Weekly Management Report
December 9, 2016

1. **Minutes**	Civil Service Board Meeting of November 2, 2016 **Management Services Department**
2. **Synopsis**	Civil Service Board Meeting of December 7, 2016 **Management Services Department**
3. **Minutes**	Burbank Water and Power Board Meeting of November 3, 2016 **Burbank Water and Power Department**
4. **Staff Report**	October 2016 Operating Results **Burbank Water and Power Department**
5. **Synopsis**	Burbank Athletic Federation Meeting of December 6, 2016 **Parks and Recreation Department**
6. **Agenda**	Burbank-Glendale-Pasadena Airport Authority Special Meeting of December 12, 2016 **Burbank-Glendale-Pasadena Airport Authority**

November 2, 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
Members not present:	Matthew Doyle Susan Widman
Also present:	Betsy Dolan, Management Services Director Brady Griffin, Human Resources Manager Jay Hawver, Police Lieutenant Charmaine Jackson, Senior Assistant City Attorney Sarab Khalsa, Administrative Analyst II Sherry Kelley, Sr. Secretary David Lasher, Administrative Analyst II April Moreno, Human Resources Manager Karen Pan, Administrative Officer Sherry Richardson, Administrative Officer Jessica Sandoval, Executive Assistant

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Porras and carried 3-0 to approve the minutes of the regular meeting of September 7, 2016 and October 5, 2016.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – September and October 2016

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments – October and November 2016

For the month of November 2016, there was one temporary appointment and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water and Power Department. For the month of October 2016, there were retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on October 5, 2016. There was one temporary appointment and one provisional appointment extension needed. The extensions were sought on behalf of the Police Department and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the month of October and November 2016.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:11 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
David Nos, Chairperson

_____DATE_____
Jacqueline Waltman, Secretary

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **December 7, 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** — **The Board Members in attendance decided to move the approval of the November Minutes to January 2017**

   OVERVIEW: Regular meeting of November 2, 2016.

   RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification and Pay Plan** — **Approved 3-0**

   ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF IRRIGATION SPECIALIST

   OVERVIEW: The Parks and Recreation Department is requesting the Civil Service Board approve the establishment of the title and specification for the classification of Irrigation Specialist. The proposed establishment meets the current and ongoing needs of the Department and also allows the Department to efficiently promote, develop, or recruit and individual with specialized

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knowledge and experience in irrigation.

RECOMMENDATION: Discuss and approve.

6. **Recruitment and Selection Report – November 2016**

Note and File

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

RECOMMENDATION: Note and file.

7. **Appointments and Assignments**

Approved 3-0

OVERVIEW: For the month of December 2016, there are two temporary appointment extensions needed. The extensions are being sought on behalf of the Burbank Water and Power Department and the Park and Recreation Department.

RECOMMENDATION: Discuss and approve.

8. **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.

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6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
November 3, 2016

Mr. Herman called the regular meeting of the Burbank Water and Power Board to order at 5:02 p.m. in the third floor Boardroom of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Smith called for the Pledge of Allegiance to the Flag.

ROLL CALL

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

Board Absent: Mr. Olson

Staff Present: Mr. Somoano, General Manager, BWP; Mr. Liu, Chief Financial Officer; Mr. Mace, Assistant General Manager, Water; Mr. Compton, Assistant General Manager, – Chief Technology Officer; Mr. Joffee, Acting Assistant General Manager, Power; Mr. Ancheta, Acting Assistant General Manager, Electrical; Mr. Chwang, Sr. Asst. City Attorney; Mr. O. Hernandez, Customer Service Supervisor; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Mr. Bleveans, Power Resources Manager; Mr. Thompson, Principal Civil Engineer/BWP; Ms. Meyer, Marketing Manager; Ms. O'Brien, Customer Service Supervisor; Ms. Titus, Legislative Analyst; Mr. Brunasso, Manager, Security Systems; Mr. Antoun, Electrical Engineering Associate; 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. Eskandar and carried 6-0 to approve the minutes of the regular meeting of October 6, 2016.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for the month of September 2016.

Mr. Somoano, Mr. Liu, Mr. Mace, Ms. Titus, Ms. Meyer and Mr. Ancheta responded to Board member questions.

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

BWP SECURITY UPDATE
Mr. Brunasso provided the Board with an update on BWP's security plan. He reported that as of April 1, 2017 the utility is expected to be grouped as a Low Criticality component of the Bulk Electric System. BWP must meet the terms in the following four categories:

- Cyber Security
- Physical Security
- Electronic Access Control
- Security Operations

BWP is well prepared to comply with these requirements.

Mr. Brunasso commented that recent increased risk levels have not compromised BWP's current security controls.

Mr. Brunasso 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 October Sustainable Burbank Commission meeting.

The following was discussed:

- Proposition 67 (plastic bag ban)
- Proposition 65 (directs the funds for Proposition 67 for money collected from the sale of brown paper bags)
- The Commission's goals

COMMENTS AND REQUESTS FROM BOARD MEMBERS
Mr. Ford commented on updating BWP's website about the three day a week watering according to the season. During November, residents do not usually need to water three days. He also asked about the utility's low-income assistance and community solar. Ms. Fletcher responded.

Mr. Eskandar reported that Glendale participated in an EOC drill in conjunction with MWD and was wondering if Burbank does that. Mr. Somoano responded. Mr. Eskandar also congratulated Mr. Somoano on being selected as BWP's General Manager.

Mr. Herman congratulated Mr. Somoano on behalf of the Board on being selected the permanent General Manager of BWP. He also added that the recent MWD trip was a wonderful trip and a great learning experience. He thanked Ms. Titus and Mr. Aquino for all the work they did on facilitating the trip and Mr. Mace on his presentation.

Mr. Herman asked staff to consider the following:

- Presentation on the political dynamics of projects like the Bay Delta Water Project
- Proposed Board retreat (or training) – Mr. Chwang responded to this request
- Future Board agendas
- He would like Public Works staff to come speak at a meeting about their projects as well as joint projects with BWP – Mr. Somoano responded.

INFORMATION FROM STAFF

Legislative Update. Ms. Titus spoke about the MWD tour held October 15-16. She handed out and briefly discussed Fast Facts on Met's Water Fix.

The following State legislative items were discussed:
- Prop. 53
- Prop. 54
- Prop. 65
- Prop. 67
- Measure B

The following Federal legislative items were discussed:
- Congress in recess until after the election
- 2 Energy bills

Ms. Titus responded to Board member questions.

Aliso Canyon Update. Mr. Joffee reported that there have been a few new developments since the October 6 Board meeting. Twenty-nine wells have passed inspection. Eighty-one wells are out of service and four are waiting for test results. At this time, there is no projected return to service date.

Mr. Joffee responded to Board member questions.

Drought Update. Mr. Mace reported that the first month of the new water year was just completed. For October, Northern California was at 300% of normal. However, the normally low precipitation in October was a small amount, even at 300%, in terms of annual rainfall. Shasta and Oroville are starting to fill. Proposition 53 was discussed.

