IPP) participants, including BWP, have reached agreement on post-coal repowering (called "renewal") for IPP. At its June 4, 2015 meeting, the BWP Board recommended the renewal contracts for approval by the Burbank City Council. The renewal contracts were approved by the Burbank City Council at its June 30, 2015 meeting.

In the meantime, the other California participants in IPP – Anaheim, Glendale, Los Angeles, and Riverside – are in the midst of their respective approval processes. In this connection, the Los Angeles Department of Water and Power (LADWP) Board of Commissioners approved the renewal contracts on May 28, 2015. The LA City Council approved the renewal contracts at its meeting on August 18. IPP's Utah participants are now in their respective approval processes.

On a related note, BWP staff continues to work with Pathfinder (developer of the CAES project) to explore a possible compressed air energy storage (CAES) project at the IPP site. While due diligence is ongoing, such a project has the potential to enable BWP to significantly increase its use of renewable energy while maintaining reliable electric service and affordable rates for BWP's customers. In particular, CAES at the IPP site may be able to firm and shape cost-effective renewable energy, brought to IPP by a new 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.

In this connection, in March 2015 BWP, Pathfinder, and CAES equipment manufacturer Dresser-Rand submitted a non-binding, preliminary "Part One" loan guarantee application to the US Department of Energy for the financing of a 317 MW (gross) CAES pilot project at Delta. On August 19, 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application by February 17, 2016. BWP, Pathfinder, and Dresser-Rand are working to further develop the project in anticipation of that Part Two submission. In the meantime, major western utility, PacifiCorp, has begun working with us to develop the project. On a parallel path, we are working to bring LADWP, Intermountain Power Agency (the State of Utah instrumentality that owns IPP), and IPP participants into the effort, perhaps as a component of IPP renewal.

BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power. 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.

Balancing Authority Services

In 2011, LADWP has cancelled the Southern California Utility Power Pool (SCUPP) agreement, which governed the participation of LADWP, BWP, and Glendale Water and Power (GWP) in LADWP's balancing authority. Operations do not appear to have been affected by the cancellation of the SCUPP agreement.

In the meantime, 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 this public process, the issuing utility defends those assumptions and the proposed OATT. The Los Angeles City Council approved this OATT in July 2014.

LADWP, BWP, and GWP are currently 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 (FERC). Neither the substance of the new OATT nor the now completed stakeholder process is consistent with current rate-making public policy. BWP and GWP continue to discuss these matters with LADWP. In this regard, staff from BWP and GWP, together with legal counsel, formally expressed these concerns at open meetings during the OATT approval process that culminated at the Los Angeles City Council. Despite these concerns, the proposed OATT was approved by the Los Angeles City Council and is now effective. To protect ratepayer interests, BWP and GWP jointly filed a complaint at FERC challenging LADWP's OATT on April 3, 2015.

In the meantime, BWP and GWP are also exploring alternatives to LADWP's balancing authority in order to determine the optimal result for our respective ratepayers. These options include joining another balancing authority or forming a new balancing authority.

Power Resources

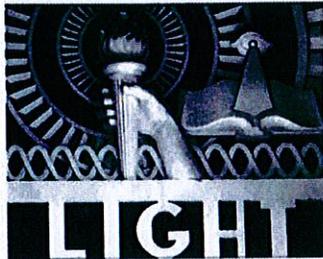
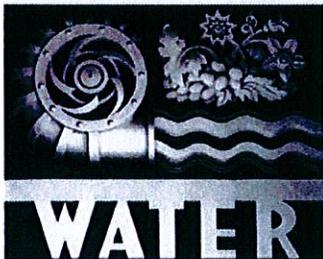
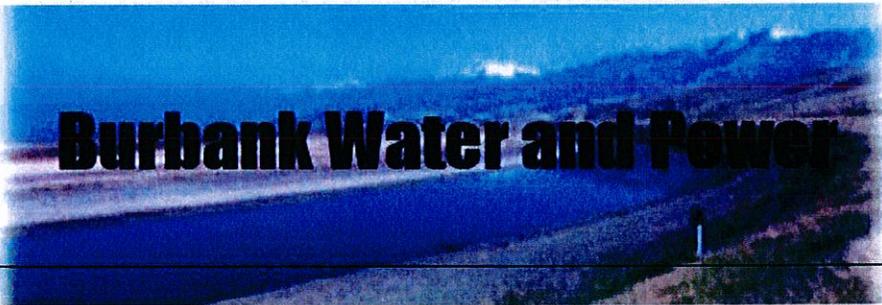
Integrated Resource Planning (IRP) Process

