Weekly Management Report
January 13, 2017

1. Synopsis	The Burbank Hospitality Association (BHA) Special Meeting of December 16, 2016 **Community Development Department**
2. Staff Report	November 2016 Operating Results **Burbank Water and Power Department**
3. Agenda	Regular Meeting, January 16, 2017,Cancellation Notice and Call and Notice of Special Meeting, January 17, 2017 **Burbank-Glendale-Pasadena Airport Authority**
4. Notes	City Notes, January 13, 2017 **City Manager**

city of burbank
community development department

memorandum

DATE: December 20, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **THE BURBANK HOSPITALITY ASSOCIATION (BHA) SPECIAL MEETING SYNOPSIS – DECEMBER 16, 2016**

Patrick Prescott led a discussion regarding BHA's sponsorship to the 'Committee for Yes on Measure B Campaign' during the September 14, 2016 Board meeting. Mr. Prescott provided an overview of Amy Albano's, Burbank's City Attorney, recommendations to remedy the situation and the BHA expressed that they did not agree with several of the recommendations. The BHA requested a meeting with Ms. Albano and City Manager Ron Davis to discuss the recommendations that will be presented to City Council on Tuesday, December 20, 2016.

CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: January 5, 2017
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: November 2016 Operating Results

SAFETY

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

Water Results of Operations

For the month of November, water usage was 8% (29 million gallons) higher than budgeted; and November Potable Water Revenues were correspondingly $69,000 higher than budgeted. Recycled Water Revenues were $5,000 lower than budgeted. November Water Supply Expenses were $29,000 higher than budgeted. November's Gross Margin was $8,000 lower than budgeted. Net Income was $14,000, which was $8,000 worse than budgeted.

November fiscal-year-to-date (FYTD) water usage was 1% (15 million gallons) lower than budgeted. FYTD November Potable Water Revenues were $35,000 lower than budgeted and Recycled Water Revenues were $107,000 better than budgeted. FYTD Water Supply Expenses were $19,000 lower than budgeted. The FYTD Gross Margin was $169,000 lower than budgeted. Operating Expenses were $956,000 better than budgeted. Net Income was $2,143,000, which was $777,000 better than budgeted.

Electric Results of Operations

For the month of November, electric loads were 3.3% lower than budgeted due to conservation; and Retail Sales were correspondingly $259,000 lower than budgeted. November Power Supply Expenses were $1,917,000 better than budgeted primarily due to prior period true up credits, lower delivery of biomethane gas than planned and savings from biomethane restructuring, receiving less Copper Mountain energy than planned, an IPP/STS refinancing and refunding settlement from LADWP, and lower retail load. November's Gross Margin was $1,786,000 better than budgeted. Net Income was $2,063,000 which was $1,804,000 better than budgeted.

FYTD November electric loads were 2.4% lower than budgeted. Retail Sales were $1,314,000 (2%) lower than budgeted. FYTD Power Supply Expenses were $6,809,000 better than budgeted primarily due to lower usage of biomethane gas than planned and savings from biomethane restructuring, lower than planned O&M expenses, prior period true up credits, 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. FYTD Gross Margin

was $5,555,000 better than budgeted. November FYTD Operating Expenses were $2,949,000 better than budgeted. Net Income was $15,020,000 which was $8,600,000 better than budgeted.

WATER DIVISION

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

The State Department of Water Resources released the Environmental Impact Statement (EIS) for the revised/recirculated Bay Delta Conservation Plan (CA Water Fix) on July 10, 2015. Public meetings were held and the final EIR/S is anticipated to be released in late December 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 had implemented Stage II of the Sustainable Water Use Ordinance and then later went to Stage III to meet the requirements of the Executive Order. 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. 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.

The initial State Water Project allocation for 2017 was issued on November 28, 2016 at 20%. October and November have had promising precipitation with increases in reservoir levels although the weather has been comparatively warm and the snow pack is not above average.

SWRCB released a draft proposal in November for "Making Water Conservation a California Way of Life" for review and comment. The proposals address budgets for residential indoor and outdoor watering, Commercial/Industrial/Institutional (CII) water use and water loss standards. How RW use is treated so that Utilities that have implemented RW use do not have their existing investments discounted is of prime concern to BWP. Comments will be submitted to SWRCB although these requirements may not begin to be phased in until 2020. SWRCB may also need to acquire additional legislative authority to implement them.

March, April, May, June, July, August, September, October and November, 2016 show a continued trend in lower water usage, 29.8%, 29.6%, 28.6%, 27.8%, 22.5%, 21.2%, 24.7%, 21% and 20.54% respectively compared to March, April, May, June, July, August, September, October and November of 2013. Water volumes of 142, 149, 159, 161, 136, 132, 147, 118 and 94 million gallons, respectively, were conserved for a total volume of 1,239 million gallons for the nine 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 shows approximately the same level of conservation as previous months although watering is allowed three days a week, not one, as it was last November. Water use per month has increased about 8% compared to 2015 although is lower than the same month in 2013 by about 21%. The effect of the three day a week watering limitation will continue to be monitored.

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

The BOU was 92.50% available for service in November 2016. One Liquid Phase Granulated Activated Carbon Filter was offline for 15 days for carbon change out and another went offline thru the last 10 days of the month. Well V-03 came back into service and all wells were on-line at the end of November. 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. BWP is maximizing BOU production by optimizing the blend with MWD treated water. Lower ground water levels are impacting the operational efficiency of the BOU wells; testing of drawing water from lower in the aquifer, by deflating the "packers' in the lower portion of the well casings, including discussions with the EPA, are being planned.

Availability	Production	Average Flow Rate (gallons per minute)
96.77%	73.36%	6,603

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 have been refined. The work at 3rd Street and East Avenue was completed in December. Walnut Avenue and 6th Street has been postponed due to the high rating of the street paving.

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 was complete at the end of December.

Work began in November installing 400 l.f. of 8-inch ductile iron ware main in Whitnall Highway from California Street to Oak Street. The work is anticipated to be complete in January.

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-January. Control software will be complete in April.

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 of Chlorination and Ammonia feed equipment at the Valley Pumping Plant was completed 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 has received a copy of the executed amendment documents and is issuing a change order to the contractor for the rest of the scope.

