



# Weekly Management Report

## January 18, 2019

- 1. Report**            November 2018 Operating Results  
**Water and Power Department**
- 2. Memo**             Tracking List No. 2189 - Cypress Avenue Resurfacing  
**Public Works Department**
- 3. Synopsis**        Downtown Burbank Partnership (P-BID) Meeting on  
November 15, 2018  
**Community Development Department**
- 4. Synopsis**        Burbank Hospitality Association (BHA) Meeting on  
December 17, 2018  
**Community Development Department**
- 5. Agenda**           Cancellation of Regular Meeting on January 21, 2019 and  
Notice of Special Meeting of the Burbank-Glendale-  
Pasadena Airport Authority on Tuesday, January 22,  
2019  
**Burbank-Glendale-Pasadena Airport Authority**





7A.

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

**DATE:** January 17, 2019  
**TO:** BWP Board  
**FROM:** Jorge Somoano, General Manager, BWP  
**SUBJECT:** November 2018 Operating Results

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**SAFETY**

Burbank Water and Power had no new reportable lost time injuries during the month of November 2018.

**Water Financial Results**

For the month of November, Potable water usage was 9% (34 million gallons) higher than budgeted and Potable Water Revenues were \$90,000 higher than budgeted. Recycled water usage was 16% (15 million gallons) lower than budgeted due to lower usage by the power plant. Recycled Water Revenues were \$84,000 lower than budgeted. November Water Supply Expenses were \$50,000 higher than budgeted due to higher water sales. November's Gross Margin was \$45,000 lower than budgeted. Net Income was \$165,000, which was \$45,000 lower than budgeted.

November fiscal-year-to-date (FYTD) Potable water usage was 2% (40 million gallons) higher than budgeted. FYTD November Potable Water Revenues were \$84,000 lower than budgeted. FYTD recycled usage was 3% (16 million gallons) lower than budgeted and Recycled Water Revenues were \$1,000 lower than budgeted. FYTD Water Supply Expenses were \$148,000 higher than budgeted. The FYTD November Gross Margin was \$208,000 lower than budgeted. Operating Expenses were \$528,000 lower than budgeted. Net Income was \$2,796,000, which was \$356,000 higher than budgeted.

**Electric Financial Results**

For the month of November, electric loads were 5% lower than budgeted due to conservation. Retail Sales were \$86,000 higher than budgeted. November Power Supply Expenses were \$361,000 lower than budgeted primarily due to lower energy sales and economic dispatch. November's wholesale margin was \$4,000 higher than budgeted. November's Gross Margin was \$452,000 higher than budgeted. Net Income was \$551,000 which was \$452,000 higher than budgeted.

FYTD November electric loads were 1% lower than budgeted primarily due to conservation. Retail Sales were \$1,108,000 higher than budgeted. FYTD Power Supply Expenses were \$1,206,000 higher than budgeted primarily due to unplanned outages at IPP and MPP as well as higher energy and fuel prices. FYTD Wholesale Margin was \$40,000 better than budgeted. FYTD Gross Margin was

**\$493,000 lower than budgeted. November FYTD Operating Expenses were \$2,106,000 lower than budgeted. Net Income was \$9,720,000 which was \$1,752,000 higher than budgeted.**

## **WATER DIVISION**

### **State Water Project Update**

**On Friday, December 7, 2018, The Department of Water Resources (DWR) withdrew its petition to the Delta Stewardship Council (Council) to have Cal Water Fix (i.e., The Twin Tunnels Project) deemed in compliance with the Delta Plan – a set of policy goals mandated by state law that asserts coequal goals of protecting the fragile estuary with more reliable water supplies. DWR withdrew the project when it became apparent that the Council did not believe that the Brown Administration had done enough to show that Southern California water agencies have done enough to reduce their reliance on Delta water shipments. The Council also believes that DWR did not adequately analyze the effects of how climate change would affect tunnel operations and did not adequately address major conflicts with land uses in existing Delta communities.**

**Jeff Kightlinger, General Manager for the Metropolitan Water District of Southern California (MWD) and a major sponsor of the project, believes that it is better to get the Council the information that they need rather than fight it and appeal it. His hope is that this will be a delay of a few months.**