Mr. Mace responded to Board member questions.

Solar Penetration. Ms. Meyer discussed Rooftop Solar Penetration in Burbank compared to other SCPPA members. Burbank has 500 installations that equal approximately five megawatts installed. Ms. Meyer explained that Burbank's lower rates could be affecting solar use in the city. Also, Burbank's rebates are modest compared to other cities, and this will be the last year rebates will be offered for west facing solar installations.

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

ADJOURNMENT

The meeting was adjourned at 7:09 p.m. The next meeting will be held on Thursday, December 1, 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

8A.

CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: December 15, 2016
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: October 2016 Operating Results

SAFETY

Burbank Water and Power had no new reportable lost time injuries during October 2016.

Water Results of Operations

For the month of October, water usage was 1% (4 million gallons) lower than budgeted; and October Potable Water Revenues were correspondingly $12,000 lower than budgeted. Recycled Water Revenues were $6,000 better than budgeted. October Water Supply Expenses were $21,000 higher than budgeted. October's Gross Margin was $67,000 lower than budgeted. Net Income was $242,000, which was $67,000 worse than budgeted.

October fiscal-year-to-date (FYTD) water usage was 2% (43 million gallons) lower than budgeted; and since August 1, 2015, Burbank has been meeting the overall volumetric reduction required to be in compliance with state mandates. FYTD October Potable Water Revenues were $104,000 lower than budgeted and Recycled Water Revenues were $111,000 better than budgeted. FYTD Water Supply Expenses were $48,000 lower than budgeted. The FYTD Gross Margin was $181,000 lower than budgeted. Operating Expenses were $710,000 better than budgeted. Net Income was $1,865,000, which was $521,000 better than budgeted.

Electric Results of Operations

For the month of October, electric loads were 3.9% lower than budgeted; and Retail Sales were correspondingly $589,000 lower than budgeted. October Power Supply Expenses were $1,414,000 better than budgeted primarily due to using less biomethane gas than planned and savings from biomethane restructuring, economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load and receiving less renewable energy than planned. October's Gross Margin was $821,000 better than budgeted. Net Income was $2,206,000 which was $859,000 better than budgeted.

FYTD October electric loads were 2.2% lower than budgeted. Retail Sales were $1,055,000 (2%) lower than budgeted. FYTD Power Supply Expenses were $4,548,000 better than budgeted primarily due to using less biomethane gas than planned and savings from biomethane restructuring, economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet

lower system load and receiving less renewable energy than planned. FYTD Gross Margin was $3,511,000 better than budgeted. October FYTD Operating Expenses were $2,112,000 better than budgeted. Net Income was $11,838,000 which was $5,676,000 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 by Marsha Ramos, the Metropolitan Water District (MWD) Director, took place on October 18th.

Governor Brown issued an Executive Order on March 2, 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 and then later Stage III. 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 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. 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, August, September and October, 2016 show a continued trend in lower water usage, 29.8%, 29.6%, 28.6%, 27.8%, 22.5%, 21.2%, 24.7% and 21% respectively compared to March, April, May, June, July, August, September and October of 2013. Water volumes of 142, 149, 159, 161, 136, 132, 147 and 118 million gallons, respectively, were conserved for a total volume of 1,145 million gallons for the eight months. Results for each month are still reported to SWRCB but the level of conservation achieved is voluntary in respect to the reporting. BWP continues 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. November may not show the same level of conservation as watering is limited to three days a week, not one, as it was last September.

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

The BOU was 96.77% available for service in October 2016. One Liquid Phase Granulated Activated Carbon Filter was offline for 7 days at the beginning of the month due to carbon change out. BOU well V-03 went out of service on October 18 and will await parts that have been ordered. The effects of the landscape watering restrictions have a significant impact on demand, although use has increased somewhat with the relaxed three day a week watering limit and continued warmer weather. BWP is

maximizing BOU production by optimizing the blend with MWD treated water. Lower ground water levels are causing some concern but a test of deflation of the "packers" is being planned with EPA.

Availability	Production	Average Flow Rate (gallons per minute)
96.77%	74.97%	6,747

Project Updates:

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 is projected to finish mid-December.

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 mid-December.

Council awarded the Seismic retrofit of the McClure Tank to Crosno Construction April 26, 2016. Design work started in May. Ongoing construction began in October and 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 mid-December. Control software will be complete in February

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 was complete in November.

Replacement Chlorination and Ammonia feed equipment in underway at the Valley Pumping Plant. Work will be complete in mid-December.

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 acquired approval

from their Board on October 4 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. BWP is awaiting return of the executed amendment documents before issuing a change order to the contractor.

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.

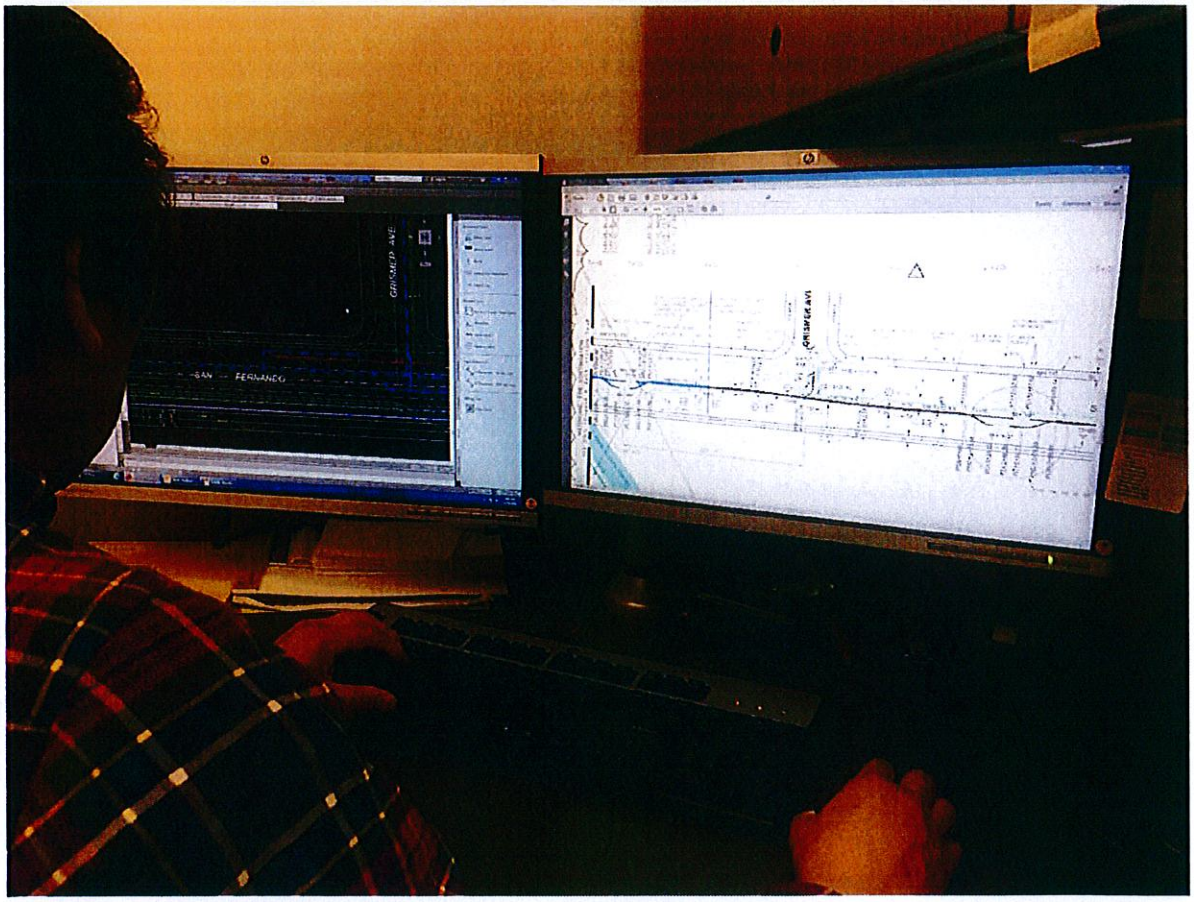
3500 Olive (Central Park cooling tower) and 2509 Naomi (Condos) were converted in October.

