Weekly Management Report
September 30, 2016

1.	**Staff Report**	August 2016 Operating Results **Burbank Water and Power Department**
2.	**Minutes**	Burbank Water and Power Board Meeting of August 4, 2016 **Burbank Water and Power Department**
3.	**Minutes**	Civil Service Board Meeting of September 7, 2016 **Management Services Department**
4.	**Synopsis**	Burbank Hospitality Association (BHA) Meeting of September 14, 2016 **Community Development Department**
5.	**Synopsis**	Landlord-Tenant Commission Meeting of September 12, 2016 **Community Development Department**
6.	**Memo**	Review Public Works Magnolia Park Maintenance Contract and Blowers Being Used at Early Hours **Public Works Department**
7.	**Memo**	League of Women Voters Televised Candidate Forum **Public Information Department**
8.	**Notes**	**City Notes, September 30, 2016** City Manager

7A.

CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: October 6, 2016
TO: BWP Board
FROM: Jorge Somoano, Acting General Manager, BWP
SUBJECT: August 2016 Operating Results

SAFETY

Burbank Water and Power had two new reportable lost time injuries during August 2016.

Water Results of Operations

For the month of August, water usage was 2% (10 million gallons) higher than budgeted; and usage was approximately 21% (target 22%) below the August 2013 state standard. August Potable Water Revenues were $1,000 better than budgeted and Recycled Water Revenues were $64,000 better than budgeted. August Water Supply Expenses were $24,000 higher than budgeted. August's Gross Margin was $59,000 lower than budgeted. Net Income was $392,000, which was $59,000 worse than budgeted.

August fiscal-year-to-date (FYTD) water usage was better than budgeted by less than 1% (3 million gallons); and since August 1, 2015, Burbank has been meeting the overall volumetric reduction required to be in compliance with state mandated conservation. FYTD August Potable Water Revenues were $136,000 better than budgeted and Recycled Water Revenues were $138,000 better than budgeted. FYTD Water Supply Expenses were $9,000 higher than budgeted. The FYTD Gross Margin was $98,000 better than budgeted. Operating Expenses were $425,000 better than budgeted. Net Income was $1,042,000, which was $504,000 better than budgeted

Electric Results of Operations

For the month of August, electric loads were 1.3% lower than budgeted; and Retail Sales were correspondingly $134,000 lower than budgeted. August Power Supply Expenses were $761,000 better than budgeted primarily due to using less biomethane gas than planned. August's Gross Margin was $646,000 better than budgeted. Net Income was $3,420,000 which was $655,000 better than budgeted.

FYTD August electric loads were as budgeted. Retail Sales were $249,000 (1%) better than budgeted. FYTD Power Supply Expenses were $2,295,000 better than budgeted primarily due to lower than planned O&M expenses and using less biomethane gas than planned. FYTD Gross Margin was $2,762,000 better than budgeted. August FYTD Operating Expenses were $1,527,000 better than budgeted. Net Income was $7,717,000 which was $4,309,000 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 have recirculated the revised documents for further public comment. 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 and the final EIR/S is anticipated to be released in late 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 State Water Resources Control Board is holding hearings on the Petition to add points of diversion in the Sacramento River to put water in the proposed under delta tunnels. The Bureau of Reclamation (Central Valley Project) and the Department of Water Resourced (State Water Project) are the petitioners. Resolution, up or down, of the proposed California Water Fix will culminate in late 2016. A study session with Council on the California Water Fix has been scheduled for October 18th.

Governor Brown issued an Executive Order on March 2, 2015 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. Burbank was required to meet a 24% reduction in water use against water use in the same period of 2013.

Burbank implemented Stage II of the Sustainable Water Use Ordinance (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. The table below shows the gallons per capita day (GPCD) goals before and after the Governor's orders. The actual result at the end of February was 124 GPCD.

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%

The measurement period dictated by the Governor's Executive order began June 1, 2015. **In the months of June through February of 2016, potable water use just met the 24% state mandated overall volumetric reduction for the nine month period.**

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 July through October. Outdoor watering was limited to one day a week November through March. Because watering limitations were not in effect in 2013, significant reduction in water use compared to 2013 enabled Burbank to meet the mandated reduction goal.

The SWP allocation for 2016 was set at 15% on January 26, 2016. It was increased to 30% on February 24, 2016 and then to 45% on March 18, 2016. The SWRCB decided in January to extend the Governor's Executive Order thru October of 2016 but would reconsider this decision in May in light of possible subsequent precipitation that still might occur. Burbank's Conservation Standard was revised to 22% at that time, giving some buffer but the extension from March thru October was still a billion gallon reduction compared to water use in the same period in 2013. Subsequent events overtook these actions. The SWP allocation for 2016 was increased to 60% on April 21. The Governor issued a new Executive Order on May 9 discussing making water conservation a California way of life while stating that the State Water Resource Control Board (SWRCB) would adjust emergency water conservation regulations as soon as practicable. The Executive Order made the prohibition of a number of water wasting practices permanent but these practices were already prohibited at all times in the Burbank Sustainable Water Use Ordinance. The SWRCB then issued new regulations on May 18, 2016 allowing water agencies to set their conservation targets based on local water supply conditions. These regulations became effective June 1, 2016. MWD as Burbank's water wholesaler has been able to certify no water supply shortage for the next three years, thus enabling Burbank to self-certify no supply shortage for the next three years and then setting Burbank's mandatory conservation standard at 0% on June 22, 2016. This will be effective until January 2017. The Governor's order also directed SWRCB to weigh additional conservation practices and develop new conservation regulations that go well beyond the 20% by 2020 requirement for consideration and possible implementation in January, 2017. It appears that the SWRCB is developing water budget criteria for both inside and outside water use. Council implemented Stage II of the Sustainable Water Use Ordinance on June 21, 2016 which allows for landscape watering 3 days a week, while approving modification of the ordinance to change watering to 3 days a week in Stage I. Stage 1 is the new normal. BWP will continue to report water usage to the SWRCB.

March, April, May, June, July and August, 2016 show a continued trend in lower water usage, 29.8%, 29.6%, 28.6%, 27.8%, 22.5% and 21.2% respectively compared to March, April, May, June, July and August of 2013. Water volumes of 142, 149, 159, 161, 136, and 132 million gallons, respectively, were conserved for a total volume of 880 million gallons for the six months. Results for each month are still reported but the level of conservation achieved will be voluntary in respect to the reporting. BWP will continue to complete remaining recycled water (RW) conversions, inform the public of the relaxed three day a week watering limit and continue to educate and remind the public of the need to use water wisely and conserve.

It is not expected that one year of more than average precipitation will break the drought. MWD is planning to add 400,000 acre-feet of water to storage in 2016 to prepare for future demands in the coming years.

The BOU was 96.78% available for service in August 2016. One Liquid Phase Granulated Activated Carbon Filter was offline for 8 days to complete the carbon

change out. BOU well V-01 was not available for service and is down until the pump motor is replaced. The effects of the landscape watering restrictions have a significant impact on demand. This appears to be changing somewhat with the relaxed three day a week watering limit and summer weather. BWP is maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
96.78%	80.83%	7,275

Southern California Public Water Authority

On September 20, 2016, the Burbank City Council approved the formation of a joint powers authority (JPA) between BWP and the Los Angeles Department of Water and Power. The new JPA will be known as Southern California Public Water Authority (SCPWA). SCPWA was modeled after the Southern California Public Power Authority with the intent of developing water projects and also providing low cost financings options if needed. A special feature of SCPWA will be its ability to issue high credit Rate Reduction Bonds. Although BWP will not immediately participate in a SCPWA project, creating SCPWA will build a solid foundation for future projects. The full JPA staff report is available on the Burbank City website in the archived City Council meetings (http://burbank.granicus.com/MetaViewer.php?view_id=6&clip_id=7541&meta_id=303593).

Project Updates:

Work Started on 1,000 l.f. of 8-inch ductile iron potable water main in Beachwood Drive from the Lockheed Channel to Victory Blvd. in July. Work was complete at the end of August.

Work started on 800 l.f. of 8-inch ductile iron potable water main in Valley Street from Chandler Blvd. to Clybourn Ave. in August. Work was complete in September.

Work on replacing transmission valves at Walnut Avenue and 6th Street and 3rd Street and East Avenue began in August. A broader shut down than anticipated was necessary with insertion of line stop valves required. Plans are being refined and the work should is projected be finished in October.

Work started on installing 1,325 l.f. of 8-inch ductile iron water main in Frederic Street from Clark Avenue to Magnolia Blvd. The work is projected to be complete in November.

Council awarded the Seismic retrofit of the McClure Tank to Crosno Construction April 26, 2016. Design work started in May and construction is projected to be complete by April 2017.

Seismic valve actuators are being installed at Reservoirs # 1 and #4. This is estimated to be complete by the end of October.

Work began in late September installing 350 l.f. of ductile iron recycled water main in Empire Avenue from Valpreda Street to the connection with the new CalTrans crossing of the I-5. This will be complete in mid-October.

The Joint Service Agreement (JSA) between BWP and the Los Angeles Department of Water and Power (LADWP) was 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. Total construction time to complete all three extensions is 18-24 months. The first two phases along the Chandler Bikeway and the Whitnall Hwy. at Burbank Blvd. were completed in March and final reimbursement from LADWP has been received. Phase three, along Verdugo Ave (17,000 l.f. of pipe) began in June when the permits from L.A. were finally forthcoming. The BWP Board awarded the first portion of the Phase Three contract to Williams Brothers at the April Board meeting. LADWP is acquiring approval from their Board on October 18 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. This will fully fund Phase Three.

A new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank on April 14, 2016. This brought the City into full compliance by recognizing the use of RW in cooling towers. A Waste Water Change Petition was submitted to amend Burbank's water rights to our RW account for our recent expansion of use and for our plans of additional use 10 years into the future. Work on the water rights petition is underway at the State Water Resources Control Board.

The Disney Animation Building cooling tower, 1928 Jewelry Co. parking lot irrigation, 2710 Winona irrigation and 3601 Olive (Business Arts Plaza cooling tower), were converted to RW in July.

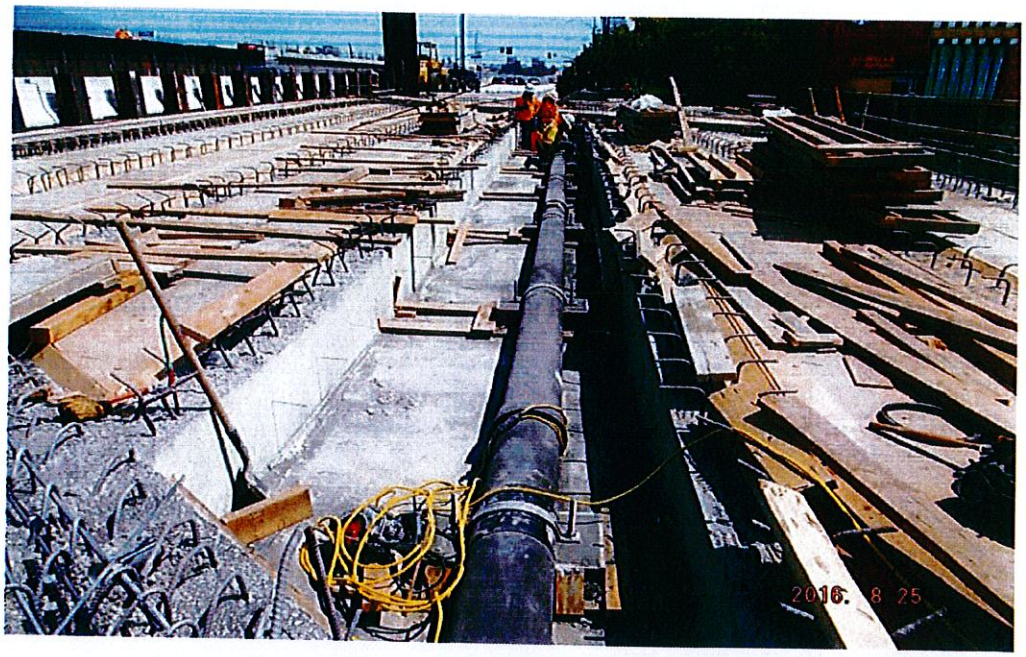
A small Disney Office Bldg. irrigation at Edison and Brighton was converted in August.

