



# Weekly Management Report

## November 17, 2017

1. **Minutes**      Burbank Police Commission Meeting of  
October 18, 2017  
**Police Department**
  
2. **Synopsis**      Landlord-Tenant Commission Meeting of  
October 2, 2017  
**Community Development Department**
  
3. **Notice**        Parks and Recreation Board Cancellation Notice  
Meeting of December 14, 2017  
**Parks and Recreation Department**
  
4. **Synopsis**        Burbank Hospitality Association Meeting of  
September 20, 2017  
**Community Development Department**
  
5. **Synopsis**        Burbank Hospitality Association Special Meeting of  
September 27, 2017  
**Community Development Department**
  
6. **Synopsis**        Transportation Commission Meeting of October 16, 2017  
**Community Development Department**
  
7. **Memo**            The Mag Park Store and CHOHEY Flash Mob Event  
**Community Development Department**
  
8. **Memo**            Construction Status at Buena Vista Street and Interstate 5  
**Community Development Department**

- 9. **Report**      September 2017 Operating Results  
**Burbank Water and Power**
  
- 10. **Synopsis**   Parks and Recreation Board Meeting of  
November 9, 2017  
**Parks and Recreation Department**
  
- 11. **Notice**      Cancellation Notice of the Regular Meeting of the  
Burbank-Glendale-Pasadena Airport Authority for  
November 20, 2017  
**Burbank-Glendale-Pasadena Airport Authority**



**October 18, 2017**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1802 hours by Commission Chair, David Diamond.

**CALL TO ORDER AND ROLL CALL**

Present: Commissioners Chapman, Cohen, Diamond, Dineen, Hergelian, Kobaissi, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, and Dermenjian, Police Administrator Wilson, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

**INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute by Commissioner Chapman.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

None

**ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM SEPTEMBER 20, 2017**

Commissioner Chapman made a motion, seconded by Commissioner Stearns-Niesen, to approve the minutes from the September 20, 2017 meeting. Motion carried by consensus, with abstentions by Commissioners Cohen and Dineen.

**ITEMS OF BUSINESS**

**1. Presentation and discussion of the debrief of the La Tuna Fire**

Lieutenant Cornils, the Department's Emergency Operations Coordinator, reported on the BPD's response to the La Tuna Fire. The Fire started on September 1, 2017, in La Tuna Canyon. The fire crested and moved into the hills of Burbank. Mutual Aid from Area C was called up, an evacuation center was set up, and a special deployment schedule of BPD personnel was initiated until the fire was under control (Sunday, September 3).

The BPD had four missions during the incident: street closures/traffic control, facilitating evacuations, crime suppression in the evacuated areas, and on-going observation/reporting of fire movement to the Fire Department.

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After an informal debrief, the following were identified:

- Done well: Response from Area C partners; transition to emergency mobilization (last one in 1994); dissemination of information via press releases and social media
- Areas for improvement: protocols for activating mutual aid on a county-wide basis; needed development of a quick reference manual; city-contracted vendors did not respond when phoned (contracts have since been updated to include vendors who did respond)

In a fire driven incident, the Fire Department determines the status of evacuations. Everbridge is the emergency notification system (landline/cell phones) used by the City to notify residents.

**2. Presentation and discussion of the audit process of the 2017-2019 update of the Strategic Plan**

Captain Dermenjian stated that implementation and tracking is designated in the new update. It states that the Chief will add a progress review as a regular line item to the monthly Management Team meetings. Commissioners receive a copy of the Management Team minutes and are able to review the status updates as they are discussed.

**3. Report by Commissioners Stearns-Niesen and Hergelian on their attendance to the NACOLE conference September 10-14, 2017 in Spokane, WA**

Commissioners Stearns-Niesen and Hergelian have been attendees to several prior conferences, which are great opportunities to network with colleagues and learn from best practices. Between the two, they attended 17 different breakout sessions at this year's conference.

Commissioner Stearns-Niesen:

- Would like to start dialog of six pillars listed in the President's 21<sup>st</sup> Century policing report
- look at current model of auditing (still pursue the OIR model?)
- interested in how some cities build oversight entities from ground floor up - involves charter changes
- create valuable dialog for the future, new ways of policing and oversight models

Commissioner Hergelian:

- A recurring theme among oversight entities was there is no standard approach to oversight – should attempt to meet the needs of the Department and community; long and difficult process
- Session of note included Building an Oversight Agency; Body Worn Cameras (lessons learned from the implementation in three agencies; important to get feedback from public, stakeholders); transparency in policing

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Next year's conference will be held from September 30 – October 4, 2018, in St. Petersburg, FL.

**4. Briefings by the Police Administrative Staff**

Chief LaChasse announced:

10/24	Tip-a-Cop at Chevy's
10/25	State of the City lunch
10/26	Employee recognition breakfast
10/27	Academy Graduation – Biscailuz Center
11/3	Burbank Coordinating Council – honoring Bob Frutos and the BPD

Although funding is not yet available for body worn cameras, the Department is developing policies now in anticipation of the acquisition for a smooth and rapid deployment of the device.

**FINAL PERIOD OF PUBLIC COMMENTS**

Appearing to speak before the Commission was Mike Nolan, who commented on the level of care of injured officers, and budget cuts.

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioner Cohen inquired if there is a change in how officers are being treated. Chief LaChasse stated that worker's comp cases are handled by the Management Services Division, with the Deputy Chief working closely with their administrator (Tracy Pierce) for updates.

**COUNCIL LIAISON COMMENTS**

Council Member Springer commented that the September 20<sup>th</sup>, 2017 budget study session was open to the public and feels confident that an acceptable resolution will be forthcoming to meet the pension deficit.

Council Member Frutos encouraged Commissioners to view the budget study session for recommendations made by the Departments and where the Council is looking for revenue generation.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

A motion was made by Chair Diamond, seconded by Commissioner Cohen, to extend an invitation to Tracy Pierce in Management Services to discuss the process of workers compensation, to discuss the number of officers on IOD and duration their of absence, and to extend an invitation to the BPOA for their perspective on officer care. Motion carried by consensus.

Commissioner Kobaissi made a motion, seconded by Commissioner Stearns-Niesen, to discuss the budget reduction scenarios submitted by the Department and make recommendations to the City Council. Motion carried by consensus.

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**Meeting of the Burbank Police Commission**

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Commissioner Stearns-Niesen made a motion, seconded by Commissioner Hergelian, to have a discussion at the January 2018 meeting on the Sixth Pillar (Officer Wellness and Safety) from the President's 21<sup>st</sup> Century Policing Report and develop questions for the Chief on how these measures are being incorporated into the BPD. Motion carried by consensus.

Commissioner Cohen asked to have a brief discussion to determine if the December meeting will be dark.

**NEXT MEETING DATE**

The next regularly scheduled meeting of the Police Commission is Wednesday, November 15, 2017.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2010 hours.

s/Elise Stearns-Niesen

Elise Stearns-Niesen, Secretary  
Burbank Police Commission

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# memorandum

**DATE:** October 30, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
**VIA:** Simone McFarland, Assistant Community Development Director 

**SUBJECT: Landlord-Tenant Commission Meeting – October 2, 2017**

- A field representative from Assembly Member Laura Freidman's office attended the meeting. Mr. Seamus Garrity provided a brief overview of the 2017 "Housing Package" signed on September 29, 2017, and shared his contact information with staff as a point of contact for future questions on any of the bills.
- Six members of the public with new cases attended the meeting, consisting of five tenants and one landlord. Two tenants had questions regarding rent raises and eviction notices. The Commission answered their questions and provided information and resources. Another tenant had issues with major systems in the unit, and was referred to the Building and Safety Division (staff made the referral). The fourth tenant, had questions regarding a rent increase, and requested the Commission sub-committee mediate on their behalf. The final tenant also requested the assistance of the sub-committee with questions regarding HOA fees and other health and safety issues in their unit. The sub-committee will follow-up on the HOA questions, and staff forwarded the health and safety issues to the Building and Safety division. The landlord in attendance shared there is a lawsuit with a former tenant. The Commission informed the landlord that they could not get involved with cases in litigation, and provided resources to the landlord for assistance.
- The sub-committee reported out on the five questionnaires received for 500 East Providencia received in September.
- The Commission approved the amended minutes of September 11, 2017.
- The meeting was adjourned at 8:01 p.m.



PARKS AND RECREATION BOARD

**CANCELLATION NOTICE**

The Parks and Recreation Board will **NOT** be meeting on:

**Thursday – December 14, 2017**  
6:00 p.m. – City Council Chambers  
275 E. Olive Avenue, Burbank

The next regular meeting of the Parks and Recreation Board will be held on  
**Thursday - January 11, 2018**  
6:00 p.m. – Community Services Building, First Floor, Room 104  
150 N. Third Street, Burbank

**Copies to:**

City Mgr. /Asst. City Mgr.  
City Clerk  
City Attorney

**Board Members:**

Carolyn Jackson  
Janice Lowers  
Lucy Burghdorf  
Mickey DePalo  
Barry Gussow

**City Council:**

Will Rogers, Mayor  
Emily Gabel-Luddy, Vice Mayor  
Bob Frutos, Council Member  
Sharon Springer, Council Member  
Jess Talamantes, Council Member

**Department Staff:**

Judie Wilke  
Marisa Garcia  
Kristen Smith  
Krista Dietrich  
Erin Barrows  
Diego Cevallos  
Gwen Indermill  
Cathryn LaBrado  
Glen Williams  
Grace Coronado  
Kristen Hauptli

**Other:**

Public Info. (c/o City Hall)  
Youth Board liaison  
Public Information  
Press (6)  
Building Maintenance

PARKS AND RECREATION BOARD

*Patricia Molinar*  
Recording Secretary



# memorandum

**DATE:** October 17, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director-  
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS –SEPTEMBER 20, 2017**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016 staff report to City Council and Government Code section 54954.4 conducting real property negotiations.
- The Board approved two sponsorship proposals: the 2017 Burbank Beer Festival in the amount of \$30,000 and the Winter Wine Walk in the amount of \$7,500. The sponsorship funding will be used to promote the events via digital ads to the drive-time audience, in addition to the cities that fly into the Hollywood Burbank Airport. The sponsorship also includes a promotion that provides two free tickets to guests who reserve a Burbank hotel room for the night of each event. The sponsorship for the Burbank Beer Festival also allows for a courtesy shuttle hotel guests.
- The BHA's General Counsel, Ryan Dunn, presented a final draft of the amended BHA By-Laws. This amended version includes revisions that were approved during the ten-year renewal of the district. The Board approved the final draft as written.
- The Board approved a \$50,000 contract renewal for Robin Faulk Marketing, the BHA's current Marketing Consultant. Mr. Faulk is responsible for sales and lead generation efforts, in addition to ongoing efforts with public relations, editorials, earner media generation, and projects and collaborations.
- The Board approved Resolution 2017-004 establishing an Advisory Committee to review proposals received from the Marketing and Design Request for Proposals for Phase III Marketing and Design Efforts.
- Board Chair Tony Garibian presented Resolution 2017-005 to establish an investment account and checking account for the short-term investment of assessment funds at Golden State Bank. In lieu of approving this Resolution, the BHA was in favor of seeing a spreadsheet detailing different options and interest rates from various banks and

credit unions. Staff will also include the City Treasurer's Interest Account for the Board to consider the current interest accruing in the BHA holding account with the City.

