Weekly Management Report
February 5, 2016

1. **Staff Report** - December 2015 Operating Results - Burbank Water and Power

2. **Minutes** - Burbank Water and Power Board Meeting of January 14, 2016 - Burbank Water and Power Department

3. **Memo** - Proposed Operational Tests of Left Turn Flashing Yellow Arrow (FYA) - Public Works Department

4. **Synopsis** - Traffic Commission Meeting of January 28, 2016 - Public Works Department

5. **Synopsis** - Civil Service Board Meeting of February 3, 2016 - Management Services Department

6. **Synopsis** - Landlord-Tenant Commission Meeting of January 4, 2016 - Community Development Department

7. **Synopsis** - Burbank Hospitality Association Meeting of January 14, 2016 - Community Development Department

8. **Synopsis** - Sustainable Burbank Commission Meeting of February 1, 2016 - Public Works Department

9. **Notes** - City Notes, January 22, 2016 - City Manager

7A.

CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: February 4, 2016
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: December 2015 Operating Results

SAFETY

Burbank Water and Power had one new reportable lost time injury during December 2015.

Water Results of Operations

For the month of December, water usage was 13% (53 million gallons) lower than budgeted due to conservation; and usage was 21% (target 24%) below the December 2013 standard. December Potable Water Revenues were $234,000 lower than budgeted and Recycled Water Revenues were $20,000 lower than budgeted. December Water Supply Expenses were $148,000 better than budgeted, corresponding to lower demand. December's Gross Margin was $154,000 worse than budgeted. Net Income was a loss of $353,000, which was $154,000 worse than budgeted.

December fiscal-year-to-date (FYTD) water usage was 22% (658 million gallons) lower than budgeted due to conservation efforts by customers; and since June 1st, Burbank has been meeting the overall volumetric reduction required to be in compliance with state mandated conservation by being below 24% of the 2013 standard. FYTD December Potable Water Revenues were $2,702,000 worse than budgeted and Recycled Water Revenues were $425,000 worse than budgeted. FYTD Water Supply Expenses were $1,744,000 better than budgeted, corresponding to lower demand. The FYTD Gross Margin was $1,602,000 worse than budgeted. Operating Expenses were $912,000 better than budgeted. Net Income was $1,191,000, which was $241,000 worse than budgeted.

Electric Results of Operations

For the month of December, electric loads were 4% lower than budgeted and Retail Sales were $751,000 lower than budgeted, due to conservation. December Power Supply Expenses were $915,000 better than budgeted due to lower demand and market conditions. December's Gross Margin was $132,000 better than budgeted. Net Income was a loss of $128,000, which was $180,000 better than budgeted.

FYTD December electric loads were 1% lower than budgeted and reflect conservation efforts offset by warmer than normal months of September and October. Retail Sales were $1,365,000 better than budgeted. FYTD Power Supply Expenses were $4,985,000 better than budgeted due to the economic dispatch of resources, renewable energy underperformance, lower energy prices, and higher than planned true-up credits. FYTD Gross Margin was $5,929,000 better than budgeted. December FYTD Operating Expenses were $2,694,000 better than budgeted. Net Income was $12,673,000 which was $8,728,000 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 comment 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 were 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, 2015. This is a 15% reduction on water deliveries based on a 15% reduction of retail sales. BWP was expecting this and is 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.

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%

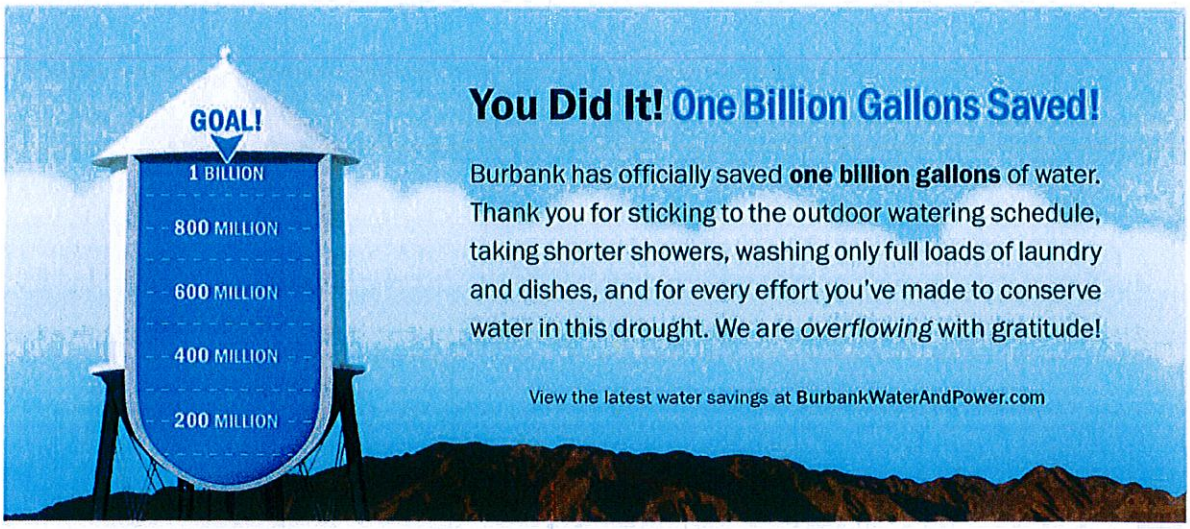
Year-end data for last fiscal year (FY 14/15) showed water use by the City was reduced by 10.65% from budget for the fiscal year. Given that temperatures were generally higher than normal last fiscal year, the 10.65% reduction in use can reasonably be attributed to conservation efforts by our customers.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

The actual measurement period dictated by the Governor's Executive order began June 1st. **In the months of June, July, August, September, October, November and December of 2015, potable water use was 26%, 28%, 27%, 30%, 26%, 24% and 21% respectively, below the 2013 benchmark and meeting the 24% state mandated conservation standard in all but December; but meeting the overall volumetric reduction for the nine month period.** GPCD usage for December was 111 GPCD. The two day a week watering restriction played a large part in water use reduction in the warmer months. The heaviest water use months are through October. Outdoor watering is limited to one day a week November through March. Because watering limitations were not in effect in 2013, significant reduction in water use from 2013 is expected to continue and enable Burbank to meet the reduction goal. Heavy rains due to a strong El Nino may reduce water use even further.

Coming winter weather and a strong El Nino may affect whether the Governor's Executive Order is extended beyond February of 2016. It is not expected that one year of more than average precipitation will break the drought. Events through January will determine whether the executive order will be extended.

December 2015 data shows a continued trend in lower water usage, a 20% decline in usage compared to November 2013, slightly missing the state mandated conservation standard for the month. As the water tower graphic shows, through December, our community has saved 1.033 billion 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 98.95% available for service in December. All Liquid Phase Granulated Activated Carbon Filters were on on-line for the entire month. Well V-07 went off-line at the end of October and was off through December. It will come back on-line when the necessary parts arrive and the equipment is reinstalled. The effects of the 2/1 (Summer/Winter) day a week landscape watering restrictions are having an impact on demand. BWP is maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
98.95%	56.82%	5,114

Project Updates:

Work began at the beginning of November to extend the 12-inch potable main in Ontario St. from Monterey Ave. to Pacific Ave. This will allow the conversion of the training areas at the Fire Training Center to be converted to RW. Transfer of services and abandonment/removal of old pipe was completed in January. The project is complete and the Fire Department will now train with RW.

Work started at the beginning of January on installing a new 12-inch ductile iron potable water main in Lima St. between Olive Ave. and Alameda Ave. This is part of the Talaria project and expected to be complete by the end of February.

Work started at the end of January on an 8-inch ductile iron RW main extension in Avon St. to support the Talaria project.

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 began in October and will 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. Actual construction started in mid-October and has continued into January. Completion of the first two phases in anticipated in February. Phase three should begin in February. LADWP is seeking approval from their Board to increase the contract cost on phase three because of additional cost due to reduced work hours and street repairs required by the City of L.A.

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 "B" side the beginning of September. Some problems with curing the joint sealing materials caused delays. The "B" side was disinfected and back in service in mid- November. The "B" side was taken out of service in late November and was back in service at the end of December. This project is complete.

The Warner Bros. parking lot, the Claim Jumper restaurant and a multi–family residence at 1124 East Angeleno Ave. were connected to RW in December. The Warner Bros. Phase V (Main lot) and the Pointe's cooling towers were converted the first two weeks of January.

Disney made a specific commitment to BWP management to convert the Main lot cooling towers, and facilities at the Animation and ABC 7 properties by the end of November. The Main lot cooling towers and the ABC 7 irrigation were converted. A contractor is working on the cooling towers and irrigation for the Animation Bldg. which is expected to be converted in late February. Work on the cooling towers at ABC 7 will remain to be tracked until converted. A satellite Disney Building at Alameda Ave. and California St. is scheduled for conversion in late February.

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

Significant progress was made in moving Valhalla Memorial Park to convert the main portion of the Cemetery to RW. A Memorandum of Understanding (MOU) is in final draft and was presented to the BWP Board at the January meeting. Conversion and use of RW could occur as early as February. The MOU will require City Council approval.

Installation in progress of the 12-inch RW Service at the Fire Training Center (FTC)

Complete installation of 12-inch RW service/pressure relief valve to substitute potable water at the FTC

Connecting the new 12-inch potable water main on Ontario Street with the 24-inch transmission main on Pacific Ave

DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced two sustained feeder outages in December 2015. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,674,676 customer minutes.

This marks the second year that BWP has maintained service availability 99.999% of the year, a truly remarkable accomplishment. Burbank continues to have one of the most reliable electric systems in the country, and BWP continually works to maintain it. In calendar year 2015, the number of outage minutes on the BWP system was 16% lower than that of 2014.