3500 Olive (Central Park cooling tower), 3300 Olive (The Pinnacle cooling tower), 3400 Olive (The Pinnacle cooling tower), 2509 Naomi (Condos), and 1100 Olive Ave. (Senior Living) were scheduled for conversion to RW in September but are awaiting actions on the part of the customer and LACDPH to move forward with the conversion.

4-inch cast iron water main was replaced with 8-inch ductile iron main on Beachwood Drive from Victory Blvd to the Lockheed Channel. Additionally; all galvanized service laterals were replaced with new copper pipes from the new main to the existing meter

boxes. Also, a fire hydrant was added to augment firefighting capability in the neighborhood.

10-inch ductile iron water main was installed by Caltrans' contractor (Security Paving) as the bridge being constructed at the new Empire Interchange (Empire Ave & Victory Place). The pipe was pressure tested (and passed the test) before start forming and placing the concrete deck for the new bridge. BWP crews will tie-over the newly constructed main to the existing water system sometime next month.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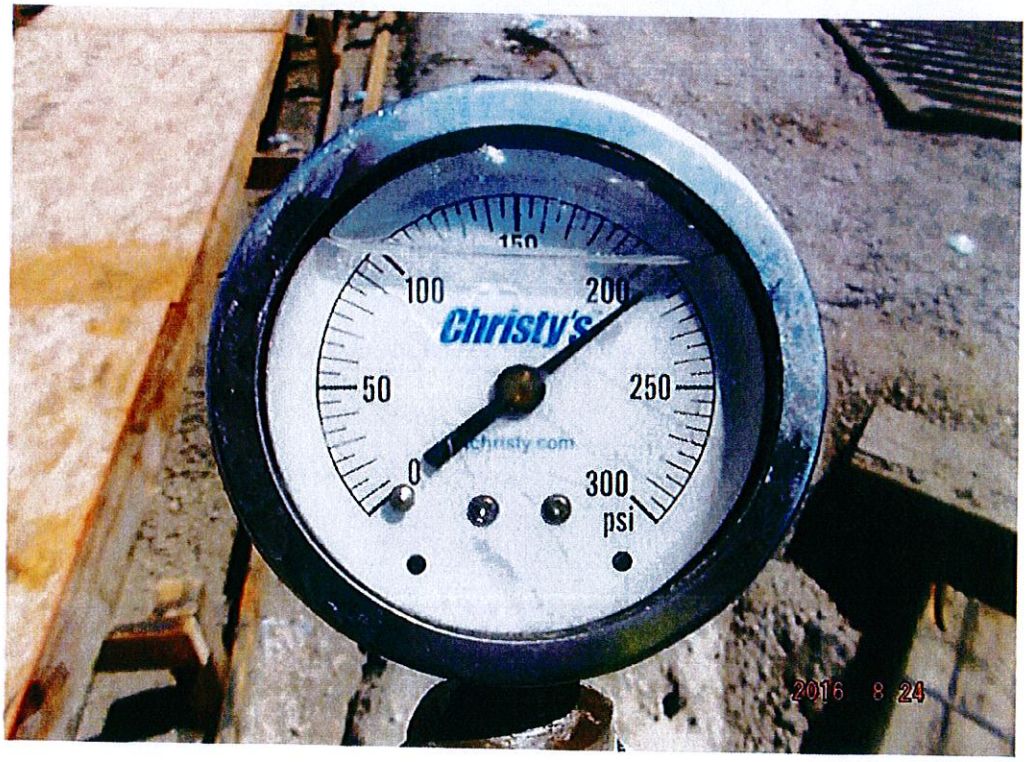
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DISTRIBUTION

ELECTRIC RELIABILITY

OUTAGES

In August 2016, BWP experienced no sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,064,503 customer minutes.

Reliability Measurement	September 2014-August 2015	September 2015-August 2016
Average Outages Per Year (SAIFI)	0.1642	0.3752
Average Outage Duration (CAIDI)	41.52 minutes	44.60 minutes
Average Service Availability	99.999%	99.997%
Average Momentary Outages Per Year (MAIFI)	0.3853	0.2542
No. of Sustained Feeder Outages	9	8
No. of Sustained Outages by Mylar Balloons	1	0
No. of Sustained Outages by Animals	1	1
No. of Sustained Outages by Palm Fronds	1	3

PROJECT UPDATES

REDUCTION OF VICTORY SUBSTATION TRANSFORMER LOADING

After the June heat wave, staff reviewed the electrical loading of substation transformers throughout our system and found that power transformers at Victory Substation were loaded more heavily than anticipated. The electrical loads exceeded our N-1 planning criteria which are established to ensure that a substation transformer or transformers can carry the substation's electrical load if one substation transformer is out of service. Thereafter, staff was tasked with providing various solutions to reduce the electrical load of Victory Substation below planning criteria levels. After review of several solutions, BWP selected the most cost-effective which required modifications to nearby Victory circuits in order to transfer load from two Victory feeders to a Naomi feeder. The work was completed in August by BWP crews.

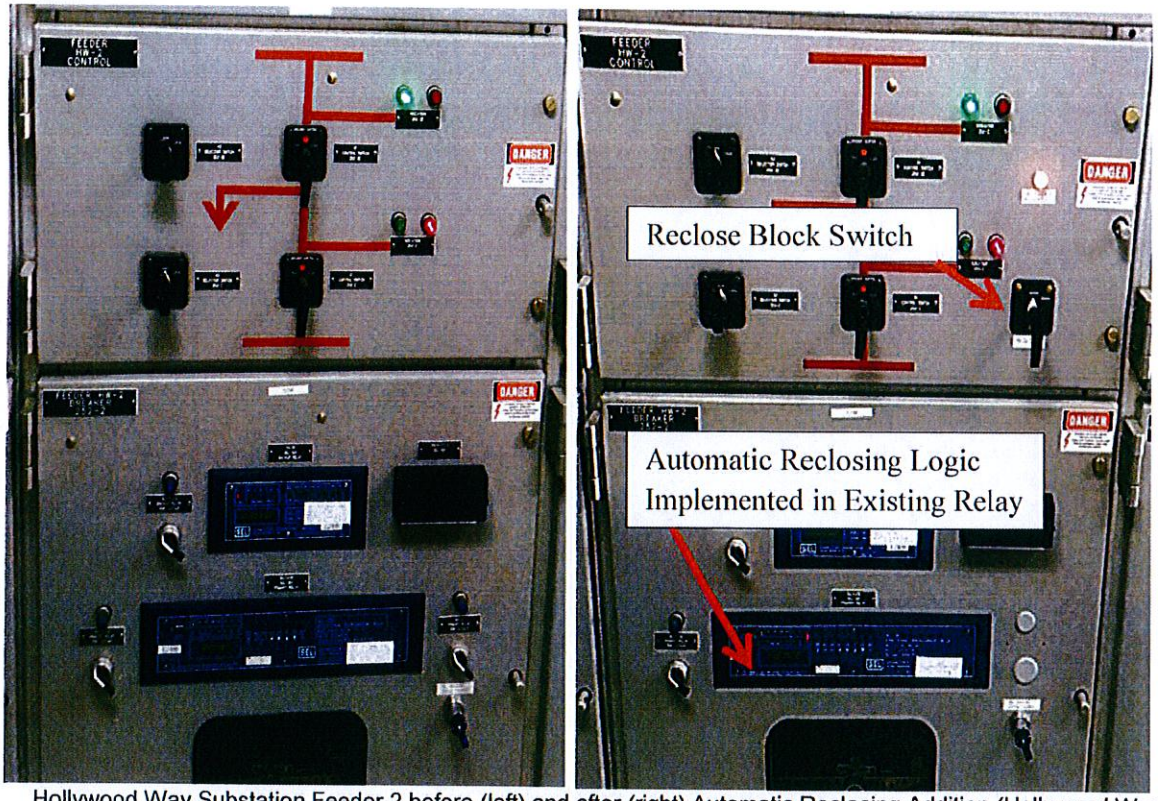
HOLLYWOOD WAY FEEDERS 2 & 10 AUTOMATIC RECLOSING ADDITION AND TECHNOLOGY

In order to improve the reliability of its distribution system, BWP has installed automatic reclosing on its feeder circuits, most of which are composed of a combination of underground cable and overhead wire sections. Automatic reclosing is the process of reenergizing a circuit after a power outage due to an electrical fault, such as those caused by palm fronds and mylar balloons. Automatic reclosing was recently added to Hollywood Way 2 & 10 because their configurations changed from 100% underground cable to a mixture of underground and overhead wire sections.

In addition to the automatic reclosing function, BWP implemented technology that improves personnel safety for those who work on or near energized feeder circuits.

This technology includes fast-acting protective relay settings, called "Maintenance Mode Settings", which can significantly reduce the overall amount of time it takes to de-energize a circuit during an electrical fault; thereby greatly reducing an employee's exposure to the potential heat and other affects when an electrical fault occurs, enhancing their safety.

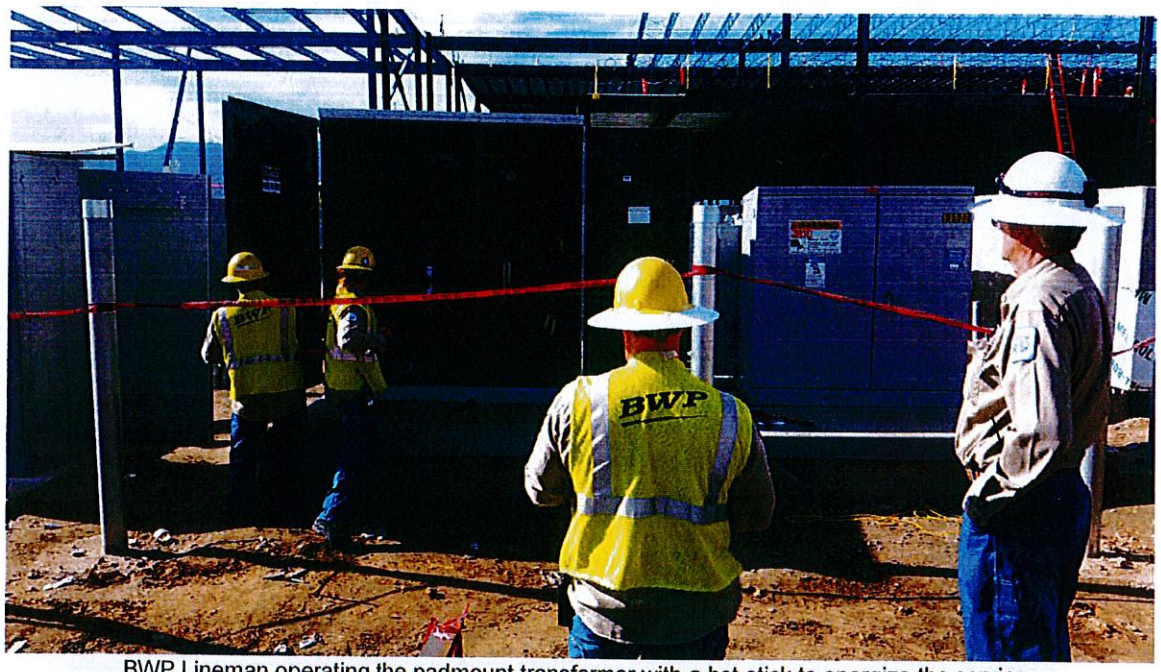
Detailed engineering design and procurement of equipment for the automatic reclosing addition at Hollywood Way substation feeders 2 & 10 began in May 2016. BWP's Electrical Equipment Section installed and tested the new reclosers added to the feeders in July 2016.