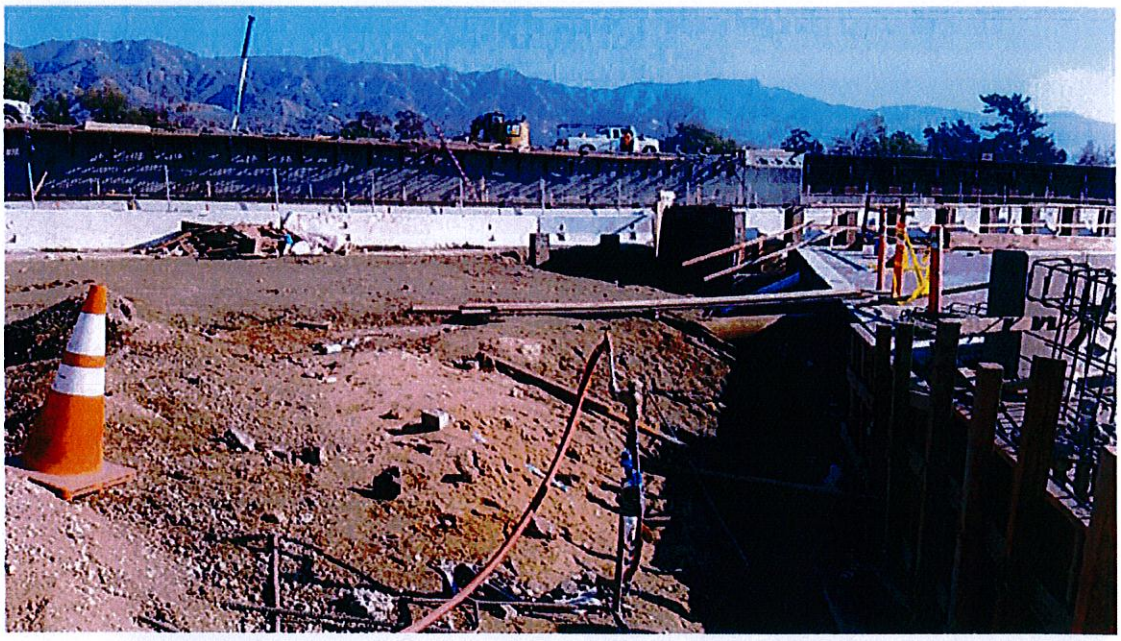
A new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank on April 14, 2016. This brought the City into full compliance by recognizing the use of RW in cooling towers. A Waste Water Change Petition was submitted to amend Burbank's water rights to our 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.

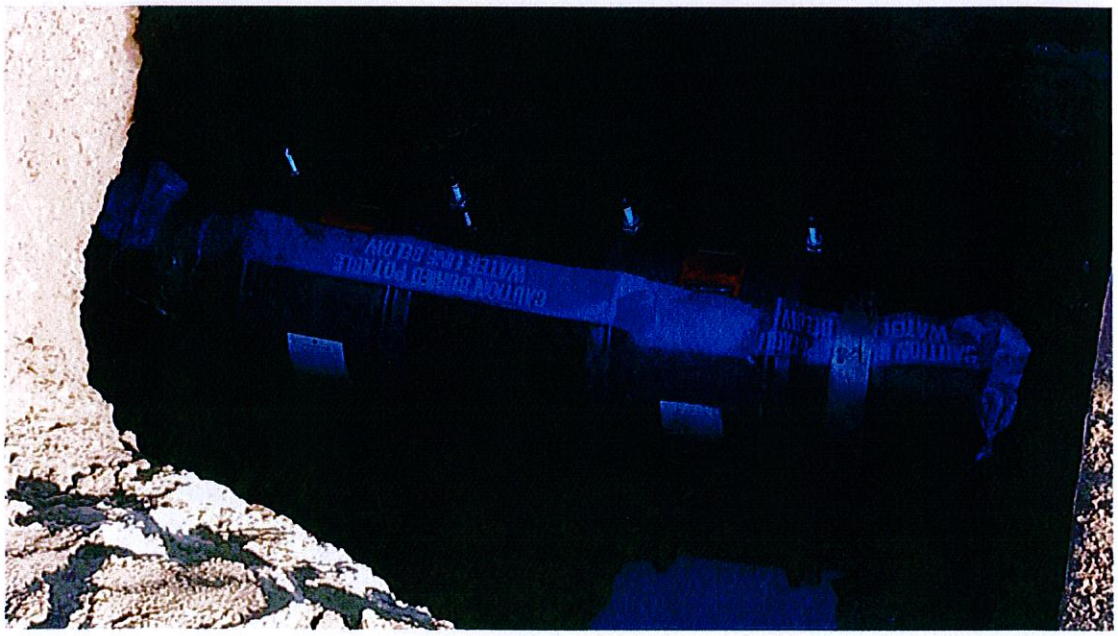
3300/3400 Olive The Pinnacle CT, 3400 Olive Irrigation and the Warner Bros. Data Center (Bldg. 58) are awaiting customer application to the Los Angeles County Department of Public Health. 1100 Olive, Cusumano Elder Residence is awaiting plumbing research.

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

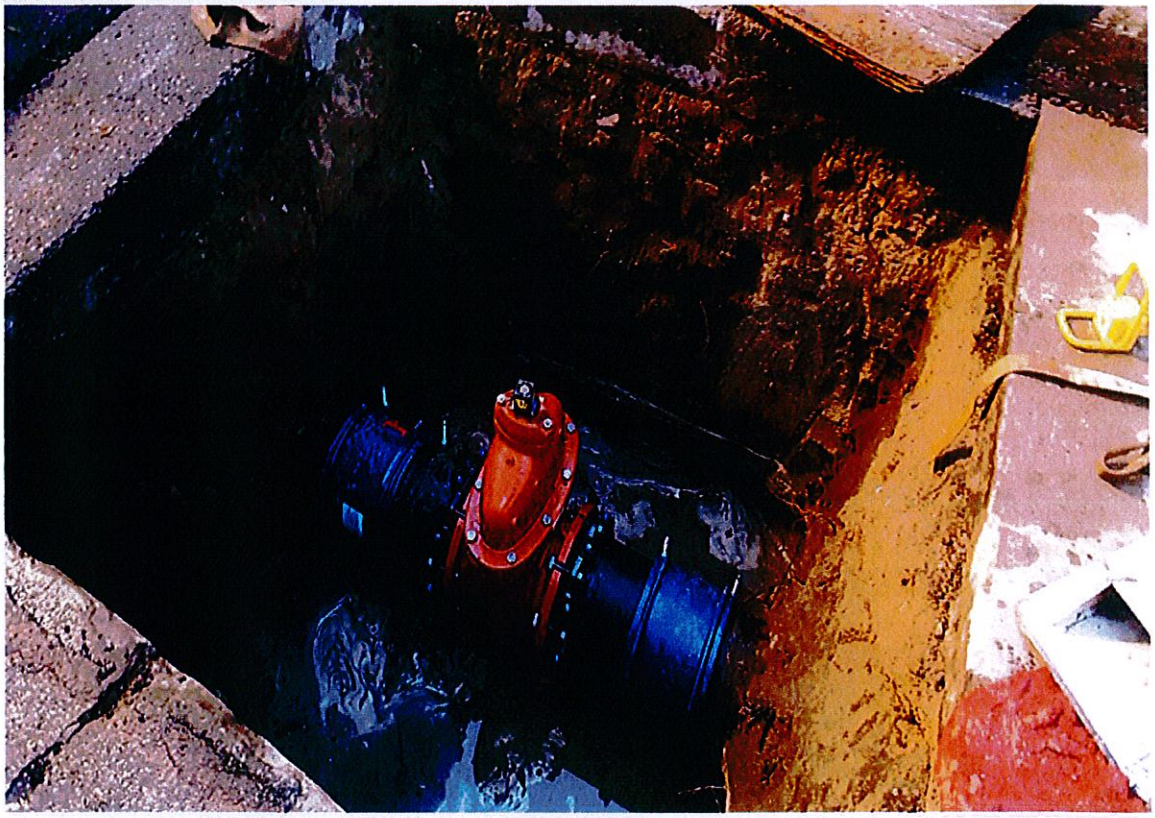
12-inch RW main is being installed over the storm drain channel on the east side of I-5 freeway and San Fernando Blvd. The picture shows the 20-inch steel casing that encases and protects the 12-inch pipe over the channel concrete deck. This portion of the pipe under the new Empire Interchange will make up the second freeway crossing for the RW system, which would enhance the operation and reliability of our increasingly important RW system.