3300/3400 Olive The Pinnacle CT, 3400 Olive Irrigation and the Warner Bros. Data Center (Bldg. 58) are awaiting customer application to the Los Angeles County Department of Public Health. 1100 Olive, Cusumano Elder Residence is awaiting plumbing research.

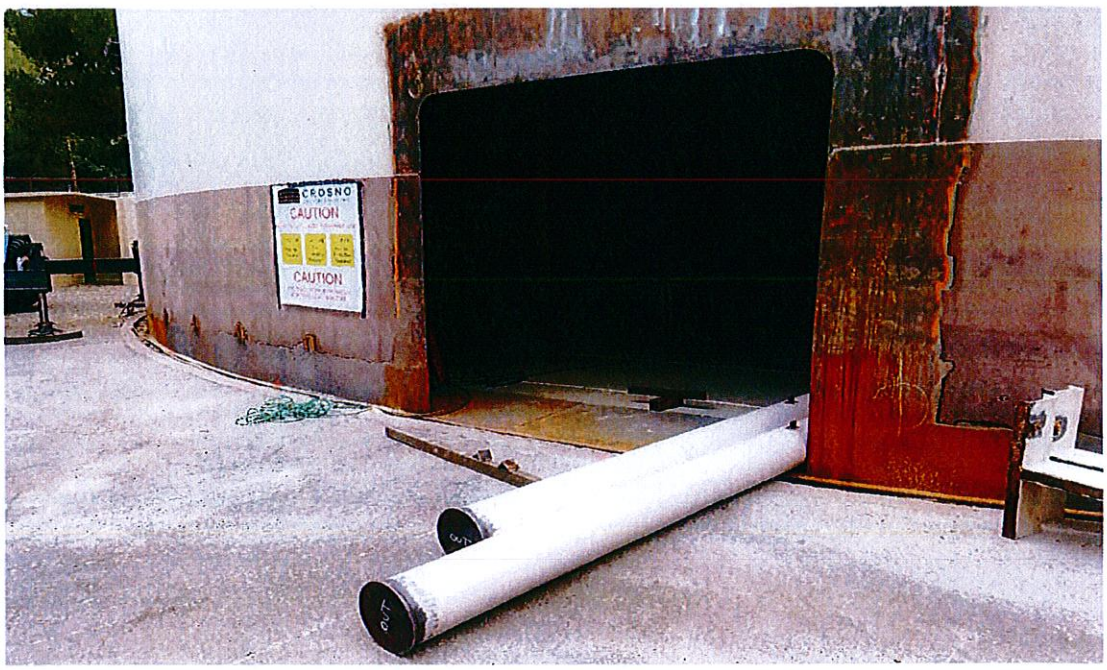
Conversions in 2017 include Nickleodeon, Talaria, new Ikea and Disney ABC 7 cooling tower.

Below is a picture of the newly installed 10-inch valve on Glenoaks Blvd near Cornell Drive. The new valve was installed by the insertion method which does not require shutdown. Adding the valve will increase the reliability of the water distribution network in that area and will minimize customers inconvenience when future shutdown are necessary.

Design is in progress for the installation of a new 12-inch recycled water main on San Fernando Blvd from the new Empire Interchange to Amherst Drive near McCambridge Park. This segment is part of the second recycled water freeway crossing, which is currently being constructed by Caltrans Contractor. It is expected the design will be completed and excavation permit obtained by April 2017 and construction will commence by BWP crews in June 2017.



Work is underway on the McClure Tank Seismic Improvement Project. This project will bring the 2MG tank up to current seismic codes. A large door sheet has been cut out to allow equipment access to the interior of the tank. The Contractor is replacing all existing columns with new, 10" diameter steel columns.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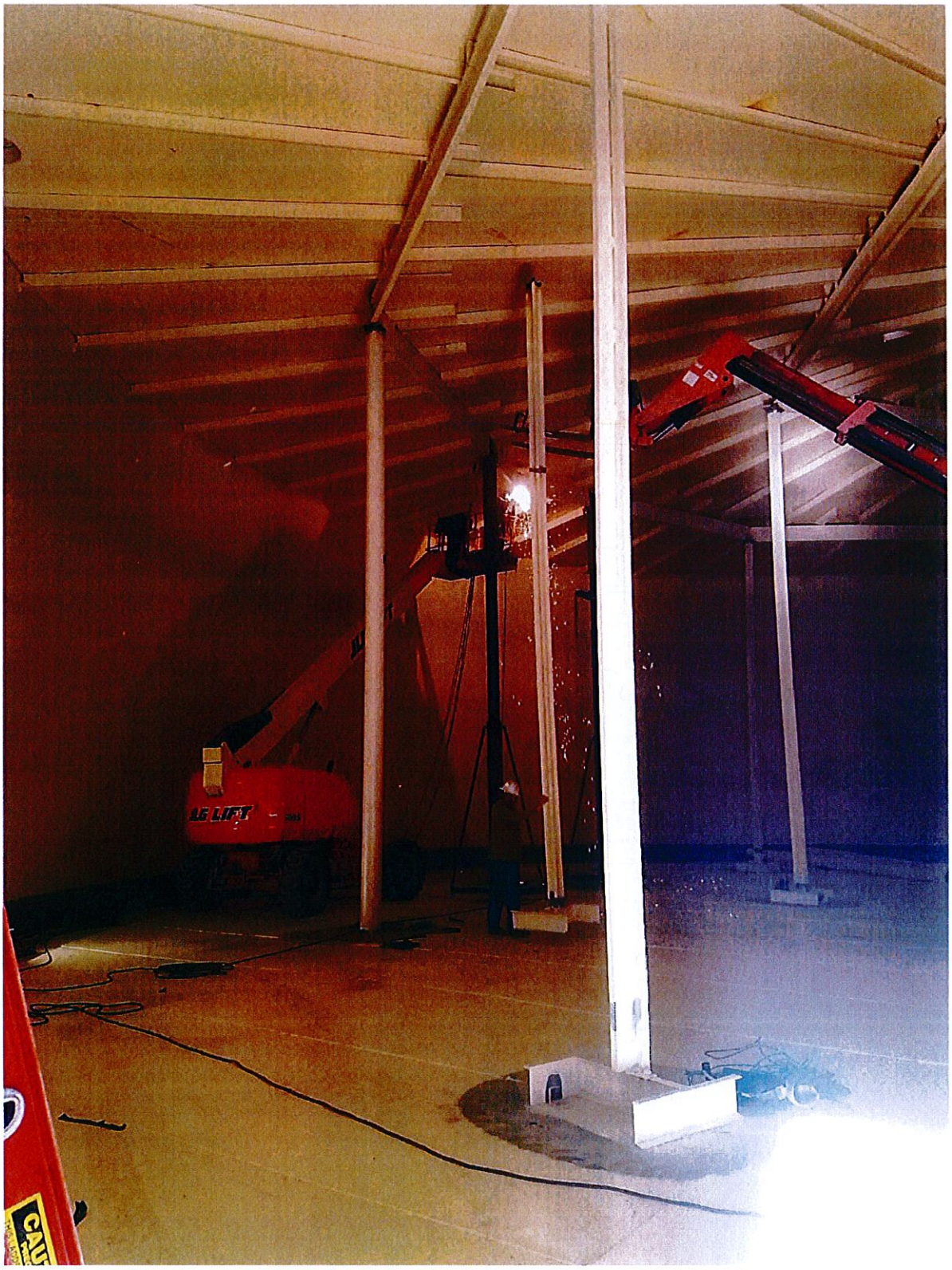