Hollywood Way Substation Feeder 2 before (left) and after (right) Automatic Reclosing Addition (Hollywood Way Feeder 11 has the same configuration and setup)

NEW IKEA STORE

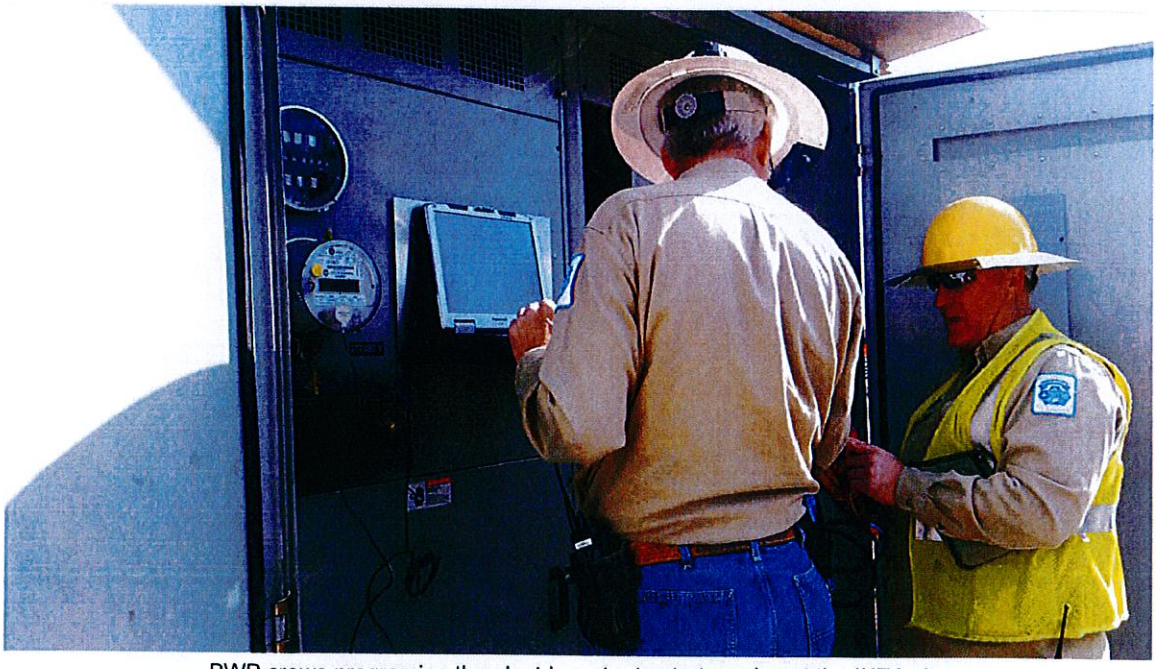
In August, BWP crews energized permanent electrical service for IKEA's new store. For several months prior, BWP provided temporary service in order to support IKEA's ongoing construction activities. IKEA's service required new BWP infrastructure including approximately 3 miles of 15 kV cable, underground vaults and substructure, a pad mount switch, and two pad mount transformers.



BWP Lineman operating the padmount transformer with a hot-stick to energize the service.

BWP lineman terminating secondary conductors at the padmount transformer.

600MCM Copper secondary conductors for (1) 3-phase 4000-Amp service.



BWP crews programing the electric meter to start service at the IKEA site.

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 101W replaces the 250W HPS luminaire. To date, 26.40% 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	2,287	-1,377	24.07
150W	17	16	-1	0.17
200W	3	2	-1	0.02
250W	2,979	2,181	-798	22.95
360W	14	14	0	0.15
400W	2,157	1,931	-226	20.32
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	4	-6	0.04
LED				
42W	1	1,401	1,400	14.74
101W	1	1,021	1,020	10.74
120W	63	67	4	0.71
150W	18	20	2	0.21
TOTAL # OF LAMPS	9,486	9,503	17	100.00
ENERGY				
Annualized Mwh	9,268	7,560	-1707.91	
Average Mwh/lamp	0.98	0.80	-0.18	

Table 1: Breakdown of streetlight luminaires in City of Burbank's Street Lighting System, August 2016.

SERIES CONVERSIONS

In August, a series streetlight circuit was converted from 2400V High Pressure Sodium (HPS) to 480V LED lights on Buena Vista Boulevard from Chandler Boulevard to Clark Avenue. A total of nineteen 400W HPS lights were replaced with 163W LED lights.

CUSTOMER SERVICE

BWP's Call Center Excels in FY15/16

As one of the initial contact points for all BWP customers, the Call Center is a bustling, vital piece of the utility picture. We handled over 73,000 calls last year and finished with some pretty impressive statistics. For example, in order to measure the overall service level, we follow an industry standard of answering 80% of calls within 30 seconds. Through concerted efforts in training, scheduling, and hiring, we achieved a 74% service level in June.

We also take a close look at our "abandon rate;" the percentage of calls where customers hang up prior to reaching a Customer Service Representative (CSR). Industry standard is 10% and we rounded out the year with just 4%!

Process Change Reduces Calls

We recently changed a process in the Call Center that has helped reduce a lot of inquiries that we'd been receiving for years. When customers want to register online for access to their utility accounts, or to check their account information over the phone through our automated system, they must have a Personal Identification Number (PIN). In the past, these would be provided at the time of new service startup, either verbally or via the welcome letter packet that we send out. Inevitably, customers would either forget, or misplace/discard the letter, thus generating another call into the office. In working with our webmaster, we were able to have the PIN become the last four digits of the primary phone number on the account. This went in effect in June and call volume for this particular purpose plummeted from 307 to 31 calls that month. In July, we received 14 calls, and August was only 16!

Place in Queue

We added this customer satisfaction enhancement to the Call Center last year which features letting customers know how many other callers are ahead of them in the lineup. For example, a caller might start out as #10 in queue, and will then progressively hear the number decrease as they get closer to the next available CSR. The feedback from customers has been very positive as it allows them to manage their time better.

Kandela Update

Kandela (a concierge service that assists our new residents with selecting cable, internet and phone service) came on board September 24, 2015. Since then, 637 customers have taken advantage of the opportunity to speak with Kandela based on our transfers or recommendations. Of those, 264 actually scheduled services through them and, as a result, we have been able to deposit $5,057 into the Project Share fund. That's potentially 150 families who may receive assistance from the program.

Collection Agency Services

For several years now, BWP has utilized Sequoia Financial Services as our collection agency, and they are doing an outstanding job for us. When a customer leaves us with bad debt on a closed account, we send the information to Sequoia whereupon they attempt to locate and collect the debt. Generally speaking, with so many variables, the

industry standard for bad debt recovery is about 5%. In FY15/16, Sequoia provided us with a 33% return on this debt which was an 8% increase over FY14/15.

Burbank Moves to 3 Day/Week Irrigation
On June 21, the City Council voted 5-0 to make changes to the City's Sustainable Water Use Ordinance:

Effective June 22:

- Move from Stage III of the Ordinance to Stage II. Stage II allows irrigation on Tuesdays, Thursdays and Saturdays during April through October, and on Saturdays during November through March. (Under Stage III, irrigation was limited to 2 days/week during the warmer months.)
- Pools and spas are no longer required to be covered when not in use.
- Use of outdoor evaporative cooling devices, like misters, are allowed.
- Hand watering is now allowed any day of the week and during daylight hours.

Effective August 12:

- Burbank moves from Stage II to Stage I of the Ordinance.
- Stage I of the Ordinance will include a limit of 3 days/week irrigation, year-round. Short of any future Council action, no more than 3 days/week is Burbank's "new normal" for irrigation.

Free Recycled H2O to Go Pilot Starts
In the summer of 2015, BWP offered the community a pilot Recycled Water – H2O to Go Program. Given the on-going drought in California, the recycled water give-away was designed to help customers understand the value and use of recycled water and provide some relief for those who wanted to irrigate more than allowed during the summer months. Overall, the program was not well utilized but those that did were quite enthusiastic and grateful. In deciding to continue the program this summer, staff took a few things into consideration:

1. Ensure a visible, easy to access location.
2. Minimize program costs to ensure the cost to provide the water didn't exceed the benefit.

To deliver the program, Water Division and Customer Service Division Staff partnered with the City's Residents Inspiring Service and Empowerment (RISE) program. Volunteers from the program agreed to staff the recycled water station, now relocated to the visitor parking lot of the BWP Administration Building at 164 W. Magnolia Blvd., assist customers, and ensure the appropriate forms are signed. The volunteers have received training from BWP staff about their duties, and learned about the BWP potable and recycled water systems, and customer service-oriented culture.

As before, the recycled water will be free to customers who arrive with appropriate containers and who sign a form indicating their understanding of the uses, limitations, and restrictions of recycled water.

This year's edition of the H2O to Go program will run every Saturday between July 30 and October 29 (with the exception of the weekend prior to Labor Day). The table below shows activity from 2015 compared to August 2016.

As August 2016 activity was about half of October 2015, Staff will continue to monitor activity as well as staff and volunteer resources dedicated to program delivery.

Month	Gallons Distributed	HCF Equivalent	Unique Customers
August 2016	2,745	4	11
October 2015	5,434	7	14
September 2015	4,382	6	13

Electric Vehicle (EV) Charging Program.

28 EV charging stations are in service, including a DC Fast Charger and 16 curbside stations. As of July 1, 2016, Time of Use (TOU) pricing for public EV charging is 17.81 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 increases to 31.17 cents per kWh. For the DC Fast Charger, the charging rate is 28.90 cents per kWh, increasing to 50.58 cents per kWh during peak hours. Staff continues to monitor usage and maintenance issues. The 327 N. Pass Ave location recorded the most sessions (343) with 684 total charging hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Charging time (hours)
August 2016	19,702	8,275	4,144
July 2016	17,235	7,239	4,131
June 2016	17,278	7,257	3,861
May 2016 *	17,839	7,492	3,962
April 2016	15,212	6,389	3,617
March 2016	15,717	6,601	3,747
February 2016	13,595	5,710	3,371
January 2016	13,011	5,465	3,028
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

* In May 2016, the number of public chargers increased from 27 to 28.

** 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
August 2016	10	21	487	4,828
July 2016*	11	11	477	4,643
June 2016	7	173	466	4,436
May 2016	16	166	459	4,321
April 2016	5	150	443	4,178
March 2016	14	145	438	4,151
February 2016	20	131	424	4,053
January 2016	27	111	404	3,962
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

* Start of new fiscal year.

TECHNOLOGY

Broadband Services (ONE Burbank)

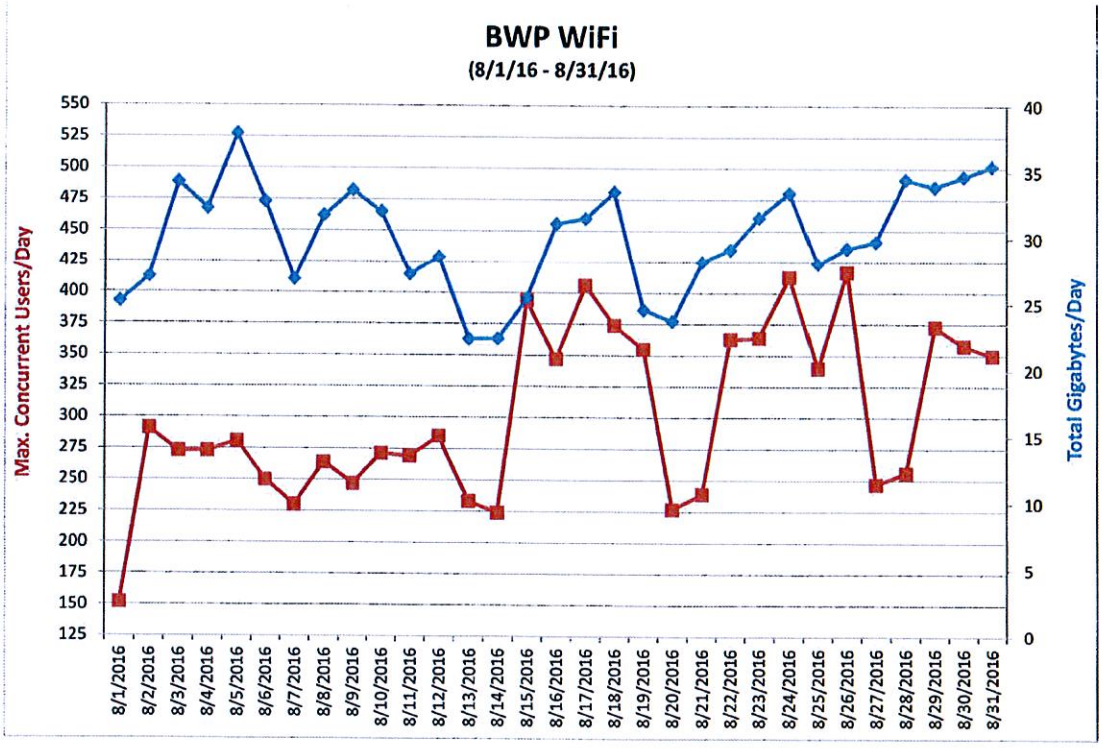
	August New Orders	Revenues for August 2016	FYTD 2016-17 Revenues	FYTD Budget
Lit	6	$111,481	$229,422	$154,167
Dark	5	$179,890	$357,080	$462,500
Total	11	$291,371	$586,502	$616,667