An 8-inch potable water main through the Empire Interchange Bridge at Victory Place was tied in to the water distribution system. This main was constructed by a Caltrans contractor and at Caltrans expense. This main will restore and improve system flow hydraulics in the area.





A 12-inch valve has been added on Magnolia Blvd between Avon and Hollywood Way. The work was done early morning to minimize the water shutdown impacts on the businesses in the area. This added valve will significantly increases reliability of the water system and our ability to isolate water mains quickly with minimum disruption to businesses and residents.



DISTRIBUTION

ELECTRIC RELIABILITY

OUTAGES

In November 2016, BWP experienced one sustained feeder outage. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 675,403 customer minutes.

Reliability Measurement	December 2014-November 2015	December 2015-November 2016
Average Outages Per Year (SAIFI)	0.2024	0.4014
Average Outage Duration (CAIDI)	32.42 minutes	42.35 minutes
Average Service Availability	99.999%	99.997%
Average Momentary Outages Per Year (MAIFI)	0.4901	0.1613
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

I-5 Caltrans Project – Electrical Relocations

As part of the ongoing I-5 Freeway Widening Project, BWP entered into a Utility Agreement with Caltrans to relocate any conflicting electrical facilities traversing the project at the State's cost. One of the major components of the Utility Agreement was to underground the Burbank-McCambridge #2 overhead transmission line, which was in conflict with the new freeway alignment. In September 2016, the new underground system was completed, which included 4,500 of new underground electrical ducts and 17 new manholes. With the new system in place, the existing overhead freeway crossing was removed, leaving a robust underground pathway across the freeway.


Empire Center
TARGET
SPORTS AUTHORITY
Marshalls
OFFERGE

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, 29.52% 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 Pressure Sodium				
70W	19	19	0	0.2%
100W	3,664	2,122	-1,542	22.3%
150W	17	16	-1	0.2%
200W	3	2	-1	0.0%
250W	2,979	2,116	-863	22.3%
360W	14	14	0	0.1%
400W	2,157	1,865	-292*	19.6%
Low Pressure Sodium				
55W	137	137	0	1.4%
Fluorescent				
85W	128	128	0	1.3%
Incandescent				
2500 LUMEN	10	10	0	0.1%
4000 LUMEN	1	1	0	0.01%
100W INC.	74	74	0	0.8%
Metal Halide				
250W	190	190	0	2.0%
400W	10	4	-6	0.04%
LED				
42W	1	1,573	1,572	16.6%
101W	1	1,121	1,120	11.8%
120W	63	67	4	0.7%
150W	18	20	2	0.1%
163W**	0	30	30	0.3%
Total # of Lamps	9,486	9,503	+17	100.00
Energy				
	Consumption in Mwh			% Mwh Change
Annualized	9,268	7,720	-1,548	-17%
Average per Lamp	0.98	0.81	-0.16	-17%

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

* Not part of LED O&M replacement program. Only includes installation of new lights and replacement of traffic safety lights. (According to current lighting standards for intersections, effective April 2014.)

**Pilot program for LED replacement of 400W HPS luminaires.

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 (284) with 646 total charging hours of usage.

Month of usage	KWh	kWh/Station/ Day	% Peak Sessions	Charging time (hours)
November 2016	17,230	21	18%	4,033
October 2016	17,976	21	18%	4,014
September 2016	17,810	21	20%	3,905
August 2016	19,702	23	19%	4,144
July 2016	17,235	20	19%	4,131
June 2016	17,278	21	19%	3,861
May 2016 *	17,839	21	N/A	3,962
April 2016	15,212	19	N/A	3,617
March 2016	15,717	19	N/A	3,747
February 2016	13,595	17	N/A	3,371
January 2016	13,011	16	N/A	3,028
December 2015	12,378	15	N/A	2,959
November 2015	12,853	16	N/A	3,076
October 2015	13,058	16	N/A	3,509
September 2015	12,514	15	N/A	3,155
August 2015 **	11,045	13	N/A	2,715
July 2015	8,771	26	N/A	2,095
June 2015	8,500	26	N/A	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)

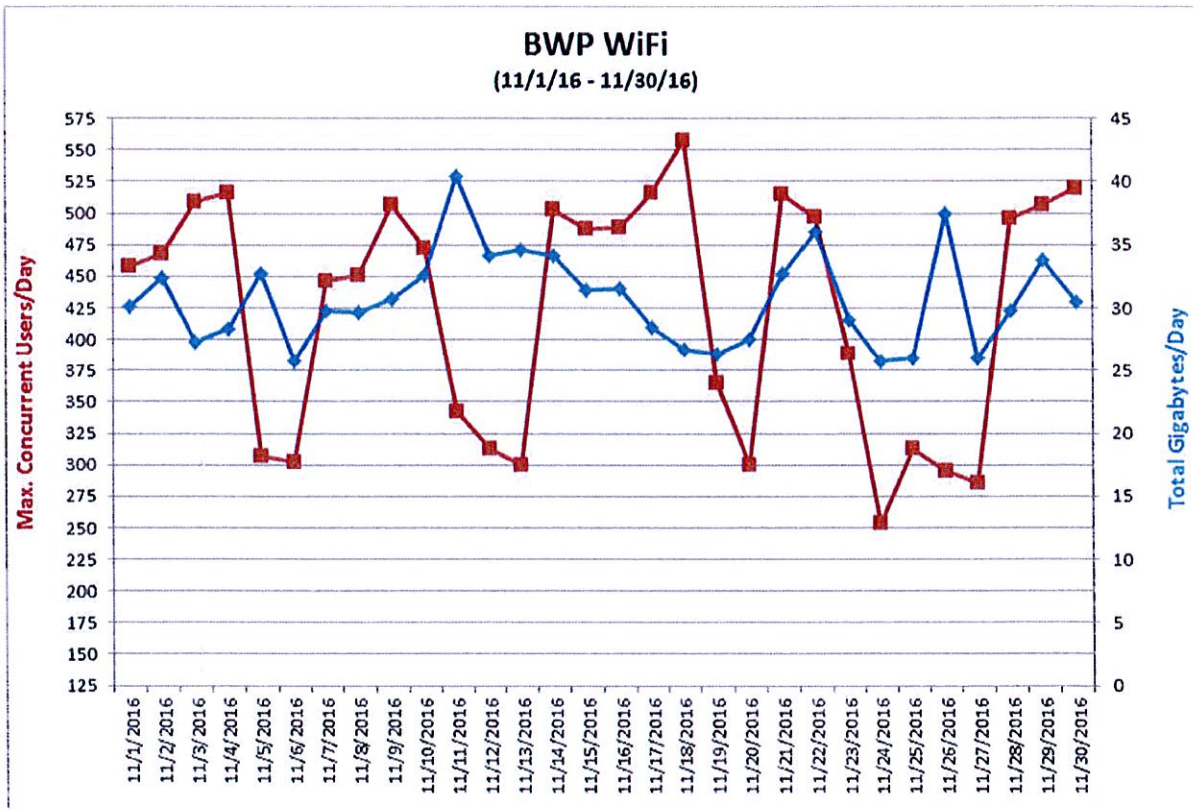
	November 2016 New Orders	Revenues for November 2016	FYTD 2016-17 Revenues	FYTD Budget
Lit	0	$118,681	$592,655	$385,417
Dark	0	$178,315	$892,025	$1,156,250
Total	0	$296,996	$1,484,680	$1,541,667