### **Colorado River Update**

**On December 12, 2018, The Board of the Metropolitan Water Agency of Southern California (Metropolitan) approved a drought contingency plan to keep the Colorado River supplies flowing to Southern California.**

**Facing the impending threat of Colorado River reservoirs reaching critically low levels, the plan will ensure that the river will continue to provide a reliable supply of water to Southern California and the Southwest in the coming decade.**

**The Colorado River is a crucial supply for cities and farms across the Southwest, providing about 25 percent of the water used in the Southland. Nearly 20 years of drought, climate change and growing demands have caused river flows and storage levels in the system's two largest reservoirs – Lake Mead and Lake Powell – to drop dramatically.**

**The Drought Contingency Plan approved by Metropolitan is an effort by the basin states that rely on the river to keep the reservoirs from reaching critically low levels that would trigger severe delivery cuts, threaten power generation at Hoover and Parker dams, and prevent Metropolitan from accessing conserved water it has stored in Lake Mead. This would likely lead to legal fights and open challenges to the Colorado River Compact, which is over a hundred years old. The local effect**

**of this plan enhances the reliability and accessibility of Burbank's supply of water from the Colorado River, via the Metropolitan Water District of Southern California.**

**Under the plan, which still needs approval from several agencies and Congress, the Lower Colorado River Basin states of California, Arizona and Nevada agree to store defined volumes of water in Lake Mead, largely through conservation, if the lake reaches certain levels.**

**California would make storage contributions if Lake Mead's elevation drops to 1,045 feet above sea level, 33 feet below its current level of 1,078. Those contributions – 200,000-350,000 acre-feet a year – would be shared by Metropolitan, Palo Verde Irrigation District, Imperial Irrigation District and Coachella Valley Water District.**

**Arizona and Nevada, which have lower priority rights to Colorado River water, would begin making storage contributions immediately. If Lake Mead's level recovers, much of the storage contributions would be returned to each agency. An acre foot of water is nearly 326,000 gallons, about the amount used by three typical Southern California households a year.**

**For the Upper Colorado River Basin states of Wyoming, Colorado, Utah and New Mexico, the DCP establishes tools already used in the Lower Basin, including water banking and reservoir management, to maintain higher levels in Lake Powell.**

**In addition to Metropolitan, the DCP has already been approved by Wyoming, Colorado, New Mexico, Utah and necessary agencies in Nevada. It still needs approval from Arizona, Congress and several other water agencies.**

## **Legislation**

### **Water Tax and Water Affordability**

**Discussions at the state level continue regarding the funding and maintenance of water facilities in disadvantaged communities and rate assistance for low-income households. 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. The Governor has also included this funding mechanism in the proposed state budget. This approach is highly contested by water agencies and is active in the current legislative session. The proposed monthly \$1 fee on water bills is now proposed as a voluntary contribution that may be opted out of by the customer. The proposal did not pass last year, but it is anticipated to be revisited in the next session.**

### Burbank's Water Use

Water use in Burbank during November 2018 was 129 gallons per capita per day (gpcd). For 2018, Burbank's average water use through the end of November was 136 gpcd.

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These figures show steady water use and are well below the target use of 155 gpcd that must be met by the year 2020.

### Water Supply Update

The initial allocation for the 2019 State Water Project (SWP) was 10% on December 1, 2018.

Due to the bountiful 2017 water year, MWD added excess water supply of 1.3 million acre-feet beyond its 2017 demand to its storage facilities. The available water exceeded MWD's capacity to place water into its storage facilities so MWD 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. At the end of December 2017, Burbank had spread a total of 5,674 acre-feet in the MWD Cyclic Storage account for future purchase as well as the budgeted annual purchase of untreated volumetric water of 7,200 acre feet in the FY17/18 budget. BWP began spreading water on October 1, **and has spread 6,050 acre-feet through December, 2018. The remaining amount to be spread (950 AF) will be purchased under the cyclic storage program at the 2018 rate.** It is anticipated that the Pacoima spreading ground will not be available in October in 2019 due to construction. We will then draw down our Cyclic Storage.