- Staff made a recommendation to conduct a 2016 Tourism Impact Report from Tourism Economics to compare with the data from 2015 and to continue gauging the impact of Burbank's tourism market on the local economy. The Board was not in favor of spending approximately \$30,000 on the report at this time and requested to receive a presentation from Tourism Economics detailing what the report consists of and its methods of obtaining the information.
- The Board approved three e-blasts through Travel Leaders Group, an organization that represents 30% of all travel booked to Burbank via travel agents. The e-blasts will promote all hotels within the BHA and major attractions to an audience of 40,000 members.
- The Board approved extending Strausberg Group's current contract in order to implement a media buy plan from October 2017 to February 2018. This will ensure that the marketing efforts of the BHA remain in full effect while the BHA continues their request for proposal process for Phase III – Marketing and Design Efforts.
- The Board approved the final lease agreement with the Burbank Chamber of Commerce. The agreement includes an extension for up to three years, with an option to renew for another three years. The agreement is priced at \$600/month for rental of office space effective from October 1, 2017 through September 30, 2018. The agreement also includes a one-time contribution to the Burbank Chamber of Commerce Chairman's Circle Membership for \$5,000 and \$1,000 towards the Chamber's Building Fund. The Board discussed the need to renovate and furnish the office space. A Special Meeting will be called to vote for funding for office improvements.
- The Destination Development Advisory Committee presented an update regarding the Visitor Center concept. Through additional analysis, the Visitor Center concept to be located within the Burbank Chamber was no longer a viable option due to the large investment needed to renovate the facility. The Advisory Committee was still in favor of the 'Selfie Spots' concept consisting of notable super hero statues strategically placed throughout the city in densely populated locations such as Downtown Burbank and Magnolia Park. The Board recommended moving forward with costs and logistics for the 'Selfie Spots' concept for Destination Development efforts.
- The next regular meeting of the BHA is scheduled for October 25, 2017.



# memorandum

**DATE:** October 17, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director-  
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
SPECIAL MEETING SYNOPSIS –SEPTEMBER 27, 2017**

- The board discussed the following tenant improvements for the new BHA office space located within the Burbank Chamber of Commerce:
  1. The purchase of office furniture;
  2. The installation of utilities including a phone line and internet connection; and
  3. The need to re-paint and re-carpet the office space.

The Board was in favor of conducting these improvements and purchasing the necessary accommodations for the office space. A not-to-exceed amount of \$12,000 was approved for all improvements and purchases.

- The next regular meeting of the BHA is scheduled for October 25, 2017.



# memorandum

**DATE:** October 17, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT: October 16, 2017 Transportation Commission Meeting Synopsis**

- The Commission welcomed a new member, Benjamin Richards, a Burbank resident, active transportation user, and an engineer at General Motors (GM).
- The Commission received an update from Lynn White Shelby of the Senior Board on the status of the World Health Organization (WHO) Age Friendly Cities Study. Vice Chair Diel inquired to see if Commissioner Richards would be interested in serving on the ad hoc committee for the Senior Board's Study. Commissioner Dickson agreed to transition his role on the ad hoc committee to Commissioner Richards. Lynn White Shelby expressed her desire to present a full report at the next Commission meeting. The Commission asked Lynn White Shelby to provide a timeline of deliverables and a decision matrix to see which items would be most critical in to complete the Study.
- Staff provided an overview of the City's ongoing transportation capital projects, including Alameda North Neighborhood Protection Plan, Olive/Verdugo/Sparks Intersection, Safe Routes to School Cycle 10, Chandler Bikeway, San Fernando Bikeway, Leland Way, and Verdugo Bikeway Extension.
- The Commission asked to put on next month's agenda an item to appoint a liaison to report to City Council on the outcomes of subsequent Transportation Commission meetings.
- The next Transportation Commission meeting will be held on Monday, November 20<sup>th</sup> at 5:00 pm.



# memorandum

**DATE:** November 7, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director   
By: Susie Avetisyan, Economic Development Analyst 

**SUBJECT:** **The Mag Park Store and CHOEY Flash Mob Event; City Manager Tracking List #2056**

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On the night of August 26, 2017, a social media 'flash mob' event took place on the 900 block of North Avon Street in Magnolia Park. The event hosts 'CHOEY' (a merged name for Charles Gitnick and Joey Birelem), are two teenage social media celebrities with more than 150,000 followers on YouTube.

On September 8, 2017, a resident from the 900 block of North Avon Street emailed City of Burbank (City) staff regarding this event held on Avon Street. Hundreds of people were reported waiting for CHOEY to make a brief appearance before heading to another location; this was a 'flash mob event.' The locations were only disclosed and promoted to CHOEY's social media followers.

Residents shared the following observations with City staff:

1. The event did not have the required special event permit, which was later confirmed by City staff.
2. A black BMW illegally blocked the street and several hundred teenagers gathered with CHOEY standing on top of cars handing out merchandise to their fans, while being filmed by a drone.
3. Neighbors felt disrespected and threatened by event attendees.
4. Police were called by several residents. One arrived prior to CHOEY's appearance. Three more officers arrived one hour later, and slowly dispersed the crowds.
5. The event seemed to be associated with The Mag Park Store located at 3500 Magnolia Blvd. (corner of Avon St. and Magnolia Blvd.) because social media research after the event indicated that CHOEY publicized that address as the event location.

Since the time City staff has been notified of this unpermitted event, the following measures have been taken:

1. Staff has researched both the internet and CHOEY's social media sites to find any correlations between the flash mob event and The Mag Park Store. Residents provided a social media post that listed The Mag Park Store, but no evidence was found on The Mag Park Store's website. In fact The Mag Park Store posted on their social media that they would be closing at 7:00 pm the night of August 26<sup>th</sup>.
2. Staff visited The Mag Park Store. While they have worked with CHOEY in the past, the store manager and owner stated that they were not involved with the flash mob event. The Mag Park Store is familiar with the City's special event permit process based on a prior event and told staff they would not host any unpermitted events in the public right-of-way.
3. Burbank Police met with neighboring businesses and residents, who also had no prior notice of the flash mob event. Unfortunately the event happened on the same night as one of the most heavily anticipated pay-per-view fights in history, making the city extremely busy. The officers that responded to resident phone calls assumed the position of monitoring and dispersing the crowd as safely as possible. Additionally, the Police Department has initiated extra patrol for the area, but cannot assign a full-time officer or parking enforcement officer to the area during business hours. Parking Enforcement is already aware of the limited parking situation in Magnolia Park and monitor it closely on weekends.
4. Staff has reviewed the sections of the Burbank Municipal Code (BMC) that CHOEY has violated, *Section 7-3-701.1: Encroachment on City Property Unlawful* and the fines payable to remedy the violation referencing Fiscal Year 2017-18 Public Works Fee Schedule *Section 7, G(2): Excavation/Construction/Street Use Without a Permit – Multi Family Residence/Commercial Property*.
5. Staff has used a photo of the car's license plate number to identify the owner of the vehicle blocking traffic on Avon Street, belonging to Gary Gitnick. A strongly worded letter has been sent to Mr. Gitnick with the assistance of the City Attorney's Office stating that if he is caught repeating this type of activity in Burbank again, the City will take efforts to enforce appropriate civil and criminal fines and penalties.
6. Staff has followed up with community members sharing this information with them.



# memorandum

**DATE:** November 13, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT: City Manager Tracking List No. 2072 – Construction Status at Buena Vista Street and Interstate 5**

At their October 24, 2017 meeting, the City Council requested an update on the status of construction at the Buena Vista Street interchange with Interstate 5 and the adjacent railroad grade separation that was recently completed as part of the Interstate 5 HOV / Empire Interchange Project. While the grade separation was substantially complete in March 2017, additional construction is necessary to complete other portions of the Project. In mid-December, Caltrans will begin a major seismic retrofit of the existing Buena Vista Street freeway overpass to ensure that the bridge's existing columns are more resistant to seismic activity (see Caltrans flyer attached to this memo). This activity will involve reducing Buena Vista Street to one lane in each direction for several weeks while this construction is underway. Prior to the lane reductions, motorists will be advised of potential congestion delays via electronic changeable message signs, and Caltrans and the City will post notice of the lane reductions through its email database, social media, and other outreach channels. Notice of this pending work has already been posted to Caltrans' email database and website, and a discussion of the lane closures was included in the latest BurbankTV project update video production which aired in August.

To prepare for this seismic work, completion of the east sidewalk along Buena Vista Street under the freeway will be completed and re-opened to pedestrians in December. Currently, pedestrians must make several street crossings to travel along Buena Vista under the freeway, and a school shuttle operating to transport children between Washington Elementary and the Boys and Girls Club has been transporting children around this closed sidewalk and detour. The shuttle will be discontinued as children will be able to resume their normal walking path on the sidewalk along Buena Vista.

