

Weekly Management Report January 8, 2016

1. **Memo** - Street Performer Ordinance Follow-up - Community Development Department
2. **Staff Report** - November 2015 Operating Results - Burbank Water and Power Department
3. **Minutes** - Burbank Water and Power Board Meeting of November 12, 2015 - Burbank Water and Power Department
4. **Synopsis** - Civil Service Board Meeting of January 6, 2016 - Management Services Department

memorandum

DATE: December 28, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 
VIA: Ruth Davidson-Guerra, Assistant Community Development Director
BY: Mary Hamzoian, Economic Development Manager  

SUBJECT: Street Performer Ordinance Follow-Up

On December 8, 2015, a Street Performer Ordinance (Ordinance) and amendment to the City's existing noise regulations were presented to City Council. The proposed Ordinance was developed on the premise of public safety, enabling the free flow of pedestrian and vehicular traffic in Downtown Burbank (Downtown) that may otherwise be adversely impacted by street performers. The Ordinance addressed public safety concerns by creating time, place and manner regulations. To address the issue of noise in Downtown, an amendment to the existing noise regulations was proposed. The amendment would expand the existing code to protect patrons and businesses from unreasonable noise while also adding restrictions regarding sound amplifying equipment, radios, musical instruments and all other machines that reproduce sound. During deliberation, the City Council discussed their sentiments on the following:

- ✓ Community outreach to merchants and property owners surrounding the week of Thanksgiving seemed insufficient;
- ✓ Additional follow-up and comparison of other cities and their Ordinance's was requested;
- ✓ A better understanding of how street performers could create unfair competition with merchants in Downtown was requested;
- ✓ A greater need to regulate noise in Downtown rather than street performers was suggested; and
- ✓ There was a perception that street performers do not create a public safety concern and an Ordinance may not be the most effective way to address the concerns of merchants that are directly impacted by noise.

With respect to best practices followed by other cities, staff analyzed and vetted ordinances, permits, and enforcement options from several cities including, Santa Monica, Long Beach, Santa Cruz, Venice, and San Francisco. As stated in the December 8th staff report, the most comprehensive and court-tested ordinance and permitting process was from the City of Santa Monica. The proposed Ordinance for

Downtown was modeled using much of the same criteria and regulations as Santa Monica.

In light of City Council's direction, it does not appear that the Ordinance is a priority for the City Council at this time and additional outreach by staff is desired. However, since noise impacts from street performers in Downtown does seem to be of concern, staff recommends that the City Council initially consider approving the amendment to the existing noise regulation (as presented at the December 8th meeting) to provide additional noise protections for residents, businesses and the general public. Unless otherwise directed, staff may return in early 2016 with the noise regulation amendment.

7A.



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

DATE: January 14, 2016
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: November 2015 Operating Results

SAFETY

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

Water Results of Operations

For the month of November, water usage was 11% (46 million gallons) lower than budgeted due to conservation; and usage was 24% of the November 2013 standard once again meeting the State mandated conservation standard that went into effect June 1, 2015. November Potable Water Revenues were \$212,000 lower than budgeted and Recycled Water Revenues were \$51,000 lower than budgeted. November Water Supply Expenses were \$110,000 better than budgeted, corresponding to lower demand. November's Gross Margin was \$187,000 worse than budgeted. Net Income was a loss of \$64,000, which was \$79,000 worse than budgeted.

November fiscal-year-to-date (FYTD) water usage was 23% (605 million gallons) lower than budgeted due to conservation efforts by customers; since June 1st Burbank has been in compliance with the State mandated conservation standard. FYTD November Potable Water Revenues were \$2,467,000 worse than budgeted and Recycled Water Revenues were \$405,000 worse than budgeted. FYTD Water Supply Expenses were \$1,596,000 better than budgeted, corresponding to lower demand. The FYTD Gross Margin was \$1,537,000 worse than budgeted. Operating Expenses were \$912,000 better than budgeted. Net Income was \$1,544,000, which was \$87,000 worse than budgeted.

Electric Results of Operations

For the month of November, electric loads were 6% lower than budgeted and Retail Sales were \$102,000 lower than budgeted, due to conservation. November Power Supply Expenses were \$643,000 better than budgeted due to lower demand. November's Gross Margin was \$411,000 better than budgeted. Operating Expenses were \$351,000 better than budgeted. Net Income was \$768,000, which was \$955,000 better than budgeted.

FYTD November electric loads were as budgeted but reflect conservation efforts offset by warmer than normal months of September and October. Retail Sales were \$2,216,000 better than budgeted. FYTD Power Supply Expenses were \$4,070,000 better than budgeted due to biogas and wind underperformance, and lower energy prices, and true-up credits from IPP. FYTD Gross Margin was \$5,797,000 better than

budgeted. November FYTD Operating Expenses were \$2,694,000 better than budgeted. Net Income was \$12,801,000 which was \$8,548,000 better than budgeted.

WATER DIVISION

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

The State Natural Resources Agency released the preliminary draft chapters of the Bay Delta Conservation Plan (BDCP) in 2013. The State Natural Resources Agency later released a revised plan/tunnel alignment for the BDCP that would reduce the impact of the project to private property both during and after construction. Governor Brown supports the approval of the BDCP. The State Agencies have received public comment and will recirculate the revised documents for further public comment during 2015. The final documents will then be ready for adoption and any proposed actions.

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

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

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

Burbank implemented Stage II of the Sustainable Water Use Ordinance on August 1, 2014; and Stage III was implemented effective June 1, 2015. Stage III limits outdoor watering to two days a week, April thru October, and one day a week November thru March. Pools are also required to be covered and hand watering is limited to early morning and evening. Strictly adhering to the watering restrictions and conservation practices, rapidly completing remaining recycled water (RW) conversions and

continuing to educate and remind the public will be necessary to meet the Conservation Standard. Enforcement through fines is being conducted with any funds received set aside to assist conservation efforts for low income customers during the drought.

The Metropolitan Water District (MWD) Board adopted a Water Supply Allocation Plan (WSAP) at a level 3 (15%) reduction at their monthly Board meeting on April 14. This is a 15% reduction on water deliveries based on a 15% reduction of retail sales. BWP was expecting this and is positioned to handle the reduced deliveries and avoid having to pay penalties for excess water deliveries. The Governor's order restricts much more deeply than this. The table below shows the gallons per capita day (GPCD) goals before and after the Governor's orders.

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

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

The actual measurement period dictated by the Governor's Executive order began June 1st. **In the months of June, July, August, September, October and November of 2015, potable water use was 26%, 28%, 27%, 30%, 26% and 24% respectively, below the 2013 benchmark and meeting the 24% state mandated conservation standard in each month.** GPCD usage for November was 114 GPCD. The two day a week watering restriction played a large part in water use reduction. The heaviest water use months are through October. Outdoor watering is limited to one day a week November through March. Because watering limitations were not in effect in 2013, significant reduction in water use from 2013 is expected to continue and enable Burbank to meet the reduction goal. Heavy rains due to a strong El Nino could reduce water use even further.