Reliability Measurement	Jan 2014-Dec 2014	Jan 2015-Dec 2015
Average Outages Per Year (SAIFI)	0.2797	0.1940
Average Outage Duration (CAIDI)	27.95 minutes	33.95 minutes
Average Service Availability	99.999%	99.999%
Average Momentary Outages Per Year (MAIFI)	0.3426	0.4002
No. of Sustained Feeder Outages	12	11
No. of Sustained Outages by Mylar Balloons	1	0
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	2	2

PROJECT UPDATES:

Capital Projects

Substructure Rehabilitation

In an effort to find a more efficient and cost effective solution to deteriorating substructure replacement, BWP has been using a new solution that involves the installation of an endoskeleton product called Voltek. The Voltek system is comprised of pre-fabricated composite panels that can be lowered through the existing manhole opening and constructed from within the manhole. Choosing this system over the traditional precast concrete structure allows for full manhole replacement without the need for excavation and with minimum disruption to public roads and access. The installation of a Voltek solution is also half the cost of the installation of a traditional precast concrete structure utilizing our very own in-house BWP crews to install, as opposed to a contractor. Below are pictures of one of two recent installations completed in December.

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, 18.30% 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	2,664	-1,000	28.04
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	2,438	-541	25.66
360W	14	14	0	0.15
400W	2,157	2,057	-100	21.65
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	1,018	1,017	10.71
102W	1	640	639	6.74
120W	63	63	0	0.66
150W	18	18	0	0.19
TOTAL # OF LAMPS	9,486	9,501	15	100
ENERGY				
Annualized Mwh	9,267	8,345	-922.51	
Average Mwh/lamp	0.98	0.88	-0.10	

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

CUSTOMER SERVICE

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 (292) with 413 total charging hours of usage. The 301 E. Olive location recorded the fewest sessions (79) with 140 total charging hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Charging time (hours)*
December 2015	12,378	5,199	2,959
November 2015	12,853	5,398	3,076
October 2015	13,058	5,485	3,509
September 2015	12,514	5,256	3,155
August 2015 **	11,045	4,639	2,715
July 2015	8,771	3,684	2,095
June 2015	8,500	3,570	2,022
May 2015	7,462	3,134	1,786
April 2015	7,136	2,997	1,587
March 2015	6,440	2,705	1,545
February 2015	4,411	1,852	1,115
January 2015	6,434	2,702	1,526
December 2014	6,778	2,847	1,623
November 2014	5,820	2,444	1,368
October 2014	6,401	2,688	1,533
September 2014	5,364	2,253	1,310
August 2014	4,154	1,745	1,005
July 2014	3,858	1,621	873
June 2014	3,009	1,264	876
May 2014	3,144	1,320	856
April 2014	3,276	1,376	888
March 2014	2,725	1,145	746
February 2014	2,323	976	632
January 2014	2,524	1,060	681

* 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.

** In August 2015, the number of public chargers increased from 11 to 27.

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
December 2015	16	84	377	3,829
November 2015	18	68	361	3,741
October 2015	14	50	343	3,667
September 2015	15	36	329	3,598
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)

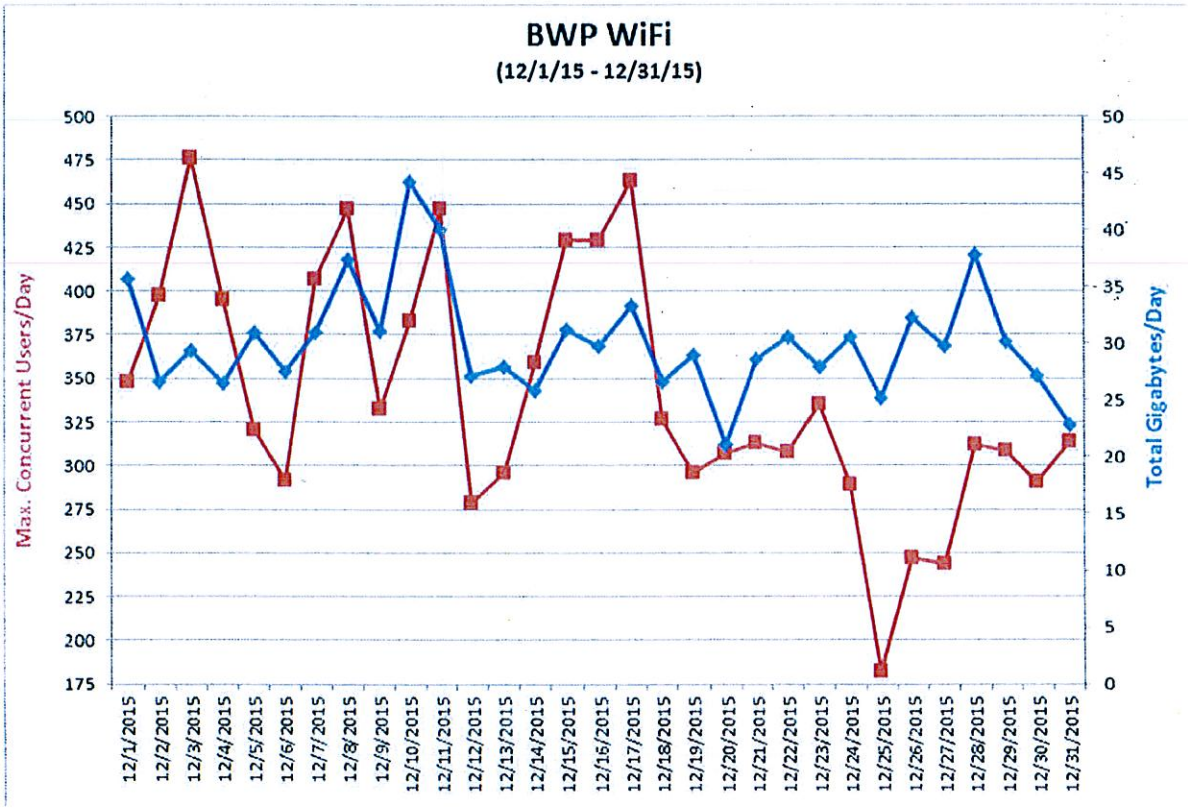
	December New Orders	Revenues for December 2015	FYTD 2015-16 Revenues	FYTD Budget
Lit	1	$107,821	$605,028	$425,000
Dark	1	$176,731	$1,058,986	$1,275,000
Total	2	$284,552	$1,664,014	$1,700,000

BWP WiFi

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

For the month of December 2015, staff reports the following metric highlights:

Maximum Concurrent Users: 476 users on 12/3/15
Maximum Bandwidth Consumed: 44.23 GB on 12/10/15
Maximum Sessions by Device Type: Android Tablets with 44% of all sessions


BWP WiFi
(12/1/15 - 12/31/15)
Max. Concurrent Users/Day
Total Gigabytes/Day
500
475
450
425
400
375
350
325
300
275
250
225
200
175
50
45
40
35
30
25
20
15
10
5
0
12/1/2015
12/2/2015
12/3/2015
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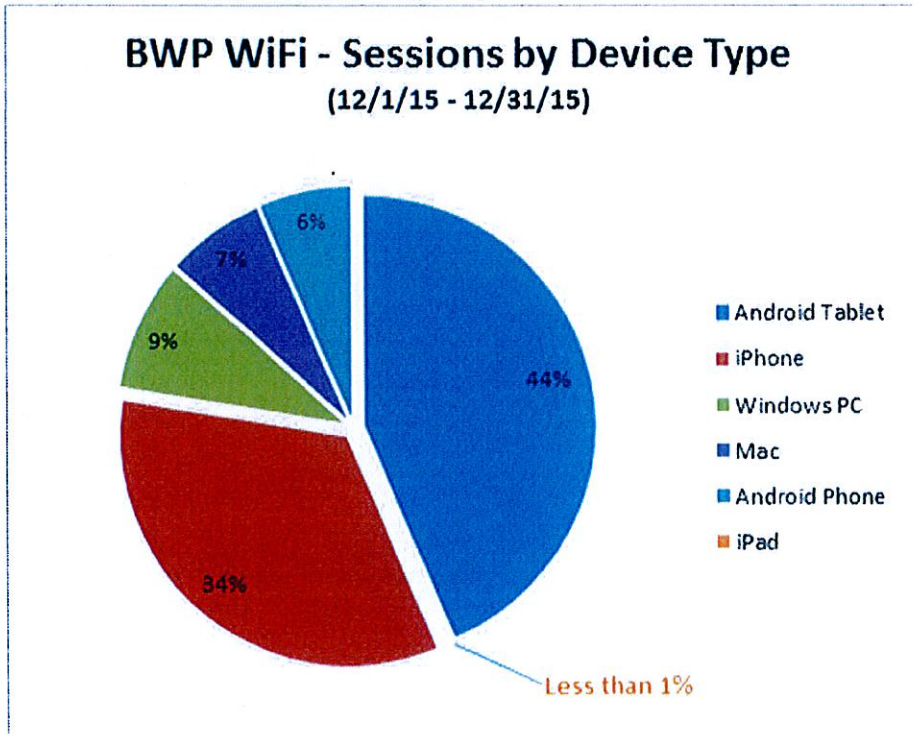

BWP WiFi - Sessions by Device Type
(12/1/15 - 12/31/15)
44%
34%
9%
7%
6%
Less than 1%
Android Tablet
iPhone
Windows PC
Mac
Android Phone
iPad

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 in April 2015. BWP mechanics have leveled the VFD equipment, and are now grouting the equipment in its final location inside the MPP Steam Turbine Generator (STG) building. Engineering work on the interconnection wiring and controls logic is in progress, and a GE Industrial representative is identifying what it would take to employ an existing spare motor contactor in the VFD system. After all the electrical details are issued for construction, BWP electricians will run the power and control cables needed to complete the VFD installation. The date for commissioning of this equipment is dictated by coordination with the updated planned outage schedule adopted by the MPP participants. The current planned outage schedule allows for commissioning of the VFD to occur in February 2017.

Central Laboratory Project
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.

Construction of the Central Laboratory is complete. Final inspection by Building and Safety and issuance of the "Certificate of Occupancy" is pending BWP's addition of a sign at the front door to direct wheel chair traffic around to the back door entrance.

The MPP Central Lab is complete

Work on the Lab interior is complete

The exterior restroom is ready for use

The exterior restroom is ready for use

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 Burbank City Council approved the contracts at its June 30, 2015 meeting.