Once the seismic work is complete, Caltrans will be able to complete the remaining work on Buena Vista near the railroad grade separation. This includes reconstructing sidewalk, curb, and gutter, completing traffic signal work, and regrading and repaving the Buena Vista / San Fernando intersection. Also at this time, the southbound Buena Vista left turn to southbound San Fernando Blvd will be restored. This work is expected to be completed by mid-2018.

There will still be ongoing ancillary work in and around the Buena Vista Street / Interstate 5 interchange as the project continues, including minor on- and off-ramp reconstruction, stormwater facility construction, landscaping, soundwall, lighting, and other work. This construction could periodically impact on- and off-ramps and temporary lane closures of Buena Vista. These activities will occur throughout the rest of the project which is expected to be complete in late 2019.

Attachment

Caltrans Construction Notice – Seismic Retrofit for Bridge Columns at Buena Vista Street and Winona Avenue



# CONSTRUCTION NOTICE

## I-5 EMPIRE PROJECT

### Seismic Retrofit for Bridge Columns at Buena Vista Street and Winona Avenue Beginning in late November/early December 2017

#### WHAT'S HAPPENING:

Beginning in late November/early December 2017, crews will begin seismic retrofit work on the bridge columns at Buena Vista Street and Winona Avenue. This work is necessary to ensure that the bridge's existing columns are more resistant to seismic activity.

#### WHERE:

Eastbound and westbound lanes on Winona Avenue and northbound and southbound lanes on Buena Vista Street, will be reduced to one lane in each direction. The intersection of Buena Vista Street and Winona Avenue is expected to be busy and potentially cause back-up to the I-5 northbound and southbound off-ramps. Please pay close attention to changing traffic patterns.

#### ABOUT THE PROJECT:

The Empire Project is a series of improvements to I-5 in Burbank between Magnolia Boulevard and Buena Vista Street, including carpool lanes, elevated railroad tracks, reconfigured ramps, a new interchange at Empire Avenue, widening of the Burbank Boulevard Bridge, and more. For more information about the project visit [My5LA.com](http://My5LA.com).



-  Impacted Northbound and Southbound I-5 Off-Ramps
-  Impacted Intersections
  - Buena Vista St and Winona Ave
  - San Fernando Blvd and Winona Ave
-  Lanes reduced to one lane in each direction
  - Northbound and Southbound on Buena Vista St
  - Eastbound and Westbound on Winona Ave

FOR THE LATEST INFORMATION, VISIT US ON THE WEB OR CALL:



[My5LA.com](http://My5LA.com)



[@My5LA](https://twitter.com/My5LA)



(855) 454-6335



[My5LA@dot.ca.gov](mailto:My5LA@dot.ca.gov)





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

**DATE:** November 2, 2017  
**TO:** BWP Board  
**FROM:** Jorge Somoano, General Manager, BWP  
**SUBJECT:** September 2017 Operating Results

**SAFETY**

Burbank Water and Power had one new reportable lost time injury during September 2017.

**Water Results of Operations**

For the month of September, Potable water usage was 7% (34 million gallons) lower than budgeted due to cooler than normal temperatures, and Potable Water Revenues were correspondingly \$148,000 worse than budgeted. Recycled water usage was 4% (5 million gallons) lower than budgeted and Recycled Water Revenues were correspondingly \$56,000 worse than budgeted. September Water Supply Expenses were \$34,000 lower than budgeted, driven by the lower demand. September's Gross Margin was \$175,000 worse than budgeted. Net Income was \$476,000, which was \$175,000 worse than budgeted.

September fiscal-year-to-date (FYTD) potable water usage was slightly (6 million gallons) lower than budgeted and FYTD September Potable Water Revenues were correspondingly \$34,000 lower than budgeted. FYTD recycled usage was 11% (35 million gallons) higher than budgeted and Recycled Water Revenues were correspondingly \$85,000 better than budgeted. FYTD Water Supply Expenses were \$67,000 higher than budgeted. The FYTD September Gross Margin was \$25,000 lower than budgeted. Operating Expenses were \$301,000 better than budgeted. Net Income was \$1,706,000, which was \$267,000 better than budgeted.

**Electric Results of Operations**

For the month of September, electric loads were 2% lower than budgeted due to cooler than normal temperatures. Retail Sales were \$704,000 better than budgeted due to under accrued revenues in August, and above average demand charge revenues in September. September Power Supply Expenses were \$420,000 better than budgeted primarily due to lower usage of biomethane gas than planned and savings from biomethane restructuring as well as due to receiving less renewable energy than planned, and is partially offset by higher energy prices. September's wholesale margin was \$266,000 better than budgeted. September's Gross Margin was \$1,452,000 better than budgeted. Net Income was \$3,107,000 which was \$1,406,000 better than budgeted.

FYTD September electric loads were 3% higher than budgeted due to warmer than normal temperatures in July and August. Retail Sales were \$2,611,000 higher than

budgeted. FYTD Power Supply Expenses were \$3,614,000 better than budgeted primarily due to prior period true-up credit as well as due to lower usage of biomethane gas than planned and savings from biomethane restructuring, and is partially offset by higher retail load, and higher energy prices. FYTD wholesale margin was \$306,000 better than budgeted. FYTD Gross Margin was \$6,384,000 better than budgeted. September FYTD Operating Expenses were \$1,168,000 better than budgeted. Net Income was \$12,167,000 which was \$7,417,000 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 was released in late December 2016. The release of the EIS did not change anyone's mind as responses align with political and economic interests in the Delta and the water users outside of the Delta. The process continues 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 Resources (State Water Project) are the petitioners. A study session with Council on the proposed California Water Fix project by Marsha Ramos, the Metropolitan Water District (MWD) Director, took place on October 18, 2016. State and Federal agencies made several major decisions (environmental findings, water rights change petition and permits) on the California Water Fix. The U.S. Fish and Wildlife Service and the National Marine Fisheries Service finalized Biological Opinions on June 26 that concluded the California Water Fix will not jeopardize fish protected by the Endangered Species Act and that actions are outlined that will avoid, minimize or compensate for potential impacts. Incidental Take permits were issued at the end of July which allows the California Water Fix to comply with Endangered Species Act by implementing measures to minimize the impacts of any incidental take of state endangered species. An updated financial planning analysis was presented to the MWD Board on August 14 showing that the monthly impact of the project on local water bills would be \$2-3 per month. This is less than the previous estimate of \$5-6. Director Ramos reported to the City Council on August 23 concerning the California Water Fix. Council requested an agenda item for the September 12 Council meeting regarding support of the California Water Fix. Council voted 3-1 to continue support of the California Water Fix after the staff report and deliberation. The MWD Board voted on October 10 to support MWD's 26% of the project. All State Water Project Contractors south of the Delta have voted to support their share of the California Water Fix as of October 18. The West Lands Water District in the Federal Central Valley Project north of the Delta voted no on their 24% share of the project. Discussions continue on size and funding and how to move forward with the project. Resolution of the proposed California Water Fix project will likely culminate at the end of 2017 and design could start in 2018 if the proposed project is approved.

Governor Brown issued Executive Order B-40-17, on April 7, 2017, recognizing that the drought was over in California, with the exception of 4 counties in the Central Valley that rely on depleted groundwater basins. The Executive Order does state that the Orders and Provisions in "Making Water Conservation a California Way of Life" remain in full force and effect. This includes: "The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use and leaks as well as performance measures for commercial, industrial and institutional water use. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for determining efficient outdoor use". These water use standards must be in place by May 20, 2021, but the State Water Board may set interim standards to ensure progress before the long term standards are adopted in 2021.

This promises a significant intrusion by the State into detailed water use decisions in Burbank, as well as any other water purveyor, beyond simple efficient volumetric use of water. BWP will pay close attention and work with regional and industry groups to comment on, and influence, the development of these standards. As noted above, these actions will require enabling legislation.

Legislation is also moving forward for the state to fund operation and maintenance of water facilities in disadvantaged communities as well as in separate legislation to provide low income rate assistance. Both of these efforts are moving forward under the auspices of water as a basic human right as defined by the California Legislature. One means of paying for these initiatives is proposed as fees attached to individual consumers water bills as opposed to funding through the State General Fund. This approach is highly contested and will go into the next legislative session.

The following table shows Burbank water use in terms of per capita daily water use in gallons per person per day. It begins in 2009 with the requirement of a 20% reduction per capita in baseline use by 2020. It shows actual per capita water use reduction as well as the Governor's Goal in the Executive Order requiring a 25% reduction although the percentage reduction in the table is measured against the 2009 baseline. Burbank met the 25% reduction in the Executive Order.

Year	20% by 2020 (Baseline)	20% by 2020 (Goal)	2012 (Actual)	2014 (Actual)	2015 (Actual)	2016 (Gov.'s goal)	2016 (Actual)
GPCD	193	155	149	162	139	125	117
Reduction of Baseline %	0%	20%	29%	16%	28%	35%	39%

Burbank consistently met the reduction requirements by utilizing the appropriate stages of the Sustainable Water Use Ordinance. Initially it was Stage III that limited watering to two days a week in the summer and one day a week in winter. With experience and some relaxation of the State mandate, Burbank currently limits outdoor watering to three days a week year round. This is now embodied in the Burbank Sustainable Water Use Ordinance in Stage I and is the "New Normal" in Burbank. The effect of the three day a

week watering limitation will continue to be monitored. Given potential future actions by the State, Burbank appears well positioned to meet the future requirements. Water use in Burbank in September was 145 GPCD with 123.4 GPCD for the Fiscal Year ending on June 30. Besides conservation measures, Burbank made significant strides in converting major irrigation and building cooling towers to recycled water which is 100% conservation that will continue year after year. BWP continues to work with customers to utilize recycled where practical but recognizes that the largest users have been converted.