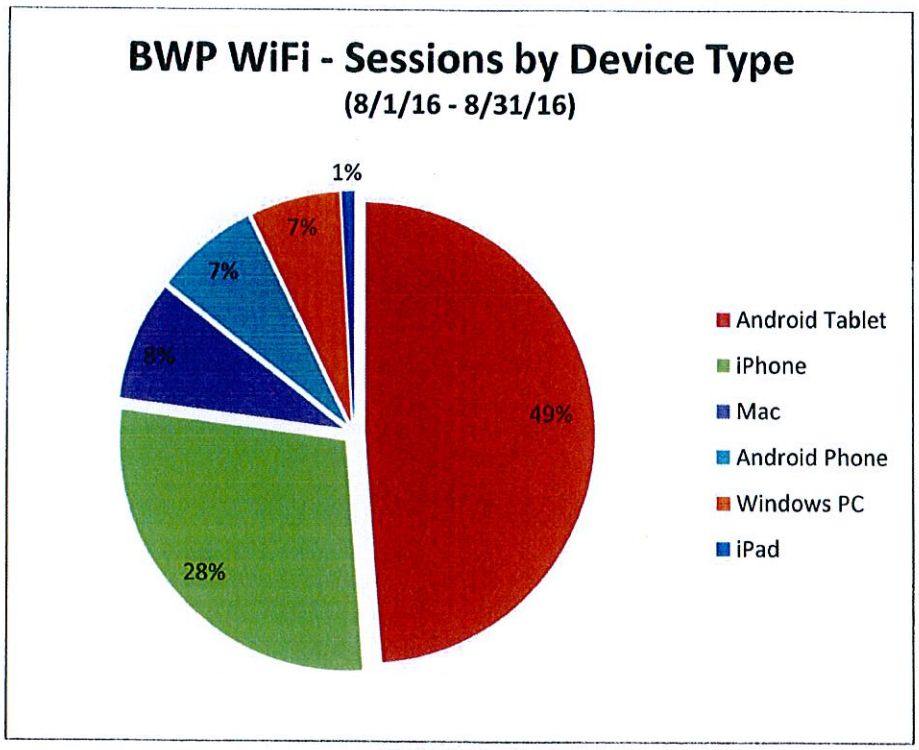
BWP WiFi

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

For the month of August 2016, staff reports the following metric highlights:

Maximum Concurrent Users: 417 users on 8/26/16
Maximum Bandwidth Consumed: 37.86 GB on 8/5/16
Maximum Sessions by Device Type: Android Tablets with 49% of all sessions





POWER SUPPLY

Project Updates:

Aliso Canyon

Southern California Gas Company (SoCal Gas) owns and operates the natural gas infrastructure in most of Southern California, including supply to natural gas-fired power plants operated by BWP, GWP, LADWP, and others in the LA Basin. For many years, SoCal Gas has used its Aliso Canyon natural gas storage facility, located near Porter Ranch, CA, to ensure reliable natural gas supply in the Basin, including to these generators. Aliso Canyon is the largest such facility in the Western US. On October 23, 2015, one of Aliso Canyon's 115 wells began to leak and the facility was shut down and mostly emptied. The leak was plugged on February 18, 2016 after significant leakage of natural gas into the atmosphere.

SoCal Gas, the California Governor's Office, the California legislature, numerous federal and state agencies, electric utilities (including BWP), and other stakeholders have been working since the leak was discovered to understand the leak's potential impact on electric reliability and develop mitigation plans. In this connection, an Action Plan was jointly developed by the California Public Utilities Commission, the California Energy Commission, the California Independent System Operator, SoCal Gas, and LADWP (Aliso Working Group). The Action Plan proposes 18 steps that utilities can take to mitigate the risk of outages. The Action Plan anticipates, as a base case, 14 days of Aliso-related electric outages in this summer and an unknown number this winter (when natural gas demand is greater). On a parallel path, Governor Brown signed SB380 (Pavley) into law. SB380 dictates, among other things, the testing and certification required at Aliso Canyon before it may resume operations. At the same time, SoCal Gas is working with its generator-customers, including BWP. Finally, BWP is in

detailed discussions with its balancing authority, LADWP, regarding BA-wide operations planning for Aliso Canyon-related risks.

Unfortunately, the full impact of the Aliso Canyon shut-down is not yet known and thus, while these steps are helpful, they fall short of a fully formed plan to maintain electric reliability in the LA Basin. In this connection, in August the Aliso Working Group issued a preliminary assessment for winter 2016-17, but this assessment is too preliminary to provide either planning assumptions or an actionable risk assessment for this coming winter.

In light of these developments, a new BWP staff committee, the Electric Reliability Committee, is working to prudently and responsibly plan for and address the Aliso Canyon situation and any related issues as BWP seeks to maintain reliable electric service to its customers.

Power Supply Engineering

Outage Management System

The Outage Management System (OMS) is an important tool that is used to help reduce customer outage durations by notifying the Energy Control Center (ECC) when each residential and commercial customer loses power. The OMS also predicts the field equipment that is responsible for causing the loss of customer power in order to direct BWP to a specific location for a proper response. This is important because BWP is now faster at resolving field issues therefore improving customer service. BWP is able to maintain quality electrical service by discovering when customers perform unpermitted electrical work.

Because of the implementation of OMS, for the month of August 2016, BWP found a customer that tampered with their meter and attached their own circuit for power diversion.

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.

This project is 80% complete. The VFD was delivered in April 2015. The BWP Electricians are pulling control wiring through the newly installed conduits and cable trays, and the BWP Mechanics have constructed a cover over the equipment to protect it from fire sprinklers. B&V has developed installation details that are being implemented by BWP prior to the final tie-ins and commissioning of the VFD system that will coincide with the 5.5 week planned outage (hot gas path inspection) starting February 4, 2017. Project completion is anticipated in March 2017.

Power Resources

Integrated Resource Planning

BWP is working to finalize its 2015 Integrated Resource Plan (IRP), working through an iterative process of incorporating feedback from within BWP and from the City Manager's office. Staff expects to bring the 2015 IRP to Board and Council shortly.

At the same time, BWP is planning for its next IRP which, pursuant to new requirements embedded in AB350, is due January 1, 2019. This timeline is relatively tight for comprehensive integrated resource planning, and staff is exploring strategies to best meet this deadline. In this connection, BWP staff is providing input to the California Energy Commission as it prepares the AB350 implementing regulations relative to IRPs.

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 are holding 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.

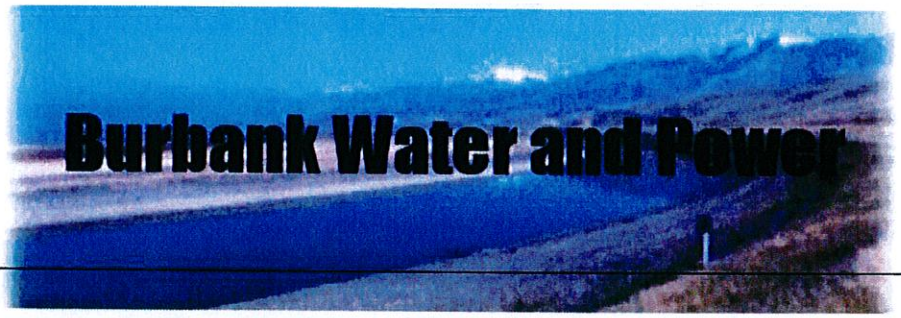
Compressed Air Energy Storage Initiative

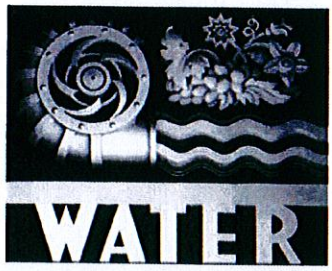
Over the last few years, BWP staff has worked with project development firm Pathfinder to explore possible compressed air energy storage (CAES) project at the IPP site. While due diligence is ongoing, such a project has the potential to enable BWP to significantly increase its use of renewable energy 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.

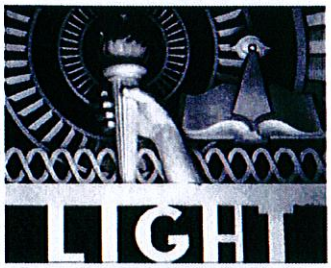
In this connection, in March 2015, BWP, Pathfinder, and CAES equipment manufacturer Dresser-Rand submitted a non-binding, preliminary "Part One" loan guarantee application to the US Department of Energy for the financing of a 317 MW (gross) CAES pilot project at Delta. In August 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application

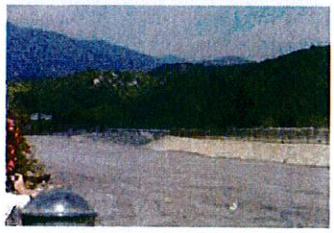
later in the project development process. Pathfinder continues to develop the project in anticipation of that Part Two submission. That work includes front-end engineering and design, further defining the commercial structure for the project, siting issues, and further stakeholder development. For its part, BWP continues its due diligence on the project.

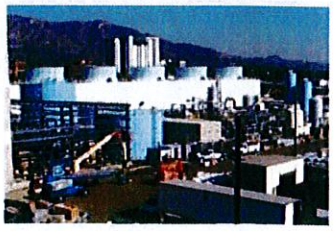
In furtherance of this development activity, BWP understands that both Pathfinder and Magnum (another developer active at the IPP site) intend to submit commercial proposals for CAES to the Southern California Public Power Authority's *Request For Proposals for Renewable Energy Resources* (SCPPA RFP). Such proposals, expected in September, should for the first time define the costs and benefits of CAES at the IPP site, allowing BWP and other SCPPA members (including LADWP) to determine whether CAES at IPP is a possible future component of each utility's resource portfolio. As a key component of its long-term planning, BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power.











Estimated Financial Report
August-16

UNAUDITED

Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD August 2016

($ in 000's except MWh Sales)

MTD FY 16-17	MTD Aug-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Aug-16 Budget	$ Variance	% Variance
115,754	117,243	(1,489)	(1.3%) [a]	NEL MWh	231,704	231,695	9	0.0% [A]
				Retail				
$ 18,655	$ 18,789	$ (134)	(1%)	Retail Sales	$ 36,902	$ 36,653	$ 249	1%
536	536	-	0%	Other Revenues	1,151	1,072	79	7%
9,873	10,634	761	7% [b]	Retail Power Supply & Transmission	19,652	21,947	2,295	10% [B]
9,318	8,691	627	7%	**Retail Margin**	18,400	15,778	2,622	17%
				Wholesale				
1,651	8,213	(6,562)	(80%)	Wholesale Sales	5,177	18,019	(12,842)	(71%)
1,494	8,076	6,581	81%	Wholesale Power Supply	4,737	17,719	12,982	73%
156	137	19	14%	**Wholesale Margin**	440	300	139	46%
9,474	8,828	646	7%	**Gross Margin**	18,840	16,078	2,762	17%
				Operating Expenses				
1,045	1,045	-	0%	Distribution	1,802	2,467	665	27% [C]
133	133	-	0%	Administration/Safety	238	317	79	25% [D]
235	235	-	0%	Finance, Fleet, & Warehouse	417	528	110	21% [E]
471	471	-	0%	Transfer to General Fund for Cost Allocation	941	941	-	0%
385	385	-	0%	Customer Service, Marketing & Conservation	542	846	304	36% [F]
417	417	-	0%	Public Benefits	829	837	8	1%
163	163	-	0%	Security/Oper Technology	265	341	76	22% [G]
98	98	-	0%	Telecom	175	215	40	19% [H]
173	173	-	0%	Construction & Maintenance	268	351	83	24% [I]
1,537	1,537	-	0%	Depreciation	2,913	3,074	161	5%
4,657	4,657	-	0% [c]	Total Operating Expenses	8,391	9,918	1,527	15%
$ 4,817	$ 4,171	$ 646	15%	**Operating Income/(Loss)**	$ 10,449	$ 6,161	$ 4,289	70%

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD August 2016

($ in 000's)