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. Following preliminary public outreach in Spring 2014, focused on helping the public understand BWP's business and the issues it faces, and to seek public feedback, BWP engaged Liedos (formerly SAIC and R.W. Beck), a major power industry engineering and consulting firm, to assist in detailed scenario modeling.

This modeling is now complete and staff reported its preliminary conclusions to the Board and Council in December 2014 and January 2015 respectively. In the meantime, BWP staff is working to integrate public feedback, modeling results, and other considerations into detailed planning observations and conclusions. These observations and conclusions, along with the IRP process and public feedback, will be

reflected in a comprehensive IRP document. This document is expected in the fourth quarter of 2015.



**Estimated Financial Report
August-15**

Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD August 2015
(\$ in 000's except MWh Sales)

MTD FY 15-16	MTD Aug-15		%	FYTD FY 15-16	FYTD Aug-15		%
	Budget	Variance			Budget	Variance	
120,022	121,100	(1,078)	(0.9%) ^(a)	228,880	238,203	(9,323)	(3.9%) ^(A)
Retail							
\$ 18,811	\$ 18,767	\$ 44	0.2% ^(b)	\$ 35,549	\$ 36,442	\$ (893)	(2.5%) ^(B)
511	511	-	0.0%	884	1,022	(138)	(13.5%)
10,355	11,275	920	8.2% ^(c)	20,572	22,385	1,813	8.1% ^(C)
8,966	8,003	963	12.0%	15,861	15,079	782	5.2%
Wholesale							
3,046	8,598	(5,551)	(64.6%)	6,569	19,973	(13,405)	(67.1%)
2,978	8,454	5,477	64.8%	6,193	19,641	13,448	68.5%
69	143	(75)	(52.1%)	376	333	43	12.9%
9,035	8,146	889	10.9%	16,237	15,412	826	5.4%
Operating Expenses							
1,074	1,074	-	0.0%	2,017	2,098	81	3.8%
102	102	-	0.0%	222	275	53	19.1%
220	220	-	0.0%	426	447	21	4.7%
444	444	-	0.0%	914	889	(25)	(2.8%)
483	483	-	0.0%	655	1,053	399	37.9% ^(D)
387	387	-	0.0%	767	774	7	0.9%
164	164	-	0.0%	281	329	48	14.7%
84	84	-	0.0%	156	214	59	27.3%
159	159	-	0.0%	268	318	50	15.6%
1,545	1,545	-	0.0%	3,062	3,090	28	0.9%
4,664	4,664	-	0.0% ^(d)	8,767	9,487	720	7.6% ^(E)
\$ 4,371	\$ 3,483	\$ 889	25.5%	\$ 7,470	\$ 5,925	\$ 1,546	26.1%

* Other revenues are primarily ONE Burbank, dark and lit fiber.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD August 2015
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	228,880	238,203	(9,323)	FYTD NEL is 3.9% below budget due to conservation. FYTD CDD were 665 versus the 30 year average of 629.
B.	Retail Sales	35,549	36,442	(893)	Retail sales correspond to lower NEL (demand).
C.	Retail Power Supply & Transmission	20,572	22,385	1,813	The favorable variance is primarily attributable to biogas and wind under deliveries, a prior period transmission expense true-up, and lower retail load and energy prices. These savings were slightly offset by higher costs attributable to receiving more energy from Copper Mountain Solar Facility than planned.
D.	Customer Service, Marketing & Conservation	655	1,053	399	The favorable variance is attributable to the timing of payments for professional services and maintenance agreements.
E.	Total Operating Expenses	8,767	9,487	720	The favorable variance is attributable primarily to project credits for capital work. Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for August 2015 and are budgeted values.
F.	Capital Contributions (AIC)	484	709	(225)	The unfavorable variance is attributable to the timing of Aid in Construction projects.