At the same time, the other California participants in IPP – Anaheim, Glendale, Los Angeles, and Riverside – and IPP's Utah participants have completed their respective approval processes.

In light of these approvals, the IPP participants have begun to hold the organizational meetings of the committee charged with recommending the definition of and implementation plan for the renewal (including potential upgrades to the Southern Transmission System), called the Renewal Generation & Transmission Sub-Committee. The Committee meets monthly.

Compressed Air Energy Storage Initiative

BWP staff continues to work with project development firm Pathfinder 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 as soon as February 17, 2016. BWP, Pathfinder, and Dresser-Rand are working to further develop the project in anticipation of that Part Two submission. That work includes front-end engineering and design, further defining the commercial structure for the project, siting issues, and further stakeholder development.

In the meantime, major western utility Pacificorp has begun working with us to develop the project. BWP and Pathfinder are also discussing the project with the California Independent System Operator (the "CAISO") so that CAISO participants (such as fellow SCPPA members Riverside and Pasadena) could also participate in the project. On a parallel path, BWP and Pathfinder are actively 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; this process is expected to be completed in early 2016. The IRP will assist BWP in determining the appropriate solution for BWP at IPP.

Balancing Authority Services

In 2011, LADWP had 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 July 2014, LADWP revised its OATT. LADWP intended to use the rates in this new OATT to charge BWP and GWP under a balancing authority (BA) agreement. BWP and GWP determined that the OATT was improperly developed and would result in $4.5 million to $20 million in additional costs to each of BWP and GWP under such a BA agreement. To protect ratepayer interests, in April 2015 BWP and GWP jointly filed a complaint before the Federal Energy Regulatory Commission (FERC) challenging LADWP's OATT.

In response, LADWP asked for an opportunity to revise its OATT. BWP and GWP agreed to settle the complaint, giving LADWP two years to develop a new OATT in exchange for (1) restoration of BWP's and GWP's respective rights at the Sylmar Substation and (2) negotiation of a BA agreement reflecting current industry policy and practice and cost-based services.

Months of intensive negotiations resulted in agreements that achieve these objectives. The LADWP Board and the Los Angeles City Council approved the agreements in late October 2015. The BWP Board and the Burbank City Council approved these agreements on November 12, 2015, and November 16, 2015, respectively, and the Glendale City Council approved the agreements on November 17, 2015. The staff of all three utilities are now working to implement these agreements.

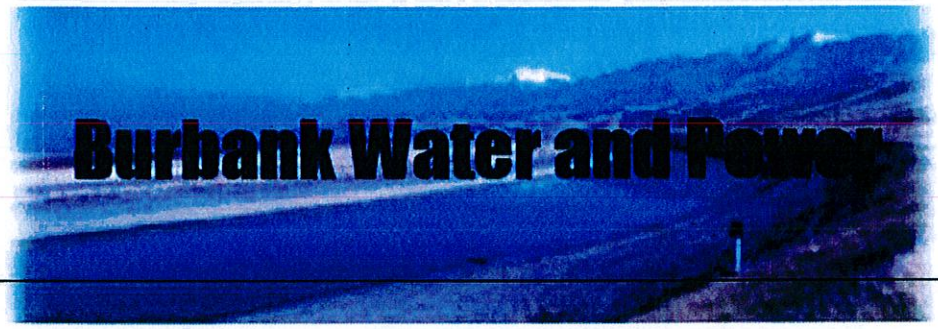
Power Resources

Integrated Resource Planning (IRP) Process

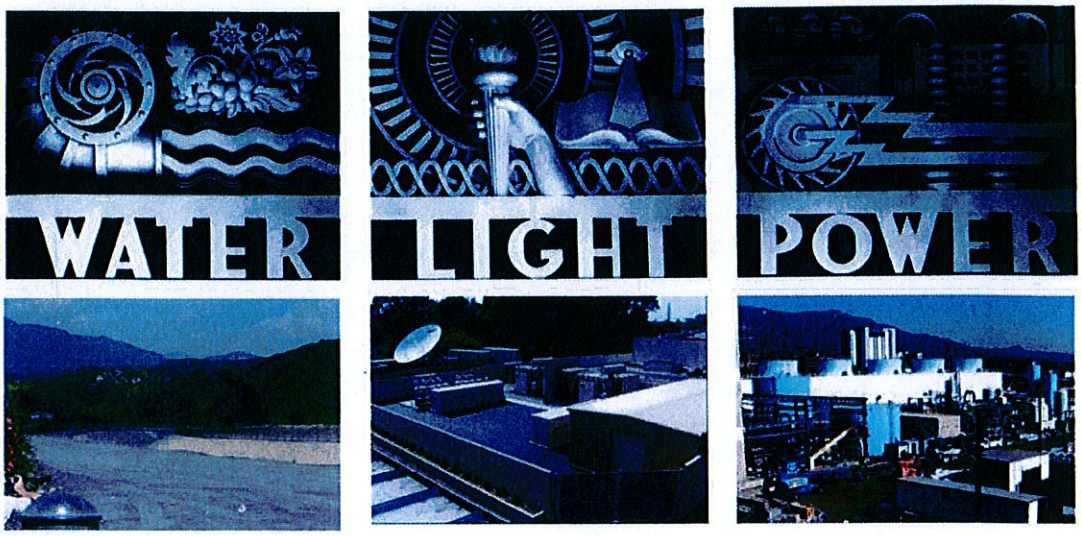
BWP is in the midst of a comprehensive IRP process. An IRP is a comprehensive planning process by which a utility communicates with its stakeholders about the opportunities and challenges associated with the community's projected energy demands and the alternative power supply and conservation demand 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. 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 early 2016.



Burbank Water and Power



Estimated Financial Report
December-15

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

MTD FY 15-16	MTD Dec-15 Budget	$ Variance	% Variance		FYTD FY 15-16	FYTD Dec-15 Budget	$ Variance	% Variance
87,551	91,364	(3,813)	(4.2%) [a]	NEL MWh	621,914	626,432	(4,518)	(0.7%) [A]
				Retail				
$ 13,008	$ 13,759	$ (751)	(5.5%) [b]	Retail Sales	$ 97,828	$ 96,463	$ 1,365	1.4%
511	511	-	0.0%	Other Revenues	2,580	3,066	(487)	(15.9%) [B]
8,191	9,106	915	10.0% [c]	Retail Power Supply & Transmission	56,177	61,162	4,985	8.2% [C]
5,329	5,164	164	3.2%	**Retail Margin**	44,231	38,367	5,864	15.3%
				Wholesale				
1,408	5,368	(3,960)	(73.8%)	Wholesale Sales	14,218	42,298	(28,081)	(66.4%)
1,351	5,279	3,928	74.4%	Wholesale Power Supply	13,447	41,593	28,146	67.7%
57	89	(33)	(36.4%)	**Wholesale Margin**	770	705	65	9.3%
5,386	5,254	132	2.5%	**Gross Margin**	45,002	39,072	5,929	15.2%
				Operating Expenses				
1,061	1,061	-	0.0%	Distribution	5,419	6,255	836	13.4% [D]
102	102	-	0.0%	Administration/Safety	753	785	31	4.0%
227	227	-	0.0%	Finance, Fleet, & Warehouse	1,117	1,376	259	18.8% [E]
444	444	-	0.0%	Transfer to General Fund for Cost Allocation	2,609	2,667	58	2.2%
332	332	-	0.0%	Customer Service, Marketing & Conservation	1,597	2,534	937	37.0% [F]
373	373	-	0.0%	Public Benefits	2,397	2,419	22	0.9%
164	164	-	0.0%	Security/Oper Technology	909	986	78	7.9%
84	84	-	0.0%	Telecom	441	600	159	26.5% [G]
159	159	-	0.0%	Construction & Maintenance	857	953	95	10.0%
1,545	1,545	-	0.0%	Depreciation	9,053	9,271	218	2.4%
4,491	4,491	-	0.0% [d]	Total Operating Expenses	25,152	27,846	2,694	9.7% [H]
$ 894	$ 762	$ 132	17.3%	**Operating Income/(Loss)**	$ 19,850	$ 11,226	$ 8,623	76.8%

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD December 2015

($ in 000's)

MTD FY 15-16	MTD Dec-15 Budget	$ Variance	% Variance		FYTD FY 15-16	FYTD Dec-15 Budget	$ Variance	% Variance	
$ 894	$ 762	$ 132	17.3%	**Operating Income/(Loss)**	$ 19,850	$ 11,226	$ 8,623	76.8%	
				Other Income/(Expenses)					
96	96	-	0.0%	Interest Income	553	573	(21)	(3.6%)	
126	126	-	0.0%	Other Income/(Expense)	1,006	796	210	26.4%	(I)
(406)	(406)	-	0.0%	Bond Interest Expense	(2,438)	(2,438)	1	(0.0%)	
(184)	(184)	-	0.0%	Total Other Income/(Expenses)	(880)	(1,069)	189	17.6%	
710	578	132	22.8%	**Income before Contributions & Transfers**	18,969	10,158	8,812	86.8%	
650	688	38	5.5%	In Lieu	4,891	4,823	(68)	(1.4%)	
187	198	11	5.5%	Street Lighting	1,405	1,389	(16)	(1.2%)	
837	886	49	5.5%	Total Contributions & Transfers	6,296	6,212	(84)	(1.3%)	
(128)	(308)	180	(58.6%)	**Net Income**	12,673	3,945	8,728	221.2%	
355	355	-	0.0%	Capital Contributions (AIC)	502	2,128	(1,625)	(76.4%)	(J)
$ 227	$ 47	$ 180	387.4%	**Net Change in Net Assets**	$ 13,176	$ 6,073	$ 7,103	117.0%	