The State Water Project (SWP) allocation is 85% as of April 14, 2017. A significant event impacting the SWP is the erosion and undermining of the spillway at the Oroville Dam discovered on February 7; and it includes severe damage to the main spillway and the emergency overflow spillway. The State has issued a \$274 million contract for permanent repairs that will take two years to complete. MWD plans on adding excess water supply beyond current demand to its storage facilities. Currently, that is 1.3 million acre-feet. The available water exceeds MWD's capacity to place water into its storage facilities so MWD has created a cyclic storage program to allow member agencies to store water in their groundwater basins and then pay for the water when they take it. BWP has entered in to a multi-year agreement with Council approval on August 23. Over 2,000 acre feet were spread in August with another 2,700 acre-feet spread in September.

The BOU was 80.55% available for service in September 2017. Four Liquid Phase Granulated Activated Carbon Filters were offline for carbon changeout. All wells were available for service. BWP is maximizing BOU production by optimizing the blend with MWD treated water although lower ground water levels are impacting the operational efficiency of the BOU wells. Testing of drawing water from lower levels in the aquifer, by deflating the "packers" in the lower portion of the well casings requires discussions with the EPA, which are on-going. We are currently awaiting the EPA reply to the Technical Memorandum which clarifies the engineering calculation in support of deflating the packers.

<b>Availability</b>	<b>Production</b>	<b>Average Flow Rate (gallons per minute)</b>
80.55%	71.61%	6,445

**Project Updates:**

Work continued on installing 1,000 l.f. of 8-inch ductile iron water main in Hollywood Way from Allan Ave. to Jeffries Ave. The main was disinfected and put into service in early September. Services are now being tied over. The work is expected to be complete in mid- November.

Council approved the negotiation of a Design/Build contract with Crosno Construction for the seismic retrofit of the Golf Course Recycled Water Storage Tank at the March 7 meeting. Staff reported to the Board on October 5 and recommended not continuing with the project due to significant increased project costs. The tank will be operated at a lower water level to prevent structural damage due to sloshing water during an earthquake.

Seismic valve actuators are currently being installed at Reservoirs #1, #4 and #5; a valve control software was installed in late July which will enable BWP to program the closing positions of the valve actuators.

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 recycled water (RW) mains in the City of Los Angeles by Williams Brothers Contractors, who are under contract with BWP; all costs for the work are to be reimbursed to BWP by 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 2016 and 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 issued. 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, 2016 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. BWP has received a copy of the executed amendment documents and has issued a change order to the contractor for the rest of the scope. The notice to proceed for Phase 3B was issued on February 14, 2017. Construction is awaiting LADWP receiving the construction traffic control and excavation permits for this last phase. Completion of Phase 3 is anticipated in December 2017. LADWP has secured all the permits from LADOT and LA Bureau of Engineering and has only one outstanding from Metrolink.

On April 14, 2016 a new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank by the Regional Water Quality Control Board. This brought the City into full compliance by recognizing the use of RW in cooling towers. A Waste Water Change Petition was submitted to the State Water Resources Control Board (SWRCB), Division of Water Rights. The purpose of the petition is 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. The petition was posted by the State Board on March 29, 2017. Review of the water rights petition is underway at the State Water Resources Control Board, Division of Water Rights. The City of Los Angeles filed a protest on the Waste Water Change Petition in April. BWP is proceeding with answering the protest and securing approval. This process will take several months and will go into October. On September 12 City Council approved a Negative Declaration of Environmental Impact for the Waste Water Change Petition. The Response to the L.A. protest was filed on September 25. Action by SWRCB is next.

Work on the 8-inch ductile iron recycled water main crossing of the Burbank Western Channel at Cohasset began and was completed in September. This line will supply the Caltrans right of way irrigation in that part of the city. Effort is underway to get Caltrans to convert the irrigation system now.

Approval of the conversion of the Airport Entrance on Empire Ave is anticipated in mid-October. Pending conversions to recycled water in 2017 include: Nickelodeon, Talaria,

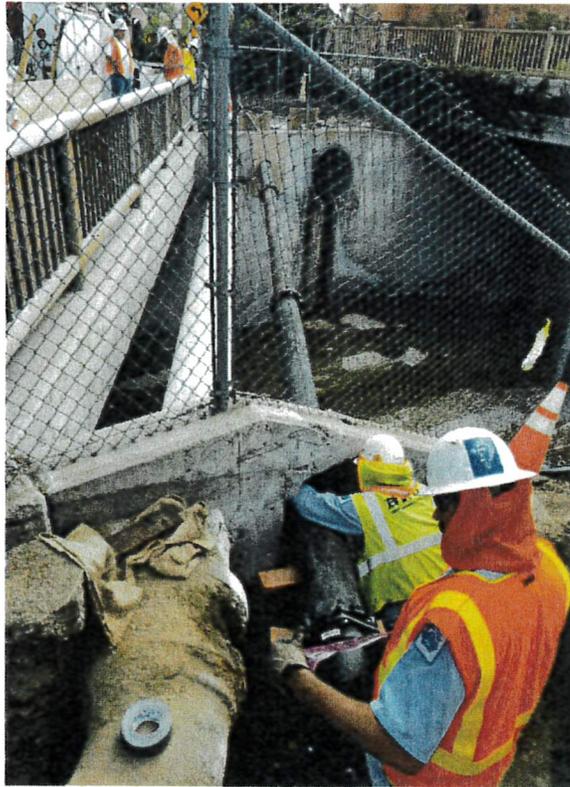
and The Pinnacle. Other sites that are expected to be converted to recycled water in 2018 include: Warner Bros Data Building (Building #38), I-5 Freeway irrigation at Cohasset, Fotokem, and the ornamental fountain at the Valley Pumping Plant.



Removal of dirt from back of channel in order to cut channel walls for new pipe construction



View of channel after walls were cut



New pipe in place/Making preparations for wall repair



Reinforced steel around piping



New piping in place



Caltrans irrigation service that will be converted to recycle (by others)

## DISTRIBUTION

### ELECTRIC RELIABILITY

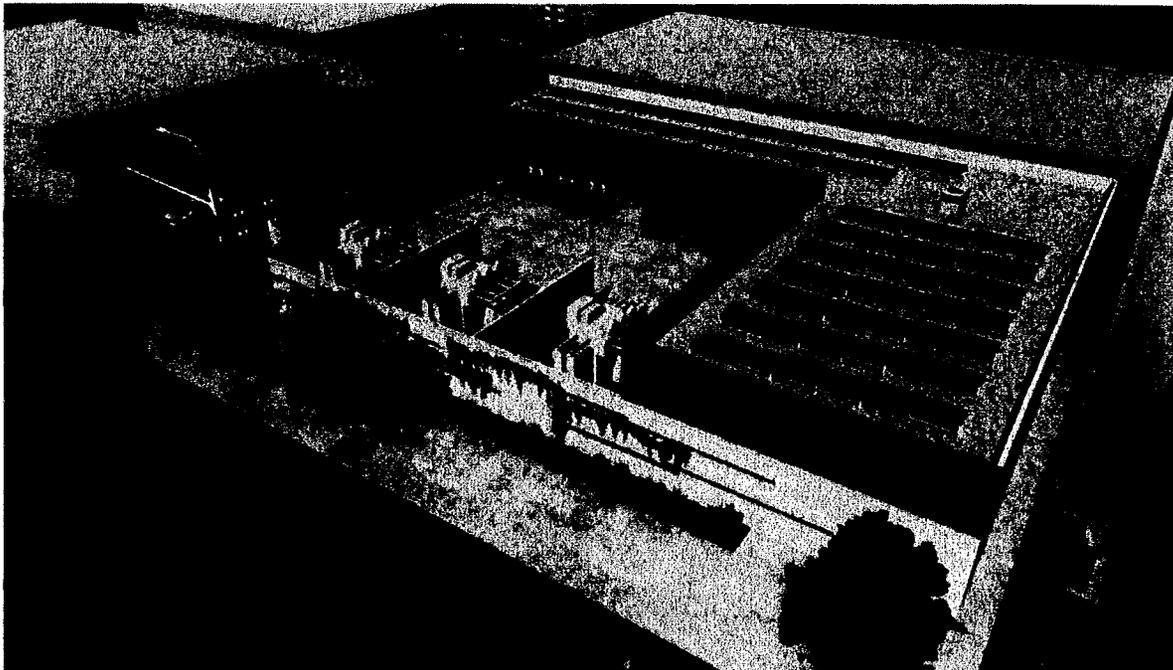
In September 2017, BWP experienced two sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 599,002 customer minutes.

<b>Reliability Measurement</b>	<b>October 2015-September 2016</b>	<b>October 2016-September 2017</b>
Average Outages Per Year (SAIFI)	0.3478	0.5423
Average Outage Duration (CAIDI)	47.25 minutes	21.94 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.1628	0.1431
No. of Sustained Feeder Outages	8	11
No. of Sustained Outages by Mylar Balloons	0	2
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	3	4

### PROJECT UPDATES

#### **Ontario Substation**

As part of the Electrical Distribution Master Plan objectives, BWP gained City Council approval to award a design-build contract to Aubrey Silvey Enterprises for the construction of Ontario Substation at the corner of Ontario and Winona in the Golden State area.



Ontario Substation Conceptual Rendering

Phase 1 of this project includes installation of two transformer banks, two 12kV switchgear lineups and two capacitor banks, plus substructure work for Phase 2. A new underground distribution system carrying two underground feeders will be built on Winona Ave. going 1,300 feet to a future development's property at the corner of Winona Ave. and Hollywood Way. This would allow BWP capacity to serve anticipated load from development at and near the airport, provide initial capacity required for 4kV to 12kV conversions toward the eventual retirement of Winona and Victory 4kV Substations, and backup 12kV feeders at Golden State Substation.

Two of the 69kV subtransmission lines will be constructed in Phase 1 by cutting into and extending the Lincoln-Valley #1 Line underground from Vanowen and Ontario Streets to the substation via Fairview and Ontario Streets. Six of the nine planned feeders will be constructed during Phase 1 going to three (3) new manholes outside the station. Conduits for all nine planned feeders will be installed during Phase 1.