	MTD FY 16-17	MTD Aug-16 Budget	$ Variance	% Variance	FYTD FY 16-17	FYTD Aug-16 Budget	$ Variance	% Variance	
Operating Income/(Loss)	$ 4,817	$ 4,171	$ 646	15%	$ 10,449	$ 6,161	$ 4,289	70%	
Other Income/(Expenses)									
Interest Income	105	105	-	0%	211	211	0	0%	
Other Income/(Expense)	90	90	-	0%	216	179	37	21%	
Bond Interest/ (Expense)	(391)	(391)	-	0%	(783)	(783)	-	0%	
Total Other Income/(Expenses)	(197)	(197)	-	0%	(356)	(393)	37	10%	
Income before Contributions & Transfers	4,621	3,975	646	16%	10,094	5,768	4,326	75%	
In Lieu	933	939	7	1%	1,845	1,833	(12)	(1%)	
Street Lighting	268	270	2	1%	531	527	(4)	(1%)	
Total Contributions & Transfers	1,201	1,210	9	1%	2,376	2,360	(17)	(1%)	
Net Income	3,420	2,765	655	24%	7,717	3,408	4,309	126%	
Capital Contributions (AIC)	164	164	-	0%	167	328	(161)	(49%)	(J)
Net Change in Net Assets (Net Income)	$ 3,584	$ 2,929	$ 655	22%	$ 7,884	$ 3,736	$ 4,148	111%	

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

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD August 2016
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	231,704	231,695	9	- NEL is on budget. YTD CDD were 678 versus the 30 year average of 632.
B.	Retail Power Supply & Transmission	19,652	21,947	2,295	- The favorable variance is primarily attributable to lower than planned O&M expenses, lower usage of biomethane gas than planned, savings from biomethane restructuring and an IPP STS refinancing and refunding settlement from LADWP. These savings are partially offset by the purchase of more fuel than planned.
C.	Distribution	1,802	2,467	665	- The favorable variance is primarily attributable to the timing of payments for contractual services and special departmental supplies.
D.	Administration / Safety	238	317	79	- The favorable variance is primarily attributable to lower than planned spending on professional services.
E.	Finance, Fleet, & Warehouse	417	528	110	- The favorable variance is primarily attributable to lower than planned spending on auto equipment maintenance, insurance, software, and hardware.
F.	Customer Service, Marketing & Conservation	542	846	304	- The favorable variance is primarily attributable to the timing of expenditures for other professional services, office supplies, and office equipment maintenance and repair.
G.	Security / Operations Technology	265	341	76	- The favorable variance is primarily attributable to the timing of expenditures for software and hardware.
H.	Telecom	175	215	40	- The favorable variance is primarily attributable to un-budgeted capital labor relating to network infrastructure expansion, as well as the timing of expenditures for software and hardware.
I.	Construction & Maintenance	268	351	83	- The favorable variance is primarily attributable to the timing of payments for custodial services, private contractual services, and building grounds maintenance and repair.
J.	Capital Contributions (AIC)	167	328	(161)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD August 2016
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	115,754	117,243	(1,489)	- NEL is 1.3% below budget due to slightly cooler than normal temperatures. MTD CDD were 328 versus the 30 year average of 333.
b.	Retail Power Supply & Transmission	9,873	10,634	761	- The favorable variance is primarily attributable to lower delivery of biomethane gas than planned, savings from biomethane restructuring, and an IPP STS refinancing and refunding settlement from LADWP.
c.	Total Operating Expenses	4,657	4,657	-	- Expenses have not closed for August 2016 and are estimated at budgeted values.

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

	Aug-16	Jul-16	Jun-16	Mar-16	Dec-15	Sep-15	Jun-15	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 66,061	$ 60,112	$ 58,277	$ 59,092	$ 60,093	$ 54,913	$ 51,426	$ 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	15,483	15,482	15,482	15,872	15,837	15,814	15,778		
Sub-Total Cash and Investments	91,544	85,595	83,759	84,964	85,929	80,727	77,204	69,060	39,340
Capital Commitments	(16,889)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,885)	(4,381)	(4,721)	(4,553)	(4,514)	(4,943)	(4,144)		
Biogas Commitment	(7,751)	(7,751)	(7,751)	(7,751)	(7,528)	(7,089)	(6,753)		
Cash and Investments (less Commitments)	**62,019**	**56,463**	**54,287**	**55,661**	**56,888**	**51,695**	**49,307**	**69,060**	**39,340**

- The Statement of Cash Balances may not add up due to rounding.
- The August 2016 Cash Balance is as of 9/26/16. It is subject to change through approximately 9/30/16, at which time the City will close the books for August.

Estimated - August 2016 Budget to Actual P&L Variance Highlights - Electric Fund

(in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME - $3,420	$ 655		$ 655
MTD GROSS MARGIN VARIANCE			
Retail Sales		(134)	(134)
Power Supply and Transmission			
- Lower usage of biomethane gas than planned	539		539
- IPP STS refinancing and refunding settlement from LADWP	195		195
- Other	27		27
Wholesale Margin	19		19
Total	780	(134)	646
MTD EXPENSE AND OTHER VARIANCES			
In-lieu and Street lighting	9		9
Total	9	-	9

Estimated August 2016 Budget to Actual P&L Variance Highlights - Electric Fund

(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME - $7,717	4,309		4,309
FYTD GROSS MARGIN VARIANCE			
Retail Sales	249		249
Power Supply and Transmission			-
- Lower O&M expenses than planned	1,145		1,145
- Lower usage of biomethane gas than planned	910		910
- IPP STS refinancing and refunding settlement from LADWP	390		390
- Purchase of more fuel than planned		(127)	(127)
- Other		(23)	(23)
Wholesale Margin	139		139
Other Revenues	79		79
Total	2,912	(150)	2,762
FYTD EXPENSE AND OTHER VARIANCES			
Customer Service - timing of expenses for other professional services, office supplies, and office equipment maintenance and repair	304		304
Distribution - savings on unfilled and underfilled positions, and related benefits, and to the timing of payments for contractual services and special departmental supplies	665		665
Finance, Fleet, and Warehouse - savings in salary and related benefits, lower than planned spending on auto equipment maintenance, insurance, software, and hardware	110		110
Construction & Maintenance (Facilities) - timing of payments for custodial services, private contractual services, and building grounds maintenance and repair.	83		83
In-lieu and street lighting		(16)	(16)
Lower than budgeted depreciation expense	161		161
All other	240		240
Total	1,563	(16)	1,547

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets
MTD and FYTD August 2016
($ in 000's except Gallons)

	MTD FY 16-17	MTD Aug-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Aug-16 Budget	$ Variance	% Variance
Water put into the system in Millions of Gallons	491	481	10	2% (a)		961	958	3	0% (A)
Metered Recycled Water in Millions of Gallons	121	107	15	14%		234	202	32	16% (B)
Operating Revenues									
Potable Water	$ 2,447	$ 2,446	$ 1	0%		$ 4,882	$ 4,746	$ 136	3% (C)
Recycled Water	440	376	64	17% (b)		846	708	138	19% (D)
Other Revenue	14	114	(100)	(88%) (c)		61	228	(166)	(73%) (E)
Total Operating Revenues	2,901	2,936	(35)	(1%)		5,789	5,682	107	2%
Water Supply Expense	1,039	1,015	(24)	(2%)		2,029	2,020	(9)	(0%)
Gross Margin	1,862	1,921	(59)	(3%)		3,760	3,662	98	3%
Operating Expenses									
Operations & Maintenance - Potable	536	536	-	0%		1,043	1,183	140	12% (F)
Operations & Maintenance - Recycled	168	168	-	0%		286	348	61	18% (G)
Allocated O&M	202	202	-	0%		271	466	194	42% (H)
Transfer to General Fund for Cost Allocation	137	137	-	0%		274	274	-	0%
Depreciation	319	319	-	0%		610	639	29	5%
Total Operating Expenses	1,362	1,362	-	0% (d)		2,484	2,909	425	15%
Operating Income/(Loss)	500	559	(59)	(11%)		1,276	752	523	70%
Other Income/(Expenses)									
Interest Income	14	14	-	0%		29	29	(0)	(2%)
Other Income/(Expense)	44	44	-	0%		71	89	(18)	(20%)
Bond Interest/(Expense)	(166)	(166)	-	0%		(333)	(333)	(0)	(0%)
Transfers In/(Out) - (In Lieu)	-	-	-	0%		-	-	-	0%
Total Other Income/(Expenses)	(107)	(107)	-	0%		(233)	(215)	(19)	(9%)
Net Income	392	451	(59)	(13%)		1,042	538	504	94%
Aid in Construction	27	27	-	0%		66	53	13	24%
Net Change in Net Assets (Net Income)	$ 419	$ 478	$ (59)	(12%)		$ 1,108	$ 591	$ 517	88%

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

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD August 2016
($ 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	961	958	3	- YTD Potable water demand was very close to budget. On June 21, 2016, City Council agreed to limit irrigation to three days per week. FYTD CDD were 678 versus the 30 year average of 632.
B.	Recycled Water Usage in Millions of Gallons	234	202	32	- Recycled water sales are higher than planned due to increased demand, which was primarily driven by Studio District and Valhalla's updated irrigation system, resulting in significant increases in the amount of recycled water taken in July and August.
C.	Potable Water Revenue	4,882	4,746	136	- The potable water revenues closely correspond to higher water put into the system. The WCAC adjustment was only $8k YTD.
					WCAC Revenue — FYTD Actual: 2,021
					WCAC Expenses — 2,029
					WCAC revenue deferral (increased revenues) — $ (8)
D.	Recycled Water Revenue	846	708	138	- The recycled water revenues closely correspond to higher water put into the system.
E.	Other Revenue	61	228	(166)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
F.	Operations & Maintenance - Potable	1,043	1,183	140	- The favorable variance is attributable to lower than planned spending on special departmental supplies, utilities, and other professional services
G.	Operations & Maintenance - Recycled	286	348	61	- The favorable variance is primarily attributable to lower than planned allocations from Electric and lower than planned spending on electricity for water pumping.
H.	Allocated O&M	271	466	194	- The favorable variance is attributable to favorable variances in allocated expenses (Administration, Safety, Finance, Construction and Maintenance) from the Electric Fund.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD August 2016
($ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	491	481	10	- MTD Potable water demand is close to budget. On June 21, 2016, City Council agreed to limit irrigation to three days per week.. MTD CDD were 328 versus the 30 year average of 333.
b.	Recycled Water Revenue	440	376	64	- Recycled water sales are higher than planned due to increased demand, which was primarily driven by Studio District and Valhalla's updated irrigation system, which resulted in significant increases in the amount of recycled water taken in.
c.	Other Revenue	14	114	(100)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
d.	Total Operating Expenses	1,362	1,362	-	- Expenses, other than water supply expense, have not closed for August 2016 and are estimated at budgeted values.

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

	Aug-16	Jul-16	Jun-16	Mar-16	Dec-15	Jun-15	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	$ 9,129	$ 8,782	$ 8,674	$ 8,334	$ 8,271	$ 10,021	$ 9,760	$ 5,240
WCAC	858	846	873	974	1,183	890	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	12,208	11,849	11,767	11,528	11,674	13,131	15,760	7,240
Capital Commitments	(553)	(553)	(553)	(553)	(1,069)	(2,101)		
Cash and Investments (less commitments)	**11,655**	**11,295**	**11,213**	**10,974**	**10,605**	**11,030**	**15,760**	**7,240**

- The Statement of Cash Balances may not add up due to rounding.
- The August 2016 Cash Balance is as of 9/26/16. It is subject to change through approximately 9/30/16, at which time the City will close the books for August.

Estimated August 2016 Budget to Actual P&L Variance Highlights - Water Fund

(in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME - $392		(59)	(59)
MTD GROSS MARGIN VARIANCE			
Potable Revenues	1		1
Recycled Revenues	64		64
Other revenue		(100)	(100)
Water Supply Expense		(24)	(24)
Total	65	(124)	(59)

Estimated August 2016 Budget to Actual P&L Variance Highlights - Water Fund

(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME - $1,042	504		504
FYTD GROSS MARGIN VARIANCE			
Potable Revenues - higher than planned	136		136
Recycled Revenues - higher than planned	138		138
Water Supply		(9)	(9)
Other		(166)	(166)
Total	274	(176)	98
FYTD O&M AND OTHER VARIANCES			
Direct O&M - Salary savings, lower than planned spending in special departmental supplies, utilities, and other professional services	140		140
Lower than budgeted depreciation expense	29		29
All Other	43		43
Lower than planned allocations from Electric Fund	194		194
Total	406	-	406

6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
August 4, 2016

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

Ms. Springer called for the Pledge of Allegiance to the Flag.