JLG LIFT

DISTRIBUTION

ELECTRIC RELIABILITY

OUTAGES

In October 2016, BWP experienced no sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 566,145 customer minutes.

Reliability Measurement	November 2014-October 2015	November 2015-October 2016
Average Outages Per Year (SAIFI)	0.2122	0.3142
Average Outage Duration (CAIDI)	32.52 minutes	51.71 minutes
Average Service Availability	99.999%	99.997%
Average Momentary Outages Per Year (MAIFI)	0.4790	0.1352
No. of Sustained Feeder Outages	11	7
No. of Sustained Outages by Mylar Balloons	1	0
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	1	3

PROJECT UPDATES

TRANSFORMER GAS MONITOR ADDITION AT VICTORY SUBSTATION

Due to the long lead time and high cost associated with replacement of a substation transformer, BWP has increased its efforts in monitoring the condition of its substation transformers. BWP has a total of 56 substation transformers with an average age of 45 years. Approximately 60% of these substation transformers have exceeded their typical life expectancy of 40 years. Six of the seven power transformers at Victory Substation are about 70 years old now.

Monitoring the gas content of a transformer's oil helps BWP to understand the condition of electrical windings inside of the transformer. Transformer oil provides electrical insulation and helps remove heat from the electrical windings inside of the transformer. Similar to how doctors use blood tests to determine the health of a human being, engineers and maintenance personnel use oil tests to assess the condition of a transformer's insulation system.

New transformer gas monitors were recently installed at Victory Substation to help monitor the gas in the oil. The new monitors transmit transformer gas levels and alarms to the Energy Control Center. System Operators will use the gas alarms to quickly identify abnormal operating conditions. Once detected, engineering and maintenance personnel can perform more detailed inspection and analysis of a transformer in order to assess its overall condition.

POLE INSPECTION

BWP is in the process of inspecting power pole conditions within the City. To date, 4,189 poles have been inspected and only 15 high priority poles (roughly 0.36%) were identified that required immediate replacement. These are excellent results given that staff was anticipating approximately 5% of our inspected poles would result in the higher rating of needing immediate replacement based on pole inspection results from other surrounding utilities. Aside from being a more inland and dry location, the likely reason BWP is seeing such favorable inspection results is our standard of using higher class poles and adherence to the highest grade of construction (Grade A). The inspection results also identified 1,132 lower priority poles that will be monitored and replaced over time; the remaining poles inspected satisfactorily.

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, 28.56% 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	2,165	-1,499	22.78
150W	17	16	-1	0.17
200W	3	2	-1	0.02
250W	2,979	2,134	-845	22.46
360W	14	14	0	0.15
400W	2,157	1,895	-262	19.94
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	1,528	1,527	16.08
101W	1	1,099	1,098	11.56
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	8,721	-547.01	
Average Mwh/lamp	0.98	0.92	-0.06	

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

CUSTOMER SERVICE

Electric Vehicle (EV) Charging Program

28 public 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 (310) with 766 total charging hours of usage.

Month of usage	KWh	kWh/Station/ Day	Charging time (hours)
October 2016	17,976	21	4,014
September 2016	17,810	21	3,905
August 2016	19,702	23	4,144
July 2016	17,235	20	4,131
June 2016	17,278	21	3,861
May 2016 *	17,839	21	3,962
April 2016	15,212	19	3,617
March 2016	15,717	19	3,747
February 2016	13,595	17	3,371
January 2016	13,011	16	3,028
December 2015	12,378	15	2,959
November 2015	12,853	16	3,076
October 2015	13,058	16	3,509
September 2015	12,514	15	3,155
August 2015 **	11,045	13	2,715
July 2015	8,771	26	2,095
June 2015	8,500	26	2,022

* 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
November 2016	8	57	523	5,219
October 2016	10	49	515	5,188
September 2016	18	39	505	5,137
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)