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD August 2015
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	120,022	121,100	(1,078)	NEL is 0.9% below budget. MTD CDD were 380 versus the 30 year average of 333.
b.	Retail Sales	18,811	18,767	44	Retail sales correspond to lower NEL (demand).
c.	Retail Power Supply & Transmission	10,355	11,275	920	The favorable variance is primarily attributable to biogas and wind under deliveries, a prior period transmission expense true-up, and lower energy prices. These savings were slightly offset by higher costs attributable to receiving more energy from Copper Mountain Solar Facility than planned.
d.	Total Operating Expenses	4,664	4,664	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for August 2015 and are estimated at budgeted values.

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

	Aug-15	Jul-15	Jun-15	Mar-15	Dec-14	Sep-14	Jun-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	\$ 54,687	\$ 54,055	\$ 52,655	\$ 53,399	\$ 53,109	\$ 48,449	\$ 41,945	\$ 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	15,789	15,781	15,772	15,749	15,703	15,682	15,637 (a)		
Sub-Total Cash and Investments	<u>80,476</u>	<u>79,835</u>	<u>78,427</u>	<u>79,148</u>	<u>78,811</u>	<u>74,131</u>	<u>67,582</u>	<u>69,060</u>	<u>39,340</u>
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,429)	(4,629)	(4,144)	(4,704)	(4,922)	(4,842)	(4,380)		
Cash and Investments (less Commitments)	<u>59,047</u>	<u>58,207</u>	<u>57,283</u>	<u>57,444</u>	<u>56,889</u>	<u>52,289</u>	<u>46,202</u>	<u>69,060</u>	<u>39,340</u>
Restricted Cash									
Debt Service Fund & Other Restricted Cash (b)	1,893	1,264	6,104	3,471	4,404	2,488	622	1,893	1,893
Parity Reserve Fund (c)	4,362	4,362	4,362	4,268	4,268	4,268	4,268	4,362	4,362
Sub-Total Restricted Cash	<u>6,255</u>	<u>5,626</u>	<u>10,466</u>	<u>7,739</u>	<u>8,672</u>	<u>6,757</u>	<u>4,890</u>	<u>6,255</u>	<u>6,255</u>
Total Cash	<u>\$ 86,731</u>	<u>\$ 85,461</u>	<u>\$ 88,893</u>	<u>\$ 86,888</u>	<u>\$ 87,483</u>	<u>\$ 80,887</u>	<u>\$ 72,472</u>	<u>\$ 75,315</u>	<u>\$ 45,595</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) Debt Service Funds are funds used to pay principal and interest on Fund 496 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

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

Estimated August 2015 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$2,989</u>	\$ 886		\$ 886
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	44		44
Power Supply Expenses - biogas and wind under deliveries, a prior period transmission expense true-up and lower energy prices; offset by receiving more energy from Copper Mountain Solar Facility than planned.	920		920
Wholesale Margin		(75)	(75)
Other			-
Total	<u>963</u>	<u>(75)</u>	<u>889</u>
<u>MTD EXPENSE AND OTHER VARIANCES</u>			
In-lieu and street lighting		(3)	(3)
Total	<u>-</u>	<u>(3)</u>	<u>(3)</u>

	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$4,910</u>	1,677		1,677
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(893)	(893)
Power Supply Expenses - biogas and wind under deliveries, a prior period transmission expense true-up, and lower retail load and energy prices; offset by receiving more energy from Copper Mountain Solar Facility than planned.	1,813		1,813
Wholesale Margin	43		43
Other		(138)	(138)
Total	<u>1,856</u>	<u>(1,031)</u>	<u>825</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Operating expenses - primarily due to the timing of Customer Service's PSA's and Maintenance.	720		720
In-lieu and street lighting	58		58
Other	\$ 74		74
Total	<u>852</u>	<u>-</u>	<u>852</u>

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets
MTD and FYTD August 2015**
(\$ in 000's except Gallons)