ROLL CALL

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

Board Absent: Mr. Olson

Staff Present: Mr. Somoano, Acting General Manager, BWP; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Joffee, Acting Assistant General Manager, Power; Mr. Chwang, Sr. Asst. City Attorney; Mr. O. Hernandez, Acting Legislative Analyst; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Mr. Bleveans, Power Resources Manager; Mr. Elsner, Principal Civil Engineer/BWP; Mr. Sleiman, Sr. Electrical Engineer; Mr. Aquino, Administrative Officer; Ms. Meyer, Marketing Manager; Ms. O'Brien, Customer Service Supervisor; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Herman called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

MINUTES

It was moved by Ms. Springer, seconded by Mr. Smith and carried 5-0 to approve the minutes of the regular meeting of June 2, 2016.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of June 2016 and the fiscal year ending 2016. He declared that for the fiscal year ending 2016, both the Electric Fund and Water Fund had higher than budgeted net income.

Mr. Somoano, Mr. Liu, Ms. Meyer, Mr. Sleiman and Mr. Bleveans responded to Board member questions.

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

PUBLIC HEALTH GOAL REPORT FOR CALENDAR YEARS 2013, 2014 AND 2015
Mr. Elsner reported on BWP's public health goals (or maximum contaminant level (MCL) goals) for calendar years 2013, 2014 and 2015. He noted that the utility is required by law to report on this every three years.

Burbank's potable water has met, and continues to meet, all health based drinking water standards. The contaminant levels are significantly below their respective MCLs.

It is a state law that you must hold a public hearing on this topic. Staff will hold a public hearing at Council on August 30, 2016.

Mr. Elsner responded to Board member questions.

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

SUSTAINABLE BURBANK COMMISSION REPORT
Ms. Springer reported that she attended the Sustainable Burbank Commission meeting on July 18.

The following was discussed:
- Project at First St. and Magnolia Blvd.
- Green Spotlight Award

COMMENTS AND REQUESTS FROM BOARD MEMBERS
Mr. Ford commented that he would like to hear more about the utility's cash reserves and how the numbers are calculated. Mr. Liu and Mr. Somoano responded. Mr. Ford also asked if there is vegetation management on poles. Mr. Sleiman and Mr. Somoano responded.

Mr. Smith asked if BWP had provided mutual aid to the Sand Fire. Mr. Somoano responded that fire personnel were dispatched but no utility personnel. Mr. Smith would like to see a report on the utility's disaster planning.

Ms. Springer asked if BWP got a grant to study recycled water. Mr. Elsner responded.

Mr. Herman announced that Mr. Leclair had resigned from the BWP Board. He thanked him for serving on the Board and for serving the City.

INFORMATION FROM STAFF

Legislative Update. Mr. Hernandez reported that the Legislature had just returned from recess. The Legislature has until August 19 to pass or amend bills.

The following items were discussed:
- AB 1463 – This bill went into suspense
- AB 1520 – Change to California Public Records Act (consumption data usage), applies to residents only

- SB 1041 – Requires utilities to work with school districts, language changed
- SB 814 – Excessive water use bill. Not much movement on this bill
- SB 886 – Energy storage procurement. Amendment in the works

Mr. Hernandez responded to Board member questions.

Drought Update. Mr. Mace reported that Council voted on June 21 to go to Stage 1, which is 3 days a week watering year round. The utility saw a 28% and 22% reduction in water use in the months of June and July respectively, as compared to 2013. Additionally, recycled water sales added another 100 acre/ft. a month.

Mr. Somoano and Mr. Mace responded to Board member questions.

Aliso Canyon Update. Mr. Somoano reported that So. Cal Gas is providing bi-monthly updates. Seventeen wells have passed the testing process. So. Cal Gas is looking into how they can increase communication. September may present the biggest challenge.

Mr. Somoano and Mr. Joffee responded to Board member questions.

Boards, Commissions and Committees Informational Meeting. Mr. Somoano reminded and encouraged the Board to sign up for the upcoming meeting.

BWP Board Elections. Mr. Somoano informed the Board that Council had amended the Board Elections Ordinance. In the future, board elections will take place at the first meeting in August.

Integrated Resource Plan Update. Mr. Bleveans reported that the document is very close to being finished. Staff will be reviewing the plan with the City Manager on August 10.

ADJOURNMENT

The meeting was adjourned at 6:54 p.m. The next meeting will be held on Thursday, October 6, 2016 at 5:00 p.m. in the third floor Boardroom at Burbank Water and Power.

Pat Hickman
Recording Secretary

Jorge Somoano
Secretary to the Board

Paul Herman, Chair, BWP Board

September 7, 2016
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: David Nos, Chairperson
Miguel Porras, Vice-Chairperson
Jacqueline Waltman, Secretary
Matthew Doyle
Susan Widman

Also present: Sean Aquino, Administrative Officer – BWP
Betsy Dolan, Management Services Director
Garen Essakhanian, Network Support Analyst III
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
Jason Miller, Acting Asst. IT Director – Operations
April Moreno, Human Resources Manager
Sherry Richardson, Administrative Officer
Jessica Sandoval, Executive Assistant
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Porras (with Mr. Doyle and Ms. Waltman abstaining) and carried 3-0 to approve the minutes of the regular meeting of August 3, 2016.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – August 2016

RECOMMENDATION: Note and file.

Appointments and Assignments – September 2016

For the month of September 2016, there was one temporary appointment and three temporary assignment extensions needed. The extensions were sought on behalf of the Burbank Water and Power Department, the Information Technology Department, and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 5-0 to approve the Appointments and Assignments for the month of September 2016.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:45 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
David Nos, Chairperson

_____DATE_____
Jacqueline Waltman, Secretary

city of burbank
community development department

memorandum

DATE: September 20, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **THE BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS – SEPTEMBER 14, 2016**

- Sunder Ramani, a member of the 'Committee for Yes on Measure B,' addressed the Board during public comment regarding the community initiative to educate Burbank residents on the importance of voting yes on Measure B. Mr. Ramani requested a $50,000 contribution from the Board for outreach and education efforts to Burbank's voters. The BHA approved the $50,000 contribution under 'Ongoing Operational Issues.' Lucy Burghdorf, Director of Public Affairs and Communications for the Hollywood Burbank Airport, recused herself during the discussion and abstained from the vote. Patrick Prescott, City of Burbank Community Development Director, was not present during this meeting and did not vote on this action item.

- Mary Cutone, CEO of the Burbank YMCA, presented sponsorship opportunities for the 2016 Turkey Trot. Part of the sponsorship will include the Visit Burbank booking engine on the Turkey Trot website to encourage and track hotel bookings that may result from the event. The BHA approved a $5,000 sponsorship.

- Strausberg Group, Visit Burbank's marketing and advertising agency, presented a Marketing Strategy and Media Plan for October 2016 – June 2017. Components of the strategy included:
  - International advertising in Canada, Australia, and Burbank's Sister City Incheon Korea;
  - Southwest Airlines in-flight magazine 14 page editorial spread;
  - Digital advertisements in cities with direct flights into the Hollywood Burbank Airport; and
  - Increased social media presence with travel and lifestyle influencers and bloggers promoting Burbank to their followers.

  The BHA requested a follow up meeting to discuss the Marketing Strategy and Media Plan in greater detail. The special meeting will be held on October 5, 2016.

- The next regular meeting of the BHA is scheduled for October 12, 2016.

city of burbank
community development department

memorandum

DATE: September 15, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: Landlord-Tenant Commission Meeting – September 12, 2016

- The Commission met on Monday, September 12, 2016, instead of September 5, 2016 due to the Labor Day holiday.

- The Commission and staff welcomed new Commissioner Sheri Small who was appointed on August 30, 2016. Commissioner Small shared with everyone that she is a long-time resident and landlord in Burbank.

- The Commission reviewed a tenant's written questionnaire regarding a recent rent increase. The tenant informed the Commission that he had contacted Council Member Bob Frutos earlier this month. He requested that the Commission Subcommittee assist him in negotiating a reduced rent increase with his landlord. The Subcommittee agreed to help the tenant and will report the outcome at the next meeting.

- Marva Murphy attended as a liaison from the Senior Board. Ms. Murphy reiterated (as she stated last month) that the Senior Board is working on recommendations for the Board to present to City Council on how to provide affordable housing for senior citizens.

- General Business: 1) the Minutes from the August 2016 meeting were approved; and 2) staff informed the Commission that the 20 Frequently Asked Questions (FAQs), approved in August 2016, have been uploaded to the City website.

- Staff provided the Commission a staff report from a 2002 City Council meeting outlining the pros and cons of rent control. Furthermore, staff informed the Commission that there will be an affordable housing study session held during a City Council meeting later this year. The purpose of the study session is to discuss ideas on how to provide more affordable housing in the community.

- The meeting adjourned at 7:30 p.m. to the next meeting scheduled for Monday, October 3, 2016.

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: September 27, 2016

TO: Ron Davis, City Manager

FROM: Bonnie Teaford, Public Works Director
By: John Molinar, Assistant Public Works Director

SUBJECT: City Manager Tracking List No. 1920 – Review PW Magnolia Park Maintenance Contract and Blowers Being Used at Early Hours

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Public Works Department staff was made aware that its citywide landscape maintenance contractor, Stay Green, Inc., was using a leaf blower in the Magnolia Park area early in the morning. Staff spoke with the contractor, who was informed that while its contract (see excerpt in Attachment 1) allows work in Magnolia Park to begin at 7:00 am, the Burbank Municipal Code (BMC), Section 9-3-214.B (highlighted on page 6 of Attachment 2) prohibits the use of leaf blowers within 200 feet of a residential zone between the hours of 6:00 pm and 8:00 am.

The contractor was informed it could no longer use leaf blowers between the hours of 7:00 am and 8:00 am in the Magnolia Park area, and would have to hand sweep during that period if it wished to prevent dust from affecting nearby outdoor dining areas. In addition, the Community Development Department is coordinating staff efforts to review and clarify the City's noise ordinance, which will be brought back to Council for consideration at a future date.

Attachments:
1 – Excerpt from Citywide Landscape Maintenance Contract with Stay Green, Inc.
2 – Excerpt from BMC Title 9 – Environmental Protection, Article 2. Noise Control

cc. Patrick Prescott, Community Development Director

Attachment 1

Excerpt from Citywide Landscape Maintenance Contract with Stay Green, Inc.

Section II. D.

SWEEPING

Furnish all labor, materials, tools, and equipment for powered street and hand sweeping. Areas which cannot be swept with power street sweeping equipment shall be hand swept/cleaned. Examples are, but not limited to, the following: behind and around parking bumpers, raised barriers, light standards, benches and alcoves.

Section III.F.2. *(Magnolia Park Maintenance Area Specific Requirements)*:

HOURS OF SERVICE – Coverage for maintenance shall be 4 hours per day between the hours of 7:00 A.M. and 3:30 P.M., seven (7) days per week, including holidays.

Attachment 2

Excerpt from BMC Title 9 – Environmental Protection, Article 2. Noise Control

ARTICLE 2. NOISE CONTROL

DIVISION 1. GENERAL PROVISIONS

9-3-201: DECLARATION OF POLICY:

It is the policy of the City to prohibit unnecessary, excessive and annoying sounds which at certain levels and frequencies are detrimental to the health and welfare of the City's inhabitants and in the public interest must be systematically proscribed. [Formerly numbered Section 21-20; renumbered by Ord. No. 3058, eff. 2/21/87; 2383, 2338, 2336.]

9-3-202: DEFINITIONS:

Unless the context otherwise clearly indicates, the words and phrases used in this article are defined as follows:

AMBIENT NOISE: The all encompassing noise associated with a given environment, usually being a composite of sounds with many sources near and far, but excluding the noise source being measured.

A-WEIGHTED LEVEL OR "A": Used in conjunction with dB is the total sound level of all noise as measured with a sound level meter using the A-weighting network as defined in American National Standards Specification for sound level meters S1.4-1971. The unit is the dBA.

BAND PRESSURE LEVEL: "Band pressure level" of a sound for a specified frequency band is the sound pressure level for the sound contained within the restricted band.

CYCLE: The complete sequence of values of a periodic quantity which occurs during a period.