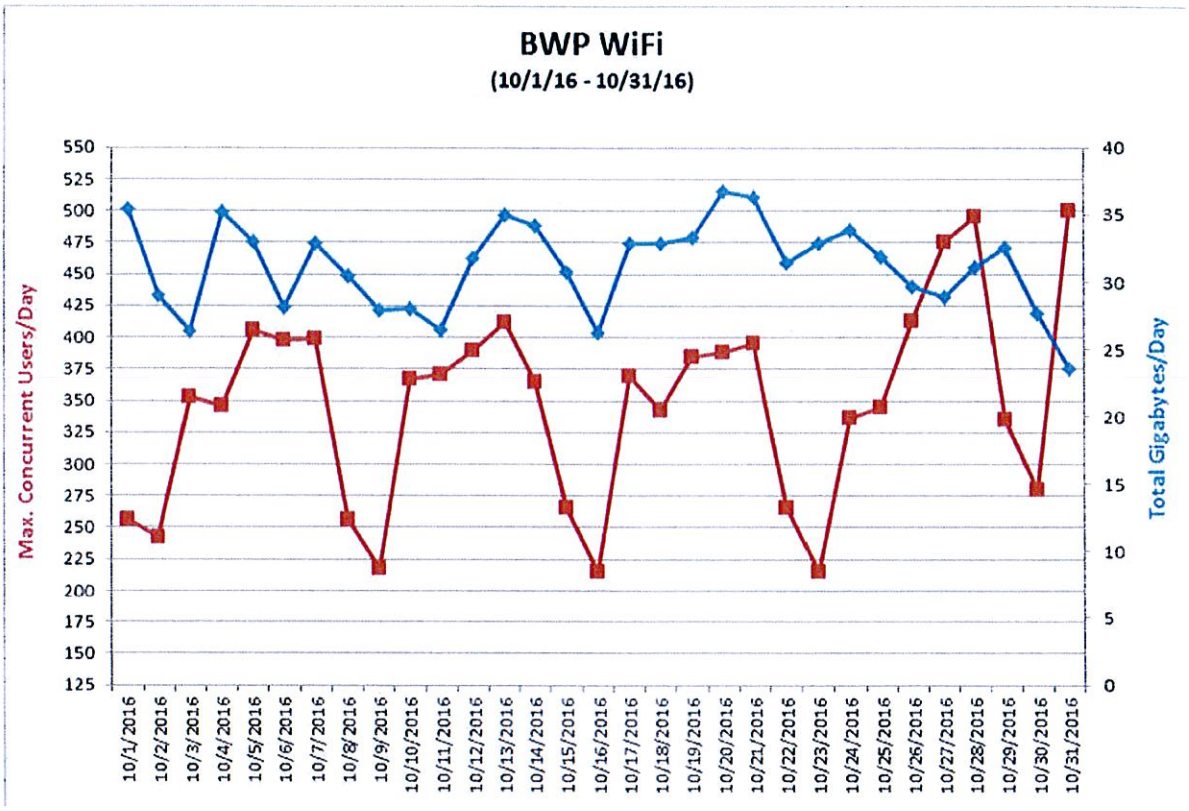
	October 2016 New Orders	Revenues for October 2016	FYTD 2016-17 Revenues	FYTD Budget
Lit	2	$122,031	$473,974	$308,333
Dark	0	$178,315	$713,710	$925,000
Total	2	$300,346	$1,187,684	$1,233,333

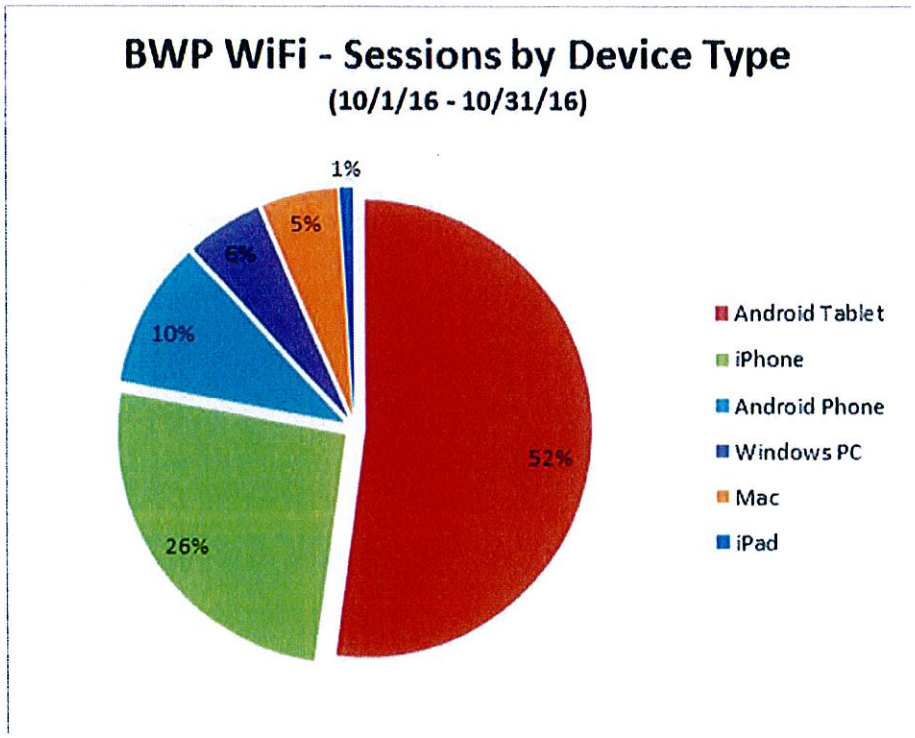
BWP WiFi

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

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

Maximum Concurrent Users: **500** users on 10/31/16
Maximum Bandwidth Consumed: **36.79** GB on 10/20/16
Maximum Sessions by Device Type: Android Tablets with 52% 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

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 83% complete. Final work on installation, testing, and commissioning of the VFD will occur coincident with the pending 5.5 week planned outage for MPP scheduled to occur on February 3 thru March 13, 2017. Field measurements for torsional modeling were taken on October 8, 2016 from the gas compressor coast down during the recent planned outage at MPP; this analysis was conducted to determine if any modifications would be needed for an acceptable torsional response (angular deflection, torque, and stress on the motor shaft) over the load steps that are applicable to the future compressor operation with the VFD upgrade. The consulting firm (Peerless Dynamics) found that it will be acceptable to expand the operating speed range from the current fixed speed of 1185 rpm to the full range of variable speed between 600-1200 rpm. They also recommended repeating the analysis after the VFD upgrade is completed to measure the normal running torsional response over the extended speed range. The (Draft) Plan for Inspection, Testing, and Commissioning for the VFD Project was circulated to relevant stakeholders for review.

Power Resources

Integrated Resource Planning

BWP is planning for its next Integrated Resource Plan (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.

In the meantime, staff will present the 2015 IRP to the Burbank City Council for approval on January 10, 2017, following the Board's recommendation at its October meeting.

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.

The Renewal Generation & Transmission Sub-Committee, the IPP participant group charged with recommending the definition of and implementation plan for the renewal (including potential upgrades to the Southern Transmission System) 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 before year-end, 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.

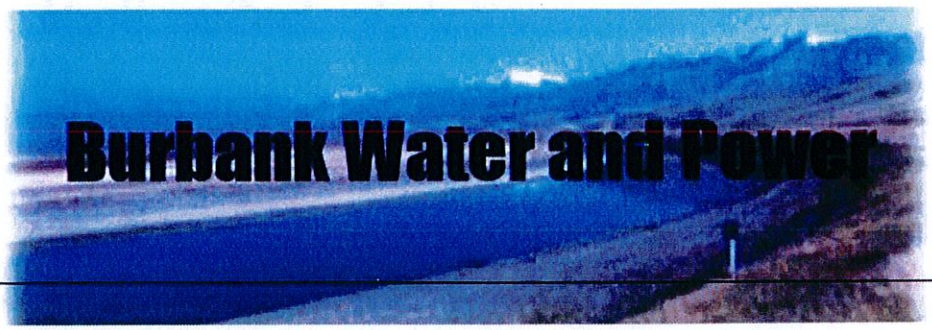
As a key component of its long-term planning, BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power.