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

November 2015 data shows a continued trend in lower water usage, a 24% decline in usage compared to November 2013, meeting the state mandated conservation standard. As the water tower graphic shows, through November, our community has saved 961 million gallons against our nine-month one billion gallon reduction goal.

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



The BOU was 93.27% available for service in November. Two Liquid Phase Granulated Activated Carbon Filters alternated off-line for a total of 15 days while one carbon change out was completed and another was completed from start to finish. Well V-05 came back on-line the 7th of November. Well V-07 went off-line at the end of October and was off all of November. It will come back on-line when the necessary parts arrive. The effects of the 2/1 (Summer/Winter) day a week landscape watering restrictions are having an impact on demand. BWP is maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
93.27%	63.75%	5,738

Project Updates:

The 4-inch potable water pipeline in Avon St., between Alameda Ave and Olive Ave., along with associated services and fire hydrants were abandoned the first week of November to support the street vacation of Avon in support of the Talaria project.

Work began at the beginning of November to extend the 12-inch potable main in Ontario St. from Monterey Ave. to Pacific Ave. This will allow the conversion of the training areas at the Fire Training Center to be converted to RW.

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

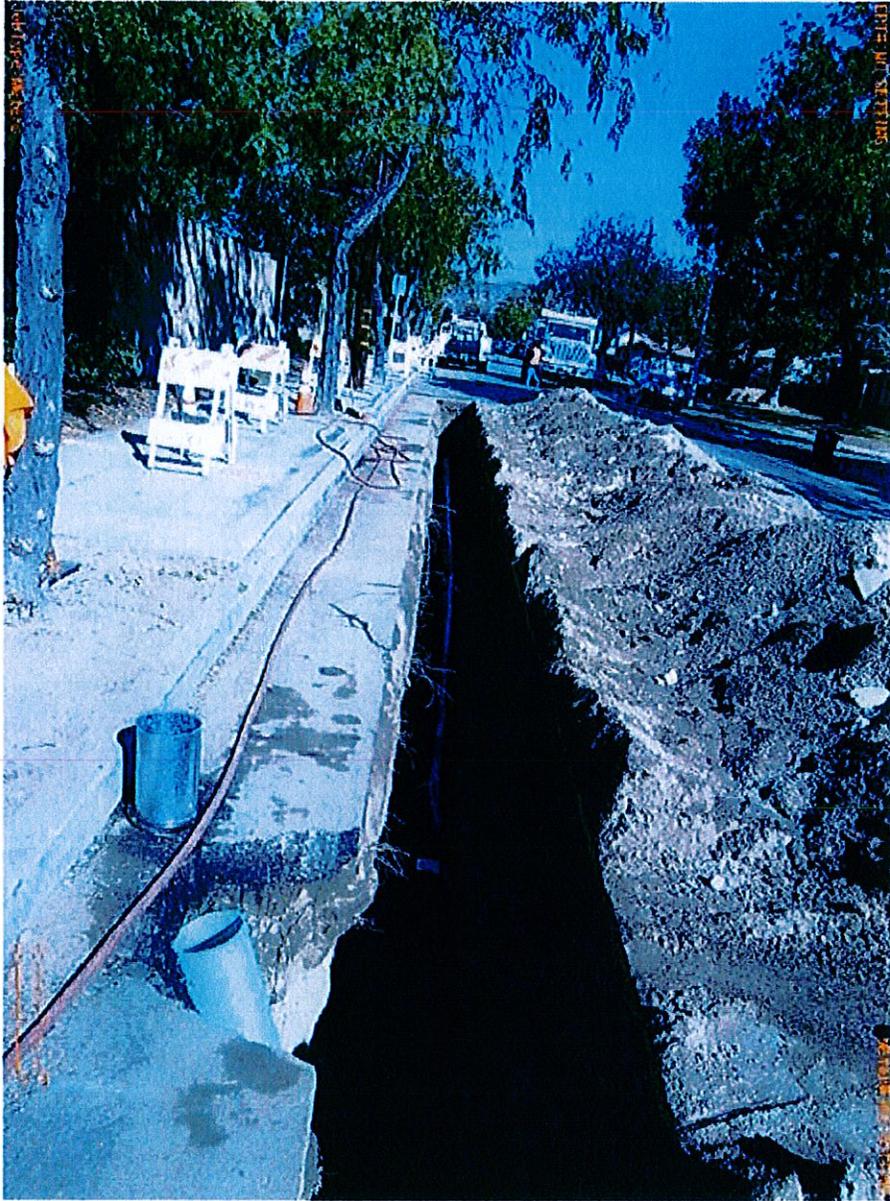
The Wedgewood Reservoir was out of service for inspection and possible repair of cracks and joints. Although not significant, repairs to cracks and joints were more work than staff could perform at the time. Therefore, the reservoir was put back into service and a bid package for the repair work went out in mid-June. Bids were opened June 30. Work started on the "B" side the beginning of September. Some problems with curing the joint sealing materials caused delays. The "B" side was disinfected and back in service in mid- November. The "B" side was taken out of service in late November and was back in service at the end of December.

The Burbank Studios Phase III and 3601 Verdugo (Parc Pointe) were converted at the beginning of November. The cooling towers at Media Studios North and the Pointe were converted in November. Disney made a specific commitment to BWP management to convert the Main lot cooling towers, and facilities at the Animation and ABC 7 properties by the end of November. The Main lot cooling towers and the ABC & irrigation were converted. A contractor is working on the cooling towers and irrigation for the Animation Bldg. which should be converted in January. Work on the cooling towers at ABC 7 will remain. Also converted in November were the Little White Chapel, Warner Plaza and a multi-family residence at 301 Bethany. Claim Jumper and a multi-family residence at 1124 Angeleno Ave. are scheduled for conversion in December.

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

Significant progress was made in moving Valhalla Memorial Park to convert the main portion of the Cemetery to RW. A Memorandum of Understanding (MOU) is being prepared to formalize the conditions of use. Conversion and use of RW could occur as early as February. The MOU will require City Council approval.