Construction repair work on the Oroville Dam Spillway began again at the beginning of May. The lake level has been held lower to allow an earlier start on this year's construction. The relatively low level of the lake through the winter is one factor in an initial lower SWP allocation. The repair work on the main spillway was completed on November 1. It appears Lake Oroville will be approved for near "normal" operational storage levels this winter.

## **Burbank Operating Unit (BOU) Water Production**

The table below provides the operational data for the BOU for the month of November. On November 5 and 6 the BOU was offline for an annual inspection.

	<b>Availability</b>	<b>Capacity Factor</b>	<b>Budgeted Production Volume</b>	<b>Average Flow Rate (FY Total)</b>
<b>October 2018</b>	<b>84.1%</b>	<b>66.2%</b>	<b>33.0%</b>	<b>5,960 gpm</b>
<b>November 2018</b>	<b>88.2%</b>	<b>70.8%</b>	<b>40.8%</b>	<b>6,370 gpm</b>

## **PROJECT UPDATES**

Work began in mid- July on installing 2,800 l.f. of 8-inch ductile iron recycled water main in Olive Ave. from Virginia Street to Flower Street. The project was completed in mid-November.

Programming and wiring for the Burbank/Los Angeles potable water interconnect was completed in September. System testing was complete in November. The connection is scheduled for **the end of February.**

**Seismic valve sensors are being installed at Reservoirs #1, #4 and #5; valve control software, which will enable BWP to program the closing positions of the valve actuators, is being programmed now. Programming is projected to be finished in mid-January.**

Work began in March on replacing plug and pressure reducing valves in the blending facility at the Valley Pumping Plant. The second pressure reducing valve was installed in late October and one of the two plug valves was installed in December. The second plug valve will be installed in late January.

Construction is complete by Williams Brothers Pipeline Contractors on the recycled water distribution main extensions into Los Angeles. The cost of this work is being fully reimbursed by LADWP. A Notice of Completion has been recorded by the County. Now that the Notice has been recorded, BWP has paid the retention to the Contractor and BWP has sent the final invoice to LADWP for reimbursement. LADWP's schedule to activate the mains to deliver recycled water into Los Angeles, per our exchange agreement, estimates activation of most connections taking place in December of 2018 and going into FY 2019/20.

The Beachwood Sewage Lift Station operated by the Burbank Public Works Dept. suffered a complete failure of their pumping capability on April 1. This station pumped approximately half of Burbank's sewage flow to the reclamation plant where recycled water is recovered. The flow is now bypassed to Los Angeles for treatment. This situation has significantly reduced the availability of recycled water and at certain times of the day

requires potable water to be added to the Recycled Water System. The **Beechwood Pump Station is still offline.**

**Below are pictures of the 8-inch Potable Main in Hollywood Way between Victory Blvd. and Jeffries Avenue. The construction crew is completing saw cutting for the construction in intersection of Jeffries Avenue and Hollywood Way.**





Crews installing an 8-inch valve and taping the water main. (Hollywood Way and Jeffries Avenue)



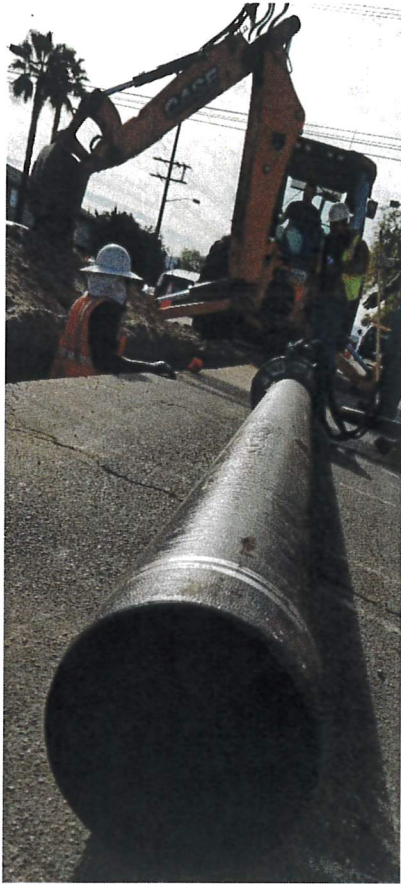
Installation of a 2-inch saddle on a 10-inch water main and performing a manual 2-inch tap at the LADWP interconnection at Hollywood Way and Clark.