A purchase order was issued to Aubrey Silvey in September and initial engineering of the site has begun. Additional key milestone dates are as follows:

<u>Activity</u>	<u>Date</u>
Procurement of Long Lead Items Began	September 2017
Site Demolition Begins	December 2017
69kV Subtransmission Outside of Station Begins	December 2017
12kV Distribution Outside of Station Begins Substation Construction Begins	February 2018
Commissioning Begins	October 2018
Serve Avion Burbank Load	1 <sup>st</sup> Quarter 2019
Project Completion and Closeout	2 <sup>nd</sup> Quarter 2019

## **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, 39% of the total streetlight luminaires have been converted to LEDs which translates to an annualized energy savings of 1945 MWh or a 20.98% reduction in energy consumption.

## 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.

Month of usage	Usage in kWh	Gross Revenue	GHG emissions reduced in kg	kWh/ Station/ Day	% Peak Sessions
September 2017	20,755	\$4,307	8,717	25	20%
August 2017	22,207	\$4,669	9,327	26	23%
July 2017	22,981	\$4,845	9,652	27	22%
June 2017	21,456	\$4,513	9,011	26	23%
May 2017	21,693	\$4,063	9,111	25	19%
April 2017	18,699	\$3,461	7,854	22	20%
March 2017	20,151	\$3,777	8,464	23	20%
February 2017	17,697	\$3,358	7,433	23	21%
January 2017	19,499	\$3,611	8,189	23	20%
December 2016	17,472	\$3,130	7,338	20	19%
November 2016	17,230	\$3,334	7,521	21	18%
October 2016	17,976	\$3,705	7,550	21	18%
September 2016	17,810	\$3,811	7,480	21	20%
August 2016	19,702	\$4,257	8,275	23	19%
July 2016	17,235	\$3,506	7,239	20	19%
June 2016	17,278	\$3,469	7,257	21	19%
May 2016 *	17,839	\$3,179	7,492	21	N/A
April 2016	15,212	\$2,622	6,389	19	N/A
March 2016	15,717	\$2,712	6,601	19	N/A
February 2016	13,595	\$2,361	5,742	17	N/A
January 2016	13,011	\$2,508	5,459	16	N/A
December 2015	12,378	\$2,415	5,188	15	N/A
November 2015	12,853	\$2,499	5,400	16	N/A
October 2015	13,058	\$2,544	5,473	16	N/A
September 2015	12,514	\$2,442	5,254	15	N/A

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

## 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. 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
September 2017	8	28	627	6,446
August 2017	15	20	619	6,405
July 2017*	5	5	604	6,302
June 2017	12	133	599	6,277
May 2017	8	121	587	5,601
April 2017	7	113	579	5,561
March 2017	8	106	572	5,529
February 2017	8	98	564	5,491
January 2017	21	90	556	5,379
December 2016	12	69	535	5,276
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

\* Start of new fiscal year.

## TECHNOLOGY

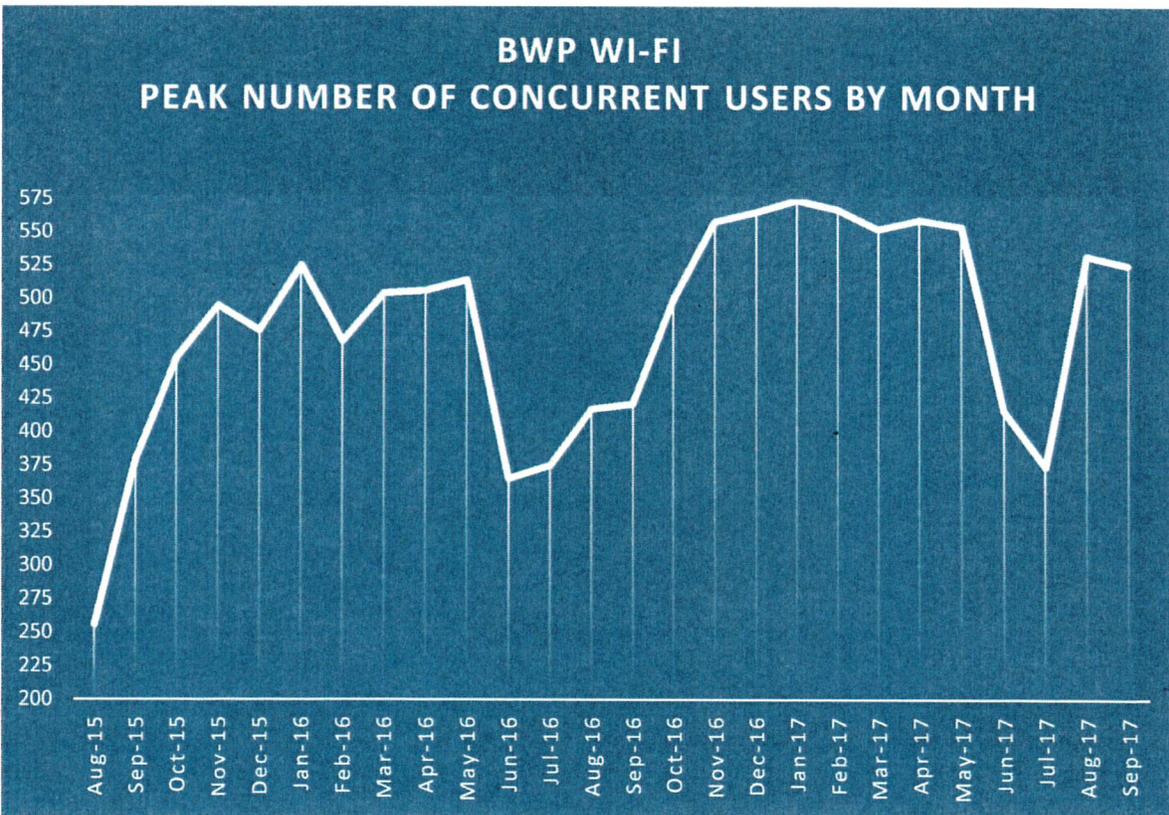
### Broadband Services (ONE Burbank)

	September 2017 New Orders	Revenues for September 2017	FYTD 2017-18 Revenues	FYTD Budget
Lit	2	\$108,131	\$321,373	\$375,000
Dark	2	\$195,865	\$582,405	\$600,000
<b>Total</b>	4	<b>\$303,996</b>	<b>\$903,778</b>	<b>\$975,000</b>

Values in the table above represent invoiced amounts for monthly recurring revenues.