Installation of new 12-inch potable water main on Ontario Street in front of the Fire Training Center

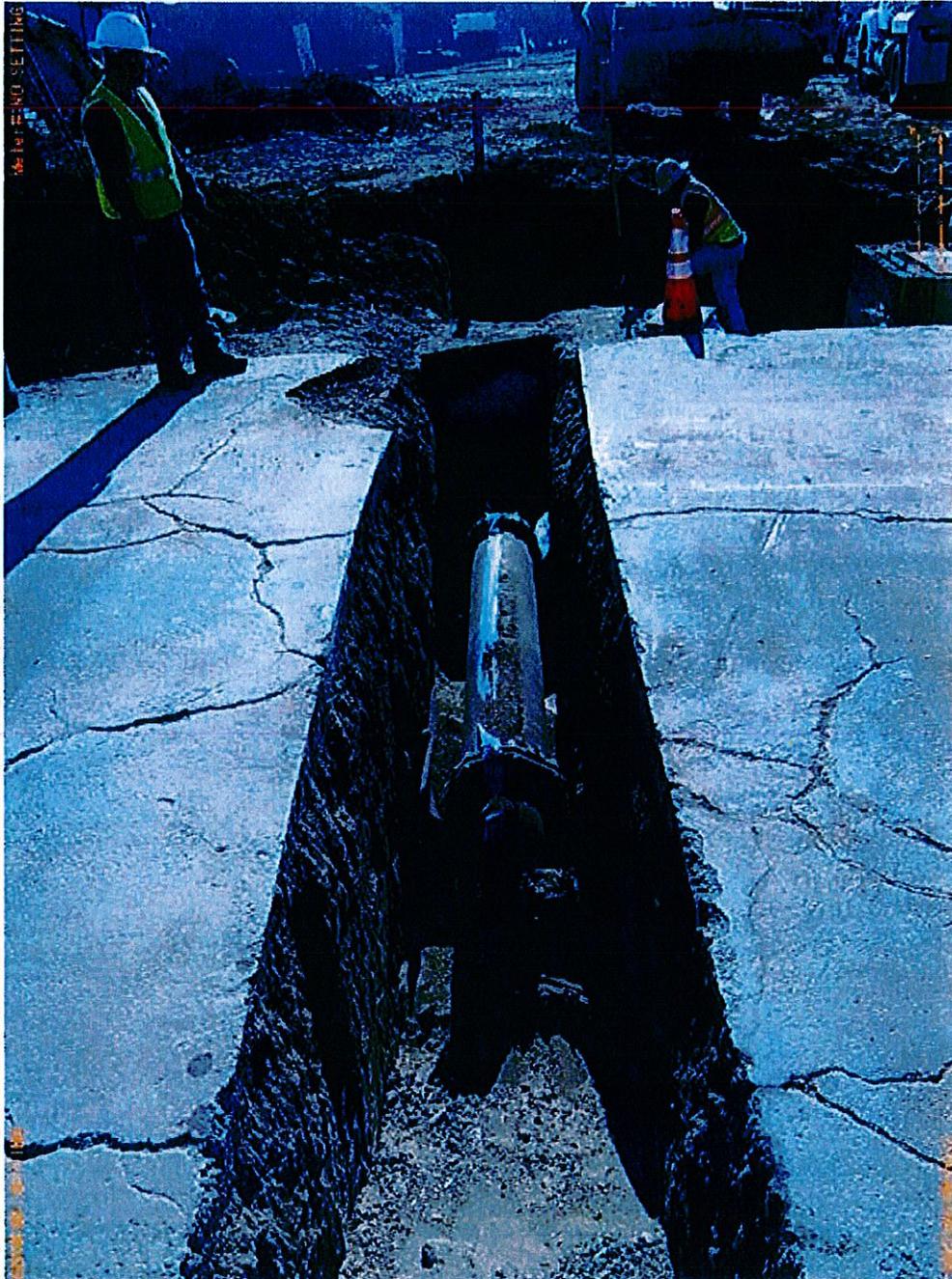




Installation of 12-inch RW service to substitute potable water for the existing hydrants at the Fire Training Center



Installation of 12-inch fire service for the new IKEA on Providencia near Bonnywood



DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced one sustained feeder outage in November 2015. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 2,052,047 customer minutes.

Reliability Measurement	Dec 2013-Nov 2014	Dec 2014-Nov 2015
Average Outages Per Year (SAIFI)	0.2601	0.2024
Average Outage Duration (CAIDI)	23.14 minutes	32.42 minutes
Average Service Availability	99.999%	99.999%
Average Momentary Outages Per Year (MAIFI)	0.2452	0.4901
No. of Sustained Feeder Outages	11	11
No. of Sustained Outages by Mylar Balloons	0	1
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	1	1

PROJECT UPDATES:

Capital Projects

4kV to 12kV Conversion

Naomi-15, a 4kV feeder, was converted to 12kV and the load was placed on Keystone-7 feeder. The conversion followed a year and a half of infrastructure upgrades that included replacement of approximately 100 poles and several miles of overhead conductor.

Electrical Substations

Feeder Voltage Regulator Controller Upgrades at Clybourn Substation

The existing voltage regulator controllers at Clybourn Substation were recently replaced with new microprocessor-based controllers. Clybourn Substation has five feeders with each feeder requiring three regulator controllers (total of 15 regulator controllers). The new regulator controllers send real-time data and equipment alarms to the Energy Control Center (ECC) which allows operators to quickly identify abnormal voltage conditions or an equipment problem. With the new regulator controllers, operators can remotely control voltage regulators from the ECC which eliminates the need to send operators to the substation for regulator adjustments. Finally, the new regulator controllers capture historical data that helps maintenance and engineering staff with troubleshooting.



Clybourn Substation Feeder Regulators, Bays C-8 (left) and C-9 (right)



Installation of New Regulator Controllers

New Feeder Regulator Controllers

STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR LED 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 LED 102W replaces the 250W HPS luminaire. To date, 17.48% 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	2,718	-946	28.59
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	2,465	-514	25.93
360W	14	14	0	0.15
400W	2,157	2,058	-99	21.65
LOW PS SODIUM				
55W	137	137	0	1.44
FLUORESCENT				
85W	128	128	0	1.35
INCANDESCENT				
2500 LUMEN	10	10	0	0.11
4000 LUMEN	1	1	0	0.01
100W INC.	74	74	0	0.78
METAL HALIDE				
250W	190	190	0	2.00
400W	10	10	0	0.11
LED				
42W	1	964	963	10.14
102W	1	617	616	6.49
120W	63	63	0	0.66
150W	18	18	0	0.19
TOTAL # OF LAMPS	9,486	9,506	20	100
ENERGY				
Annualized Mwh	9,267	8,381	-887.09	
Average Mwh/lamp	0.98	0.88	-0.10	

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

CUSTOMER SERVICE

Plug-In Electric Vehicle (PEV) Charging Program.

27 PEV charging stations are in service, including 16 new curbside stations. On July 1, 2015, new Time of Use (TOU) pricing for public EV charging commenced with a rate of 17.44 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during off-peak hours. Between the hours of 4pm and 7pm during the summer, pricing has increased to 30.53 cents per kWh. Staff is monitoring usage. The 133 E. Orange Grove location recorded the most sessions (277) with 435 total charging hours of usage. The 301 E. Olive location recorded the fewest sessions (52) with 107 total charging hours of usage.