DAYTIME: The hours from seven o'clock (7:00) A.M. to ten o'clock (10:00) P.M.

DECIBEL OR dB: A unit of level which denotes the ratio between two (2) quantities which are proportional to power; the number of decibels corresponding to the ratio of two (2) amounts of power is ten (10) times the logarithm to the base ten (10) of this ratio.

FREQUENCY: "Frequency" of a function periodic in time is the reciprocal of the primitive period. The unit is hertz and shall be specified.

HERTZ OR Hz: Cycles per second.

MICROBAR: A unit of pressure commonly used in acoustics and is equal to one dyne per square centimeter.

MOTOR VEHICLE: Includes, but shall not be limited to, minibikes and go-carts.

NIGHTTIME: The hours from ten o'clock (10:00) P.M. until seven o'clock (7:00) A.M. of the following day.

NOISE: Includes all sound.

PERIOD: "Period" of a periodic quantity is the smallest increment of time for which the function repeats itself.

PERIODIC QUANTITY: Oscillating quantity, the values of which recur for equal increments of time.

SOUND AMPLIFYING EQUIPMENT: Any machine or device for the amplification of the human voice, music, or any other sound, but shall not include standard automobile radios when used and heard only by the occupants of the vehicle in which the automobile radio is installed, and as used in this chapter shall not include warning devices on authorized emergency vehicles or horns or other warning devices on any vehicle used only for traffic safety purposes.

SOUND ANALYZER: A device for measuring the band pressure level or pressure spectrum level of a sound as a function of frequency.

SOUND LEVEL METER: An instrument including a microphone, an amplifier, an output meter, and frequency weighting networks for the measurement of noise and sound levels in a specified manner.

SOUND PRESSURE LEVEL: "Sound pressure level" of a sound, in decibels, is twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound to the reference pressure, which for the purposes of this chapter shall be 0.0002 microbars.

SOUND TRUCK: Any vehicle regardless of motive power, whether in motion or stationary, having mounted thereon, or attached thereto, any sound amplifying equipment.

SPECTRUM: "Spectrum" of a function of time is a description of its resolution into components, each of a different frequency or frequency band. [Formerly Numbered Section 21-21; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-203: DECIBEL MEASUREMENT CRITERIA:

A. Any decibel measurement made pursuant to the provisions of this article shall be based on a reference sound pressure of 0.0002 microbars as measured in any octave band with center frequency, in hertz, as follows: 31.5, 63, 125, 250, 500, 1,000, 2,000, 4,000 and 8,000 or as measured with a sound level meter using the A-weighting, and using the slow meter response.

B. Unless otherwise provided, measurements shall be taken with the microphone located at any point on the property line of the noise source, but no closer than five feet (5') from any wall or vertical obstruction and not less than five feet (5') above ground level whenever possible. In no case shall such

measurements be taken at less than three feet (3'). When measurements are taken at less than five feet (5'), the distance shall be recorded and appropriate corrections to the reading may be applied.

C. A minimum of three (3) readings shall be taken at two (2) minute intervals. The sound level shall be the average of these readings.

D. Sound pressure levels shall be measured with a sound level meter and an octave band analyzer that conform to specifications published by the American National Standards Institute. (American Standard Sound Level Meters for Measurement of Noise and Other Sounds, S1.4-1971 American National Standards Institute, New York, New York, and American Standard Specification for octave, half octave and third octave band filter set for the analysis of noise and other sounds, S1.11-1966, American National Standards Institute, New York, New York, shall be used.) [Formerly Numbered Section 21-22; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-204: EMERGENCY WORK; EXEMPTION:

This article shall not apply to emergency work necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from an imminent exposure to danger, or work by a private or public utility when restoring utility service. [Formerly Numbered Section 21-23; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-205: INJUNCTION; ADDITIONAL REMEDY:

The operation or maintenance of any device, instrument, vehicle or machinery in violation of any provision of this article, which causes discomfort or annoyance to reasonable persons of normal sensitiveness or which endangers the comfort, repose, health or peace of residents in the area shall be deemed, and is declared to be, a public nuisance and may be subject to summary abatement by a restraining order or injunction issued by a court of competent jurisdiction. This is not intended to preclude resort to any other legal remedy. [Formerly Numbered Section 21-24; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-206: CITY ATTORNEY AUTHORIZED TO TAKE LEGAL PROCEEDINGS:

The City Attorney, upon request of the Building Director, is authorized to institute necessary legal proceedings to enforce the provisions of this article. [Formerly Numbered Section 21-25; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

DIVISION 2. SPECIAL NOISE SOURCES

9-3-207: ANIMALS AND FOWL:

A. No person shall keep or maintain upon any premises owned, occupied or controlled by him any animal or fowl which, by any sound, cry or behavior, shall cause discomfort or annoyance to a reasonable person of normal sensitiveness in any residential area.

B. A violation of this section shall constitute an infraction. [Formerly Numbered Section 21-30; Renumbered by Ord. No. 3058, eff. 2/21/87; 2749, 2383.]

9-3-208: MACHINERY, EQUIPMENT, FANS AND AIR CONDITIONING:

A. Decibel Limit: No person shall operate any machinery, equipment, pump, fan, air conditioning apparatus, or similar mechanical device in such a manner as to cause the ambient noise level to be exceeded by more than five (5) decibels. In the case of leaf blowers, as defined by Section 9-3-214 of this article, the ambient noise level may not be exceeded by more than twenty (20) decibels.

B. Ambient Noise Base Level: For the purposes of this section only, all ambient noise measurements shall commence at the following ambient noise base levels in the zones and during the times shown:

Base Levels	Time	Zone
45 dBA	Nighttime	Residential
55 dBA	Daytime	Residential
65 dBA	Anytime	Commercial
70 dBA	Anytime	All other zones

Accordingly, and by way of illustration, the ambient noise level in commercial zones shall be deemed to be sixty five (65) dBA notwithstanding a lower reading; provided, however, that when the ambient noise base level for the property on which the machinery, equipment, pump, fan, air conditioning apparatus or similar mechanical device is located is higher than the ambient noise base level for adjacent property, the ambient noise base level for the adjacent property shall apply. Properties separated by a street shall be deemed to be adjacent to one another.

C. Exception For Home Air Conditioners: Air conditioning appliances and equipment installed on or before June 1, 1972, in residences in residential zones may be operated until January 1, 1974, between the hours of eight o'clock (8:00) A.M. and ten o'clock (10:00) P.M. without complying with the decibel limits prescribed in this section. [Formerly Numbered Section 21-31; Renumbered by Ord. No. 3058, eff. 2/21/87; 3122, 2383, 2361.]

9-3-209: CONSTRUCTION IN RESIDENTIAL AREAS; EXCEPTION:

[Deleted by Ord. No. 3797, eff. 12/3/10; Formerly Numbered Section 21-32; Renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. 3588, eff. 11/3/01; 2383.]

9-3-210: VEHICLE REPAIRS IN RESIDENTIAL AREAS:

It is unlawful for any person in a residential zone of the City, or within a radius of five hundred feet (500') from any residential zone, to repair, rebuild or test any motor vehicle during the nighttime in such manner that a reasonable person of normal sensitiveness residing in the zone is caused discomfort or annoyance. [Formerly Numbered Section 21-33; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-211: VEHICLE OPERATION ON PRIVATE PROPERTY, ETC.:

No person shall operate any motor driven vehicle within the City in such manner that a reasonable person of normal sensitiveness residing in the area where the vehicle is being operated is caused discomfort or annoyance. This section shall apply only if the operation of the vehicle is not regulated by State law. [Formerly Numbered Section 21-34; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-212: SOUND SUPPRESSION ON GASOLINE AND GAS ENGINES:

No person having charge or control of any engine in which gas, gasoline, distillate or other similar substance is used as a motive power, shall run or operate such engine without having the exhaust pipe thereof connected with an underground air chamber or having attached to such exhaust pipe a muffler or other device so constructed as to deaden the sound of the exhaust of such engine and effectually prevent such exhaust from making any loud noise or disturbing the peace and quiet of persons in its vicinity. This section shall apply to the engine of a motor vehicle only if its exhaust equipment is not regulated by State law. [Formerly Numbered Section 21-35; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-213: RADIOS, TELEVISION SETS AND SIMILAR DEVICES:

A. Disturbing Residents: No person shall use or operate any radio receiving set, musical instrument, phonograph, television set or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet, and comfort of neighboring residents or any reasonable person of normal sensitiveness residing in the area.

B. Prima Facie Violation: Any noise causing the ambient noise level to be exceeded by more than five (5) decibels shall be deemed to be prima facie evidence of a violation of this section. Noise measurements shall be taken within any adjoining apartment if the radio receiving set, musical instrument, phonograph, television set or other machine or device is in an apartment house,

condominium or other multiple dwelling. [Formerly Numbered Section 21-36; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-213.5: RADIOS, TELEVISION SETS AND SIMILAR DEVICES IN AND ADJACENT TO PARK FACILITIES:

A. Disturbing Residents: No person in a park (including public parking lots) or on a right of way adjacent to a park shall use or operate any radio receiving set, musical instrument, phonograph, television set or other machine or device for the producing or reproducing of sound or other sound amplification systems in such manner as to disturb the peace, quiet, and comfort of neighboring residents or any reasonable person of normal sensitiveness residing in the area.

B. Prima Facie Violation: Any person who operates or permits the operation of an outdoor sound amplification device which can be heard seventy five feet (75') or more away: 1) from the closest boundary of the park, when the source of the noise is within the boundaries of a park; or 2) from the actual source of the noise, when the source is of noise is located in the right of way adjacent to a park; shall be deemed to be prima facie evidence of a violation of this section.

C. Exceptions: This prohibition shall not apply to a park permit or other City approval that expressly authorizes the use of outdoor sound amplification devices. [Added by Ord. No. 3642, eff. 7/24/04.]

9-3-214: RESTRICTIONS ON LEAF BLOWER OPERATION:

A. Definitions:

LEAF BLOWER: Any machine however powered used to blow leaves, dirt and other debris off sidewalks, driveways, lawns and other surfaces.

PARCEL: An area of real property with a separate and distinct number or other designation shown on a plat recorded in the office of the County Recorder. Contiguous parcels owned by the same individual or entity shall be considered one parcel for the purposes of this section.

B. Time Restrictions: No person shall operate a leaf blower within a residential zone or within two hundred feet (200') of a residential zone between the hours of six o'clock (6:00) P.M. to eight o'clock (8:00) A.M.

C. Duration of Use: No person shall operate any leaf blower within a residential zone or within two hundred feet (200') of a residential zone for more than fifteen (15) minutes per hour on parcels less than one-half (1/2) acre and no more than thirty (30) minutes per hour on parcels greater than one-half (1/2) acre.

D. Number of Leaf Blowers: No person shall operate more than one leaf blower per parcel within any residential zone or within two hundred feet (200') of a residential zone.

E. Debris Restriction: No person shall operate any leaf blower within the City in such a way as to blow leaves, dirt, and other debris on to adjoining properties and public rights of way and to allow the

material to remain there for more than fifteen (15) minutes. [Added by Ord. No. 3122; Formerly Numbered Section 21-37; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

DIVISION 3. SOUND TRUCKS

9-3-215: PURPOSE OF REGULATION:

The Council recognizes that the use of sound amplifying equipment when operated for free speech purposes is protected by the constitutional rights of freedom of speech and assembly, but nevertheless feels obligated to reasonably regulate the use of such equipment in order to protect the correlative constitutional rights of those who wish privacy and freedom from the nuisance of loud and unnecessary noise. [Formerly Numbered Section 21-40; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-216: SOUND TRUCKS MUST BE REGISTERED:

No person shall use a sound truck on the street with its sound amplifying equipment in operation without having first filed a registration statement with the Community Development Department in writing. This registration shall be filed in triplicate and shall state the following:

A. Name and home address of the registrant;

B. Address and place of business of registrant;

C. License number and motor number of the sound truck to be used by registrant;

D. Name, address and telephone number of person who owns the sound truck;

E. Name, address and telephone number of person having direct charge of the sound truck;

F. Names and addresses of all persons who will use or operate the sound truck;

G. The purpose for which the sound truck will be used;

H. A general statement as to the section or sections of the City in which the sound truck will be used;

I. The proposed hours of operation of the sound truck;

J. The number of days of proposed operation of the sound truck;

K. A general description of the sound truck amplifying equipment which is to be used;

L. The maximum sound producing power of the sound amplifying equipment, expressed in decibels at a reference distance of thirty feet (30'); and

M. Whether the sound amplifying equipment will be used for commercial or noncommercial purposes. [Formerly Numbered Section 21-41; Renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3828, eff. 8/24/12; 2383, 2338, 2336, 2194.]