**Installation of an 8-inch potable water main in Hollywood Way between Victory Blvd and Jeffries Avenue. Photos show the installation of an 18-foot-long section of 8-inch ductile iron pipe.**





## DISTRIBUTION

### ELECTRIC RELIABILITY

In November 2018, BWP experienced one sustained feeder outage and one substation outage. A protective relay operated causing two transmission lines feeding the McCambridge Substation to deenergize the substation. This affected over 6,700 customers with a 55-minute outage. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 982,361 customer minutes.

Reliability Measurement	December 2016- November 2017	December 2017- November 2018
Average Outages Per Year (SAIFI)	0.4863	0.4419
Average Outage Duration (CAIDI)	20.92 minutes	50.12 minutes
Average Service Availability	99.998%	99.996%
Average Momentary Outages Per Year (MAIFI)	0.1534	0.2346
No. of Sustained Feeder Outages	11	10
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	4	1

### PROJECT UPDATES

#### Ontario Substation

In November, all major electrical equipment installation was completed. In addition, wiring to relay and control panels was completed. Also, exterior landscaping on the site was completed with irrigation capable of accepting recycled water.



**12kV Relay and Control Panels – Wiring Complete**



**Ontario Substation - Landscaping Complete**

## Remote Racking of Circuit Breakers at Burbank and Keystone Substations

BWP's Electrical Equipment and Energy Control Center sections installed new remote racking equipment at Burbank and Keystone Substations. Using the remote racking equipment, an operator can remotely perform breaker racking operations using a handheld console at a distance of up to 50 feet away from the front of the breaker. This greatly minimizes the possibility of exposing BWP personnel to arc-flash hazards during these breaker racking operations.

Since fiscal year 2016-17, BWP has installed new remote racking equipment at a total of eight substations. This completes BWP's retrofit program leaving all eight of its existing substations with remote racking equipment that will improve personnel safety for years to come.



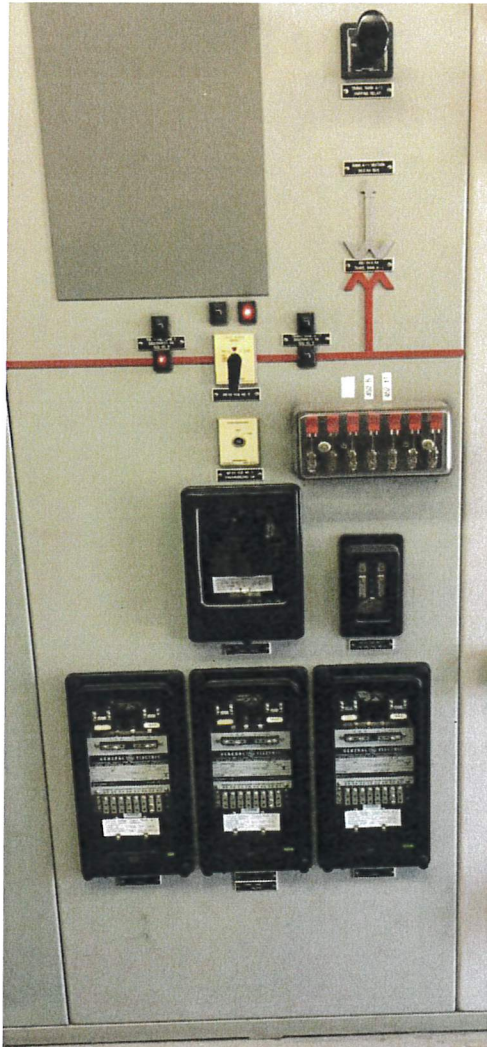
Racking motor and interface (Left), remote operating console (right)