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

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

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

Rooftop Solar

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

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
November 2015	18	68	361	3,741
October 2015	14	50	343	3,667
September 2015	15	36	329	3,598
August 2015	11	21	314	3,525
July 2015	10	10	303	3,467
June 2015	11	91	293	3,431
May 2015	5	80	282	3,368
April 2015	14	75	277	3,341
March 2015	8	61	263	3,257
February 2015	14	53	255	3,215
January 2015	7	39	241	3,155

TECHNOLOGY

Broadband Services (ONE Burbank)

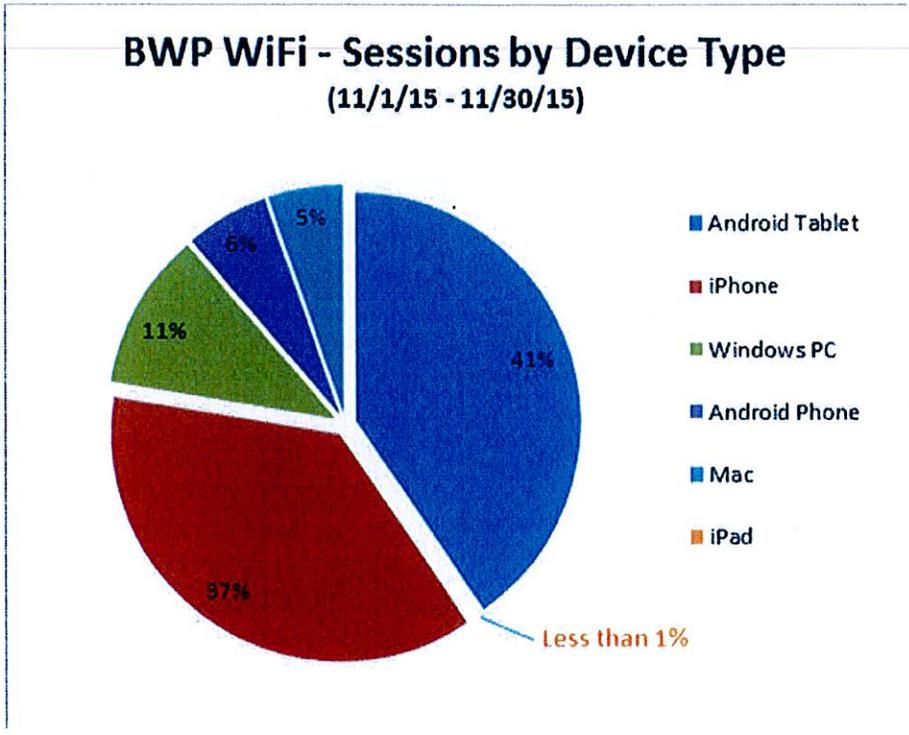
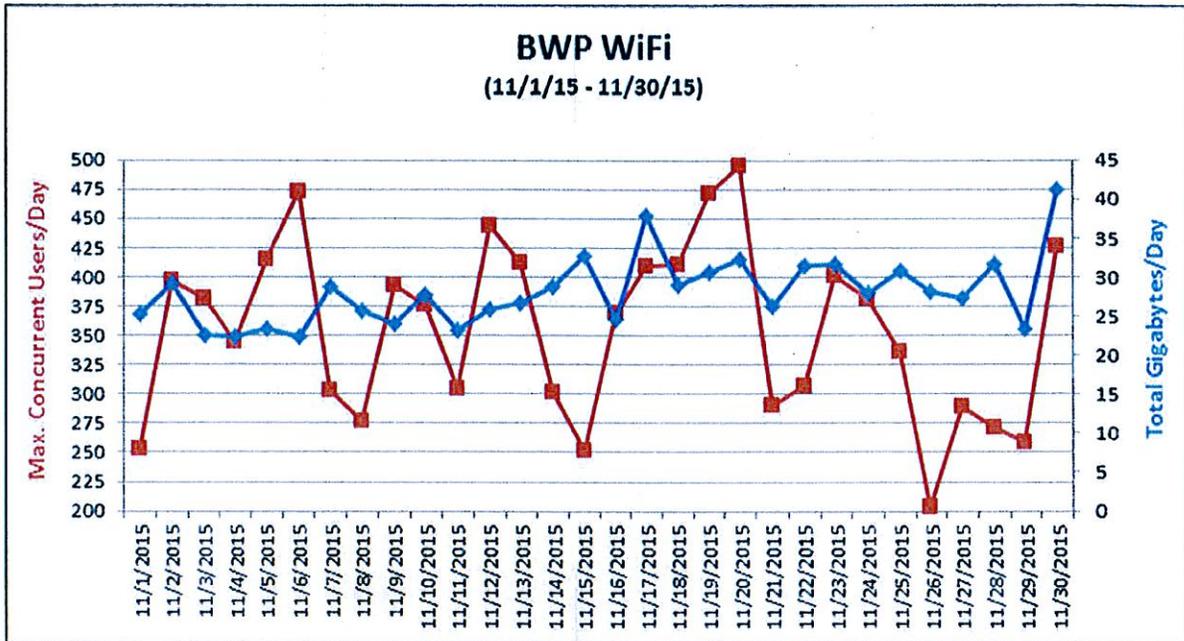
	November New Orders	Revenues for November 2015	FYTD 2015-16 Revenues	FYTD Budget
Lit	3	\$104,311	\$497,207	\$354,167
Dark	0	\$175,831	\$882,255	\$1,062,500
Total	3	\$280,142	\$1,379,462	\$1,416,667

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 November 2015, staff reports the following metric highlights:

Maximum Concurrent Users: 495 users on 11/20/15
Maximum Bandwidth Consumed: 41.15 GB on 11/30/15
Maximum Sessions by Device Type: Android Tablets with 41% of all sessions



POWER SUPPLY

Project Updates:

Power Supply Engineering

Variable Frequency Drive Project

This project has an approved budget to engineer, procure, and install a Variable Frequency Drive (VFD) system on the Fuel Gas Compressors (FGC) at the Magnolia Power Plant (MPP) to save energy and improve the system's reliability. The existing FGC equipment consists of two fully redundant reciprocating gas compressor skids that operate at a fixed motor speed and are configured with a gas recirculation control valve to accommodate fluctuations in service demand. This recirculation loop normally transfers about one-third of the compressed fuel volume flow, which represents a significant amount of wasted energy that can effectively be mitigated through implementation of the proposed VFD system.

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

Materials Handling Area and Central Laboratory Project

The Material Handling Area (MHA) will be comprised of segregated areas for material storage and waste handling. Four discrete storage compartments will be constructed for temporary handling and storage of dirt, asphalt, gravel, and rubbish. This covered storage area will eliminate the current use and cost of off-site storage containers, improve logistical control and efficiencies, prevent material migration and storm water contamination due to weather conditions, and improve site cleanliness and organization.

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

The Central Laboratory will support operational requirements to verify proper water chemistry. This new facility provides space for determining water quality, storage for operator's safety gear, as well as an operator work station and any necessary fixtures and equipment (FF&E) to support stand-alone operations. The new Central Laboratory will improve operator safety and productivity, and can be used to augment the Zero

Liquid Discharge (ZLD) water quality laboratory as needed. The construction contract for the Central Laboratory was combined with the Material Handling Area effort to promote contractor interest and reduce overall projected construction costs through economy of scale.