9-3-217: DISAPPROVAL OF REGISTRATION:

The Community Development Department shall accept such registration unless the Community Development Director finds that the regulations for the use of sound trucks set forth in Section 9-3-221 of this article would be violated in whole or part. If the registration is disapproved, the reasons for disapproval shall be endorsed on the statement and it shall be returned to the applicant forthwith. [Formerly Numbered Section 21-42; Renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3828, eff. 8/24/12; 2383.]

9-3-218: AMENDING REGISTRATION:

All persons using sound trucks shall amend any registration statement filed pursuant to this article within forty eight (48) hours after any change in the information therein furnished. [Formerly Numbered Section 21-44; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383, 2338, 2336.]

9-3-219: COPY OF REGISTRATION TO CHIEF OF POLICE:

The Community Development Department shall furnish the Chief of Police with a copy of such registration statement and all amendments thereto. [Formerly Numbered Section 21-45; Renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3828, eff. 8/24/12; 2383, 2338, 2336, 2194.]

9-3-220: CERTIFIED COPY OF REGISTRATION MUST BE CARRIED IN SOUND TRUCK:

The Community Development Department shall return to each registrant hereunder one copy of said registration statement duly certified as a correct copy of said registration. Said certified copy of the registration shall be in the possession of any person operating the sound truck at all times while the sound truck's sound amplifying equipment is in operation, and said copy shall be promptly displayed and shown to any police officer or Community Development Director of the City upon request. [Formerly Numbered Section 21-46; Renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3828, eff. 8/24/12; 2383, 2338, 2336, 2194.]

9-3-221: REGULATIONS FOR USE OF SOUND TRUCKS:

All persons using sound trucks with sound amplifying equipment in operation shall be subject to the following regulations:

A. The only sound permitted is music or human speech or both;

B. The human speech and music amplified shall not be obscene, profane, lewd, indecent, vulgar, or slanderous, nor shall such music or speech induce, request, or incite any persons to injure or damage persons or property, or to do any illegal act;

C. Sound shall not be issued within three hundred feet (300') of any hospital, church, courthouse, or school;

D. No sound emanating from sound amplifying equipment shall exceed fifteen (15) dBA above the ambient noise level as measured at the property line of the affected property;

E. Sound amplifying equipment shall not be operated between the hours of nine o'clock (9:00) P.M. and nine o'clock (9:00) A.M. of the following day during weekdays and at no time on Sundays;

F. No sound truck with its amplifying equipment in operation shall be operated when:

1. The conditions of motor vehicle movement are such that in the opinion of the Chief of Police use of the equipment would constitute a detriment to traffic safety; or

2. The conditions of pedestrian movement are such that use of the equipment would constitute a detriment to traffic safety; and

G. The volume of sound shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitiveness within the area of audibility. [Formerly Numbered Section 21-47; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383, 2338, 2336.]

DIVISION 4. MISCELLANEOUS

9-3-222: OCTAVE BAND SOUND FREQUENCY LEVEL LIMITS:

A. For those marginal cases where an objectionable noise is clearly audible, but where the measured A-weighted noise level is not violated, sound measurements shall be taken utilizing an octave band sound analyzer and compared to the table on the next page:

Allowable A-Weighted Sound Levels

40

45

50

55

60

65

70

75

Octave Band Frequency Sound Level Limits (In Decibels) For Each Frequency (In Hz)

31.5	**63**	**125**	**250**	**500**	**1000**	**2000**	**4000**	**8000**
61	54	47	42	37	34	31	28	25
64	58	51	46	42	39	36	33	30
57	61	55	51	47	44	41	38	35
70	65	60	55	52	49	46	43	40
73	68	64	60	56	54	51	48	45
76	72	68	64	61	59	56	53	50
79	76	72	69	66	64	61	58	55
82	79	76	73	71	69	66	63	60

Where the A-weighted sound level is between any of the figures shown, octave band frequency sound levvel limits for such A-weighted sound level shall be determined by proportionally adjusting the figures shown to the nearest whole figure.

B. Any measured sound pressure level in any octave band exceeding the noise limits prescribed above, as adjusted using the following table, is prohibited:

Condition	**Adjustment To Be Added To Values Given (Decibels)**
Steady audible tone such as hum, whine, or screech	Minus 5
Continuous impulsive noise such as hammering or riveting	Minus 5
Noise occurring more than 5 but less than 15	Plus 5

Condition	Adjustment To Be Added To Values Given (Decibels)
minutes per hour	
Noise occurring more than 1 but less than 5 minutes per hour	Plus 10
Noise occurring less than 1 minute per hour	Plus 20

[Formerly Numbered Section 21-50; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-223: NOISE SOURCES NOT SPECIFICALLY COVERED:

Notwithstanding any other provision of this article and in addition thereto, it shall be unlawful for any person to wilfully make or continue any loud, unnecessary or unusual noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area. The standards which shall be considered in determining whether a violation of this section exists shall include, but not be limited to, the following:

A. The sound pressure level of the noise;

B. The octave band sound pressure level of the noise;

C. Whether the nature of the noise is usual or unusual;

D. Whether the origin of the noise is natural or unnatural;

E. The sound pressure level and octave band sound pressure level of the background noise, if any;

F. The proximity of the noise to residential sleeping facilities;

G. The nature and zoning of the area within which the noise emanates;

H. The density of the inhabitation of the area within which the noise emanates;

I. The time of the day or night when the noise occurs;

J. The duration of the noise;

K. Whether the noise is recurrent, intermittent or constant; and

L. Whether the noise is produced by a commercial or noncommercial activity. [Formerly Numbered Section 21-51; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

9-3-224: SCHOOLS, HOSPITALS AND CHURCHES:

It shall be unlawful for any person to create any noise on any street, sidewalk or public place adjacent to any hospital or to any school, institution of learning or church while the same is in use, which noise unreasonably interferes with the workings of such institution or which disturbs or unduly annoys patients in the hospital, provided conspicuous signs are displayed in such streets, sidewalk or public place indicating the presence of a school, church or hospital. [Formerly Numbered Section 21-52; Renumbered by Ord. No. 3058, eff. 2/21/87; 2383.]

CITY OF BURBANK

Public Information Office

MEMO

DATE: September 22, 2016

TO: Ron Davis, City Manager

FROM: Drew Sugars, Public Information Officer

SUBJECT: **League of Women Voters Televised Candidate Forum**

RECOMMENDATION

Approve the League of Women Voters' request for City support to broadcast and make available on-demand, three candidate forums prior to the November 8, 2016 General Election.

BACKGROUND

In January, 2013, City Council amended Resolution No. 24,741 granting the City Manager the authority to administratively approve requests for City support to conduct candidate forums.

Each election year, the League of Women Voters of Glendale/Burbank (LWV) has traditionally presented a candidate forum for locally held elections. In recent years, local, state and federal election forums have been produced in cooperation with the City. The City has allowed the use of the Council Chambers for the forums which were televised live and then rebroadcast on The Burbank Channel. The forums were also made available on-demand via the City's webpage Burbankca.gov and the City's YouTube Channel.

DISCUSSION

LWV has asked the City of Burbank to provide support to televise the following two forums prior to the June, 2016 Primary Ballot:

- Sept. 30, Fri. 7:00 P.M. State Senate (Dist. 25) and LA County Supervisor (5th District)
- Oct. 7, Fri. 7:00 P.M. U.S. Representative (28th Dist.)

As the organizer of the forum, the League will be responsible for ensuring that the maximum capacity of the Council Chambers (120) is not exceeded. In addition, and in consultation with the Fire Department, twenty (20) chairs and a TV monitor will be set up in the City Hall lobby in the event of an overflow situation.

FISCAL IMPACT

No additional funds are required for this request. The impact on City resources to stage the forums would involve the use of up to two Public Information Office staff for setup and the recording of the event. Combined, the forums are estimated to last 3-4 hours total with an estimated two (2) hours of PIO staff time needed for editing (live to digital format), and uploading to The Burbank Channel server and the City's YouTube Channel.

CONCLUSION

The PIO recommends approving the League of Women Voters' request for City support to broadcast the two candidate forums covering three local races. Candidates for public office will be able to communicate their message to Burbank residents who can make a better informed decision when casting their ballots. Televising these forums will enhance the City's commitment to transparency and community engagement.

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CITY MANAGER'S OFFICE

CITY NOTES

Important Updates for the Burbank City Council **September 30, 2016**

Voter Registration Outreach

Burbank City Clerk Zizette Mullins recently visited Christina Fahad's Government classes at Burbank High School where she talked to students about the structure of Burbank City government, the importance of voting, and Measure B (Voter Approval for Burbank's Airport Terminal Projects) which will be on the November ballot. Following the presentation, nearly 150 students committed to register to vote. In addition, 35 BHS students have registered to work in polling places around the city for the election on November 8 through the Student Polling Program of Los Angeles County. Ms. Mullins said, A similar presentation was held at John Burroughs High School, which was also attended by California Secretary of State Alex Padilla.

Homeless Services Liaison (HSL)

In a continued effort to address homelessness, the City of Burbank and Ascencia (a non-profit homeless services agency) have partnered to provide an expansion of services in the City. The partnership included Ascencia hiring a full-time Homeless Services Liaison that will benefit Burbank's homeless neighbors and service providers. Mr. Natalis Ng began his new position on Wednesday, September 14. He will be responsible for coordinating services and programs citywide with local non-profits, coordinating resources with Los Angeles County and City public entities, and responding to City intra-departmental programs and homeless related issues. Natalis is stationed at the Community Services Building and coordinates homeless efforts with the Community Development Department Grants Coordinator, Marcos Gonzalez.

CEO of the New York Times Company Speaks at the Library

The Buena Vista Branch Library had a full house on Wednesday, September 21, to hear Mark Thompson talk about his new book, Enough Said: What's Gone Wrong with the Language of Politics? Mr. Thompson is currently President and CEO of the New York Times Company, and former Director-General of the BBC. He gave an engaging talk, and afterward remarked about how good the questions were from the patrons. A video of the event is currently playing on The Burbank Channel and is available for viewing on demand.

Toy Drive at Flappers Comedy Club

Flappers Comedy Club and the Burbank Fire Department held a toy drive to benefit the community on Wednesday, September 28. Patrons who brought a toy to the comedy show received half off the ticket price. Engine 14 collected the toys and thanked the participants. Everyone had a great time and the toy drive was a success.

Burbank Volunteer Fair and Recognition a Success

More than 750 people attended the Volunteer Recognition and Recruitment Fair at Joslyn Adult Center on Wednesday, September 21. The second annual Burbank Volunteer Program (BVP) event recognized current volunteers for their service to the Burbank community and encouraged attendees of all ages to explore volunteer opportunities with over 40 local non-profit agencies. After visiting the fair, attendees were invited to enjoy a free In-N-Out burger and Ben & Jerry's Ice Cream, courtesy of the BVP Advisory Council, while watching performances from various community groups.

Music and Art in the Park

The Parks and Recreation Department and Burbank Cultural Arts Commission held Music and Art in the Park, an arts festival at Johnny Carson Park on Saturday, September 24. More than 300 people enjoyed music from the JBHS Power House, Burbank Dance Academy, Rock Star Fitness, The Little Stars Dance Company and One World Rhythm, followed by a concert from Kenny Sara & the Sounds of New Orleans. Attendees were encouraged to learn about arts opportunities in Burbank by visiting booths sponsored by 16 local arts organizations. During the performances, attendees enjoyed food from Slammin Sliders, Monster Tacos and Kona Ice food trucks. This concert was sponsored by the office of Los Angeles County Supervisor Michael D. Antonovich.

Rock-a-Hula

Adults 55+ were treated to a rockin' event at Verdugo Aquatic Facility on Thursday, September 15. The third annual event provided guests with free hot dogs, chips, drinks, and the always popular ice cream sandwich. This year's entertainment line-up featured music from Joslyn Jumping Fleas ukulele group, hula performances from Na Kapuna, free swimming, an Aqua Boogie demonstration led by Deni King, and a Rockin' Tribute to The King from Scot Bruce.