MTD FY 15-16	MTD Aug-15 Budget	\$ Variance	% Variance	FYTD FY 15-16	FYTD Aug-15 Budget	\$ Variance	% Variance
422	561	(140)	(24.9%) ^(a)	835	1,117	(282)	(25.3%) ^(A)
95	122	(27)	(22.0%)	179	214	(35)	(16.2%)
\$ 2,287	\$ 2,699	\$ (412)	(15.3%) ^(b)	\$ 4,337	\$ 5,343	\$ (1,005)	(18.8%) ^(B)
337	435	(98)	(22.6%) ^(c)	637	766	(129)	(16.8%) ^(C)
39	114	(75)	(65.6%)	114	228	(114)	(50.0%)
2,663	3,248	(585)	(18.0%)	5,088	6,336	(1,248)	(19.7%)
972	1,261	289	22.9% ^(d)	1,823	2,510	687	27.4% ^(D)
1,691	1,988	(296)	(14.9%)	3,264	3,825	(561)	(14.7%)
549	549	-	0.0%	1,020	1,097	77	7.0%
153	153	-	0.0%	271	309	38	12.4%
219	219	-	0.0%	274	496	222	44.7% ^(E)
123	123	-	0.0%	245	245	-	0.0%
351	351	-	0.0%	651	703	52	7.4%
1,394	1,394	-	0.0% ^(e)	2,461	2,851	390	13.7% ^(F)
297	594	(296)	(49.9%)	803	975	(172)	(17.5%)
13	13	-	0.0%	27	27	-	0.0%
42	42	-	0.0%	101	85	16	19.1%
(170)	(170)	-	0.0%	(341)	(339)	(1)	(0.4%)
-	-	-	0.0%	375	-	375	100.0% ^(G)
(114)	(114)	-	0.0%	162	(228)	390	170.9%
183	480	(296)	(61.8%)	965	747	218	29.2%
31	31	-	0.0%	127	61	65	106.4%
\$ 214	\$ 510	\$ (296)	(58.1%)	\$ 1,092	\$ 808	\$ 284	35.1%

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

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD August 2015
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	835	1,117	(282)	- YTD Potable water demand was lower than planned due to conservation and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limits the irrigation to no more than two days (down from three days in Stage II) per week. YTD CDD were 665 versus the 30 year average of 629.
B.	Potable Water Revenue	4,337	5,343	(1,005)	- The WCAC impact decreased potable water revenues by \$92k FYTD. Without this adjustment, potable water revenues would be unfavorable by 17.1%.
					WCAC revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					Total WCAC Expenses
					<u>WCAC revenue deferral (increased revenues)</u>
C.	Recycled Water Revenue	637	766	(129)	- Recycled water sales are lower than planned possibly due to conservation (e.g. two days per week water restriction).
D.	Water Supply Expense	1,823	2,510	687	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
E.	Allocated O&M	274	496	222	- The favorable variance is attributable to lower than planned cost allocations from the Electric Fund.
F.	Total Operating Expenses	2,461	2,851	390	- The favorable variance is attributable primarily to project credits for capital work. Expenses have not closed for August 2015 and are at budgeted values.
G.	Transfers In/(Out) - (In Lieu)	375	-	375	- The favorable variance is attributable to the annual repayment from the General Fund in-lieu settlement agreement.
					<u>FYTD Actual</u>
					1,915
					<u>1,823</u>
					<u>1,823</u>
					<u>\$ 92</u>

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD August 2015
(\$ in 000's except Gallons)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	422	561	(140)	- Potable water demand in August was lower than planned due to conservation, and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limits the irrigation to no more than two days (down from three days in Stage II) per week. MTD CDD were 285 versus the 30 year average of 296.
b.	Potable Water Revenue	2,287	2,699	(412)	- The WCAC impact increased potable water revenues by \$18k MTD. Without this adjustment, potable water revenues would be unfavorable by 16.0%.
					WCAC Revenue WCAC Expenses: Purchased water, chemicals, and electricity Total WCAC Expenses
					<u>MTD Actual</u> \$ 953 <u>972</u> <u>972</u>
c.	Recycled Water Revenue	337	435	(98)	- WCAC revenue deferral (increased revenues) - Recycled water sales are lower than planned possibly due to conservation (e.g. two days per week water restriction).
d.	Water Supply Expense	972	1,261	289	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
e.	Total Operating Expenses	1,394	1,394	-	- Expenses have not closed for August 2015 and are at budgeted values.