Construction activities for both the MHA and Central Laboratory are moving forward smoothly with no anticipated issues. Construction of the MHA is complete. Final inspection by Building & Safety occurred on December 17, 2015. The final punch list which was developed on December 16 was minimal, consisting of some painting touch-up, signage, and adjustments to the grating that covers the secondary containment pits. Construction demobilization occurred on December 23, 2015.



The roofing now includes painted-on building designs.



The Bridge Crane is complete in the Waste Storage Area.





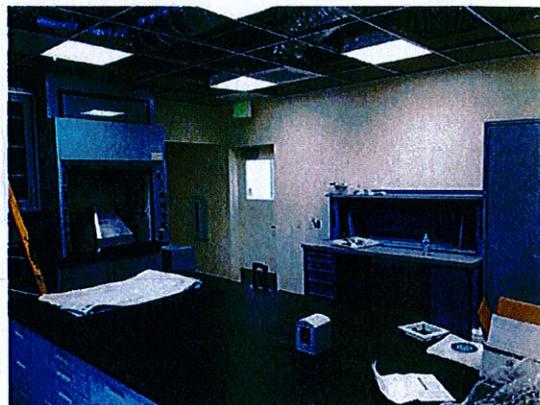
The Material Storage Area is now ready for use.



For the Central Laboratory, exterior work is complete. All windows and doors have been installed; doorway landings have been poured and asphalt paving is complete. Interior work is still in progress with all of the fixed furniture, fixtures, and equipment installed. Data and phone cables were pulled and terminated, and the suspended ceiling completed on December 18, 2015. Testing of the fire alarm system, final building inspection, and certification for occupancy are on hold until the next power plant planned outage which is currently scheduled for January 11, 2016.



Exterior work on the Central Lab is complete; work inside is still in progress.



Power Resources

Intermountain Power Project (Delta, UT) Renewal Progress

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

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

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

Compressed Air Energy Storage Initiative

BWP staff continues to work with project development firm Pathfinder to explore a possible compressed air energy storage (CAES) project at the IPP site. While due diligence is ongoing, such a project has the potential to enable BWP to significantly

increase its use of renewable energy while maintaining reliable electric service and affordable rates for BWP's customers. In particular, CAES at the IPP site may be able to firm and shape cost-effective renewable energy, brought to IPP by a new transmission project and transmitted to Southern California by the existing Southern Transmission System, the transmission line that brings IPP's output to our area. Such a project might also absorb excess California solar generation during peak solar hours, helping to mitigate the anticipated "Duck Curve" of over-generation and fast-ramping requirements in California resulting from increased solar penetration.

In this connection, in March 2015, BWP, Pathfinder, and CAES equipment manufacturer Dresser-Rand submitted a non-binding, preliminary "Part One" loan guarantee application to the US Department of Energy for the financing of a 317 MW (gross) CAES pilot project at Delta. On August 19, 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application by February 17, 2016. BWP, Pathfinder, and Dresser-Rand are working to further develop the project in anticipation of that Part Two submission. That work includes front-end engineering and design, further defining the commercial structure for the project, siting issues, and further stakeholder development. In the meantime, major western utility, PacifiCorp, has begun working with us to develop the project. BWP and Pathfinder are also discussing the project with the California Independent System Operator (the "CAISO") so that CAISO participants (such as fellow SCPA members Riverside and Pasadena) could also participate in the project. On a parallel path, BWP and Pathfinder are actively working to bring LADWP, Intermountain Power Agency (the State of Utah instrumentality that owns IPP), and IPP participants into the effort, perhaps as a component of IPP renewal.

BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power. As noted above, BWP is also pursuing a comprehensive IRP process; this process is expected to be completed before February 2016. The IRP will assist BWP in determining the appropriate solution for BWP at IPP.

Balancing Authority Services

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

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

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

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

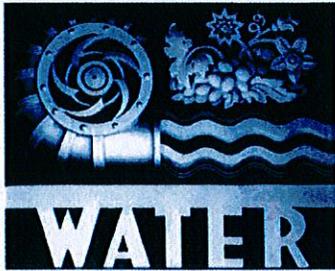
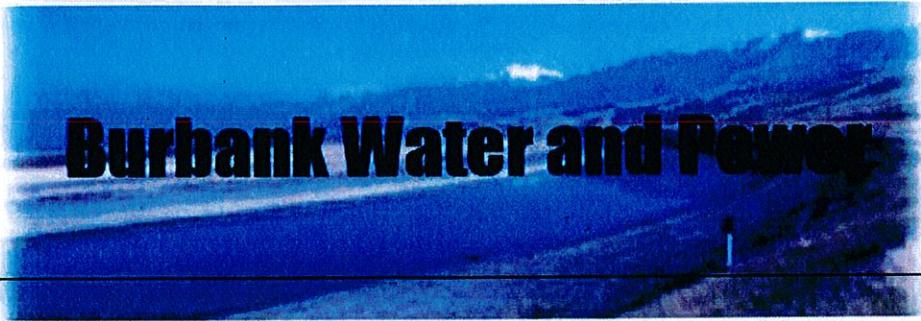
Power Resources

Integrated Resource Planning (IRP) Process

BWP is in the midst of a comprehensive IRP process. An IRP is a comprehensive planning process by which a utility communicates with its stakeholders about the opportunities and challenges associated with the community's projected energy demands and the alternative power supply and conservation demand management resources, as well as the environmental issues related to reliably meeting the demand for energy.

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

This modeling is now complete and staff reported its preliminary conclusions to the Board and Council in December 2014 and January 2015 respectively. In the meantime, BWP staff is working to integrate public feedback, modeling results, and other considerations into detailed planning observations and conclusions. These observations and conclusions, along with the IRP process and public feedback, will be reflected in a comprehensive IRP document. This document is expected in early 2016.



**Financial Report
November-15**

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

MTD FY 15-16	MTD Nov-15		FYTD FY 15-16		FYTD Nov-15		%
	Budget	Variance	Budget	Variance	Budget	Variance	
82,628	88,088	(5,460)	534,363	(705)	535,068	(0.1%)	(A)
\$ 13,587	\$ 13,689	\$ (102)	\$ 84,820	\$ 2,116	\$ 82,704	2.6%	
343	511	(168)	2,069	(487)	2,555	(19.0%)	(B)
8,269	8,912	643	47,986	4,070	52,056	7.8%	(C)
5,662	5,288	374	38,902	5,699	33,203	17.2%	
1,720	4,788	(3,068)	12,810	(24,121)	36,930	(65.3%)	
1,603	4,708	3,105	12,096	24,219	36,315	66.7%	
117	80	37	713	98	616	15.9%	
5,779	5,368	411	39,616	5,797	33,818	17.1%	
996	1,045	49	4,358	836	5,194	16.1%	(D)
110	102	(7)	651	31	683	4.6%	
169	241	72	890	259	1,149	22.5%	(E)
412	444	33	2,165	58	2,222	2.6%	(F)
286	332	46	1,265	937	2,202	42.5%	
308	371	63	2,024	22	2,046	1.1%	
137	164	27	744	78	822	9.5%	(G)
58	84	26	357	159	516	30.8%	
166	159	(7)	698	95	794	12.0%	
1,497	1,545	48	7,508	218	7,726	2.8%	
4,138	4,488	351	20,661	2,694	23,355	11.5%	(H)
\$ 1,641	\$ 880	\$ 761	\$ 18,955	\$ 8,491	\$ 10,464	81.2%	