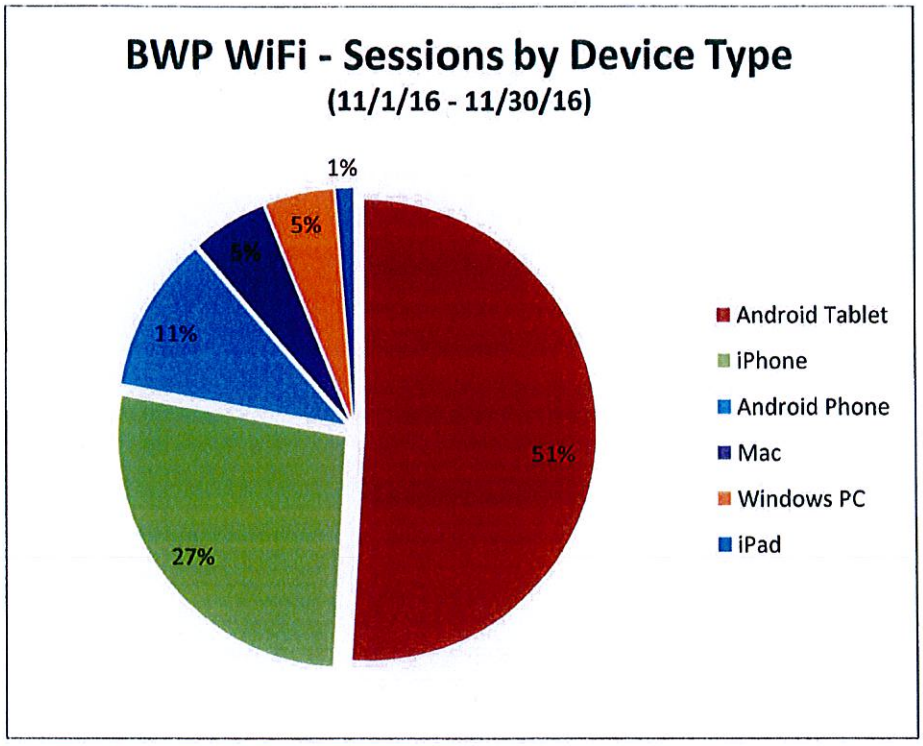
BWP WiFi

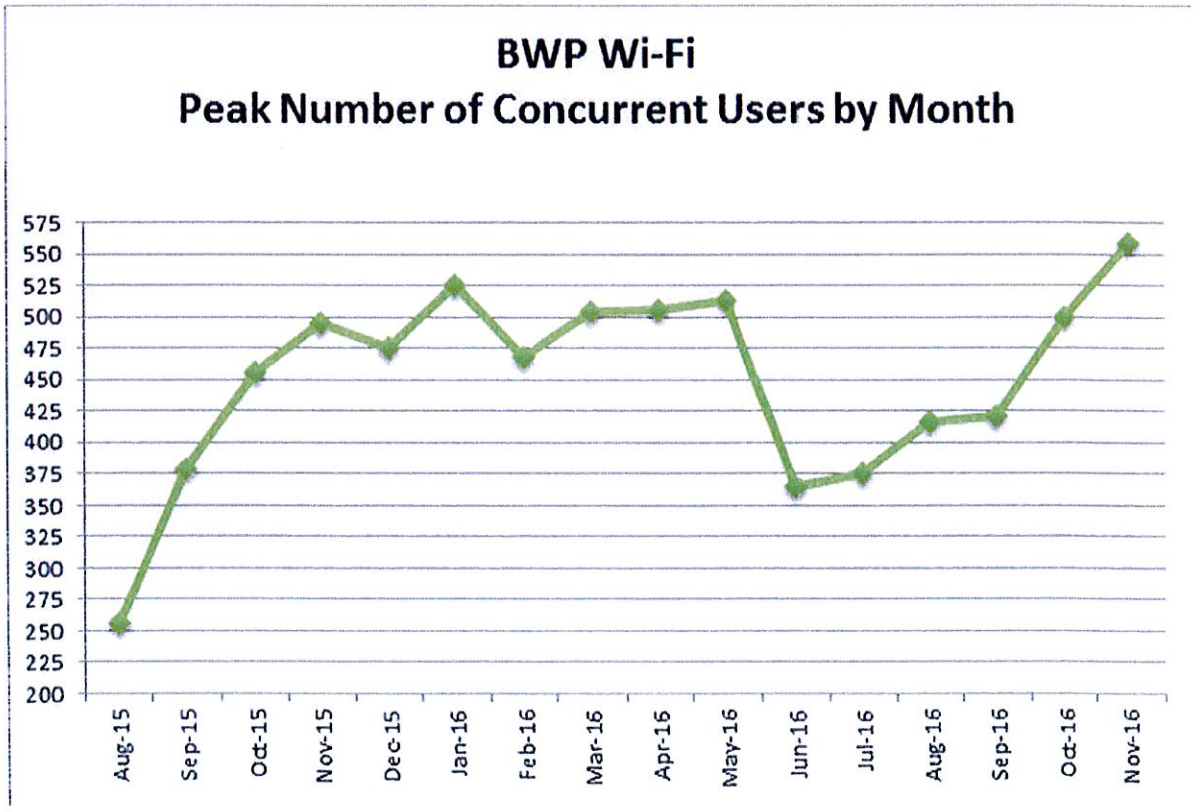
On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