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

	Aug-15	Jul-15	Jun-15	Mar-15	Dec-14	Sep-14	Jun-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 11,181	\$ 10,278	\$ 10,021	\$ 10,415 (a)	\$ 15,464	\$ 13,285	\$ 10,767	\$ 9,760	\$ 5,240
WCAC	979	998	890	565	267	257	392	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>14,381</u>	<u>13,496</u>	<u>13,131</u>	<u>13,200</u>	<u>17,952</u>	<u>15,762</u>	<u>13,379</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(1,757)	(1,929)	(2,101)	(2,617)	(3,133)	(3,486)	(3,480)		
Public Benefits Obligation	0	0	0	(220)	(415)	(479)	(485)		
Cash and Investments (less commitments)	<u>12,623</u>	<u>11,567</u>	<u>11,030</u>	<u>10,363</u>	<u>14,403</u>	<u>11,797</u>	<u>9,414</u>	<u>15,760</u>	<u>7,240</u>
Restricted Cash									
Debt Service Funds (b)	522	174	1,838	1,063	1,216	682	171	522	522
Sub-Total Restricted Cash	<u>522</u>	<u>174</u>	<u>1,838</u>	<u>1,063</u>	<u>1,216</u>	<u>682</u>	<u>171</u>	<u>522</u>	<u>522</u>
Total Cash	<u>\$ 14,902</u>	<u>\$ 13,670</u>	<u>\$ 14,969</u>	<u>\$ 14,263</u>	<u>\$ 19,168</u>	<u>\$ 15,444</u>	<u>\$ 13,550</u>	<u>\$ 16,282</u>	<u>\$ 7,762</u>

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

(a) Payment of \$4.358M to Metropolitan Water District (MWD) for the purchase of untreated water for Los Angeles Department of Water and Power in exchange for groundwater credits.

(b) 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.

Estimated August 2015 Budget to Actual P&L Variance Highlights - Water Fund

(in 000's)

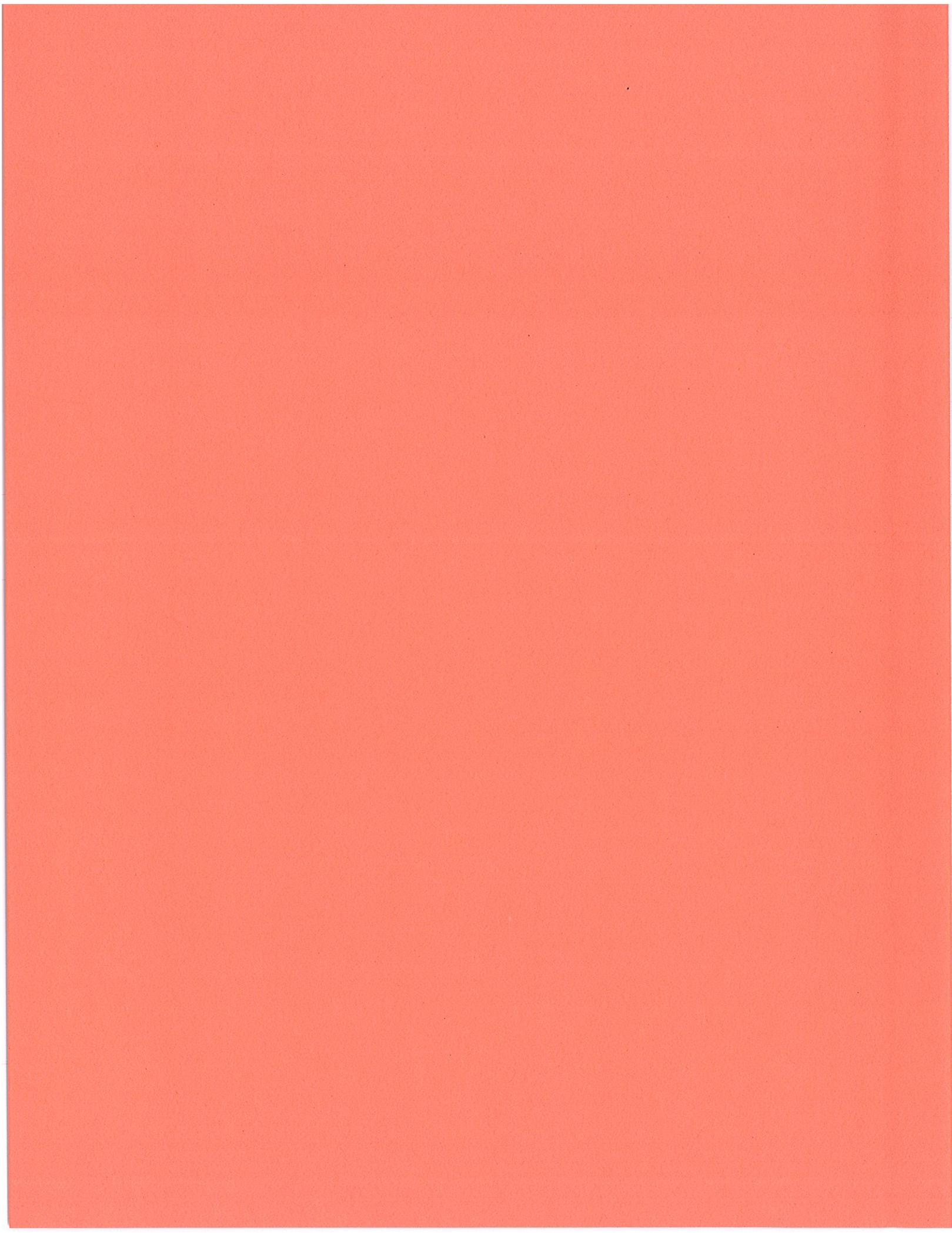
	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$183</u>		(296)	(296)
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues driven by conservation		(412)	(412)
Potable Revenues WCAC adjustment	18		18
Recycled Revenues - delays on customer connections		(98)	(98)
Water Supply expenses driven by lower demand	289		289
Other		(92)	(92)
Total	307	(603)	(296)