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	534,363	535,068	(705)	FYTD NEL is 0.13% below budget due to conservation offset in part by a warmer than normal September and October. FYTD CDD were 1,330 versus the 30 year average of 1,049.
B.	Other Revenues	2,069	2,555	(487)	Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate and are well under budget. Also included in other revenues are transmission, telecom, and internet revenues, which are near or on budget.
C.	Retail Power Supply & Transmission	47,986	52,056	4,070	The favorable variance is attributable to receiving less renewable energy than planned, lower energy prices than planned, lower O&M expenses, economic dispatch by managing and optimizing resources to meet system load, higher than planned IPP true-up credits, and a prior period transmission expense true-up.
D.	Distribution	4,358	5,194	836	The favorable variance is attributable to unfilled and underfilled positions, and associated benefits, to higher than planned labor credits for capital work and work for others, and the timing of payments for contractual services.
E.	Finance, Fleet, & Warehouse	890	1,149	259	The favorable variance is attributable to the timing of payments for insurance, software and hardware, and to lower than planned professional services.
F.	Customer Service, Marketing & Conservation	1,265	2,202	937	The favorable variance is attributable to the timing of payments for professional services and maintenance agreements.
G.	Telecom	357	516	159	The favorable variance is attributable to the timing of payments for professional services and software and hardware.
H.	Total Operating Expenses	20,661	23,355	2,694	The favorable variance is attributable primarily to the timing of payments for professional services and maintenance agreements.
I.	Other Income/(Expense)	879	669	210	The favorable variance is attributable to un-budgeted miscellaneous revenue, such as, property disposition. Also included are the BABS subsidy and MPP Site Lease Fees, which are near or on budget.
J.	Capital Contributions (AIC)	148	1,773	(1,625)	The unfavorable variance is attributable to the timing of Aid in Construction projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	82,628	88,088	(5,460)	NEL is 6.2% below budget due to conservation. MTD HDD were 172 versus the 30 year average of 153.
b.	Retail Power Supply & Transmission	8,269	8,912	643	The favorable variance is attributable to lower energy prices than planned, economic dispatch by managing and optimizing resources to meet system load, lower O&M expenses, and biogas under delivery.

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

	Nov-15	Oct-15	Sep-15	Jun-15	Mar-15	Dec-14	Sep-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	\$ 64,181	\$ 59,310	\$ 54,913	\$ 51,426	\$ 53,399	\$ 53,109	\$ 48,449	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,828	15,822	15,814	15,778	15,749	15,703	15,682		
Sub-Total Cash and Investments	<u>90,008</u>	<u>85,132</u>	<u>80,727</u>	<u>77,204</u>	<u>79,148</u>	<u>78,811</u>	<u>74,131</u>	<u>69,060</u>	<u>39,340</u>
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,790)	(4,746)	(4,943)	(4,144)	(4,704)	(4,922)	(4,842)		
Biogas Commitment	(7,370)								
Cash and Investments (less Commitments)	<u>60,849</u>	<u>63,387</u>	<u>58,784</u>	<u>56,060</u>	<u>57,444</u>	<u>56,889</u>	<u>52,289</u>	<u>69,060</u>	<u>39,340</u>
Restricted Cash									
Debt Service Fund & Other Restricted Cash (a)	4,319	3,152	2,523	635	3,471	4,404	2,488	4,319	4,319
Parity Reserve Fund (b)	4,546	4,454	4,454	4,454	4,268	4,268	4,268	4,546	4,546
Sub-Total Restricted Cash	<u>8,865</u>	<u>7,606</u>	<u>6,977</u>	<u>5,089</u>	<u>7,739</u>	<u>8,672</u>	<u>6,757</u>	<u>8,865</u>	<u>8,865</u>
Total Cash	<u>\$ 98,874</u>	<u>\$ 92,739</u>	<u>\$ 87,704</u>	<u>\$ 82,293</u>	<u>\$ 86,888</u>	<u>\$ 87,483</u>	<u>\$ 80,887</u>	<u>\$ 77,925</u>	<u>\$ 48,205</u>

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

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

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

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

	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$768</u>	\$ 955		\$ 955
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(102)	(102)
Power Supply and Transmission	643		643
Wholesale Margin	37		37
Other Revenues		(168)	(168)
Total	681	(270)	411
<u>MTD EXPENSE AND OTHER VARIANCES</u>			
Operating Expenses	351		351
In-lieu and Street lighting	8		8
Other Income/Expenses	185		185
Total	544	-	544

	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$12,801</u>	8,548		8,548
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	2,116		2,116
Power Supply and Transmission			
- Renewable under delivery	1,250		1,250
- Lower energy prices and economic dispatch	1,230		1,230
- Lower O&M expenses	815		815
- Higher IPP true-up than planned	320		320
- Lower load	300		300
- Prior period transmission expense true-up	155		155
Wholesale Margin	98		98
Other Revenues		(487)	(487)
Total	6,284	(487)	5,797
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Operating expenses - primarily due to the timing of Customer Service's PSA's and Maintenance.	2,694		2,694
In-lieu and street lighting		(132)	(132)
Other	189		189
Total	2,883	(132)	2,751

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

MTD FY 15-16	MTD Nov-15 Budget	\$ Variance	% Variance	FYTD FY 15-16	FYTD Nov-15 Budget	\$ Variance	% Variance
384	430	(46)	(10.7%) ^(a)	2,037	2,642	(605)	(22.9%) ^(A)
68	82	(14)	(16.9%)	410	519	(110)	(21.1%)
Operating Revenues							
\$ 1,813	\$ 2,025	\$ (212)	(10.5%) ^(b)	\$ 10,222	\$ 12,689	\$ (2,467)	(19.4%) ^(B)
243	294	(51)	(17.3%) ^(c)	1,452	1,857	(405)	(21.8%) ^(C)
80	114	(34)	(29.9%)	396	569	(173)	(30.3%)
2,136	2,432	(297)	(12.2%)	12,070	15,115	(3,045)	(20.1%)
839	949	110	11.6% ^(d)	4,342	5,938	1,596	26.9% ^(D)
1,296	1,483	(187)	(12.6%)	7,728	9,177	(1,449)	(15.8%)
Operating Expenses							
545	549	4	0.7%	2,317	2,744	427	15.6% ^(E)
104	142	38	26.8%	597	753	155	20.7% ^(F)
233	189	(44)	(23.3%)	1,040	1,110	71	6.4%
125	123	(3)	(2.3%)	615	613	(3)	(0.5%)
298	351	53	15.0%	1,494	1,756	263	14.9%
1,305	1,353	48	3.6%	6,063	6,975	912	13.1%
(9)	130	(139)	(106.9%)	1,565	2,201	(636)	(24.4%)
16	13	3	23.5%	71	66	5	7.1%
99	42	56	132.5%	281	212	69	32.5% ^(G)
(170)	(170)	(0)	(0.0%)	(849)	(849)	(0)	(0.0%)
-	-	-	0.0%	375	-	375	100.0% ^(H)
(55)	(114)	59	52.0%	(121)	(570)	449	78.7%
(64)	16	(79)	(508.8%)	1,544	1,631	(87)	(5.4%)
87	31	56	183.4%	195	154	41	26.7%
\$ 23	\$ 46	\$ (23)	(49.3%)	\$ 1,738	\$ 1,785	\$ (46)	(2.6%)