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	621,914	626,432	(4,518)	- FYTD NEL is 0.72% below budget due to conservation offset by a warmer than normal September and October. FYTD CDD were 1,333 versus the 30 year average of 1,051.
B.	Other Revenues	2,580	3,066	(487)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate and are well under budget. Also included in other revenues are transmission, telecom, and internet revenues, which are near or on budget.
C.	Retail Power Supply & Transmission	56,177	61,162	4,985	- The favorable variance is primarily attributable to lower energy prices and economic dispatch by managing and optimizing resources to meet system load, receiving less renewable energy than planned, O&M savings, and true-up credits.
D.	Distribution	5,419	6,255	836	- The favorable variance is attributable to unfilled and underfilled positions, and associated benefits, to higher than planned labor credits for capital work and work for others, and the timing of payments for contractual services.
E.	Finance, Fleet, & Warehouse	1,117	1,376	259	- The favorable variance is partially attributable to the timing of payments for insurance, software and hardware; Finance also anticipates a savings of at least $105k on PSAs for consulting on regulatory accounting, rate making, and audit from budget for the fiscal year.
F.	Customer Service, Marketing & Conservation	1,597	2,534	937	- The favorable variance is partially attributable to the timing of payments for professional services and maintenance agreements; Customer Service also anticipates a savings of at least $150k on PSAs for maintenance agreements from budget for the fiscal year.
G.	Telecom	441	600	159	- The favorable variance is attributable to the timing of payments for professional services and software and hardware.
H.	Total Operating Expenses	25,152	27,846	2,694	- The favorable variance is attributable primarily to the timing of payments for professional services and maintenance agreements.
I.	Other Income/(Expense)	1,006	796	210	- The favorable variance is attributable to un-budgeted miscellaneous revenue, such as, property disposition. Also included are the BABS subsidy and MPP Site Lease Fees, which are near or on budget.
J.	Capital Contributions (AIC)	502	2,128	(1,625)	- 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 December 2015
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	87,551	91,364	(3,813)	- NEL is 4.2% below budget due to conservation. MTD HDD were 350 versus the 30 year average of 312.
b.	Retail Sales	13,008	13,759	(751)	- Retail revenues are lower primarily due to conservation.
c.	Retail Power Supply & Transmission	8,191	9,106	915	- The favorable variance is attributable to lower energy prices and economic dispatch by managing and optimizing resources to meet system load, prior period true up credits, and receiving less renewable energy than planned.
d.	Total Operating Expenses	4,491	4,491	-	- Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for December 2015 and are estimated at budgeted values.

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

	Dec-15	Nov-15	Sep-15	Jun-15	Mar-15	Dec-14	Sep-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 60,093	$ 60,487	$ 54,913	$ 51,426	$ 53,399	$ 53,109	$ 48,449	$ 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	15,837	15,828	15,814	15,778	15,749	15,703	15,682		
Sub-Total Cash and Investments	85,929	86,315	80,727	77,204	79,148	78,811	74,131	69,060	39,340
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,514)	(4,790)	(4,943)	(4,144)	(4,704)	(4,922)	(4,842)		
Biogas Commitment	(7,528)	(7,370)							
Cash and Investments (less Commitments)	**56,888**	**57,155**	**58,784**	**56,060**	**57,444**	**56,889**	**52,289**	**69,060**	**39,340**
Restricted Cash									
Debt Service Fund & Other Restricted Cash (a)	1,881	4,319	2,523	635	3,471	4,404	2,488	1,881	1,881
Parity Reserve Fund (b)	4,546	4,546	4,454	4,454	4,268	4,268	4,268	4,546	4,546
Sub-Total Restricted Cash	6,427	8,865	6,977	5,089	7,739	8,672	6,757	6,427	6,427
Total Cash	$ 92,356	$ 95,180	$ 87,704	$ 82,293	$ 86,888	$ 87,483	$ 80,887	$ 75,487	$ 45,767

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

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

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

Actual December 2015 Budget to Actual P&L Variance Highlights - Electric Fund

(in 000's)

	Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME - $(128)	$ 180		$ 180
MTD GROSS MARGIN VARIANCE			
Retail Sales		(751)	(751)
Power Supply and Transmission	915		915
Wholesale Margin		(33)	(33)
Other Revenues			-
Total	915	(784)	132
MTD EXPENSE AND OTHER VARIANCES			
In-lieu and Street lighting	49		49
Total	49	-	49

	Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME - $12,673	8,728		8,728
FYTD GROSS MARGIN VARIANCE			
Retail Sales	1,365		1,365
Power Supply and Transmission			
- Lower energy prices and economic dispatch	1,990		1,990
- Renewable under delivery	1,503		1,503
- Lower O&M expenses	740		740
- Prior period true-up credits	437		437
- Higher than planned IPP true-up credits	315		315
Wholesale Margin	65		65
Other Revenues		(487)	(487)
Total	6,416	(487)	5,929
FYTD EXPENSE AND OTHER VARIANCES			
Operating expenses	2,694		2,694
In-lieu and street lighting		(84)	(84)
Other	189		189
Total	2,883	(84)	2,799

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

MTD FY 15-16	MTD Dec-15 Budget	$ Variance	% Variance		FYTD FY 15-16	FYTD Dec-15 Budget	$ Variance	% Variance
358	411	(53)	(12.9%) [a]	Water put into the system in Millions of Gallons	2,395	3,052	(658)	(21.5%) [A]
59	63	(4)	(7.1%)	Metered Recycled Water in Millions of Gallons	469	583	(114)	(19.5%)
				Operating Revenues				
$ 1,635	$ 1,870	$ (234)	(12.5%) [b]	Potable Water	$ 11,857	$ 14,559	$ (2,702)	(18.6%) [B]
207	227	(20)	(8.8%) [c]	Recycled Water	1,659	2,084	(425)	(20.4%) [C]
67	114	(47)	(41.4%)	Other Revenue	463	683	(220)	(32.2%)
1,909	2,210	(302)	(13.6%)	Total Operating Revenues	13,979	17,325	(3,346)	(19.3%)
803	951	148	15.5% [d]	Water Supply Expense	5,146	6,889	1,744	25.3% [D]
1,105	1,259	(154)	(12.2%)	**Gross Margin**	8,833	10,436	(1,602)	(15.4%)
				Operating Expenses				
549	549	-	0.0%	Operations & Maintenance - Potable	2,866	3,292	427	13.0% [E]
132	132	-	0.0%	Operations & Maintenance - Recycled	730	885	155	17.6% [F]
190	190	-	0.0%	Allocated O&M	1,229	1,300	71	5.4%
123	123	-	0.0%	Transfer to General Fund for Cost Allocation	738	735	(3)	(0.4%)
351	351	-	0.0%	Depreciation	1,845	2,108	263	12.5%
1,345	1,345	-	0.0%	Total Operating Expenses	7,407	8,320	912	11.0%
(239)	(86)	(154)	(179.7%)	**Operating Income/(Loss)**	1,426	2,116	(690)	(32.6%)
				Other Income/(Expenses)				
13	13	-	0.0%	Interest Income	84	80	5	5.9%
42	42	-	0.0%	Other Income/(Expense)	323	255	69	27.1% [G]
(170)	(170)	-	0.0%	Interest Expense	(1,018)	(1,018)	(0)	(0.0%)
-	-	-	0.0%	Transfers In/(Out) - (In Lieu)	375	-	375	100.0% [H]
(114)	(114)	-	0.0%	Total Other Income/(Expenses)	(235)	(684)	449	65.6%
(353)	(200)	(154)	(77.0%)	**Net Income**	1,191	1,432	(241)	(16.8%)
31	31	-	0.0%	Aid in Construction	225	184	41	22.3%
$ (322)	$ (169)	$ (154)	(91.0%)	**Net Change in Net Assets**	$ 1,416	$ 1,616	$ (200)	(12.4%)

- ( ) = 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 December 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	2,395	3,052	(658)	- 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 that limited irrigation to two days per week through October and one day per week from November to December. FYTD CDD were 1,333 versus the 30 year average of 1,051.
B.	Potable Water Revenue	11,857	14,559	(2,702)	- The WCAC impact decreased potable water revenues by $295k FYTD. Without this adjustment, potable water revenues would be unfavorable by 16.5%.
					FYTD Actual
					WCAC Revenue 5,440
					WCAC Expenses 5,146
					WCAC revenue deferral (increased revenues) $ 295
C.	Recycled Water Revenue	1,659	2,084	(425)	- Recycled water sales are lower than planned and likely impacted by conservation.
D.	Water Supply Expense	5,146	6,889	1,744	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
E.	Operations Maintenance - Potable	2,866	3,292	427	- The favorable variance is attributable to the timing of payments for professional services and lower than planned expenses for utilities and departmental supplies.
F.	Operations Maintenance - Recycled	730	885	155	- The favorable variance is attributable primarily to lower than planned electricity costs for water pumping.
G.	Other Income/(Expense)	323	255	69	- The favorable variance is attributable primarily to proceeds from the sale of obsolete equipment at auctions.
H.	Transfers In/(Out) - (In Lieu)	375	-	375	- The favorable variance is attributable to the settlement terms of the in-lieu transfer agreement.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	358	411	(53)	- Potable water demand in November 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 limited irrigation to one day per week. MTD HDD were 350 versus the 30 year average of 312.
b.	Potable Water Revenue	1,635	1,870	(234)	- The WCAC impact decreased potable water revenues by $5k MTD. Without this adjustment, potable water revenues would be unfavorable by 12.3%.
c.	Recycled Water Revenue	207	227	(20)	- Recycled water sales are lower than planned and likely impacted by conservation.
d.	Water Supply Expense	803	951	148	- The favorable variance is attributable to lower demand and staff maximizing the use of BOU produced water to blend with MWD treated water.