	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$965</u>	218		218
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues lower than planned due to conservation		(913)	(913)
Potable Revenues WCAC adjustment		(92)	(92)
Recycled Revenues lower than planned possibly due to conservation		(129)	(129)
Water Supply (lower demand and optimizing BOU blending)	687		687
Other		(114)	(114)
Total	687	(1,248)	(561)

FYTD O&M AND OTHER VARIANCES

Direct O&M (PSA's, Supplies, Maintenance and Utilities)	167		167
Lower than planned allocations from Electric Fund	222		222
Annual repayment of in-lieu from General Fund		375	375
All other (Depr, Bond Int., Misc.)	15		15
Total	404	375	779





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **October 7, 2015 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**

None

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**

OVERVIEW: Regular meeting of August 5, 2015 and September 2, 2015.

RECOMMENDATION: Approve as submitted.

**August 5, 2015
Minutes Approved
4-0 Mr. Doyle
abstained and
September 2, 2015
Minutes Approved
3-0 Mr. Nos and Mr.
Porras abstained.**

5. **Proposed Amendments to Classification and Pay Plan**

Approved 5-0

REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF MANAGER TELECOMMUNICATIONS AND FACILITIES TO MANAGER TELECOMMUNICATIONS

OVERVIEW: The Burbank Water and Power Department is

requesting the revision of the title and specification for the classification of Manager Telecommunications and Facilities to Manager Telecommunications. The proposed revisions will better reflect the actual duties performed by this position and address the current and ongoing needs of the Department.

RECOMMENDATION: Discuss and approve

REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF DEPUTY CITY CLERK TO ASSISTANT CITY CLERK

Note and file

OVERVIEW: The City Clerk's Office is requesting the revision of the title and specification for the classification of Deputy City Clerk to Assistant City Clerk. The proposed revisions will better reflect the actual responsibilities and duties associated with this classification, as well as reflect the Minimum Qualifications required to perform the essential functions of the classification.

RECOMMENDATION: Note and file

6. Recruitment and Selection Report – August 2015

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.

Note and file

7. Expedited Recruitment Quarterly Report

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for the expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

Note and file

8. Appointments and Assignments

OVERVIEW: For the month of October 2015, there is one temporary assignment extension needed. The extension is being sought on behalf of the Police Department.

Approved 5-0

RECOMMENDATION: Discuss and approve.