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	2,037	2,642	(605)	- YTD Potable water demand was lower than planned due to conservation and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance that limited irrigation to two days per week through October and one day per week in November. FYTD CDD were 1,330 versus the 30 year average of 1,049.
B.	Potable Water Revenue	10,222	12,689	(2,467)	- The WCAC impact decreased potable water revenues by \$290k FYTD. Without this adjustment, potable water revenues would be unfavorable by 17.2%.
					WCAC Revenue
					WCAC Expenses
					WCAC revenue deferral (increased revenues)
C.	Recycled Water Revenue	1,452	1,857	(405)	- Recycled water sales are lower than planned and likely impacted by conservation.
D.	Water Supply Expense	4,342	5,938	1,596	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
E.	Operations Maintenance - Potable	2,317	2,744	427	- The favorable variance is attributable to the timing of payments for professional services and lower than planned expenses for utilities and departmental supplies.
F.	Operations Maintenance - Recycled	597	753	155	- The favorable variance is attributable primarily to lower than planned electricity costs for water pumping.
G.	Other Income/(Expense)	281	212	69	- The favorable variance is attributable primarily to proceeds from the sale of obsolete equipment at auctions and miscellaneous customer service fees that are budgeted above the line.
H.	Transfers In/(Out) - (In Lieu)	375	-	375	- The favorable variance is attributable to the settlement terms of the in-lieu transfer agreement.
					FYTD Actual
					4,632
					4,342
					\$ 290

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	384	430	(46)	Potable water demand in November was lower than planned due to conservation, and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limited irrigation to one day per week. MTD CDD were 21 versus the 30 year average of 21.
b.	Potable Water Revenue	1,813	2,025	(212)	The WCAC impact decreased potable water revenues by \$28k MTD. Without this adjustment, potable water revenues would be unfavorable by 9.1%.
					WCAC Revenue
					WCAC Expenses
					WCAC revenue deferral (increased revenues)
c.	Recycled Water Revenue	243	294	(51)	Recycled water sales are lower than planned and likely impacted by conservation.
d.	Water Supply Expense	839	949	110	The favorable variance is attributable to lower demand and staff maximizing the use of BOU produced water to blend with MWD treated water.
					MTD Actual
					\$ 868
					839
					<u>\$ 28</u>

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

	Nov-15	Oct-15	Sep-15	Jun-15	Mar-15	Dec-14	Sep-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 12,557 (e)	\$ 12,181 (e)	\$ 11,261 (e)	\$ 10,021	\$ 10,415 (a)	\$ 15,464	\$ 13,285	\$ 9,760	\$ 5,240
WCAC	1,179	1,150	1,118	890	565	267	257	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>15,955</u>	<u>15,551</u>	<u>14,599</u>	<u>13,131</u>	<u>13,200</u>	<u>17,952</u>	<u>15,762</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(1,241)	(1,413)	(1,585)	(2,101)	(2,617)	(3,133)	(3,486)		
Public Benefits Obligation	0	0	0	0	(220)	(415)	(479)		
Cash and Investments (less commitments)	<u>14,714</u>	<u>14,138</u>	<u>13,014</u>	<u>11,030</u>	<u>10,363</u>	<u>14,403</u>	<u>11,797</u>	<u>15,760</u>	<u>7,240</u>
Restricted Cash									
Debt Service Funds (b)	1,299	869	695	1,838	1,063	1,216	682	869	869
Sub-Total Restricted Cash	<u>1,299</u>	<u>869</u>	<u>695</u>	<u>1,838</u>	<u>1,063</u>	<u>1,216</u>	<u>682</u>	<u>869</u>	<u>869</u>
Total Cash	<u>\$ 17,254</u>	<u>\$ 16,420</u>	<u>\$ 15,295</u>	<u>\$ 14,969</u>	<u>\$ 14,263</u>	<u>\$ 19,168</u>	<u>\$ 16,444</u>	<u>\$ 16,629</u>	<u>\$ 8,109</u>

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

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

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

(c) Parity Reserve Funds represent funds set aside to cover average annual debt service on Fund 497 Bonds.

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

Actual November 2015 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
MTD NET INCOME - \$(64)		(79)	(79)
MTD GROSS MARGIN VARIANCE			
Potable Revenues driven by conservation		(184)	(184)
Potable Revenues WCAC adjustment		(28)	(28)
Recycled Revenues lower than planned due to conservation and delays on customer connections		(51)	(51)
Other revenue		(34)	(34)
Water Supply expenses driven by lower demand	110		110
Operating expenses	49		49
Other Income/expenses	59		59
Total	218	(297)	(79)



	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
FYTD NET INCOME - \$1,544		(87)	(87)
FYTD GROSS MARGIN VARIANCE			
Potable Revenues lower than planned due to conservation		(2,177)	(2,177)
Potable Revenues WCAC adjustment		(290)	(290)
Recycled Revenues lower than planned due to conservation and delays on customer connections		(405)	(405)
Water Supply (lower demand and optimizing BOU blending)	1,596		1,596
Other		(173)	(173)
Total	1,596	(3,045)	(1,449)
FYTD O&M AND OTHER VARIANCES			
Direct O&M (PSA's, Supplies, Maintenance and Utilities)	582		582
Lower than planned allocations from Electric Fund	71		71
Annual repayment of in-lieu from General Fund	375		375
Other	334		334
Total	1,362	-	1,362

UNAPPROVED

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
NOVEMBER 12, 2015**

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

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

ROLL CALL

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

Board Absent: Mr. Ford and Mr. Leclair

Staff Present: Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Somoano, Assistant General Manager, Electric; Mr. Fletcher, Assistant General Manager, Power; Ms. Meyer, Marketing Manager; Ms. Riley, Sr. Asst. City Attorney; Ms. McGinley, Legislative Analyst; Mr. Bleveans, Power Resources Manager; Mr. Aquino, Customer Service Supervisor; Mr. Adkins, Financial Accounting Manager/BWP; Mr. Hernandez, Acting Legislative Analyst; Ms. Kelley, Senior Secretary; Mr. Kelley, Manager, Electrical Equipment; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Olson called for oral communications at this time. Appearing to comment was Vicky Kirschenbaum with the Citizens Climate Lobby.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Bleveans responded to Ms. Kirschenbaum’s questions.