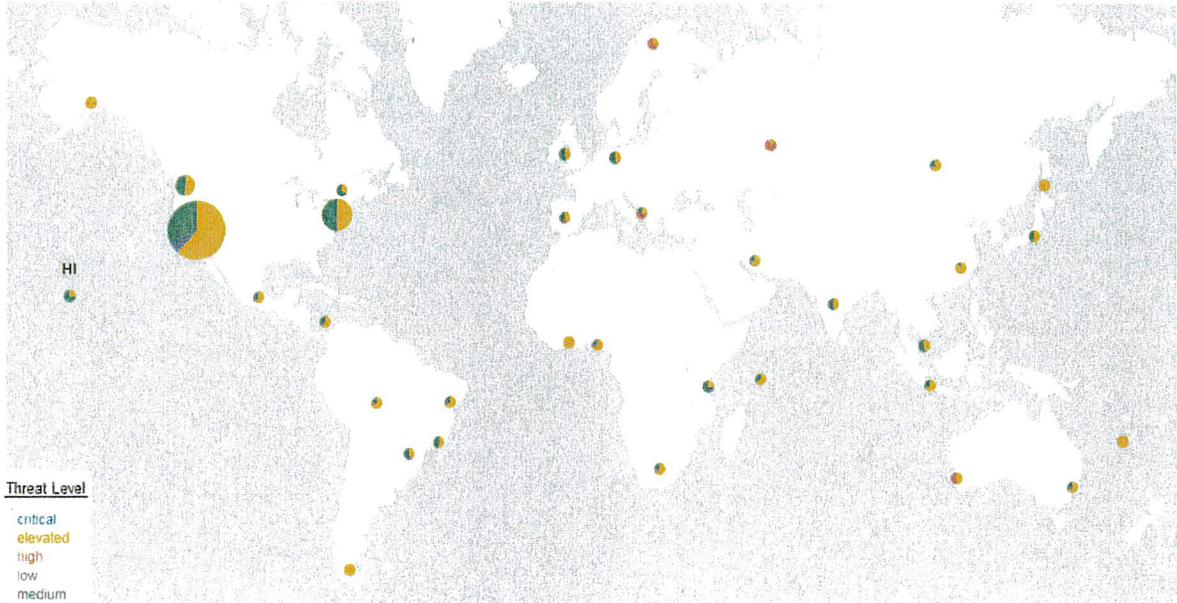
### BWP WiFi

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

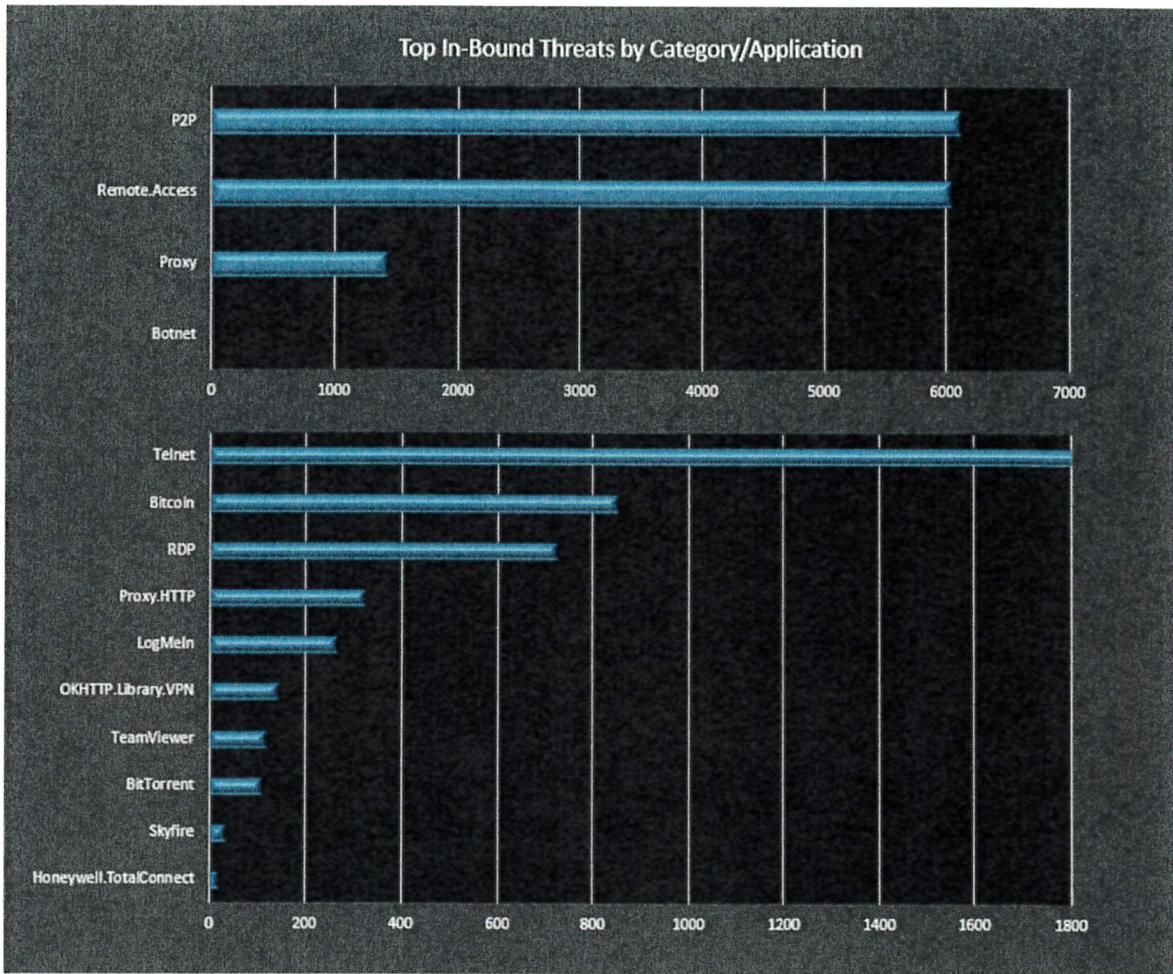


## Cyber Security Update – September 2017

The BWP cyber security risk factor is 2.7 out of 5.0 for the month of September. Operational Technology successfully prevented over 105.5 million cyber security threats of which over 57% were elevated or critical.



**In-bound cyber threats by source location**



**Top In-bound cyber threats by category/application**

**RISK FACTOR**



**RISK FACTOR:** The risk levels (1=lowest to 5=highest) indicate the application's relative security risk based on a variety of factors and criteria such as whether the application can share files, is prone to misuse, or tries to evade firewalls.

## **POWER SUPPLY**

### **Project Updates:**

#### **Power Resources**

##### **Los Angeles Department of Water and Power Open Access Transmission Tariff (OATT) Update**

BWP, in conjunction with Glendale Water and Power (GWP), actively participated in LADWP's 2017 Open Access Transmission Tariff (OATT) public stake holder process. The public comment period, in which BWP and GWP participated, ended on April 14, 2017. BWP's analysis indicates that LADWP has made measurable strides to conform its proposed OATT with the Federal Energy Regulatory Commissions pro-forma OATT, but significant concerns have been raised and remain. The LADWP Board of Commissioners approved the OATT on June 6, 2017, and LA Council approved it on June 30, 2017. The 2017 OATT rates will affect costs for service which Burbank purchases through the Balancing Authority Area Services Agreement which began September 1, 2017. Staff is currently evaluating the new OATT, its impacts, and what next steps should be taken.

##### **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. As part of these efforts, BWP staff released an RFP for modeling and consulting services in support of the IRP in August 2017.

##### **Intermountain Power Project (Delta, UT) Renewal Progress**

IPA and IPP participants (including BWP) are currently implementing the Gas Repowering and renewal of associated transmission rights pursuant to the Enabling Agreements. In this connection, BWP (and each of the other participants) recently executed the last of those renewal contracts, the Renewal Power Sales Agreement, in connection with a subscription process for participation shares in the Gas Repowering. While the actual size and configuration of the new facility or facilities have not yet been determined, BWP's participation share of the Gas Repowering is currently 50 MW of generation and 127 MW on the Southern Transmission System (STS).

If BWP does elect to take the Off-Ramp (and thus decline to participate in Gas Repowering generation), BWP and the other non-LADWP California Purchasers have a non-binding Memorandum of Understanding with LADWP pursuant to which each non-LADWP California Purchaser can maintain 50% of its current STS and Northern Transmission System (NTS) rights post-2027. Those STS and NTS renewal contracts are currently being negotiated.

At the same time, LADWP and the non-LADWP California Purchasers are working to renew each non-LADWP California Purchaser's IPP-linked transmission agreement from the southern terminus of the STS at Adelanto to that non-LADWP California Purchaser's service territory, pursuant to each non-LADWP California Purchaser's Adelanto-service territory transmission capacity.

##### **Exchange Agreement with Element Markets Renewable Energy**

BWP has entered into an exchange agreement with Element Markets Renewable Energy (EMRE) that allows it to exchange its purchased renewable biomethane fuel with

equivalent renewable energy deliveries and a cash settlement, while maintaining the same natural gas price protection. The exchange agreement complies with Council direction on renewable procurement and California law.

## **Facilities**

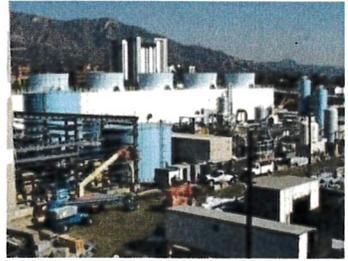
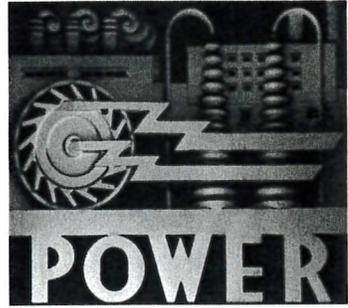
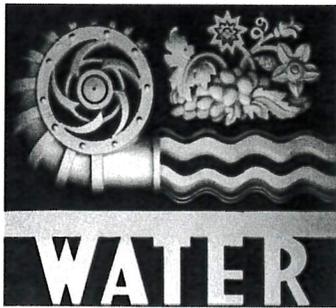
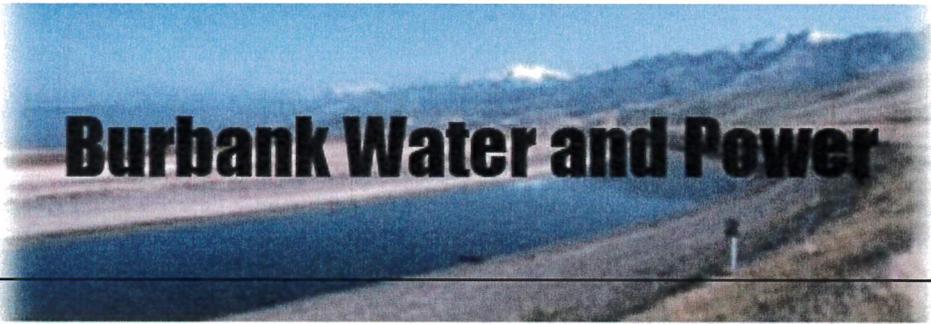
### **BWP Fountain**

The fountain at the corner of Lake Street and Magnolia Boulevard has been reconditioned after twelve years in service. BWP renewed the Pebble-Tec plaster and upgraded the submerged lighting with energy-efficient light-emitting diodes (LEDs). The fountain was originally installed in February 2006 with 30 submerged lights, each having a 250 watt rating (7500 watts total). Each of the lights was replaced with a modern 20 watt LED fixture. Power consumption is now reduced by 92%, from 7500 to 600 watts, yet the lighting is just as bright.



Reconditioned Fountain

The BWP Fountain design is based on a "Community" theme; Kathleen Caricof of the National Sculptors' Guild provided this original artwork. In the forefront, the red sandstone figure is a woman stepping out of a black granite door; she represents the threshold to the community and welcomes everyone into it. The open triangular area represents her heart. Through the black granite doorway, one sees into the community, which is represented by figures that stand from 5.5 to 9 feet tall. The 31 foot diameter fountain with water cascading over light represents BWP.