9. **Additional Leave Report**

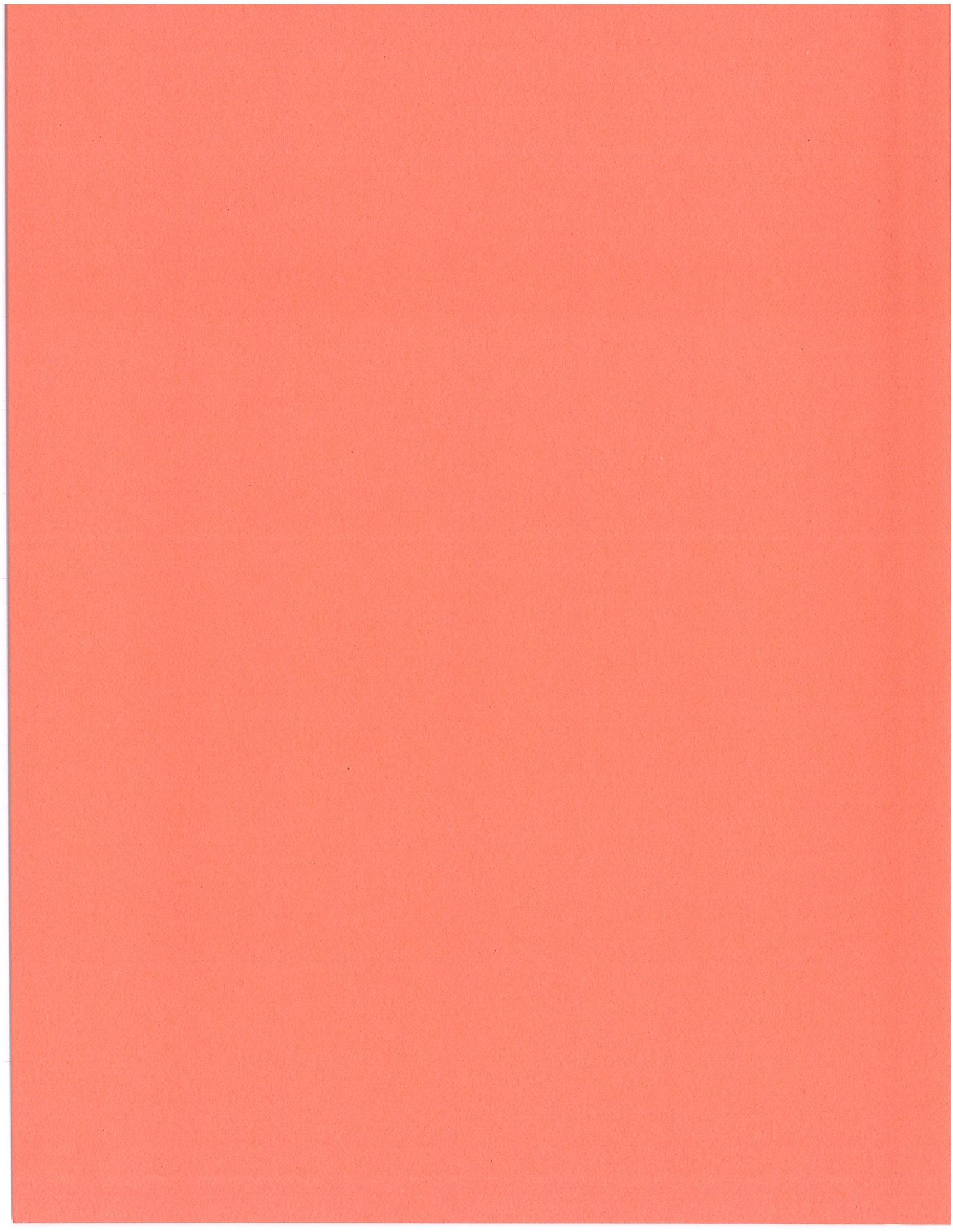
Note and file

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.

10. **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.