## Transformer Relay Replacement at Valley Substation

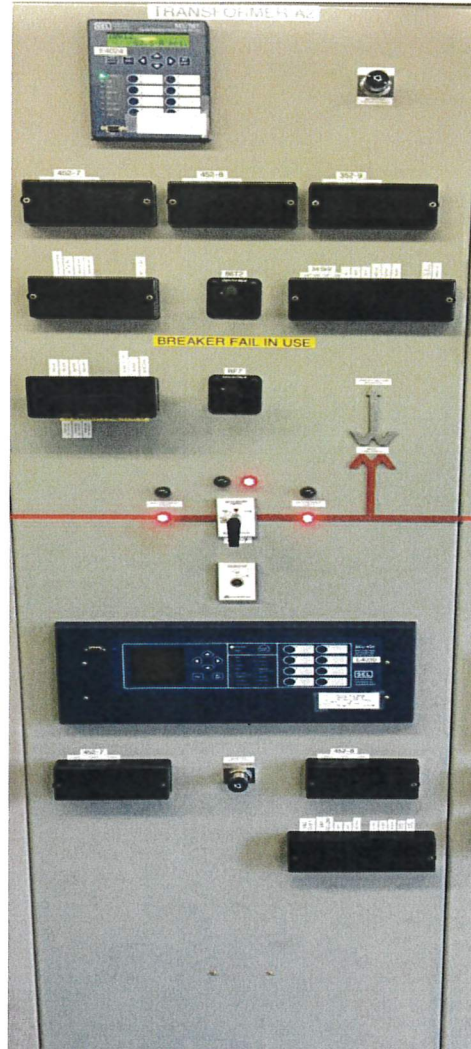
BWP has been replacing its older substation transformer relays with modern microprocessor-based relays. The new microprocessor-based relays improve safety and reliability through relay self-diagnosis and alarms. In addition, the new relays provide additional equipment protection, improved telemetry, relay event

reports, and early event notifications via TEAM software which will aid in troubleshooting system events.

BWP's Electrical Equipment Section installed, tested, and commissioned the new relays for Valley A-1 bank by November 2018. Pictures of the new relay upgrade can be seen below.



Before Installation (Old Relays)



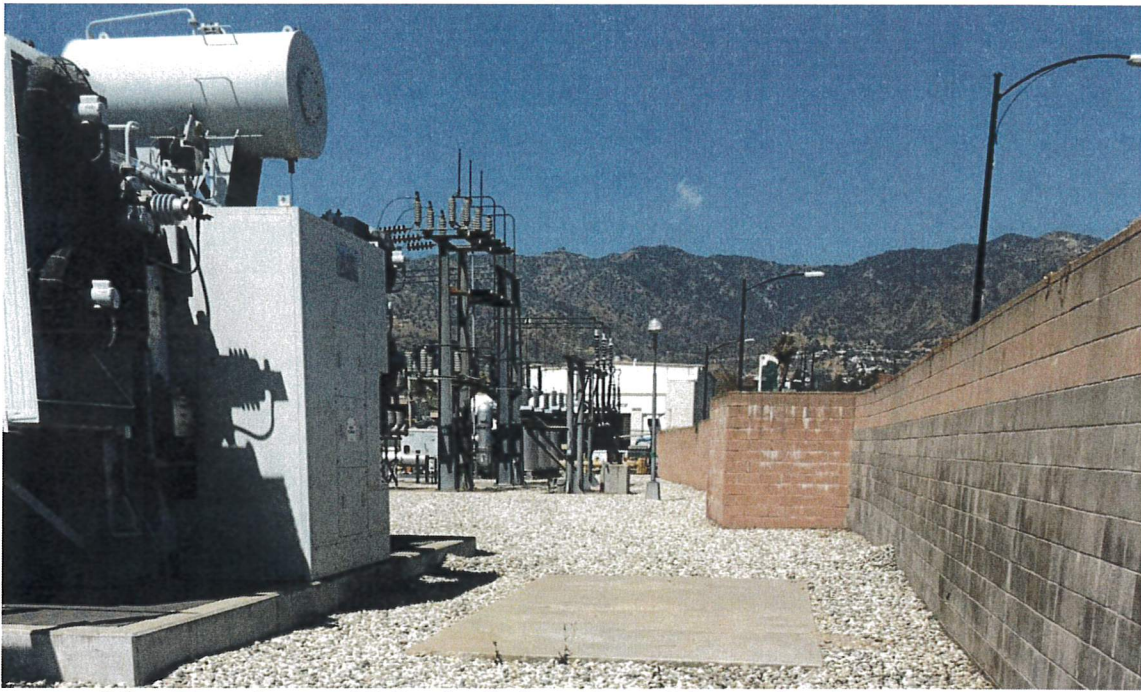
After Installation (New Relays)