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

Maximum Concurrent Users: 558 users on 11/18/16
Maximum Bandwidth Consumed: 40.39 GB on 11/11/16
Maximum Sessions by Device Type: Android Tablets with 51% of all sessions




BWP WiFi - Sessions by Device Type
(11/1/16 - 11/30/16)
1%
5%
6%
11%
51%
27%
Android Tablet
iPhone
Android Phone
Mac
Windows PC
iPad


BWP Wi-Fi
Peak Number of Concurrent Users by Month
575
550
525
500
475
450
425
400
375
350
325
300
275
250
225
200
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Mar-16
Apr-16
May-16
Jun-16
Jul-16
Aug-16
Sep-16
Oct-16
Nov-16

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 anticipated, as a base case, 14 days of Aliso-related electric outages in this past summer (none actually occurred) 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 SB350, 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 SB350 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 2015 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

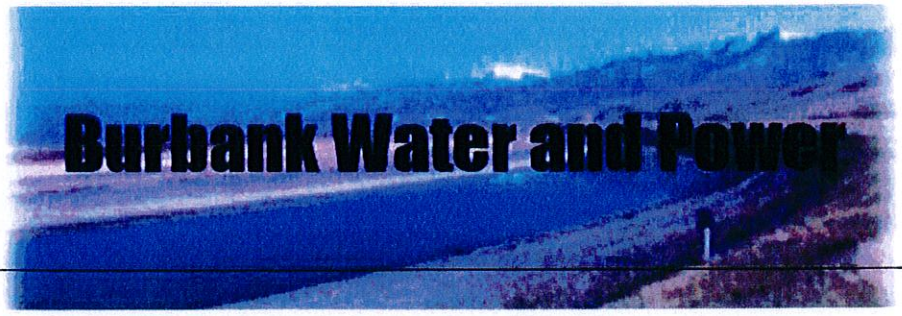
Over the last few years, BWP staff has worked with project developer Pathfinder to explore possible compressed air energy storage (CAES) project at the IPP site. While due diligence is ongoing, such a project has the potential to enable BWP to significantly increase its use of renewable energy while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

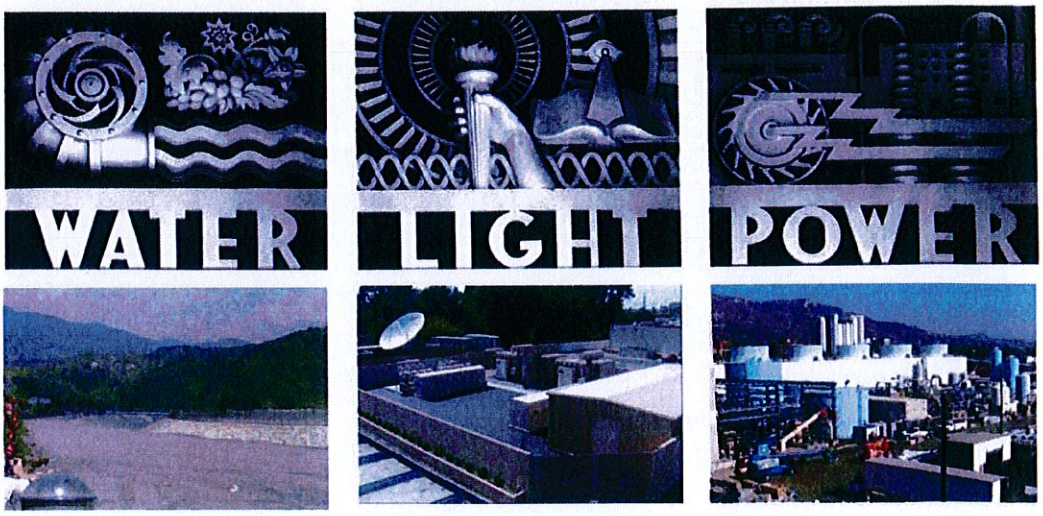
In this connection, in March 2015, BWP, Pathfinder, and CAES equipment manufacturer Dresser-Rand submitted a non-binding, preliminary "Part One" loan guarantee application to the US Department of Energy for the financing of a 317 MW (gross) CAES pilot project at Delta. In August 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application later in the project development process. Pathfinder submitted that Part Two submission in November 2016, reflecting front-end engineering and design, further definition of the commercial structure for the project, siting issues, and further stakeholder development. For its part, BWP continues its due diligence on the project.

In furtherance of this development activity, BWP understands that both Pathfinder and Magnum (another developer active at the IPP site) intend to submit commercial proposals for CAES to the Southern California Public Power Authority's *Request For Proposals for Renewable Energy Resources* (SCPPA RFP). Such proposals, expected in early 2017, 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.



Burbank Water and Power



Estimated Financial Report
November-16

UNAUDITED

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

($ in 000's except MWh Sales)

MTD FY 16-17	MTD Nov-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Nov-16 Budget	$ Variance	% Variance
85,402	88,272	(2,870)	(3.3%) [a]	NEL MWh	514,345	526,920	(12,575)	(2.4%) [A]
				Retail				
$ 13,926	14,185	$ (259)	(2%) [b]	Retail Sales	$ 82,913	84,227	$ (1,314)	(2%) [B]
536	536	-	0%	Other Revenues	2,532	2,680	(149)	(6%) [C]
6,893	8,810	1,917	22% [c]	Retail Power Supply & Transmission	43,936	50,744	6,809	13% [D]
7,569	5,912	1,658	28%	**Retail Margin**	41,509	36,163	5,346	15%
				Wholesale				
1,730	4,758	(3,028)	(64%)	Wholesale Sales	8,419	33,843	(25,424)	(75%)
1,522	4,679	3,157	67%	Wholesale Power Supply	7,646	33,279	25,633	77%
208	79	129	162%	**Wholesale Margin**	773	564	209	37%
7,777	5,991	1,786	30%	**Gross Margin**	42,282	36,727	5,555	15%
				Operating Expenses				
989	989	-	0%	Distribution	4,358	5,490	1,132	21% [E]
133	133	-	0%	Administration/Safety	713	774	61	8%
255	255	-	0%	Finance, Fleet, & Warehouse	1,144	1,275	130	10%
471	471	-	0%	Transfer to General Fund for Cost Allocation	2,330	2,354	24	1%
385	385	-	0%	Customer Service, Marketing & Conservation	1,575	2,005	430	21% [F]
417	417	-	0%	Public Benefits	2,162	2,089	(73)	(3%)
165	165	-	0%	Security/Oper Technology	770	841	70	8%
98	98	-	0%	Telecom	392	518	126	24% [G]
173	173	-	0%	Construction & Maintenance	525	871	346	40% [H]
1,537	1,537	-	0%	Depreciation	6,984	7,686	702	9%
4,623	4,623	-	0% [d]	Total Operating Expenses	20,953	23,902	2,949	12%
$ 3,155	$ 1,368	$ 1,786	131%	**Operating Income/(Loss)**	$ 21,329	$ 12,825	$ 8,504	66%