	MTD Actual
WCAC Revenue	$ 808
WCAC Expenses	803
WCAC revenue deferral (increased revenues)	$ 5

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

	Dec-15	Nov-15	Sep-15	Jun-15	Mar-15	Dec-14	Sep-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	$ 8,271	$ 12,557 (a)	$ 11,261	$ 10,021	$ 10,415 (c)	$ 15,464	$ 13,285	$ 9,760	$ 5,240
WCAC	1,183	1,179	1,118	890	565	267	257	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	11,674	15,955	14,599	13,131	13,200	17,952	15,762	15,760	7,240
Capital Commitments	(1,069)	(1,241)	(1,585)	(2,101)	(2,617)	(3,133)	(3,486)		
Public Benefits Obligation	0	0	0	0	(220)	(415)	(479)		
Cash and Investments (less commitments)	10,605	14,714	13,014	11,030	10,363	14,403	11,797	15,760	7,240
Restricted Cash									
Debt Service Funds (b)	384	1,299	695	1,838	1,063	1,216	682	384	384
Sub-Total Restricted Cash	384	1,299	695	1,838	1,063	1,216	682	384	384
Total Cash	$ 12,059	$ 17,254	$ 15,295	$ 14,969	$ 14,263	$ 19,168	$ 16,444	$ 16,144	$ 7,624

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

(a) Excludes December 2015 payment of $4.19M for the purchase of 7,200 AF from MWD.

(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.

(c) 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.

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

(in 000's)

	Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME - $(353)		(154)	(154)
MTD GROSS MARGIN VARIANCE			
Potable Revenues driven by conservation		(229)	(229)
Potable Revenues WCAC adjustment		(5)	(5)
Recycled Revenues lower than planned due to conservation		(20)	(20)
Other revenue		(47)	(47)
Water Supply expenses driven by lower demand	148		148
Total	148	(302)	(154)

	Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME - $1,191		(241)	(241)
FYTD GROSS MARGIN VARIANCE			
Potable Revenues lower than planned due to conservation		(2,406)	(2,406)
Potable Revenues WCAC adjustment		(296)	(296)
Recycled Revenues lower than planned due to conservation		(425)	(425)
Water Supply (lower demand and optimizing BOU blending)	1,744		1,744
Other		(220)	(220)
Total	1,744	(3,347)	(1,603)
FYTD O&M AND OTHER VARIANCES			
Direct O&M (PSA's, Supplies, Maintenance and Utilities)	582		582
Lower than planned allocations from Electric Fund	71		71
Annual repayment of in-lieu from General Fund	375		375
Other	334		334
Total	1,362	-	1,362

6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JANUARY 14, 2016

Mr. Olson called the regular meeting of the Burbank Water and Power Board to order at 5:05 p.m. in the third floor Board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Herman led the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Olson, Mr. Smith, Ms. Springer, Mr. Eskandar, Mr. Herman, Mr. Ford and Mr. Leclair

Staff Present: Mr. Davis, General Manager, BWP; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Fletcher, Assistant General Manager, Power; Ms. Meyer, Marketing Manager; Mr. Chwang, Sr. Asst. City Attorney; Mr. Hernandez, Acting Legislative Analyst; Mr. Bleveans, Power Resources Manager; Mr. Aquino, Customer Service Supervisor; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Mr. Elsner, Principal Civil Engineer; Mr. Antoun, Electrical Engineering Associate; Mr. Swe, Utility Rates and Program Analyst; Ms. O'Brien, Customer Service Supervisor; Mr. Thompson, Principal Civil Engineer; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS
None requested.

ORAL COMMUNICATIONS
Mr. Olson called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

MINUTES
It was moved by Mr. Smith, seconded by Ms. Springer and carried 6-1 (Mr. Leclair abstained) to approve the minutes of the regular meeting of November 12, 2015.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for the month of November 2015.

Mr. Davis and Mr. Liu, responded to Board member questions.

This was an information only item. No action was taken.

SOLAR PHOTOVOLTAIC (PV) SYSTEMS IN BURBANK
Mr. Antoun presented an update to the Board on Burbank's residential solar photovoltaic systems. He reported that to date Burbank has over 300 residential solar customers. Over the last several years there has been nearly a 50% reduction in the installed cost of solar PV. There is also the ability to lease a solar generating system rather than purchasing it outright. Incentives such as federal tax credits and utility rebates are attracting customers.

Mr. Antoun discussed the options of purchasing or leasing a system.

Staff was asked whether BWP could offer green energy in lieu of residential customers leasing solar.

Mr. Davis, Mr. Antoun, Mr. Chwang and Mr. Swe responded to Board member questions.

ELECTRIC RELIABILITY PERFORMANCE
This item was pulled and will be moved to the next Board meeting agenda.

PROVIDE THE BURBANK WATER AND POWER BOARD INFORMATION TO JOIN THE CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK, CALWARN
Mr. Thompson reported to the Board that staff has been working on updating the water Emergency Response Plan. BWP's Water Division feels the need to join a mutual aid network. The California Water Agency Response Network (CalWARN) promotes statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. As a member, agencies in a wide network can be called upon in the event of an emergency. Several local agencies are a part of CalWARN. Mr. Thompson added that there is no beginning cost or annual fee to join. It is supported by volunteers from members across the state.

Mr. Davis and Mr. Thompson responded to Board member questions.

MOTION
It was moved by Mr. Eskandar, seconded by Mr. Herman, and carried 7-0 to recommend to the City Council that the General Manager of BWP be authorized to execute the Articles of Agreement, WARN 2007 Omnibus Mutual Assistance Agreement, and join CalWARN.

MEMORANDUM OF UNDERSTANDING BETWEEN VALHALLA MEMORIAL PARK AND CEMETERY AND BURBANK WATER AND POWER FOR THE CONVERSION AND USE OF RECYCLED WATER FOR IRRIGATION
Mr. Elsner presented an update on the recycled water conversion for Valhalla Memorial Park and Cemetery. The conversion has stalled over economics because of the Cemetery's right to pump 300 Acre Feet a year. A small area of the cemetery utilizing potable water was converted to recycled water in 2014 leaving the largest portion using pumped groundwater. Analysis showed that converting the rest of the cemetery to recycled water would increase Valhalla's annual cost by about $75,000 per year. Therefore, BWP will pass through Metropolitan Water District financial assistance of $250 an Acre Foot for the first 300 Acre Feet per year ($75,000) delivered through the recycled water meter. This assistance will keep their water costs approximately the same. It is a win-win situation as the $75,000 per year would not be available to BWP if the conversion did not take place.

Mr. Davis and Mr. Elsner responded to Board member questions.

MOTION
It was moved by Mr. Eskandar, seconded by Mr. Leclair and carried 7-0 to recommend to the City Council that the General Manager of BWP be authorized to execute the Memorandum of Understanding between Valhalla Memorial Park and Cemetery and Burbank Water and Power for the conversion and use of recycled water for irrigation.

SUSTAINABLE BURBANK COMMISSION REPORT
Ms. Springer had no updates to report.

COMMENTS AND REQUESTS FROM BOARD MEMBERS
Mr. Olson informed the board that he replied to an e-mail from Burbank resident Ron Bax regarding a billing issue. Ms. Fletcher responded.

Mr. Smith asked for information on customer quality assurance and how staff handles complaints. He would also like to take a look at how the department reinforces its safety programs and how it compares to others. Mr. Smith talked about the proposed rate payer funded charger stations.

Mr. Ford inquired about the Hero program. Ms. Fletcher responded.

Ms. Springer asked about tours for students. Ms. Fletcher responded. Ms. Springer also reported on her meeting with Mr. Davis and ALI that was held January 11.

Mr. Herman thanked Mr. Olson for responding to Mr. Bax.

Mr. Eskandar congratulated BTORA on the Rose Parade Theme Trophy.

INFORMATION FROM STAFF
Legislative Update. Mr. Hernandez discussed the following:

State
- Governor Brown extended the executive order on the emergency drought regulations through October 2016
- The legislature is back in session
- Bills AB 350 and 802
- Governor Brown submitted the budget proposal

Federal
- House and Senate passed the omnibus which essentially funds the federal government for the upcoming year
- Tax credits for solar industry extended

Drought Update. Mr. Mace reported since the last report in November there has been a lot of precipitation in Northern California. The snow pack is slightly better than an average year. The northern Sierra is at 110% of normal and the Southern Sierra is at 98% of normal. At this point we wait to see how El Nino will evolve and what the affects will be. Mr. Mace responded to Board member questions.

Electric and Water Sales Forecast, and Water Cost of Service and Preliminary Rate Design. Mr. Swe presented the forecast. He reported that the water cost service study was complete. Both customer classes were within ranges expected. On the electric side, the sales tracking was within what was budgeted. The department wants to introduce time-of-use (TOU) rates for all customers.

Mr. Swe responded to Board member questions.

Aliso Gas Field Incident. Mr. Fletcher presented an update on the Aliso Gas Field incident. The Aliso field is the largest gas field on the west coast, 5th largest in the country. One well is breeched but all wells are in very bad condition. At this time there is no difficulty getting gas to Southern California. Staff has consultants working on how this incident will affect BWP.

ADJOURNMENT

The meeting was adjourned at 7:57 p.m. The next meeting will be held on Thursday, February 4, 2016 at 5:00 p.m. in the third floor Board room at Burbank Water and Power.

Pat Hickman
Recording Secretary

Ron Davis
Secretary to the Board

Bob Olson, Chair, BWP Board

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: January 26, 2016

TO: Mark Scott, City Manager

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

SUBJECT: PROPOSED OPERATIONAL TESTS OF LEFT TURN FLASHING YELLOW ARROW (FYA)

INTRODUCTION

The Transportation Management Center manages left turning traffic at signalized intersections using a number of different approaches. We currently use four different operational modes for left turns, depending on location, traffic demand and intersection visibility:

1. Permissive Only Mode: Where turns are made on a CIRCULAR GREEN, after yielding to pedestrians and/or any opposing through traffic,
2. Protected Only Mode: Where turns are made only when a GREEN ARROW is displayed,
3. Protected/Permissive Mode: Where both Permissive and Protected modes occur during the same signal cycle, and
4. Variable Mode: Where the operating mode changes among any of three previous modes during different periods of the day or as traffic conditions change.

The 2014 California Manual on Uniform Traffic Control Devices (MUTCD) also allows a fifth operating mode for left turning traffic, the flashing yellow arrow (FYA), as defined in MUTCD Section 4D.17. The flashing yellow arrow is used with the Permissive Only Mode as an addition to the CIRCULAR GREEN through indication, and it can replace the Protected and Protected/Permissive left turn modes in many instances.