### Neutral Grounding Reactors addition at Olive A4 & A5 Transformer Banks

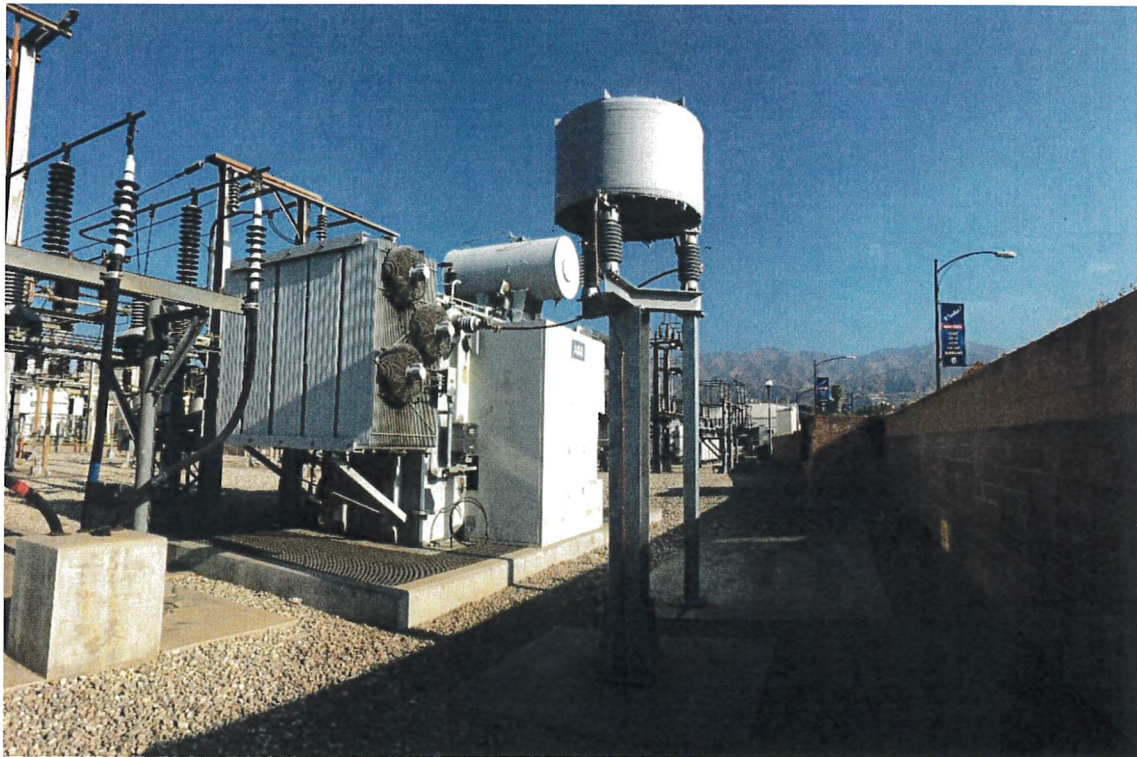
As a result of findings from a short circuit study performed by BWP Engineering staff, neutral grounding reactors were installed to reduce fault current levels on its 34.5 kV system.

BWP's Electrical Equipment Section installed and commissioned the reactors by November 2018. Pictures of the new reactors can be seen below.