**Estimated Financial Report  
September 2017**

UNAUDITED

**Electric Fund (496)**  
**Estimated Statement of Changes in Net Assets <sup>(1)</sup>**  
**MTD and FYTD September 2017**  
(\$ in 000's except MWh Sales)

MTD FY 17-18	MTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 17-18	FYTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance
105,871	108,262	(2,391)	(2%) <sup>(a)</sup>	NEL MWh	344,587	334,279	10,308	3% <sup>(A)</sup>
				<b>Retail</b>				
\$ 18,100	\$ 17,396	\$ 704	4% <sup>(b)</sup>	Retail Sales	\$ 55,932	\$ 53,321	\$ 2,611	5% <sup>(B)</sup>
649	587	62	11% <sup>(c)</sup>	Other Revenues <sup>(3)</sup>	1,614	1,761	(147)	(8%)
10,173	10,593	420	4% <sup>(d)</sup>	Retail Power Supply & Transmission	28,923	32,537	3,614	11% <sup>(C)</sup>
8,576	7,390	1,186	16%	<b>Retail Margin</b>	28,623	22,545	6,078	27%
261				<b>Wholesale</b>				
1,483	6,392	(4,909)	(77%)	Wholesale Sales	5,497	26,293	(20,796)	(79%)
1,111	6,286	5,175	82%	Wholesale Power Supply	4,752	25,854	21,103	82%
372	106	266	251%	<b>Wholesale Margin</b>	744	438	306	70%
8,948	7,496	1,452	19%	<b>Gross Margin</b>	29,368	22,984	6,384	28%
				<b>Operating Expenses</b>				
958	958	-	0%	Distribution	2,595	3,289	694	21% <sup>(D)</sup>
122	122	-	0%	Administration/Safety	401	403	2	1%
259	259	-	0%	Finance, Fleet, & Warehouse	630	808	177	22% <sup>(E)</sup>
450	450	-	0%	Transfer to General Fund for Cost Allocation	1,330	1,350	20	1%
377	377	-	0%	Customer Service, Marketing & Conservation	1,202	1,414	212	15% <sup>(F)</sup>
411	411	-	0%	Public Benefits	1,294	1,236	(58)	(5%)
177	177	-	0%	Security/Oper Technology	519	529	11	2%
112	112	-	0%	Telecom	288	340	52	15% <sup>(G)</sup>
140	140	-	0%	Construction & Maintenance	421	424	3	1%
1,476	1,476	-	0%	Depreciation	4,372	4,427	55	1%
4,482	4,482	-	0% <sup>(e)</sup>	<b>Total Operating Expenses</b>	13,052	14,220	1,168	8%
\$ 4,466	\$ 3,014	\$ 1,452	48%	<b>Operating Income/(Loss)</b>	\$ 16,315	\$ 8,764	\$ 7,552	86%

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1)</sup>  
MTD and FYTD September 2017**

(\$ in 000's)

MTD FY 17-18	MTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 17-18	FYTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance
\$ 4,466	\$ 3,014	\$ 1,452	48%	<b>Operating Income/(Loss)</b>	\$ 16,315	\$ 8,764	\$ 7,552	86%
				<b>Other Income/(Expenses)</b>				
94	94	-	0%	Interest Income	331	281	50	18%
90	90	-	0%	Other Income/(Expense) <sup>(4)</sup>	253	269	(16)	(6%)
(377)	(377)	-	0%	Bond Interest/ (Expense)	(1,130)	(1,130)	-	0%
(194)	(194)	-	0%	Total Other Income/(Expenses)	(547)	(581)	34	6%
4,273	2,821	1,452	51%	<b>Income before Contributions &amp; Transfers</b>	15,768	8,183	7,586	93%
905	870	(35)	(4%)	In Lieu	2,796	2,666	(130)	(5%)
261	250	(11)	(4%)	Street Lighting	805	766	(39)	(5%)
1,166	1,120	(46)	(4%)	Total Contributions & Transfers	3,602	3,433	(169)	(5%)
3,107	1,701	1,406	83%	<b>Net Income</b>	12,167	4,750	7,417	156%
647	647	-	0%	Capital Contributions (AIC)	666	1,941	(1,275)	(66%) <sup>(4)</sup>
<u>\$ 3,754</u>	<u>\$ 2,348</u>	<u>\$ 1,406</u>	<u>60%</u>	<b>Net Change in Net Assets (Net Income)</b>	<u>\$ 12,833</u>	<u>\$ 6,691</u>	<u>\$ 6,142</u>	<u>92%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

**Burbank Water and Power**  
**Electric Fund (496)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**MTD September 2017**  
**(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	105,871	108,262	(2,391)	- NEL is 2% lower than budget due to cooler than normal temperatures. MTD CDD were 262 versus the 30 year average of 278.
b.	Retail Sales	18,100	17,396	704	- The retail revenues are higher than budget as a result of under accrued revenues in August, and above-average demand charge revenues in September.
c.	Other Revenues	649	587	62	- 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	10,173	10,593	420	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page A-6 for additional details.
e.	Total Operating Expenses	4,482	4,482	-	- Expenses have not closed for September 2017 and are estimated at budgeted values.

**Burbank Water and Power**  
**Electric Fund (496)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**FYTD September 2017**  
**(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	344,587	334,279	10,308	- NEL is 3% higher than budget due to warmer than normal temperatures in July and August 2017. FYTD CDD were 993 versus the 30 year average of 907.
B.	Retail Sales	55,932	53,321	2,611	The retail revenues correspond with the demand.
C.	Retail Power Supply & Transmission	28,923	32,537	3,614	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page A-7 for additional details.
D.	Distribution	2,595	3,289	694	- The favorable variance is primarily attributable to salary savings due to vacant positions, receiving credit for higher than planned O&M work performed for other departments, and timing of expenditures for private contractual services.
E.	Finance, Fleet, & Warehouse	630	808	177	- The favorable variance is primarily attributable to timing of expenditures for auto equipment maintenance & repair, software & hardware, and professional services.
F.	Customer Service, Marketing & Conservation	1,202	1,414	212	- The favorable variance is primarily attributable to timing of expenditures for professional services, office supplies, and software & hardware.
G.	Telecom	288	340	52	- The favorable variance is primarily attributable to timing of expenditures for private contractual services and other professional services.
H.	Capital Contributions (AIC)	666	1,941	(1,275)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Sep-17	Aug-17	Jul-17	Jun-17	Mar-17	Dec-16	Jun-16	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>									
General Operating Reserve	\$ 78,484	\$ 78,020	\$ 71,627	\$ 70,626	\$ 68,328	\$ 77,121	\$ 58,277	\$ 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	15,833	15,817	15,792	15,787	15,747	15,703	15,482		
Sub-Total Cash and Investments	104,317	103,837	97,419	96,412	94,075	102,823	83,759	69,060	39,340
Capital Commitments	(16,221) <sup>(b)</sup>	(16,423)	(16,444)	(16,450)	(16,708)	(16,792)	(17,000)		
Customer Deposits	(8,425) <sup>(c)</sup>	(8,418)	(8,473)	(4,885)	(3,627)	(3,652)	(3,186)		
Public Benefits Obligation	(5,674)	(5,148)	(4,798)	(4,520)	(4,629)	(4,813)	(4,721)		
Biogas Commitment	-	-	-	-	-	(7,751)	(7,751)		
Pacific Northwest DC Intertie	(8,765)	(8,765)	(9,513)	(9,569)	(9,885)	(9,885)	-		
Transfers (timing)	(1,167)	-	-	-	-	-	-		
Cash and Investments (less Commitments)	<b>64,064</b>	<b>65,082</b>	<b>58,191</b>	<b>60,988</b>	<b>59,226</b>	<b>59,931</b>	<b>51,101</b>	<b>69,060</b>	<b>39,340</b>

<sup>(a)</sup> The Statement of Cash Balances may not add up due to rounding.

<sup>(b)</sup> 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.

<sup>(c)</sup> Included in the balance is a customer deposit received in May 2017 and July 2017 for \$2.7M and \$3.7M respectively for the Ontario Substation (Avion Burbank Development).

**Estimated September 2017 Budget to Actual P&L Variance Highlights - Electric Fund**  
(in 000's)

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<b><u>MTD NET INCOME/(LOSS): \$3,107</u></b>	\$ 1,406		\$ 1,406
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	704		704
Power Supply and Transmission			
- Lower usage of biomethane gas than planned and savings from biomethane restructuring	370		370
- Received less renewable energy than planned	114		114
- Lower retail load	71		71
- Prior period true-up credit	9		9
- Higher energy prices		(144)	(144)
Wholesale Margin	266		266
Other Revenues	62		62
<b>Total</b>	<b>1,596</b>	<b>(144)</b>	<b>1,452</b>
<b><u>MTD EXPENSE AND OTHER VARIANCES</u></b>			
In lieu and Street lighting		(46)	(46)
<b>Total</b>	<b>-</b>	<b>(46)</b>	<b>(46)</b>

**Estimated September 2017 Budget to Actual P&L Variance Highlights - Electric Fund**

(in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>FYTD NET INCOME - \$12,167</u></b>	7,417		7,417
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>		(46)	
Retail Sales	2,611		2,611
Power Supply and Transmission			-
- Prior period true-up credit	2,474		2,474
- Lower usage of biomethane gas than planned and savings from biomethane restructuring	1,089		1,089
- Lower than planned O&M expenses	813		813
- Receiving less renewable energy than planned	476		476
- Higher retail load		(667)	(667)
- Higher energy prices		(571)	(571)
Wholesale Margin	306		306
Other Revenues		(147)	(147)
<b>Total</b>	<u>7,769</u>	<u>(1,385)</u>	<u>6,384</u>
<b><u>FYTD EXPENSE AND OTHER VARIANCES</u></b>			
Distribution	694		694
Finance, Fleet, & Warehouse	177		177
Customer Service, Marketing & Conservation	212		212
Telecom	52	-	52
In lieu and street lighting		(169)	(169)
All other	67		67
<b>Total</b>	<u>1,202</u>	<u>(169)</u>	<u>1,033</u>

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets <sup>(1)</sup>  
MTD and FYTD September 2017  
(\$ in 000's except Gallons)**