Important Updates for the Burbank City Council

October 2, 2015

Burbank PD Drug Take-Back Event a Success



BPD and the Drug Enforcement Administration (DEA) were on-hand on September 26, to give the public an opportunity to rid their homes of potentially dangerous, expired, unused, and unwanted prescription drugs. The initiative addressed a vital public safety and public health issue. Medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. Rates of prescription drug abuse in the U.S. are alarmingly high, as are the number of accidental poisonings and overdoses due to these drugs. Studies show that a majority of abused prescription drugs are obtained from family and friends, including from the home medicine cabinet. In addition, Americans are now advised that their usual methods for disposing of unused medicines—flushing them down the toilet or throwing them in the trash—both pose potential safety and health hazards. The Drug take-back resulted in 213 lbs. of drugs/medicines collected, 28 lbs. of needles/syringes; 241 lbs. total collected.

Mentorship Program Concludes

The City of Burbank's 2014-2015 Mentorship Program recently came to an end in August and it proved to be another successful session. The goal of the program is to encourage and develop future City leaders by partnering them with an executive or manager in the City who could coach and guide them. This year's Mentorship Program had 14 pairings, and both mentors and mentees expressed how positive their experience was. The mentees that participated now have tools to assist with future developmental goals and the mentors continue to learn and grow from participating in the program.

Burbank Parks & Recreation's 90th Birthday Bash

The official celebration of BPR's 90th Birthday was held at Vickroy Park on Saturday, September 26. This year, the Department kicked off a new campaign to encourage Burbank residents to Play More. The 90th Birthday Bash facilitated opportunities for the community to engage with the various sections of the Department and discover new ways to play through Parks and Recreation programs, centers, and events. The Birthday Bash also included a DJ, rock wall, bounce house, and of course, a birthday cake!



FY 2015-2016 Adopted Budget Published on the City's Website

In an effort to continue providing transparent information to the public, the Financial Services Department has published the FY 2015-16 Adopted Annual Budget and Capital Improvement Program Budget on the City's website. Reference copies, along with the Budget-at-a-Glance brochure, are made available at public counters in the City Clerk's office, City Council Chambers, Financial Services Department and Burbank Library Branches. The Budget can be found online at:

burbank.ca.gov/departments/financial-services/budget

Downtown Burbank Beer Festival

An inaugural beer tasting and fall street fair will take over the streets of Downtown Burbank on Saturday, October 17. The Burbank Beer Festival is a first of its kind; a massive celebration of craft beer that will canvas several blocks at the heart of Downtown Burbank, transforming San Fernando Boulevard into an outdoor street festival. This exciting event will showcase over 85 ice-cold craft beers on tap, live musical performances, vendors, and more! The Burbank Beer Festival will feature two sessions of craft beer sampling: 12:00 – 3:00 p.m. or 4:00 – 7:00 p.m. Each session will showcase both local and out of state craft breweries. Entertainment will include live musical performances on the main stage throughout the day. The Street Fair is free and open to the public. To purchase tickets, please visit: Burbankbeerfestival.com



Preparing for El Niño

The Public Works Department is making early preparations for what is predicted to be a very wet winter. In addition to making sure adequate equipment and supplies is on-hand to respond to localized flooding, residents are being advised to prepare their own flood control measures well in advance of the rainy season. With an early start, there will be ample time to plan and install sandbags. Once large drainage or flood flows have begun, sandbags are difficult, if not impossible, to install. In addition, residents and business owners are being reminded to clear their drainage benches, gutters and roof drains, and check sump pumps and drain lines to subterranean parking areas prior to storm events. Residents in need of sandbags should visit the Public Works Field Services Administration Office (124 South Lake Street) between the hours of 7:00 a.m. and 4:00 p.m. M-F, and bring proof of residency. Residents can pick up as many as 25 sandbags.

Public Works Acquires New Solid Waste Truck



The Public Works Department has received a new 2015 Autocar Automated Solid Waste truck. It will be used to replace a 2004 truck that was involved in a fire last year. A few of the amenities in the new truck include a larger cab, power windows, and the new and improved trash container gripper arm.

Verdugo Middle School Party

Approximately 130 middle school students gathered at Verdugo Recreation Center on Saturday, September 19, for the Verdugo Middle School Party. The evening event included music from a DJ, photo booth, dance and rap contests, video gaming, billiards, ping pong, and board games. Attendees are looking forward to the next Middle School Party, scheduled for Saturday, October 10.