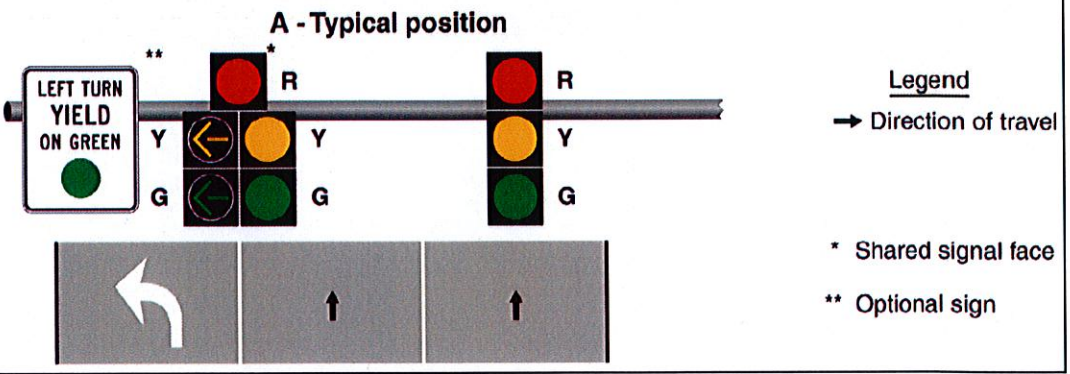
At locations using the Protected/Permissive Mode for left turns, the City currently uses a shared signal face as allowed in the 2014 California MUTCD Figure 4D-11. This signal face is shared between the left turn and through movement. The signal face has 5 indications: circular red, circular yellow, circular green, yellow left arrow, and green left arrow, and it is commonly known as a "5-section head" or "doghouse" configuration.

After evaluation and careful consideration, staff wishes to test the use of an FYA as allowed in the 2014 California MUTCD Figure 4D-12. This arrangement provides a separate signal face for the left turn movement. The signal face has 4 indications: solid

red left arrow, solid yellow left arrow, flashing yellow left arrow, and solid green left arrow. This configuration is commonly known as a "4-section FYA". Existing and proposed left turn configurations are illustrated in the following diagrams.

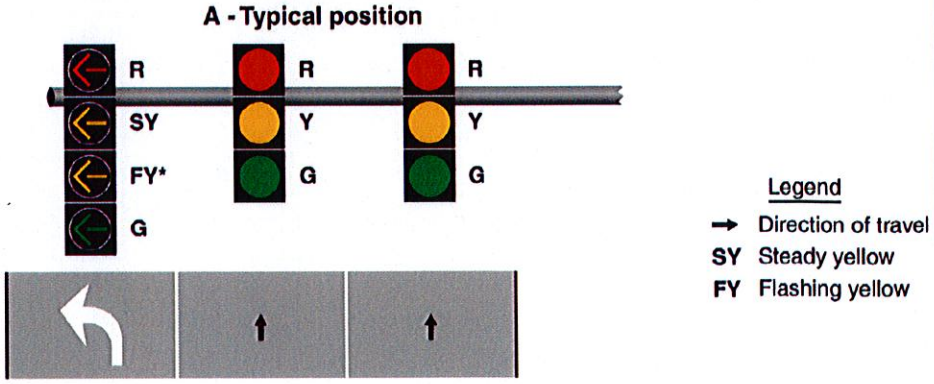
Existing signal operation used within the City

Figure 4D-11. Typical Position and Arrangements of Shared Signal Faces for Protected/Permissive Mode Left Turns



Proposed signal operation staff wishes to test

Figure 4D-12. Typical Position and Arrangements of Separate Signal Faces with Flashing Yellow Arrow for Protected/Permissive Mode and Protected Only Mode Left Turns



BACKGROUND

After comprehensive reports on use of the FYA by the Transportation Research Board (TRB) and the National Cooperative Highway Research Program (NCHRP), the Federal Highway Administration (FHWA) granted interim approval for use of the FYA in 2006, which allowed any agency to use the FYA by submitting a written request. In 2009, the FHWA included the FYA in the Federal MUTCD, and the FYA was included in the California MUTCD in 2012.

Since 2003, more than 30 research studies have been published regarding the use of FYA. The studies used driver simulations, driver surveys, crash-based analyses, and before and after observations to study various Protected/Permissive control strategies (including the FYA). Generally, the studies found the following:

- FYA is correctly interpreted by drivers as a yield indication,
- For Protected/Permissive Modes, replacing a 5-section head with a 4-section FYA increased safety,
- Use of FYA doesn't reduce driver comprehension of circular green indication,
- Use of FYA doesn't reduce driver comprehension of steady yellow indication.

A study in 2013 found that 31 states and many local jurisdictions have adopted the use of FYA. These include state department of transportations and other agencies, including:

- Los Angeles area (Fullerton, Pasadena, Torrance)
- San Francisco area (Pleasanton and Santa Rosa)
- Chicago area (Kane County, IL)
- Atlanta area (DeKalb County)
- Dallas area (Frisco, Garland, Plano, Richardson)
- Denver, CO and surrounding cities
- Houston area (Pasadena, Sugarland, Montgomery County)
- Las Vegas, NV
- Phoenix area (Chandler, Mesa, Gilbert, Glendale, Scottsdale, Peoria)
- Portland area (Washington County)
- San Antonio, TX
- Seattle, WA
- St. Louis, MO

The City of Pasadena has used the FYA design since 2006 and Burbank began investigating their use in Pasadena in 2008 to learn about their experience with the FYA. Pasadena has been very positive about the FYA and they confirmed there were no technical or public challenges associated with its implementation. Pasadena is very pleased with the FYA operation and they have installed the FYA operation at a number of additional intersections.

DISCUSSION

Traffic staff has identified several benefits of using the 4-section FYA. These benefits include the following:

- Signal synchronization: The 4-section FYA can be used with a green arrow at the beginning of a signal cycle or in flashing mode at the end of a signal cycle. These options improve signal synchronization under certain circumstances and provide more green time for vehicles on major streets
- Pedestrian delay: The FYA can shorten green time for left turns by taking advantage of gaps in traffic. This operation reduces the signal cycle length and reduces delays for pedestrians waiting to cross the street;
- Pedestrian safety: The 4-section FYA enables a red arrow to be used during the beginning of the pedestrian walk indication, thereby giving the pedestrian a head start in crossing the street. The advance pedestrian walk reduces conflicts between pedestrians and left turn vehicles;
- Vehicle delay: The 4-section FYA can be programmed to show a flashing yellow only during periods of low traffic volume. The FYA will reduce delays for left turning vehicles across major streets by taking advantage of gaps in opposing traffic;
- Vehicle safety: In comparison to a 5-section head, the FYA has been shown to reduce vehicle collisions;

Staff believes use of FYA at specific locations will produce significant safety and efficiency benefits for all users. A preliminary list of locations that may benefit from FYA are presented below:

- Alameda @ San Fernando
- Alameda @ Victory
- Buena Vista @ Winona
- Buena Vista @ Chandler
- Hollywood Way @ Chandler
- Hollywood Way @ Winona
- Hollywood Way @ Thornton
- Olive @ First
- Olive @ Lakeside
- Olive @ Hollywood
- Olive @ Riverside
- Pass @ Alameda
- Pass @ Riverside
- Riverside @ Hollywood

CONCLUSION

Staff plans to test the use of the FYA at appropriate locations. We believe the use of FYA will produce a number of positive benefits at these intersections. The FHWA has approved the use of FYA and several agencies in Los Angeles County have adopted its use.

The cost of installing the FYA assembly is minimal and the units can be installed by our field crews. The FYA operation is compatible our existing control systems and their operation can be monitored from our TMC.

RECOMMENDATION:

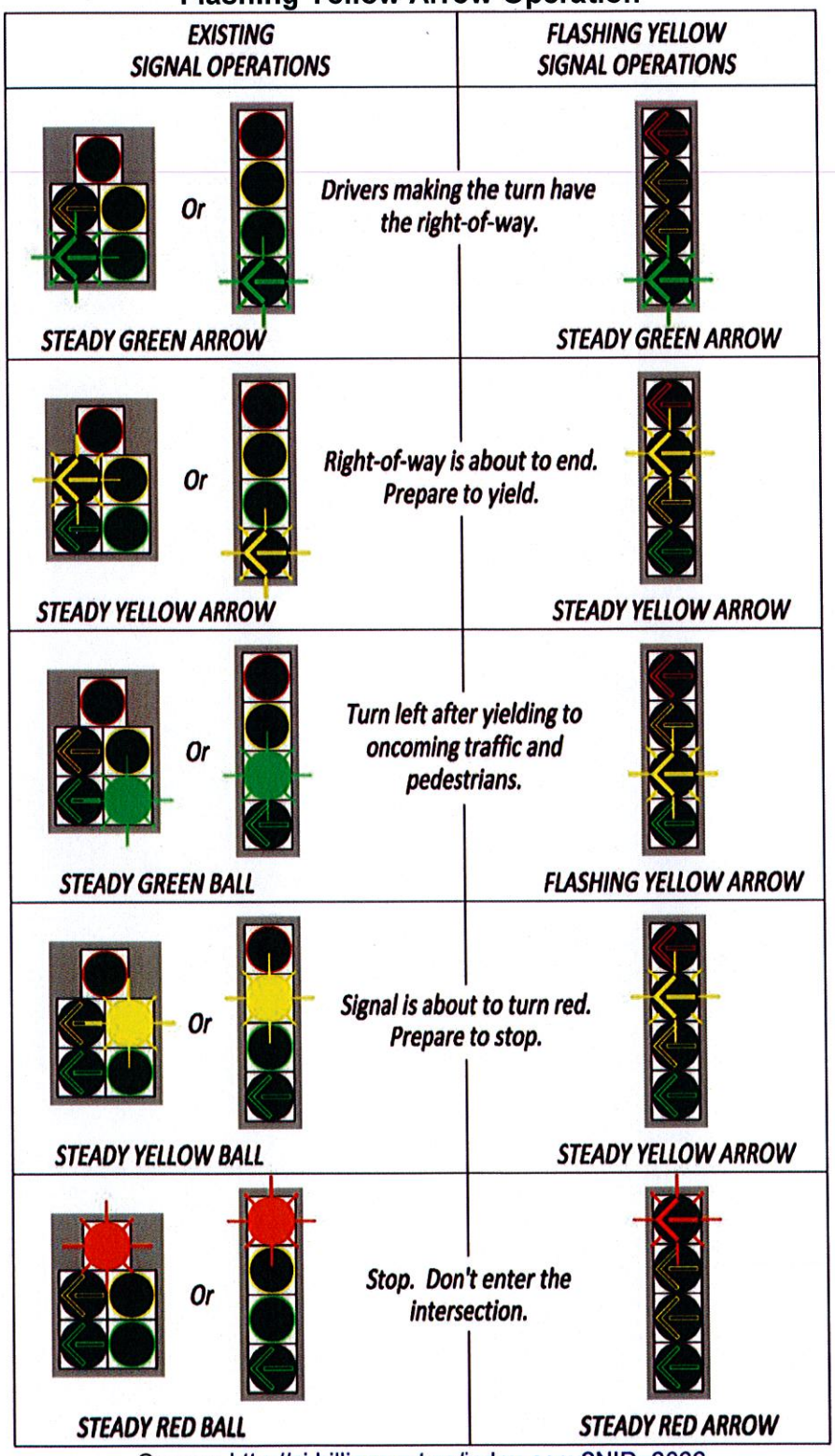
Staff recommends that we collect "before" data, then install several of the FYA units and monitor their operation under differing conditions. After six months, staff will conduct a "after" comparison of the safety and efficiency of the test locations.