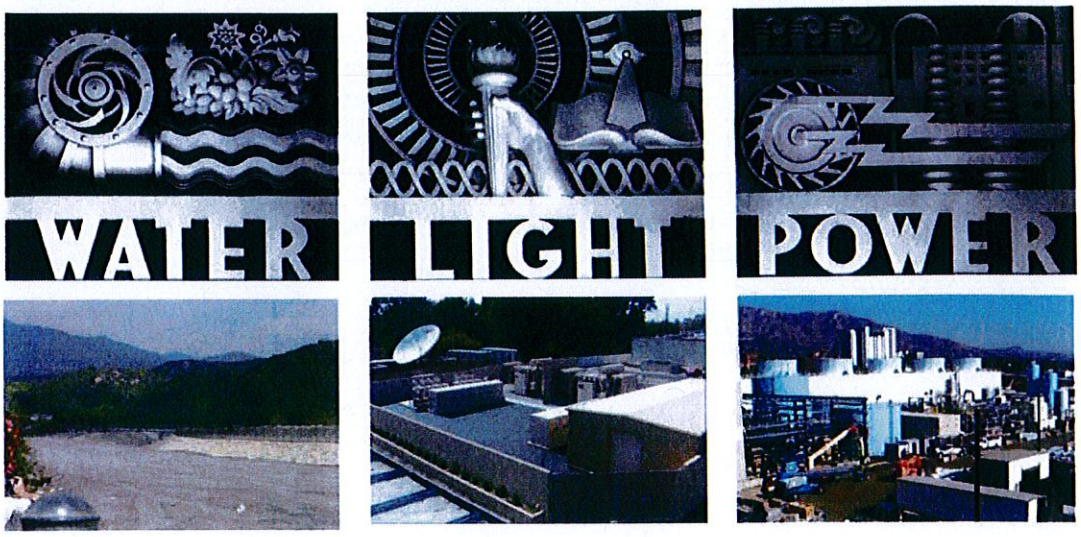
Energy Storage Targets Pursuant to AB2514

Assembly Bill 2514 (Skinner, Chapter 469, Statutes of 2010) ("AB2514") directs California publicly-owned utilities like BWP to investigate energy storage for viability and cost-effectiveness and, if found to be viable and cost-effective, for each utility's governing body to set 3-year energy storage procurement targets. For the purposes of AB2514, BWP's governing body is the Burbank City Council.

Consistent with AB2514 and BWP staff's recommendation, the Burbank City Council set BWP's first procurement target – zero – in late 2014, having found that at that time energy storage was not yet viable and cost-effective. AB2514 requires each utility to report on the achievement of its 2014 target by December 31, 2016. BWP's report, in the form of a letter to the CEC, is attached hereto.

AB2514 further requires that each utility's governing body adopt a second target for energy storage procurement, if viable and cost-effective, to be achieved by October 2020. This second target must be adopted by October 2017. BWP staff continues its active investigation of energy storage in preparation for this October 2017 target-setting.





Estimated Financial Report
October-16

UNAUDITED

Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD October 2016
($ in 000's except MWh Sales)

MTD FY 16-17	MTD Oct-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Oct-16 Budget	$ Variance	% Variance
94,291	98,080	(3,789)	(3.9%) [a]	NEL MWh	428,943	438,648	(9,705)	(2.2%) [A]
				Retail				
$ 15,351	15,940	$ (589)	(4%)	Retail Sales	$ 68,987	70,042	$ (1,055)	(2%)
536	536	-	0%	Other Revenues	2,082	2,144	(62)	(3%)
7,840	9,254	1,414	15% [b]	Retail Power Supply & Transmission	37,387	41,935	4,548	11% [B]
8,048	7,223	825	11%	**Retail Margin**	33,682	30,251	3,431	11%
				Wholesale				
779	4,457	(3,678)	(83%)	Wholesale Sales	6,689	29,084	(22,395)	(77%)
709	4,383	3,674	84%	Wholesale Power Supply	6,124	28,600	22,476	79%
70	74	(4)	(6%)	**Wholesale Margin**	565	485	80	17%
8,118	7,297	821	11%	**Gross Margin**	34,248	30,736	3,511	11%
				Operating Expenses				
1,032	1,032	-	0%	Distribution	3,848	4,501	653	15% [C]
184	184	-	0%	Administration/Safety	542	641	99	15% [D]
245	245	-	0%	Finance, Fleet, & Warehouse	925	1,020	95	9%
471	471	-	0%	Transfer to General Fund for Cost Allocation	1,865	1,883	18	1%
388	388	-	0%	Customer Service, Marketing & Conservation	1,231	1,620	390	24% [E]
418	418	-	0%	Public Benefits	1,611	1,672	62	4%
172	172	-	0%	Security/Oper Technology	635	676	40	6%
108	108	-	0%	Telecom	352	420	68	16% [F]
173	173	-	0%	Construction & Maintenance	529	697	169	24% [G]
1,537	1,537	-	0%	Depreciation	5,629	6,149	520	8%
4,728	4,728	-	0% [c]	Total Operating Expenses	17,167	19,280	2,112	11%
$ 3,390	$ 2,569	$ 821	32%	**Operating Income/(Loss)**	$ 17,080	$ 11,456	$ 5,624	49%

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

($ in 000's)

MTD FY 16-17	MTD Oct-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Oct-16 Budget	$ Variance	% Variance	
$ 3,390	$ 2,569	$ 821	32%	**Operating Income/(Loss)**	$ 17,080	$ 11,456	$ 5,624	49%	
				Other Income/(Expenses)					
105	105	-	0%	Interest Income	421	421	(0)	(0%)	
90	90	-	0%	Other Income/(Expense)	343	358	(15)	(4%)	
(391)	(391)	-	0%	Bond Interest/ (Expense)	(1,566)	(1,566)	-	0%	
(197)	(197)	-	0%	Total Other Income/(Expenses)	(802)	(786)	(16)	(2%)	
3,193	2,372	821	35%	**Income before Contributions & Transfers**	16,278	10,670	5,608	53%	
767	797	30	4%	In Lieu	3,449	3,502	53	2%	
220	229	9	4%	Street Lighting	991	1,007	15	2%	
988	1,026	39	4%	Total Contributions & Transfers	4,440	4,509	69	2%	
2,206	1,346	859	64%	**Net Income**	11,838	6,161	5,676	92%	
164	164	-	0%	Capital Contributions (AIC)	345	656	(310)	(47%)	(H)
$ 2,370	$ 1,510	$ 859	57%	**Net Change in Net Assets (Net Income)**	$ 12,183	$ 6,817	$ 5,366	79%	