**Olive Transformer A5 Bank - Before Neutral Grounding Reactor Installation**



**Olive Transformer A5 Bank - After Neutral Grounding Reactor Installation**

## **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, 50% of the total streetlight luminaires have been converted to LEDs which translates to an annualized energy savings of 2,431MWh or a 26.24% reduction in energy consumption. LED conversions have also reduced evening load by 555kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

## **CUSTOMER SERVICE**

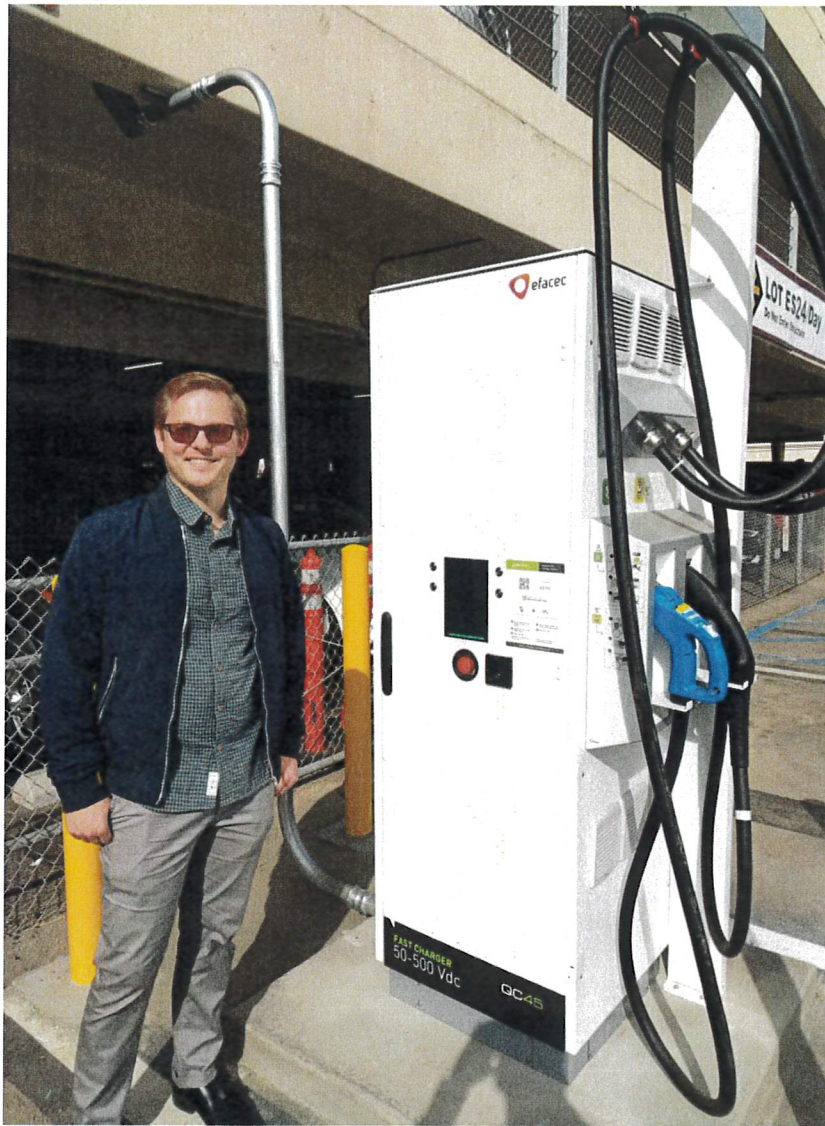
Beginning in December 2018, BWP’s online account manager experienced intermittent outages. Customers were prompted with a security certificate warning. Although the warning could be bypassed, there were customers that reported the inability to access the online account manager to view and pay their bills. BWP identified the issue to be with an expired security certificate with our current online services vendor. After identifying the issue, staff acted promptly in order to renew the certificate.

### **BWP installs DC Fast Charger at the Hollywood Burbank Airport**

On November 13, BWP commenced operation of a DC Fast Charger at the Hollywood Burbank Airport. The charger is located in the short term parking lot and is within walking distance of the airports two terminals. This DC Fast Charger provides power at up to 50 kW and is capable of charging most electric vehicles’ batteries to 80 percent in less than 30 minutes. The charger includes two cords, one that is compatible with European and American cars, and one that is compatible with Japanese cars.

BWP now owns and operates two DC Fast Chargers; the other is located at the Lakeside Shopping Center on Pass Avenue. These chargers now make it easier for Burbank residents and visitors to charge their cars quickly and at convenient locations, and furthers BWP’s efforts to electrify transportation in Burbank.

The next page contains a picture of the charger with Drew Kidd, Lead Project Engineer.