MTD FY 17-18	MTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 17-18	FYTD Sep-17 Budget	\$ Variance <sup>(2)</sup>	% Variance
476	510	(34)	(7%) <sup>(a)</sup>	Water put into the system in Millions of Gallons	1,494	1,500	(6)	(0%)
114	119	(5)	(4%) <sup>(b)</sup>	Metered Recycled Water in Millions of Gallons	366	331	35	11% <sup>(A)</sup>
<b>Operating Revenues</b>								
\$ 2,805	\$ 2,753	\$ (148)	(5%)	Potable Water	\$ 7,941	\$ 7,975	\$ (34)	(0%)
397	453	(56)	(12%)	Recycled Water	1,342	1,257	85	7% <sup>(B)</sup>
44	49	(5)	(10%)	Other Revenue <sup>(3)</sup>	139	148	(9)	(6%)
<u>3,046</u>	<u>3,255</u>	<u>(209)</u>	<u>(6%)</u>	Total Operating Revenues	<u>9,422</u>	<u>9,380</u>	<u>42</u>	<u>0%</u>
1,097	1,131	34	3%	Water Supply Expense	3,400	3,333	(67)	(2%)
<u>1,949</u>	<u>2,124</u>	<u>(175)</u>	<u>(8%)</u>	<b>Gross Margin</b>	<u>6,022</u>	<u>6,047</u>	<u>(25)</u>	<u>(0%)</u>
<b>Operating Expenses</b>								
589	589	-	0%	Operations & Maintenance - Potable	1,661	1,869	208	11% <sup>(C)</sup>
112	112	-	0%	Operations & Maintenance - Recycled	412	342	(70)	(20%) <sup>(D)</sup>
187	187	-	0%	Allocated O&M	534	641	107	17% <sup>(E)</sup>
146	146	-	0%	Transfer to General Fund for Cost Allocation	438	438	-	0%
335	335	-	0%	Depreciation	<u>948</u>	<u>1,004</u>	<u>56</u>	<u>6%</u>
<u>1,369</u>	<u>1,369</u>	<u>-</u>	<u>0%</u> <sup>(c)</sup>	Total Operating Expenses	<u>3,993</u>	<u>4,294</u>	<u>301</u>	<u>7%</u>
<b>Other Income/(Expenses)</b>								
12	12	-	0%	Interest Income	39	36	3	10%
47	47	-	0%	Other Income/(Expense) <sup>(4)</sup>	128	140	(12)	(9%)
(163)	(163)	-	0%	Bond Interest/(Expense)	(490)	(490)	(0)	(0%)
<u>(105)</u>	<u>(105)</u>	<u>-</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(323)</u>	<u>(314)</u>	<u>(9)</u>	<u>(3%)</u>
<u>476</u>	<u>651</u>	<u>(175)</u>	<u>(27%)</u>	<b>Net Income/(Loss)</b>	<u>1,706</u>	<u>1,439</u>	<u>267</u>	<u>19%</u>
31	31	-	0%	Aid in Construction	108	93	14	15% <sup>(F)</sup>
<u>\$ 507</u>	<u>\$ 682</u>	<u>\$ (175)</u>	<u>(26%)</u>	<b>Net Change in Net Assets (Net Income)</b>	<u>\$ 1,814</u>	<u>\$ 1,532</u>	<u>\$ 281</u>	<u>18%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

3. Other Revenue includes items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.

**Burbank Water and Power**  
**Water Fund (497)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**MTD September 2017**  
**(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	476	510	(34)	- Potable water sales are lower than planned primarily because of lower than planned demand for landscaping irrigation, due to cooler than normal temperatures in the month of September 2017.
b.	Recycled Water Usage in Millions of Gallons	114	119	(5)	- Recycled water sales are lower than planned primarily because of lower than planned demand for landscaping irrigation, due to cooler than normal temperatures in the month of September 2017.
c.	Total Operating Expenses	1,369	1,369	-	- Expenses, other than water supply expense, have not closed for September 2017 and are estimated at budgeted values.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD September 2017  
(\$ in 000's except Gallons)**

Foot note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Recycled Water Usage in Millions of Gallons	366	331	35	FYTD Recycled water sales are higher than planned due to warmer than normal temperatures in the month of July and August 2017. Also contributing to the favorable variance is higher than planned usage at Studio District and Valhalla.
B.	Recycled Water Revenue	1,342	1,257	85	The recycled water revenues correspond to higher water put into the system.
C.	Operations & Maintenance - Potable	1,661	1,869	208	- The favorable variance is attributable to lower than planned spending on professional services, special departmental supplies and street & pavement repair, as well as salary savings due to vacant positions.
D.	Operations & Maintenance - Recycled	412	342	(70)	- The unfavorable variance is attributable to higher than planned O&M work performed by other departments, and higher than planned electricity used for water pumping.
E.	Allocated O&M	534	641	107	- The favorable variance is attributable to lower than planned allocated expenses (Finance, Fleet & Warehouse and Customer Service and Marketing) from the Electric Fund.
F.	Aid in Construction	108	93	14	- The favorable variance is primarily attributable to the timing of AIC projects.

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

	<u>Sep-17</u>	<u>Aug-17</u>	<u>Jul-17</u>	<u>Jun-17</u>	<u>Mar-17</u>	<u>Dec-16</u>	<u>Jun-16</u>	<u>Recommended Reserves</u>	<u>Minimum Reserves</u>
<b>Cash and Investments</b>									
General Operating Reserves	\$ 10,366	\$ 10,385	\$ 8,450	\$ 9,214	\$ 8,325	\$ 8,200	\$ 8,674	\$ 9,760	\$ 5,240
WCAC	455	490	497	637	945	1,112	873	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>13,041</u>	<u>13,094</u>	<u>11,167</u>	<u>12,071</u>	<u>11,490</u>	<u>11,531</u>	<u>11,767</u>	<u>15,760</u>	<u>7,240</u>
Customer Deposits	(857)	(855)	(833)	(788)	(919)	(874)	(1,764)		
Capital Commitments	(227) <sup>(b)</sup>	(227)	(227)	(227)	(460)	(485)	(553)		
Cash and Investments (less commitments)	<u>11,957</u>	<u>12,012</u>	<u>10,107</u>	<u>11,055</u>	<u>10,111</u>	<u>10,173</u>	<u>9,450</u>	<u>15,760</u>	<u>7,240</u>

<sup>(a)</sup> The Statement of Cash Balances may not add up due to rounding.

<sup>(b)</sup> Capital commitment for the recycled water I-5 Freeway second tie crossing project.

**Estimated September 2017 Budget to Actual P&L Variance Highlights - Water Fund**  
(in 000's)

	<b>Variance Month-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b><u>MTD NET INCOME (LOSS): \$476</u></b>		(175)	(175)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues		(148)	(148)
Recycled Revenues		(56)	(56)
Other Revenue		(5)	(5)
Water Supply Expense	34		34
<b>Total</b>	<b><u>34</u></b>	<b><u>(209)</u></b>	<b><u>(175)</u></b>

**Estimated September 2017 Budget to Actual P&L Variance Highlights - Water Fund**  
(in 000's)

	Variance Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<b><u>FYTD NET INCOME: \$1,706</u></b>	267		267
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues		(34)	(34)
Recycled Revenues	85		85
Other Revenue		(9)	(9)
Water Supply Expense		(67)	(67)
<b>Total</b>	<u>85</u>	<u>(110)</u>	<u>(25)</u>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable Water O&M	208		208
Recycled Water O&M		(70)	(70)
Allocated O&M	107		107
All Other	47		47
<b>Total</b>	<u>362</u>	<u>(70)</u>	<u>292</u>



**CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, November 9, 2017

**Staff Present:** Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Gwen Indermill, Recreation Services Manager; Meri Young, Administrative Analyst II; Adrine Ovasapyan, Recreation Coordinator; Leo Rodas, Sr. Recreation Leader; and Patricia Molinar, Recording Secretary.

**Board Members Present:** Ms. Jackson, Ms. Lowers, Ms. Burghdorf, Mr. DePalo, and Mr. Gussow.

**Board Members Absent:** None.

Item Discussed	Summary	Direction or Action, if any
1 Recognitions	Chair Jackson and Recreation Coordinator, Adrine Ovasapyan, presented certificates of recognition to the volunteers of this year's Haunted Adventure event at the Starlight Bowl.	
2 Oral Communications	None.	
3 Response To Oral Communications	None.	
4 Written Communications	None.	
5 Park Board Comments	Mr. DePalo thanked all of the volunteers of the Haunted Adventure for the countless hours devoted to a great event. Mr. Gussow thanked Mr. DePalo for his service to our country and to Veteran causes throughout the year. Ms. Jackson attended the Arts in Public Places meeting where members initiated a discussion regarding the process of repairing, replacing, or relocating a public art piece. Ms. Jackson will return to the Board with an update in the near future.	
6 Grove Theater Center Annual Report – Fiscal Year 2016-17	Ms. Indermill presented the Grove Theater Center (GTC) Annual Report for Fiscal Year (FY) 2016-17. In FY 2016-17 GTC met most of its Goals and Objectives however; there were two City issued notices of breach for noncompliance, the first notice in May was for the state's suspension of GTC's business entity status for failing to meet a tax requirement, and the	Noted and Filed.

**CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY**

	<p>second notice in July was for late rent payment to the City. As a result of the suspension, the City stopped operations and canceled theater productions from May 1 to August 10. During the closure, staff assisted GTC through the reinstatement process enabling the Tax Board to revive the theater's entity status. Programming resumed on August 11, 2017. In July, a second notice was issued to GTC for non-payment of the April-June rent of \$1,500 by the July 18, 2017 deadline; full payment of rent was received on August 21. Ms. Indermill noted that staff will continue to work closely with GTC to monitor compliance with the provisions in the Agreement and to ensure GTC meet the Goals and Objectives.</p> <p>Mr. Cochran, Artistic Director, reported on a successful production year with 82 productions, exceeding the 2016-2017 goal. In regards to the two breaches for noncompliance, he shared the state's suspension stemmed from an administrative oversight and thanked staff for the support and patience extended. In regards to the non-payment of rent, he stated the theater's 3-month closure affected the cash flow as did a new Actors Equity Association contract that increases the cost of productions. GTC is looking for new companies, using the space for their own productions, and implementing new marketing strategies to ensure the next successful season.</p>	
<p>7</p>	<p>Consent Calendar</p> <p><u>Approval of Minutes</u> Minutes of the October 12, 2017 meeting were approved.</p> <p><u>Burbank Athletic Federation (BAF) Board Appointments</u> Noted and Filed.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Report</u> Noted and Filed.</p>	<p>It was moved by Mr. Gussow seconded by Ms. Lowers and carried 5-0 "to approve the Consent Calendar."</p>

CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

		<u>Departmental Operations Update</u> Noted and Filed.	
8	Tabled Items	None.	
9	Second Period of Oral Communications	None.	
10	Response to Second Period of Oral Communications	None.	
11	Additional Comments from the Board	None.	
12	Introduction of New Agenda Items	Ms. Jackson requested a report on regulations of drones in the City.	Staff will email the ordinance to Board members and will prepare a report for the January Park Board meeting.
13	Adjournment	The meeting was adjourned at 7:07p.m. in honor Albert Peppi.	





November 16, 2017

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

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, November 20, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

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