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

($ in 000's)

MTD FY 16-17	MTD Nov-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Nov-16 Budget	$ Variance	% Variance	
$ 3,155	$ 1,368	$ 1,786	131%	**Operating Income/(Loss)**	$ 21,329	$ 12,825	$ 8,504	66%	
				Other Income/(Expenses)					
105	105	-	0%	Interest Income	519	527	(8)	(1%)	
90	90	-	0%	Other Income/(Expense)	466	448	18	4%	
(391)	(391)	-	0%	Bond Interest/ (Expense)	(1,958)	(1,957)	-	0%	
(197)	(197)	-	0%	Total Other Income/(Expenses)	(972)	(983)	10	1%	
2,958	1,172	1,786	152%	**Income before Contributions & Transfers**	20,356	11,842	8,514	72%	
696	709	13	2%	In Lieu	4,145	4,211	66	2%	
200	204	4	2%	Street Lighting	1,191	1,211	20	2%	
896	913	18	2%	Total Contributions & Transfers	5,336	5,422	86	2%	
2,063	259	1,804	698%	**Net Income**	15,020	6,420	8,600	134%	
164	164	-	0%	Capital Contributions (AIC)	353	820	(466)	(57%)	(1)
$ 2,227	$ 423	$ 1,804	427%	**Net Change in Net Assets (Net Income)**	$ 15,374	$ 7,240	$ 8,134	112%	

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget		Explanation
a.	Electric Usage in MWh	85,402	88,272	(2,870)	-	NEL is 3.3% below budget due to conservation. MTD HDD were 105 versus the 30 year average of 150.
b.	Retail Sales	13,926	14,185	(259)	-	Retail sales correspond to lower NEL (demand).
c.	Retail Power Supply & Transmission	6,893	8,810	1,917	-	The favorable variance is primarily attributable to prior period true up credits, lower delivery of biomethane gas than planned and savings from biomethane restructuring, receiving less Copper Mountain energy than planned, and an IPP/STS refinancing and refunding settlement from LADWP, and lower retail load.
d.	Total Operating Expenses	4,623	4,623	-	-	Expenses have not closed for November 2016 and are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	514,345	526,920	(12,575)	- NEL is 2.4% below budget due to conservation and is partially offset by warmer temperatures. YTD CDD were 1,127 versus the 30 year average of 1,060.
B.	Retail Sales	82,913	84,227	(1,314)	- Retail sales correspond to lower NEL (demand).
C.	Other Revenues	2,532	2,680	(149)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
D.	Retail Power Supply & Transmission	43,936	50,744	6,809	- The favorable variance is primarily attributable to lower usage of biomethane gas than planned and savings from biomethane restructuring, lower than planned O&M expenses, prior period true up credits, 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.
E.	Distribution	4,358	5,490	1,132	- The favorable variance is primarily attributable to salary savings due to vacancies and under-fills, and less than planned spending on private contractual services. Also contributing to the favorable variance is higher than planned work performed for other departments.
F.	Customer Service, Marketing & Conservation	1,575	2,005	430	- The favorable variance is primarily attributable to the timing of expenditures for professional services and private contractual services.
G.	Telecom	392	518	126	- 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.
H.	Construction & Maintenance	525	871	346	- The favorable variance is primarily attributable to the timing of expenditures for professional services, custodial services and private contractual services.
I.	Capital Contributions (AIC)	353	820	(466)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Nov-16 [b]	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	Mar-16	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 74,389	$ 71,685	$ 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	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,688	15,494	15,488	15,483	15,482	15,482	15,872		
Sub-Total Cash and Investments	100,077	97,178	92,200	90,371	85,529	83,759	84,964	69,060	39,340
Capital Commitments	(16,808) [c]	(16,833)	(16,845)	(16,889)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,775)	(4,664)	(4,519)	(4,244)	(4,381)	(4,721)	(4,553)		
Biogas Commitment	(7,751)	(7,751)	(7,751)	(7,751)	(7,751)	(7,751)	(7,751)		
Pacific Northwest DC Intertie	(9,885)	(9,885)	-	-	-	-	-		
Cash and Investments (less Commitments)	60,858	58,044	63,086	61,487	56,397	54,287	55,661	69,060	39,340

[a] The Statement of Cash Balances may not add up due to rounding.

[b] The November 2016 Cash Balance is as of 12.28.16. It is subject to change through approximately 12.31.16, at which time the City anticipates closing the books for November.

[c] Denotes capital commitment for multiple projects for Station Capacitor Bank Upgrade at Victory, San Jose Station Capacity Upgrade, Valley Distribution Station and 4kV to 12kV conversion of circuit. The amount is reduced by actual expenditures-to-date in the amount of $191.67k.

Estimated - November 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 - $2,063	$ 1,804		$ 1,804
MTD GROSS MARGIN VARIANCE			
Retail Sales		(259)	(259)
Power Supply and Transmission			
- Prior period true-up credits	994		994
- Lower delivery of biomethane gas than planned and savings from biomethane restructuring	526		526
- Received less Copper Mountain energy than planned	201		201
- IPP/STS refinancing and refunding settlement from LADWP	195		195
Wholesale Margin	129		129
Total	2,045	(259)	1,786
MTD EXPENSE AND OTHER VARIANCES			
In-lieu and Street lighting	18		18
Total	18	-	18

Estimated November 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 - $15,020	8,600		8,600
FYTD GROSS MARGIN VARIANCE			
Retail Sales		(1,314)	(1,314)
Power Supply and Transmission			-
- Lower usage of biomethane gas than planned and savings from biomethane restructuring	2,377		2,377
- Lower O&M expenses than planned	1,434		1,434
- Prior period true-up credits	1,190		1,190
- IPP/STS refinancing and refunding settlement from LADWP	975		975
- Received less renewable energy than planned	530		530
- Economic dispatch and the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet lower system load	169		169
- Higher than planned IPP true-up credits	134		134
Wholesale Margin	209		209
Other Revenues		(149)	(149)
Total	7,018	(1,463)	5,555
FYTD EXPENSE AND OTHER VARIANCES			
Distribution - salary savings due to vacancies and under-fills, and less than planned spending on private contractual services, as well as higher than planned work performed for other departments	1,132		1,132
Customer Service - timing of expenses for professional services, and private contractual services.	430		430
Telecom - performing un-budgeted capital labor and more than budgeted work for other departments	126		126
Construction & Maintenance (Facilities) - timing of expenses for professional services, custodial services and private contractual services	346		346
In-lieu and street lighting	86		86
Lower than budgeted depreciation expense	702		702
All other	223		223
Total	3,045	-	3,045