CONSENT AGENDA

MINUTES

It was moved by Ms. Springer, seconded by Mr. Herman and carried 4-0 (Mr. Eskandar abstained) to approve the minutes of the regular meeting of October 1, 2015.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Adkins presented BWP’s financial update for the month of September 2015. Mr. Adkins reported that due to a hot September, for the first time in many years, the electric load exceeded the budgeted load. Mr. Liu provided information on BWP’s energy hedging program.

Mr. Liu, Mr. Fletcher, Mr. Somoano, Mr. Compton and Mr. Antoun responded to Board member questions.

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

RECOMMENDATION FOR BWP TO REQUEST THAT THE CITY COUNCIL APPROVE AND AUTHORIZE THE GENERAL MANAGER OF BURBANK WATER AND POWER TO EXECUTE AND IMPLEMENT THE LOS ANGELES-BURBANK SYLMAR SERVICES AGREEMENT

Mr. Bleveans reported that, BWP staff had been working over the past several months with LADWP staff to negotiate a Los Angeles-Burbank Sylmar Services Agreement. He explained that this agreement restores BWP's access to the California Independent System Operator power markets at the Sylmar Switching Station. In this connection, Mr. Bleveans noted that Glendale Water and Power (GWP) was similarly situated and, as a result, BWP staff worked together with GWP staff on these negotiations, resulting in functionally similar Sylmar agreements for each of BWP and GWP.

Mr. Bleveans responded to Board member questions.

MOTION

It was moved by Mr. Herman, seconded by Mr. Smith and carried 5-0 to endorse staff's recommendation that the City Council approve and authorize the General Manager of Burbank Water and Power, at the appropriate time, to execute the Los Angeles-Burbank Sylmar Services Agreement.

RECOMMENDATION FOR BWP TO REQUEST THAT THE CITY COUNCIL APPROVE AND AUTHORIZE THE GENERAL MANAGER OF BURBANK WATER AND POWER TO EXECUTE AND IMPLEMENT THE BALANCING AUTHORITY AREA SERVICES AGREEMENT BETWEEN LOS ANGELES DEPARTMENT OF WATER AND POWER AND BURBANK WATER AND POWER

Mr. Bleveans reported that, in parallel with the Sylmar negotiations BWP staff had over the past several months been working with LADWP staff to negotiate a Balancing Authority Area Services Agreement (BAASA). He explained what a balancing authority is and that BWP (together with GWP) is located in LADWP's balancing authority, as well as the origin and terms and conditions of the proposed BAASA. BWP and LADWP have not had an effective balancing authority agreement for power systems operations in recent years and that such an agreement is necessary for reliable power system operations.

In this connection, Mr. Bleveans noted that GWP was similarly situated and, as a result, BWP staff worked together with GWP staff on these negotiations, resulting in functionally similar BAASAs for each of BWP and GWP.

Mr. Bleveans responded to Board member questions

MOTION

It was moved by Mr. Smith, seconded by Mr. Herman and carried 5-0 to endorse staff's recommendation for BWP to request that the City Council approve and authorize the General Manager of Burbank Water and Power, at the appropriate time, as the designee of the City Manager, to execute and implement the Balancing Authority Area Services Agreement between Los Angeles Department of

Water and Power and Burbank Water and Power and to execute any ancillary documents necessary to effectuate the BAASA.

SOLAR PHOTOVOLTAIC (PV) SYSTEMS IN BURBANK

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

SUSTAINABLE BURBANK COMMISSION REPORT

Ms. Springer reported that the following was discussed at the October meeting of the Sustainable Burbank Commission:

- Impacts of polystyrene
- The new Mobility and Urban Design subcommittee

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Herman thanked staff for the IPP and BOU tours.

Mr. Eskandar apologized for missing the last meeting.

Ms. Springer agreed with Mr. Herman and thanked staff for the tours.

Mr. Olson thanked Lianne McGinley for her contributions and input to legislative matters.

INFORMATION FROM STAFF

Legislative Update. Ms. McGinley introduced Mr. Hernandez who will be acting Legislative Analyst upon her departure. The following was discussed:

State: The state legislature is on break. It will be back in session on January 24.

Federal: Cyber security legislation passed in the House and Senate.

Ms. McGinley presented a video on the recent IPP Plant tour.

Drought Update. Mr. Mace reported this is the 33rd day of the water year and there has not been much action. Northern California has had some rain and snow. As of November, Burbank is 26% below the 2013 benchmark. 821 million gallons have been saved towards the billion gallon challenge.

Mr. Mace responded to Board member questions.

Governance Training. Ms. McGinley provided the Board with a presentation on Burbank Water and Power Governance training. The following items were discussed:

- Public power governance
- Effective public governance: duties and responsibilities
- Statutory duties
- The Board's role in monitoring utility performance

ADJOURNMENT

The meeting was adjourned at 7:43 p.m. The next meeting will be held on Thursday, December 3, 2015, at 5:00 p.m. in the third floor Board room at Burbank Water and Power.

Pat Hickman
Recording Secretary

Joanne Fletcher
Acting Secretary to the Board

Bob Olson, Chair, BWP Board



CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **January 6, 2016 at 4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue.** Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items**

None

3. **Open Public Comment Period of Oral Communications**

None

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

4. **Approval of Minutes**

Approved 4-0 Mr. Doyle abstained

OVERVIEW: Regular meeting of December 2, 2015.

RECOMMENDATION: Approve as submitted.

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

a. **ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF FIBER SERVICES SUPERVISOR**

Approved 5-0

OVERVIEW: The Burbank Water and Power is requesting the Civil Service Board approve the establishment of the title and specification for the classification of Fiber Services Supervisor. The proposed establishment will accurately reflect the current responsibilities of the position in the Fiber Services

section and also ensure successful recruitment efforts in the future.

RECOMMENDATION: Discuss and approve

b. REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS THAT REQUIRE RED CROSS CERTIFICATION AS A MINIMUM QUALIFICATION

Approved 5-0
items 1-13 and
Note and file
items 14-23

OVERVIEW: The Management Services staff is requesting to revise the specifications for 23 classifications that require Red Cross Certification as a Minimum Qualification. The proposed revisions will allow the City to accept safety certifications from other authorized providers, and ensures the most cost effective trainings for the City.

RECOMMENDATION: Discuss and approve the revision of the specifications for the Civil Service classifications, and note and file the revisions to the Civil Service exempt classifications.

6. Recruitment and Selection Report – December 2015

Note and file

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

RECOMMENDATION: Note and file.

7. Expedited Recruitment Quarterly Report

Note and file

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

RECOMMENDATION: Note and file.

8. Appointments and Assignments

Approved 5-0

OVERVIEW: For the month of December 2015, there is one temporary assignment extension needed. The extension is being sought on behalf of the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

9. Additional Leave Report

Note and file

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

RECOMMENDATION: Note and file.

10. Adjournment

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