EXHIBITS

A. Comparison of Existing Signal Operation to Flashing Yellow Signal Operation

cc. Justin Hess, Assistant City Manager
Jonathan Yee, Senior Traffic Engineer
Stephen Domenico, Transportation Management Center Manager
Brad Taylor, Traffic Signal Maintenance Supervisor

Exhibit A: Comparison of "Existing Signal Operation to Flashing Yellow Arrow Operation



Source: http://ci.billings.mt.us/index.aspx?NID=2066

TRAFFIC COMMISSION
January 28, 2016

SYNOPSES OF ITEMS ARE IN BOXES BELOW

Members Present:
Linda Barnes, Rebecca Granite-Johnson, Kevin Harrop, Andre Krikorian, Brian Malone, Joe Terranova Michael Kiaman and Paul McKenna

Members Absent:
Vanessa Rachal

III. ORAL COMMUNICATIONS

A. Public Communication

Sixteen residents spoke on the appeals to speed humps. Eleven residents spoke about Niagara Street and five residents spoke about Orange Grove Avenue. All but three residents were in favor of the devices.

B. Commission Comments

The Commission discussed the meeting schedule for 2016, but had no other comments. The Commission voted to move the speed hump appeals requests ahead of Staff Communications and Item IV.

C. Staff Communication

Staff reported on Victory Place construction, the traffic signal on Alameda Avenue at the SR-134 ramp, Mariposa Bridge Ordinance, Railroad Quiet Zones, and IKEA Way.

IV. APPROVAL OF MINUTES:

Linda Barnes moved for approval of the December minutes and Kevin Harrop seconded the motion. Motion passed with one abstention by Michael Kiaman.

V. PUBLIC HEARINGS: None.

VI. REPORTS:

A. Evaluation of Safety Features at Edison Boulevard and Evergreen Street

This item was postponed until the meeting of February 25, 2016 at the request of the resident who initiated the item.

B. Appeal of Petition to Install Speed Humps on the 300-400 Blocks of Niagara St.

Staff presented information on the speed hump petition process. Council adopted the Speed Hump Installation Criteria in October 1998 that includes a petition, traffic speed and volume surveys and locations where speed humps are prohibited. The installation process does not include a procedure for appeals to

a valid petition from the neighborhood. Staff determined that the Traffic Commission venue was the most appropriate setting to hear the appeal. The Commission held an extensive discussion on the devices and requested that staff present alternatives to speed humps at a future meeting.

Linda Barnes moved to deny the appeal to the speed hump installation and the motion was seconded by Paul McKenna. The motion passed 5 aye, 2 no, and 1 abstention by Michael Kiaman.

C. Appeal of Petition to Install Speed Humps on the 900-1200 blocks of West Orange Grove Avenue

Staff presented information on the petition and that it was a valid petition from a majority of residents in the neighborhood.

After discussion, Kevin Harrop moved to deny the appeal to the speed hump installation and the motion was seconded by Paul McKenna. The motion passed 7 aye to 1 no by Rebecca Granite-Johnson.

The Commission further requested that the City Manager authorize the revisiting of the speed hump criteria.

Michael Kiaman moved that a moratorium on installation of new speed humps be instituted until the criteria are revised, and Joe Terranova seconded the motion. The motion failed 3 aye, and 4 no.

D. Investigate the Use of Hand Held Flags at Marked Crosswalks

Staff reported on the use of hand held flags in other cities.

Receive and file.

VII. FUTURE AGENDA ITEMS:

1) Discussion of revised speed hump criteria and alternatives
2) Update on Railroad Quiet Zones in Burbank
3) Update on Victory Place Traffic
4) Potential IKEA Pickup/ Loading Area Signage and Freeway Exit Signage
5) Discussion of Potential Mariposa St. Bridge Regulations
6) Revisions to Preferential Parking Ordinance
7) Alameda Neighborhood Protection Program Update.

VIII. ADJOURNMENT:

6:00pm

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **February 3, 2016** 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** — **Approved 5-0**

   OVERVIEW: Regular meeting of January 6, 2016.

   RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification and Pay Plan** — **None**

   None

6. **Recruitment and Selection Report – January 2016** — **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.

Agenda Posted: January 29, 2016

RECOMMENDATION: Note and file.

8. Appointments and Assignments

Approved 5-0

OVERVIEW: For the month of February 2016, there is one provisional appointment extension needed. The extension is being sought on behalf of the Public Works Department.

RECOMMENDATION: Discuss and approve.

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.

Agenda Posted: January 29, 2016

city of burbank
community development department

memorandum

DATE: January 28, 2016

TO: Mark Scott, City Manager

FROM: Patrick Prescott, Interim Community Development Director

SUBJECT: **Landlord-Tenant Commission Meeting – January 4, 2016**

- Four tenant questionnaires were submitted and reviewed. The first questionnaire was related to the Lease Agreement on a unit, and the Tenant requested the Sub-Committee follow-up with the landlord. The Sub-Committee will report the outcome of the case at the next meeting.

- The next two questionnaires were discussed by the Sub-Committee and information and resources were provided to the tenants. No additional action was requested or required of the Sub-Committee on those cases.

- The final questionnaire was referred to the Building Division. There were heating issues related to the unit that required immediate attention. This case was out of the purview of the Commission and appropriate City staff from the Building Division will follow-up with the tenant.

- The Commission elected Commissioners Siner and Hasenstaub to the Sub-Committee for January, February and March 2016. The new Sub-Committee will review the Landlord and Tenant questionnaires submitted during this timeframe.

city of burbank
community development department

memorandum

DATE: January 25, 2016

TO: Mark Scott, City Manager

FROM: Patrick Prescott, Interim Community Development Director
Via: Ruth Davidson-Guerra, Assistant Community Development Director
By: Mary Hamzoian, Economic Development Manager

SUBJECT: Burbank Hospitality Association Meeting – January 14, 2016

- The Burbank Hospitality Association (TBID) Board of Directors (Board) appointed Alan Puana, Director of Sales from Universal Studios, as a non-voting member of the Board.

- Gina Trechter from Civitas reviewed the updated draft Management District Plan (MDP) with the Board. The TBID is slated for a ten-year term renewal beginning July 1, 2016. The Board approved the draft MDP with minor revisions. During the next several weeks staff will present the draft MDP to the remaining hoteliers that were not present at the Board meeting to garner their support for the upcoming district renewal.

- Mr. Puana presented the Universal Studios Hollywood Preferred Hotel Partnership Program (Program). The Program selects hotels in the greater Los Angeles area and designates them as preferred hotels on the Universal Studios website. Guests staying at these preferred hotels receive additional perks such as early admission to the theme park. Staff worked with Mr. Puana to ensure that a majority of Burbank's hotels would be eligible to participate in the Program. Currently 13 out of 17 Burbank hotels were eligible to participate. The Program has an annual investment of $10,000 per hotel. The Board voted to pay the annual cost for all 13 hotels as well as the upcoming Hilton Garden Inn hotel. The Program is slated to begin February 2016.

- Justin Stratford, Business Development Manager for aRes Travel presented a proposal for a new booking engine for the Visit Burbank website. aRes offers many booking options such as air, attractions, packages and group sales in addition to enhanced reporting abilities that JackRabbit (the current booking engine) does not offer. The Board agreed to cancel the current contract with JackRabbit, and enter into a contract with aRes as the new booking engine for Visit Burbank's website.

- Staff presented a schedule of upcoming travel and trade shows for 2016 and requested that a sub-committee be created to discuss strategy and attendance for these events. A Travel and Trade Show Sub-Committee was formed with three of the Board members.

SUSTAINABLE BURBANK COMMISSION
February 1, 2016

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

Nicholas de Wolff had a series of questions for the group regarding the status of the Commission's efforts. Mr. Roesner asked Mr. de Wolff to provide staff with a written request in order for the Commissioners to review his questions.

Karin Flores encouraged the Commission to participate in Bird LA Day on Saturday, May 7, 2016. Ms. Flores informed the Commission that she recently visited the Recycle Center and saw an oil train on the railroad tracks. Ms. Flores recommended that the City be informed when oil trains travel through Burbank.

Mayor Bob Frutos introduced himself and thanked the Commissioners for their service. Mayor Frutos stated that he reviews the Commission's minutes and that Council Member Gabel-Luddy provides the Council with monthly updates on Commission meetings. Commissioners may request the Mayor's attendance at future meetings through the Chair. Mayor Frutos encouraged the group to collaboratively work on their goals and reassured the group that he supports their efforts.