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

MTD FY 16-17	MTD Nov-16 Budget	$ Variance	% Variance		FYTD FY 16-17	FYTD Nov-16 Budget	$ Variance	% Variance
397	369	29	8% [a]	Water put into the system in Millions of Gallons	2,251	2,265	(15)	(1%) [A]
79	82	(3)	(4%)	Metered Recycled Water in Millions of Gallons	505	487	18	4% [B]
				Operating Revenues				
$ 1,944	$ 1,875	$ 69	4%	Potable Water	$ 11,382	$ 11,417	$ (35)	(0%)
288	293	(5)	(2%)	Recycled Water	1,821	1,714	107	6% [C]
71	114	(43)	(37%) [b]	Other Revenue	309	569	(260)	(46%) [D]
2,303	2,282	21	1%	Total Operating Revenues	13,512	13,701	(188)	(1%)
831	802	(29)	(4%) [c]	Water Supply Expense	4,787	4,806	19	0% [E]
1,472	1,480	(8)	(1%)	**Gross Margin**	8,725	8,895	(169)	(2%)
				Operating Expenses				
536	536	-	0%	Operations & Maintenance - Potable	2,427	2,797	370	13% [F]
153	153	-	0%	Operations & Maintenance - Recycled	633	820	187	23% [G]
205	205	-	0%	Allocated O&M	809	1,093	284	26% [H]
137	137	-	0%	Transfer to General Fund for Cost Allocation	685	685	-	0%
319	319	-	0%	Depreciation	1,481	1,597	116	7%
1,350	1,350	-	0% [d]	Total Operating Expenses	6,036	6,992	956	14%
121	130	(8)	(6%)	**Operating Income/(Loss)**	2,689	1,903	786	41%
				Other Income/(Expenses)				
14	14	-	0%	Interest Income	65	72	(8)	(10%)
44	44	-	0%	Other Income/(Expense)	221	222	(1)	(0%)
(166)	(166)	-	0%	Bond Interest/(Expense)	(832)	(832)	(0)	(0%)
-	-	-	0%	Transfers In/(Out) - (In Lieu)	-	-	-	0%
(107)	(107)	-	0%	Total Other Income/(Expenses)	(546)	(537)	(9)	(2%)
14	22	(8)	(37%)	**Net Income**	2,143	1,366	777	57%
27	27	-	0%	Aid in Construction	211	133	78	59% [I]
$ 41	$ 49	$ (8)	(17%)	**Net Change in Net Assets (Net Income)**	$ 2,354	$ 1,499	$ 856	57%

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	397	369	29	- MTD potable water demand was slightly higher than planned. MTD HDD were 105 versus the 30 year average of 150.
b.	Other Revenue	71	114	(43)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
c.	Water Supply Expense	831	802	(29)	- Water supply expense corresponds with demand and is partially offset with savings that result by the staff maximizing BOU production by optimizing the blend with MWD treated water.
d.	Total Operating Expenses	1,350	1,350	-	- Expenses, other than water supply expense, have not closed for November 2016 and are estimated at budgeted values.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD November 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	2,251	2,265	(15)	- 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, at least for the first four months of Fiscal Year 2016-17, 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 1,127 versus the 30 year average of 1,060.
B.	Recycled Water Usage in Millions of Gallons	505	487	18	- Recycled water sales are higher than planned due to higher than planned usage at Studio District and Valhalla.
C.	Water Supply Expense	4,787	4,806	19	- Water supply expense corresponds with demand.
D.	Recycled Water Revenue	1,821	1,714	107	- The recycled water revenues correspond to higher water put into the system.
E.	Other Revenue	309	569	(260)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
F.	Operations & Maintenance - Potable	2,427	2,797	370	- The favorable variance is attributable to lower than planned spending on special departmental supplies, utilities, other professional services and street and pavement repair, as well as higher than budgeted work performed for other departments.
G.	Operations & Maintenance - Recycled	633	820	187	- The favorable variance is primarily attributable to lower than planned allocations from Electric Fund.
H.	Allocated O&M	809	1,093	284	- The favorable variance is attributable to favorable variances in allocated expenses (primarily Finance and Customer Service) from the Electric Fund.
I.	Aid in Construction	211	133	78	- The favorable variance is primarily attributable to the timing of AIC projects.

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

	Nov-16 [b]	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	Mar-16	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	$ 12,582	$ 11,401	$ 10,762	$ 10,060	$ 8,848	$ 8,674	$ 8,334	$ 9,760	$ 5,240
WCAC	1,063	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	2,220	4,000	1,000
Sub-Total Cash and Investments	15,865	14,580	13,931	13,138	11,914	11,767	11,528	15,760	7,240
Capital Commitments	(495) [c]	(509)	(543)	(553)	(553)	(553)	(553)		
Water Purchase Commitments	(4,277) [d]	-	-	-	-	-	-	-	-
Cash and Investments (less commitments)	11,094	14,071	13,387	12,585	11,361	11,213	10,974	15,760	7,240

[a] The Statement of Cash Balances may not add up due to rounding.

[b] The November 2016 Cash Balance is as of 12.28.16. It is subject to change through approximately 12.31.16, at which time the City anticipates closing the books for November.

[c] Denotes capital commitment for the "Second tie crossing Recycled water project"; The amount is reduced by actual expenditures-to-date in the amount of $58.8k.

[d] 7200 Acre Feet of Untreated Water Purchases from the Metropolitan Water District with anticipated payments over the next three months.

Estimated November 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 - $14		(8)	(8)
MTD GROSS MARGIN VARIANCE			
Potable Revenues	69		69
Recycled Revenues		(5)	(5)
Other revenue		(43)	(43)
Water Supply Expense		(29)	(29)
Total	69	(77)	(8)

Estimated November 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 - $2,143	777		777
FYTD GROSS MARGIN VARIANCE			
Potable Revenues - lower than planned		(35)	(35)
Recycled Revenues - higher than planned	107		107
Water Supply	19		19
Other		(260)	(260)
Total	126	(295)	(169)
FYTD O&M AND OTHER VARIANCES			
Direct O&M - Salary savings, lower than planned spending in special departmental supplies, utilities, other professional services, street pavement and repair as well as higher than budgeted work performed for other departments	370		370
Lower than budgeted depreciation expense	116		116
All Other	176		176
Lower than planned allocations from Electric Fund	284		284
Total	946	-	946

January 13, 2017

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

The Airport Authority administrative offices will be closed on Monday, January 16, 2017, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 16, 2017, at 9:00 a.m., in the Airport Skyroom at Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held at 9:00 a.m., Tuesday, January 17, 2017, in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

SPECIAL COMMISSION MEETING

AGENDA

JANUARY 17, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, January 17, 2017

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. Committee Reports
      (For Noting and Filing)