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	428,943	438,648	(9,705)	- NEL is 2.2% below budget due to conservation. YTD CDD were 1,058 versus the 30 year average of 1038.
B.	Retail Power Supply & Transmission	37,387	41,935	4,548	- The favorable variance is primarily attributable to lower usage of biomethane gas than planned and the savings from biomethane restructuring, lower than planned O&M expenses, an IPP/STS refinancing and refunding settlement from LADWP, receiving less renewable energy than planned, economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load, and higher than planned IPP true up credits.
C.	Distribution	3,848	4,501	653	- The favorable variance is primarily attributable to salary savings due to vacancies and under-fills, and less than planned spending on private contractual services.
D.	Administration / Safety	542	641	99	- The favorable variance is primarily attributable to lower than planned spending on professional services.
E.	Customer Service, Marketing & Conservation	1,231	1,620	390	- The favorable variance is primarily attributable to the timing of expenditures for professional services and office equipment maintenance and repair, as well as salary savings due to vacancies and under-fills.
F.	Telecom	352	420	68	- The favorable variance is primarily attributable to performing un-budgeted capital labor on ONE Burbank Network Infrastructure expansion and Fiber optics projects; as well as more than budgeted work for other departments.
G.	Construction & Maintenance	529	697	169	- The favorable variance is primarily attributable to the timing of expenditures for custodial services and private contractual services.
H.	Capital Contributions (AIC)	345	656	(310)	- 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 October 2016
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget		Explanation
a.	Electric Usage in MWh	94,291	98,080	(3,789)	-	NEL is 3.9% below budget due to conservation. MTD CDD were 120 versus the 30 year average of 129.
b.	Retail Power Supply & Transmission	7,840	9,254	1,414	-	The favorable variance is primarily attributable to lower delivery of biomethane gas than planned and savings from biomethane restructuring, economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load, receiving less renewable energy than planned, an IPP/STS refinancing and refunding settlement from LADWP, and higher than planned IPP true up credits.
c.	Total Operating Expenses	4,728	4,728	-	-	Expenses have not closed for October 2016 and are estimated at budgeted values.

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

	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	Mar-16	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	$ 72,422	$ 66,712	$ 64,888	$ 60,047	$ 58,277	$ 59,092	$ 54,060	$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,494	15,488	15,483	15,482 Tr	15,482	15,872		
Sub-Total Cash and Investments	97,915	92,200	90,371	85,529	83,759	84,964	69,060	39,340
Capital Commitments	(16,833)	(16,845)	(16,889)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,960)	(4,519)	(4,244)	(4,381)	(4,721)	(4,553)		
Biogas Commitment	(7,751)	(7,751)	(7,751)	(7,751)	(7,751)	(7,751)		
Pacific Northwest DC Intertie	(9,885)	-	-	-	-	-		
Cash and Investments (less Commitments)	**58,486**	**63,086**	**61,487**	**56,397**	**54,287**	**55,661**	**69,060**	**39,340**

- The Statement of Cash Balances may not add up due to rounding.
- The October 2016 Cash Balance is as of 11.16.16. It is subject to change through approximately 11.30.16, at which time the City anticipates closing the books for October.

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

(in 000's)

MTD EXPENSE AND OTHER VARIANCES

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME - $2,206	$ 859		$ 859
MTD GROSS MARGIN VARIANCE			
Retail Sales		(589)	(589)
Power Supply and Transmission			
- Lower usage of biomethane gas than planned	443		443
- IPP/STS refinancing and refunding settlement from LADWP	195		195
- Economic dispatch and the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load	366		366
- Received less renewable energy than planned	276		276
- Higher than planned IPP true-up credits	134		134
Wholesale Margin		(5)	(5)
Total	1,414	(594)	820
MTD EXPENSE AND OTHER VARIANCES			
In-lieu and Street lighting	39		39
Total	39	-	39

Estimated October 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 - $11,838	5,676		5,676
FYTD GROSS MARGIN VARIANCE			
Retail Sales		(1,055)	(1,055)
Power Supply and Transmission			-
- Lower usage of biomethane gas than planned	1,834		1,834
- Lower O&M expenses than planned	1,189		1,189
- IPP/STS refinancing and refunding settlement from LADWP	780		780
- Received less renewable energy than planned	368		368
- Economic dispatch and the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load	243		243
- Higher than planned IPP true-up credits	134		134
Wholesale Margin	80		80
Other Revenues		(62)	(62)
Total	4,628	(1,117)	3,511
FYTD EXPENSE AND OTHER VARIANCES			
Distribution - salary savings due to vacancies and under-fills, and less than planned spending on private contractual services	653		653
Admin/Safety - lower than planned spending on professional services	99		99
Customer Service - timing of expenses for other professional services, and office equipment maintenance and repair as well as salary savings due to vacancies and under-fills	390		390
Telecom - performing un-budgeted capital labor and more than budgeted work for other departments	68		68
Construction & Maintenance (Facilities) - timing of expenses for custodial services and private contractual services	169		169
In-lieu and street lighting	69		69
Lower than budgeted depreciation expense	520		520
All other	198		198
Total	1,413	-	2,165

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

MTD FY 16-17	MTD Oct-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Oct-16 Budget	$ Variance	% Variance
442	446	(4)	(1%) [a]	Water put into the system in Millions of Gallons	1,854	1,897	(43)	(2%) [A]
90	90	0	0%	Metered Recycled Water in Millions of Gallons	426	405	21	5% [B]
				Operating Revenues				
$ 2,286	$ 2,298	$ (12)	(1%)	Potable Water	$ 9,438	$ 9,542	$ (104)	(1%)
323	317	6	2%	Recycled Water	1,533	1,422	111	8% [C]
74	114	(40)	(35%) [b]	Other Revenue	218	455	(237)	(52%) [D]
2,683	2,729	(45)	(2%)	Total Operating Revenues	11,190	11,419	(229)	(2%)
968	947	(21)	(2%)	Water Supply Expense	3,956	4,004	48	1%
1,715	1,782	(67)	(4%)	**Gross Margin**	7,234	7,415	(181)	(2%)
				Operating Expenses				
537	537	-	0%	Operations & Maintenance - Potable	1,993	2,261	268	12% [E]
158	158	-	0%	Operations & Maintenance - Recycled	542	668	126	19%
215	215	-	0%	Allocated O&M	658	888	229	26% [F]
137	137	-	0%	Transfer to General Fund for Cost Allocation	548	548	-	0%
319	319	-	0%	Depreciation	1,191	1,277	87	7%
1,366	1,366	-	0% [c]	Total Operating Expenses	4,932	5,642	710	13%
349	416	(67)	(16%)	**Operating Income/(Loss)**	2,302	1,773	529	30%
				Other Income/(Expenses)				
14	14	-	0%	Interest Income	52	58	(6)	(10%)
44	44	-	0%	Other Income/(Expense)	176	178	(2)	(1%)
(166)	(166)	-	0%	Bond Interest/(Expense)	(665)	(665)	(0)	(0%)
-	-	-	0%	Transfers In/(Out) - (In Lieu)	-	-	-	0%
(107)	(107)	-	0%	Total Other Income/(Expenses)	(437)	(429)	(7)	(2%)
242	309	(67)	(22%)	**Net Income**	1,865	1,344	521	39%
27	27	-	0%	Aid in Construction	183	106	77	73% [G]
$ 268	$ 335	$ (67)	(20%)	**Net Change in Net Assets (Net Income)**	$ 2,048	$ 1,450	$ 598	41%