B. Commission Member Communication:

Mr. Roesner informed the group that he met with the manager of the Burbank Tessla dealership to discuss sustainability practices. Mr. Roesner stated that Agenda Bill 888 (AB-888), the proposed ban on plastic microbeads in soap, was signed by Governor Brown.

Ms. Martinez reported that new bicycle racks have been installed at the Burbank Airport and 13 new CNG buses have been contracted to shuttle airport visitors.

C. Staff Communication:

Bonnie Teaford, Public Works Director, distributed an informational handout for "walk-shops" that will be conducted by the City's Community Development Department to get public input on single-family residential design standards.

Ms. Teaford welcomed Seth Battilana, the new Youth Board representative.

Kreigh Hampel, Recycling Coordinator, announced that there will be a workshop at the Community Day School on March 5, 2016. Mr. Hampel stated that he recently attended a conference on organic farming and shared a book on water harvesting landscapes titled, "Slow It, Spread It, Sink, It."

Ms. Gabel-Luddy reported that on January 26, 2016, Council approved adding the Sustainable Burbank Commission to the Burbank Municipal Code. Ms. Gabel-Luddy also reported that two new projects have been filed with the City. The development of the B-6 property is in its beginning phase and the proposed mixed-use "Premier on First Street" project is in the preliminary stages of development review.

Ms. Gabel-Luddy stated that she will provide staff with a date for the Los Angeles River Clean-up event scheduled for April.

II. APPROVAL OF MINUTES:

Mr. Newhoff moved and Ms. Gamiño seconded, to approve the December 21, 2015, minutes. The minutes were approved by all present.

III. ELECTION OF OFFICERS:

City Council Resolution No. 28,392 that established the Sustainable Burbank Commission requires the election of Chairperson and Vice Chairperson to occur annually at the first meeting of each calendar year.

Mr. Smith moved and Mr. Newhoff seconded, to nominate David Roesner for Chairperson. By unanimous vote by all present, Mr. Roesner was elected Chairperson. Mr. Newhoff moved and Mr. Smith seconded, to nominate Myeisha Gamiño for Vice Chairperson. By a unanimous vote by all present, Myeisha Gamiño was elected Vice Chairperson.

IV. DISCUSS AND REVIEW COMMISSION PRIORITIES AND GOALS FOR 2016 :

At its December 21, 2015, meeting, the Commissioners agreed to discuss and review their priorities for 2016. The Commission may entertain a motion and vote regarding its priorities and future goals as a group.

Ms. Teaford distributed the group's priorities and goals from their January 26, 2015, meeting, that included ongoing efforts and considerations that were previously discussed by the Commissioners. The group reviewed the goals from 2015 and discussed continuing their efforts with the Verdugo Avenue configuration, advocating the extension of the Chandler Bikeway, engaging the community, and providing awareness of the Green Spotlight Award through social media.

As their 2016 goals, the Commission agreed to work on creating a checklist for future development projects and reviewing the City's single-family residential design standards by participating in the neighborhood walking workshops. The Commissioners agreed to follow the plastic bag ban legislation and help to educate the public on the upcoming November referendum. The group also suggested discussing additional goals at future meetings, including net zero traffic impact and the Cool California competition.

V. BURBANK GREEN SPOTLIGHT AWARD PRESENTATION:

At its December 21, 2015, meeting, the Commissioners agreed to review and evaluate the process and procedures for choosing future Green Spotlight Award recipients. The Commissioners may ask questions of staff and entertain a motion regarding this item.

Due to lack of a quorum, this item was tabled and will be discussed at the March 21, 2016, meeting.

VI. DISCUSS ALTERNATE MEETING LOCATIONS:

At its September 21, 2015, meeting, the Commission agreed to discuss alternate locations for future Commission meetings. At its December 21, 2015, meeting, staff provided information on potentially available locations and some of the logistical issues that might be encountered. The Commissioners agreed to further discuss alternate meeting locations and may ask questions of staff and entertain a motion regarding this item.

Due to lack of a quorum, this item was tabled and will be discussed at the March 21, 2016, meeting.

VII. DISCUSS COMPLACT OF MAYORS:

At its December 21, 2015, meeting, the Commissioners agreed to discuss the Compact of Mayors and whether or not to advise the City Council on this item. The Commission may ask questions, provide feedback, or entertain a motion to make a recommendation to the City Council.

Due to lack of a quorum, this item was tabled and will be discussed at the March 21, 2016, meeting.

VIII. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction.

Due to lack of a quorum, this item was tabled and will be discussed at the March 21, 2016, meeting.

IX. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commissioners agreed to add the following items to a future agenda:

- Discuss the Commission's Earth Day 2016 involvement
- Discuss creating a project development checklist
- Discuss the plastic bag ban legislation

X. BURBANK GREEN SPOTLIGHT AWARD:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for the next regularly scheduled meeting.

Due to lack of a quorum, this item was tabled and will be discussed at the March 21, 2016, meeting.

XI. ADJOURNMENT:

The meeting was adjourned at 6:45 p.m.

CITY MANAGER'S OFFICE

CITY NOTES

Important Updates for the Burbank City Council **January 22, 2016**

Left Turn from Alameda Avenue to the W/B SR-134 On-Ramp

Caltrans completed construction of a new westbound on-ramp to the SR-134 freeway in early 2015; however, initially, left turns from Alameda Avenue were prohibited at the ramp. Public Works found that the turn prohibition caused traffic congestion on Alameda Avenue in the westbound direction at Hollywood Way from traffic destined to the freeway using the old ramp west of Hollywood Way. In November 2015, staff obtained approval from Caltrans to modify the SR-134 ramp at Alameda Avenue and Cordova Street to allow the left turn. In December 2015, the project was approved by Council. The new left turn lane with a protected left turn signal was opened in January 2016.

Water Wasters Beware

Burbank Water and Power Conservation recently thanked the Public Works Department's Solid Waste Collection Section for its effort to report water wasters. To quote the email: "BWP Conservation would like to thank Public Works for all their Water Waste participation throughout this year. Having an extra set of eyes on Burbank streets has been extremely beneficial to target water savings. Thank you very much to all who have played a part in this and please continue to do so." In 2015, the Solid Waste Collection Section reported over 1,500 incidents of water wastage. Kudos to the Solid Waste Collection Section for the efforts to save this precious commodity.

DIY at BVL

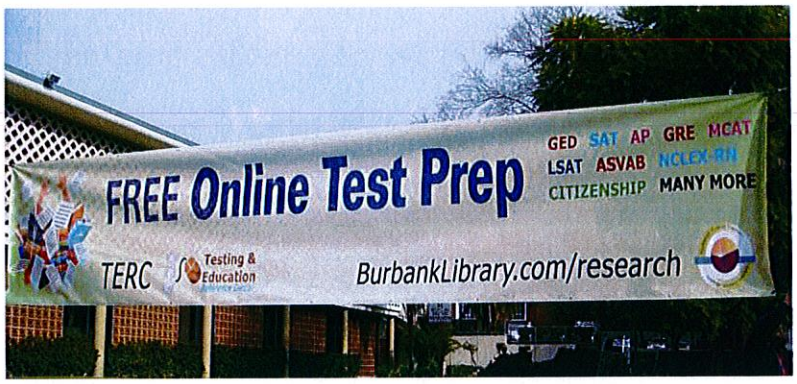
Creating a Vision Board was the first in a series of Do-It-Yourself programs being offered at the library. People from the community came together on Saturday, January 16, and created a personal collage of their goals and dreams for the New Year and went home with an inspiring poster (vision board). The people bonded over the vision-board-making process, and spent the entire time meeting new friends, being creative, inspiring others, and being inspired themselves.

Handing Out Sandbags

With El Nino storms on the horizon, Burbank residents have rushed to get sandbags provided to them by the Public Works Department. Since the start of the rain season, Public Works has handed out over 11,300 sandbags. Administrative staff handle the necessary paperwork before Public Works employees load the sandbags into residents' vehicles. It has been "all hands on deck" as staff help residents get ready to protect their properties.

What is TERC?

There is a new banner in front of the Central Library promoting the **Testing & Education Reference Center** (TERC). This great resource is available through the library website, *BurbankLibrary.com*. TERC provides exam tools and practice tests for high school, college and grad school students; assessment tools and practice tests for civil service, military, and medical careers; and even preparation for U.S. Citizenship.



Force Main and Pump Station Upgrade Project

W.A. Rasic Construction Co. Inc. is currently mobilizing equipment and trailers, and will begin construction of this 12,000 linear foot, 24-inch diameter pipeline in late January 2016. The contractor plans to begin excavating near the intersection of Beachwood and Riverside Drives. The project is scheduled to progress west along Riverside Drive to Sparks Street and then head north on Sparks Street to Chandler Blvd. Construction will then turn east on Chandler Blvd. until it reaches Victory Blvd. The contractor anticipates installing 100-150 feet of pipe per day. Following the installation of the pipe, all affected streets will be resurfaced. Public Works will be holding another community meeting at 6:00 p.m. on Monday, February 1, at the Joslyn Adult Center Nutrition Room to provide residents and businesses information about the project and the construction schedule.

Los Angeles County Parks Needs Assessment

The Parks and Recreation Department hosted a community workshop for the Los Angeles County Parks Needs Assessment on Wednesday, January 13. There were 25 community members in attendance to discuss the park needs in Burbank and help identify a top ten priority project list. The park priority project list will be submitted to LA County staff and included in a final report which will go before the LA County Board of Supervisors in May 2016. The top ten park priorities identified at the meeting are:

1. Green/Open Space: Identify or create more open space for children's play
2. Roller Hockey Rink: Renovate and Expand current facility
3. Water Splash Pads: Create/add splash pads at existing parks
4. McCambridge Pool: Renovate the McCambridge pool
5. Soccer Field: Partner with BUSD to develop a soccer/multipurpose field at Luther Middle School which will include lighting
6. Irrigation: Replace existing irrigation throughout the City Parks
7. Starlight Bowl: Renovate the parking lot and restroom facilities
8. Olive Rec Center: Renovate and update the current facility
9. Brace Canyon Park: Replace ball field with artificial turf
10. Dog Park: Develop an off-leash dog park