1) Operations and Development Committee

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

2) Finance and Administration Committee

(i) November 14, 2016 *[See page 4]*

(ii) November 28, 2016 *[See page 7]*

3) Legal, Government and Environmental Affairs Committee

(i) October 17, 2016 *[See page 11]*

b. Commission Minutes
(For Approval)

1) December 12, 2016 *[See page 13]*

c. Treasurer's Reports

1) October 2016 Treasurer's Report *[See page 17]*

d. Aviation Ramp Ground Lease: Yucaipa Companies, LLC *[See page 40]*

6. ITEMS FOR COMMISSION APPROVAL

a. FAA Noise Compatibility Program Record of Approval;
Authorization to Initiate Avigation Easement Appraisal Process *[See page 42]*

b. Project E15-12 Emergency Generator Replacement Project - Increase in Project Contingency *[See page 60]*

7. ITEMS FOR COMMISSION INFORMATION

a. November 2016 Passenger/Cargo Statistics
and Parking Information *[See page 64]*

8. CLOSED SESSION

a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Ed Skvarna and Dan Feger
Employee Organization: Burbank Airport Police Officers Association

b. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Ed Skvarna, Chief of Police; Director of Public Safety

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director

9. ADJOURNMENT

CITY MANAGER'S OFFICE
CITY NOTES

Important Updates for the Burbank City Council **January 13, 2017**

New Year – New Resolutions

Whether it's getting organized, improving one's health, or getting a new job, Burbank Public Library has resources to support self-improvement and lifelong learning. Under the Research link on burbanklibrary.com, Testing & Education Reference Center (TERC) provides access to more than 300 tests. TERC provides exam tools and practice tests for high school, college and grad school students; assessment tools and practice tests for civil service, military, and medical careers; and even preparation for U.S. Citizenship. JobNow, available at the same link, provides career assessments, resume templates and interview tips, plus the opportunity to get live expert assistance with a job search. Many more resources are available on the Burbank Public Library website and in print at any branch.

Burbank Tech Talks

The City of Burbank launched its first series of entrepreneurial events known as Burbank Tech Talks, in September 2016. The Burbank Tech Talks stemmed from the original Burbank Tech Summit held in November 2015, with more than 180 business owners, entrepreneurs, and technology enthusiasts in attendance. Feedback from attendees suggested that Burbank should create more frequent opportunities for entrepreneurs to network and collaborate. As a result, Burbank Tech Talks launched a four-part entrepreneurial speaking series to create opportunities for the entrepreneurial industry to meet in Burbank while also promoting and growing various start-up sectors such as tech, media, biotech and clean tech industries. Event attendees received a complimentary lunch while listening to tips and advice from various well-known entrepreneurs and venture capitalists. Kicking off each event, staff highlighted Burbank's attributes and assets that are attractive to the entrepreneurial community. The monthly entrepreneurial speaking series included representation from Burbank Water and Power's ONE Burbank high speed fiber optics network, in addition to the Burbank Chamber of Commerce. Below is a snapshot of the event schedule, and number of registrants. Due to the success of the speaking series, staff is working on creating a four-part event in Spring 2017.

Date	Topic	Speaker	Location	Registrants
Sept.21	Attracting Venture Capital for your Start-up	Michael Carney, Upfront Ventures	Gordon Biersch	100
Oct. 19	PR, Marketing, and Growth Strategies	Yair Reimer, CareerArc	Simmzys	93
Nov.10	Recruiting a Team	Todd Gitlin, Safire Partners	Burbank Bar & Grille	88
Dec. 7	What's Next: Latest Tech Trends of 2017	Bran Ferran, Applied Minds & Erik Rannala, Mucker Capital	Gitana Restaurant	135

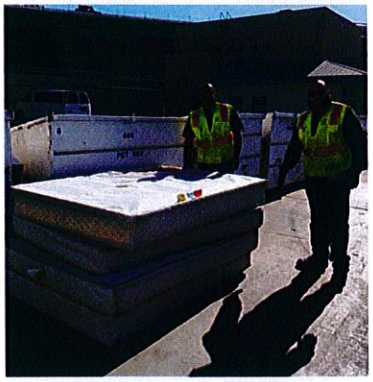
Preparing for Winter Storms

During Southern California's rainy season, the Burbank Public Works Department offers up to 25 free sandbags to city residents and businesses. Sandbags are picked up (with proof of residency and while supplies last) at the Field Services Administration Office.

Teach 'Em to Fish! The Master Recycler Program is Back

The incredibly popular Master Recycler training program doesn't start until Saturday, January 14, and it's already sold out. The seven class course is designed for residents who want to learn more about Zero Waste and how to engage the community on waste and recycling issues. Students will learn how to lead their own personal projects on such issues as packaging, reuse and repair, organics and composting, business social responsibility, hazardous materials and resource management. Classes will include presentations, guest speakers, lively discussions, and informative field trips to places like the City of Burbank's landfill. Graduates of the program will be required to volunteer 30 hours of time engaging the public, organizing events in their community, and working on waste prevention and recycling projects for the Burbank Recycle Center. Although the January class is full, the Recycle Center has created a waiting list.

Burbank's Mattress Disposal Really Stacks Up



The Burbank Recycle Center became a drop off location for Bye Bye Mattress, a new statewide mattress recycling program created through California's Used Mattress Recovery & Recycling Act. Under the new law, retailers must collect their customer's used mattress when delivering a new one. Though this has helped, there are a lot of other discarded mattresses that need to be collected. Having a convenient location in Burbank has made it easier for both residents and the City's Bulky Services to prevent this cumbersome material from entering the City's landfill. In the first 10 months of the program, Burbank Recycle Center collected 3,454 mattresses and box springs for recycling at no cost to residents. If the mattresses were stacked, that would be over half a mile high! The City's Bulky Services collected 80% of this total. Instead of a challenging material filling up the local landfill, the recovered steel, foam, fiber and wood are now recycled locally in Los Angeles to become new products like carpet padding, insulation, filters, and mulch. This Producer Responsibility recycling program is funded through an $11 recycling fee that is collected upfront at the time of purchase.

Autumn Harvest of Food Waste Education

Nearly 40% of all food that is grown goes to waste. This is a huge problem on every level of sustainability and social justice. So the Burbank Recycle Center is wasting no time in getting the word out! The Recycle Center capped off a busy Fall season with 10 compost workshops, two documentary screenings on food waste and a business forum on food recovery. Nearly 300 people were reached that now have a better understanding of food waste and what can be done to prevent it from entering the landfill. The Burbank Recycle Center also did a mailing to 120 food service businesses to let them know about an important new law, AB 1826 Mandatory Commercial Recycling, which will require organics diversion and recovery through prevention, food donation and arranging for special organics hauling services. These outreach events are made possible through the partnership with LA Compost, Burbank Library (Buena Vista and Central branches), Burbank Green Alliance and Team Business.