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

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD October 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	1,854	1,897	(43)	- FYTD potable water demand has been slightly lower than planned despite City Council's decision in June 2016 to ease landscape irrigation restrictions from two days of irrigation per week in the summer, and one day of irrigation per week in the winter, to three days of irrigation per week year round. Budgeted potable water demand was based on the aforementioned stricter restrictions. It appears that the lower than planned demand is attributable to Burbank customers' continuing efforts to conserve water and implement more sustainable water use practices. YTD CDD were 1058 versus the 30 year average of 1038.
B.	Recycled Water Usage in Millions of Gallons	426	405	21	- Recycled water sales are higher than planned due to higher than planned usage at Studio District and Valhalla.
C.	Recycled Water Revenue	1,533	1,422	111	- The recycled water revenues correspond to higher water put into the system.
D.	Other Revenue	218	455	(237)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
E.	Operations & Maintenance - Potable	1,993	2,261	268	- The favorable variance is attributable to lower than planned spending on special departmental supplies, utilities, and other professional services.
F.	Allocated O&M	658	888	229	- The favorable variance is attributable to favorable variances in allocated expenses (primarily Finance and Customer Service) from the Electric Fund.
G.	Aid in Construction	183	106	77	- The favorable variance is primarily attributable to the timing of AIC projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	442	446	(4)	- MTD potable water demand was slightly lower than planned, despite the easing of water restrictions by the City Council. It appears that customers are adopting long-term sustainable water use practices. MTD CDD were 120 versus the 30 year average of 129.
b.	Other Revenue	74	114	(40)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
c.	Total Operating Expenses	1,366	1,366	-	- Expenses, other than water supply expense, have not closed for October 2016 and are estimated at budgeted values.

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

	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	Mar-16	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	$ 11,698	$ 10,762	$ 10,060	$ 8,848	$ 8,674	$ 8,334	$ 9,760	$ 5,240
WCAC	959	948	858	846	873	974	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	14,877	13,931	13,138	11,914	11,767	11,528	15,760	7,240
Capital Commitments	(509)	(543)	(553)	(553)	(553)	(553)		
Cash and Investments (less commitments)	**14,368**	**13,387**	**12,585**	**11,361**	**11,213**	**10,974**	**15,760**	**7,240**

- The Statement of Cash Balances may not add up due to rounding.
- The October 2016 Cash Balance is as of 11.16.16. It is subject to change through approximately 11.30.16, at which time the City anticipates closing the books for October.

Estimated October 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 - $242		(67)	(67)
MTD GROSS MARGIN VARIANCE			
Potable Revenues		(12)	(12)
Recycled Revenues	6		6
Other revenue		(40)	(40)
Water Supply Expense		(21)	(21)
Total	6	(73)	(67)

Estimated October 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 - $1,865	521		521
FYTD GROSS MARGIN VARIANCE			
Potable Revenues - lower than planned		(104)	(104)
Recycled Revenues - higher than planned	111		111
Water Supply	48		48
Other		(237)	(237)
Total	159	(341)	(181)
FYTD O&M AND OTHER VARIANCES			
Direct O&M - Salary savings, lower than planned spending in special departmental supplies, utilities, and other professional services	268		268
Lower than budgeted depreciation expense	87		87
All Other	118		118
Lower than planned allocations from Electric Fund	229		229
Total	703	-	703

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: December 6, 2016**

Members Present: Craig Hunter, Dennis Roy, Ron Sabatine, Karen Sartoris

Members Absent: Jim Frankian, Char Tabet

Staff Present: Erin Barrows, Rena Ghamelian

Liaisons Present:

Item Discussed		Summary	Direction or Action, if any
1	Approval of Minutes- November 2, 2016	Approved	Motion made by Mr. Hunter and Seconded by Mr. Roy to approve the minutes as read. Motion 3-1 Abstention 1 -Ron Sabatine
2	Financial Statement	Ms. Barrows shared with the Board that no changes have been made since the last meeting. Purchasing is still in the process of setting a collective agreement with BSN Sports, once that is done then a majority of our projects can start. In the meantime, Ms. Barrows shared that she will reach out to Pilgrim Fence, a fencing company the department has a contract agreement with to see if they can do the wind screen paneling and capping of Schafer Ballfield.	N/A
3	Announcements	Ms. Barrows introduced Mr. Larry Nelson, the new BAF candidate. Mr. Nelson expressed his excitement and anticipation of being part of the group.	N/A
4	Oral Communication	N/A	N/A
5	Written Communication	N/A	N/A
6	Unfinished Business	**Board Member Recruitment:**	N/A

		Park Board Update: Ms. Barrows informed the Board that Park Board unanimously approved the 2 candidates for the Burbank Athletic Federation, Mr. Dennis Roy and Mr. Larry Nelson. **Installation Dinner:** Ms. Barrows informed the Board that the invitations have gone out; RSVP will be needed by January 11th. **Walk of Fame Update:** Ms. Barrows met with Jeff Maxwell a Landscape Architect; he visited the Walk of Fame location and will provide some options for the future of the Walk of Fame. Ms. Barrows requested if any members have any suggestions to please email her so they can take it in for consideration.	N/A N/A
	New Business	**Gym Floor Resurfacing:** Ms. Barrows explained that the annual gym floor resurfacing was done this past Thanksgiving week, and she had failed to ask the Board Members to approve money for the re-surfacing of Olive Gym. She requested them to approve a money transfer for $9,500.00 for the floor resurfacing project from the BAF holding account to Sports Supplies account.	Motion made by Mr. Sabatine and Seconded by Mr. Hunter to transfer $9,500.00 from the BAF holding account to the Sports supplies account. Motion 4-0
	Additional Agenda Items	Voting of Chair and Vice Chair	N/A
	Staff Report	Ms. Barrows discussed and reviewed the staff report.	N/A
	Adjournment	December Meeting Meeting Adjourned at 6:40 pm.	

December 9, 2016

CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, December 12, 2016, at 9:00 a.m., in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Assistant Board Secretary
Burbank-Glendale-Pasadena Airport Authority

2627 Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, December 12, 2016

9:00 A.M.

NOTE TO THE PUBLIC: Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

▼▼▼

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

   a. Commission Minutes
      (For Approval)

      1) November 14, 2016 ***[See page 1]***

2) November 28, 2016 *[See page 7]*

b. Treasurer's Reports

1) September 2016 Treasurer's Report *[See page 12]*

2) August 2016 Treasurer's Report *[See page 37]*

c. Other Transaction Agreement with the Department of Homeland Security – Transportation Security Administration *[See page 60]*

d. Award of Contract – Month-to-Month Space Lease Between Burbank-Glendale-Pasadena Airport Authority and Airline Tech Reps, LLC, dba STS Line Maintenance *[See page 65]*

6. ITEMS FOR COMMISSION ACTION

a. Committee Assignment

7. ITEMS FOR COMMISSION INFORMATION

a. October 2016 Passenger/Cargo Statistics and Parking Information *[See page 67]*

8. ADJOURNMENT