### **Electric Vehicle (EV) Charging Program**

With the **new DC Fast Charger** mentioned above, **41** public EV charging stations are in service, including **2** DC Fast Chargers and 14 curbside stations. As of **November 1, 2018**, Time of Use (TOU) pricing for public EV charging is 17.36 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during **all** hours. For the DC Fast Chargers, the charging rate is 28.17 cents per kWh. Staff continues to monitor usage and maintenance issues.

Month of usage	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Parking Occupancy	Charging Occupancy
<b>Nov 2018<sup>5</sup></b>	<b>22,145</b>	<b>\$3,879</b>	<b>9,301</b>	<b>18</b>	<b>20%</b>	<b>25%</b>	<b>20%</b>
Oct 2018 <sup>4</sup>	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018 <sup>4</sup>	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%
July 2018 <sup>3</sup>	19,352	\$3,909	8,128	23	19%	28%	24%
Jun 2018 <sup>1</sup>	18,561	\$3,697	7,796	22	20%	29%	24%
May 2018	20,512	\$3,695	8,615	24	19%	32%	27%
Apr 2018	20,643	\$3,729	8,670	25	20%	30%	25%
Mar 2018	19,414	\$3,459	8,154	22	21%	26%	22%
Feb 2018	19,884	\$3,666	8,351	25	21%	30%	25%
Jan 2018	24,790	\$4,927	10,412	29	21%	30%	24%
Dec 2017	24,402	\$4,757	10,249	28	21%	30%	24%
Nov 2017 <sup>2</sup>	21,410	\$3,996	8,992	26	21%	29%	24%
Oct 2017	23,000	\$4,828	9,660	27	20%	32%	27%
Sep 2017	20,755	\$4,307	8,717	25	20%	31%	25%
Aug 2017	22,207	\$4,669	9,327	26	23%	31%	26%
Jul 2017	22,981	\$4,845	9,652	27	22%	30%	25%
Jun 2017 <sup>1</sup>	21,456	\$4,513	9,011	26	23%	31%	27%
May 2017	21,693	\$4,063	9,111	25	19%	29%	24%
Apr 2017	18,699	\$3,461	7,854	22	20%	26%	21%
Mar 2017	20,151	\$3,777	8,464	23	20%	27%	22%
Feb 2017	17,697	\$3,358	7,433	23	21%	24%	20%
Jan 2017	19,499	\$3,611	8,189	23	20%	26%	22%
Dec 2016	17,472	\$3,130	7,338	20	19%	24%	20%
Nov 2016 <sup>2</sup>	17,230	\$3,334	7,521	21	18%	25%	20%

<sup>1</sup> The higher \$/kWh reflects the start of summer peak pricing for public EV charging.

<sup>2</sup> The lower \$/kWh reflects the end of summer peak pricing for public EV charging.

<sup>3</sup> Usage increased despite 2 curbside stations taken offline due to the elimination of street parking.

<sup>4</sup> Includes 16 new public Level 2 chargers installed mid-September.

<sup>5</sup> Includes the new DC Fast Charger and the removal of 2 chargers due to the Burbank Town Center project.

## Rooftop Solar

The table below tracks the total number and capacity of installed customer owned rooftop solar photovoltaic systems in Burbank.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
<b>November 2018</b>	<b>6</b>	<b>29</b>	<b>728</b>	<b>7,375</b>
October 2018	9	23	722	7,351
September 2018	5	14	713	7,289
August 2018	5	9	708	7,256
July 2018*	4	4	703	7,227
June 2018	8	99	699	7,112
May 2018	5	91	690	6,946
April 2018	9	86	685	6,911
March 2018	7	77	676	6,868
February 2018	5	70	669	6,832
January 2018	4	65	664	6,808
December 2017	9	61	660	6,777
November 2017	11	52	651	6,713
October 2017	13	41	640	6,630
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

\* Start of new fiscal year.

## TECHNOLOGY

### Broadband Services (ONE Burbank)

	November 2018 New Orders	Revenues for November 2018	FYTD 2017-18 Revenues	FYTD Budget
Lit	5	\$112,327	\$535,393	\$675,000
Dark	1	\$197,440	\$990,125	\$1,012,500
Total	6	\$309,767	\$1,525,518	\$1,687,500

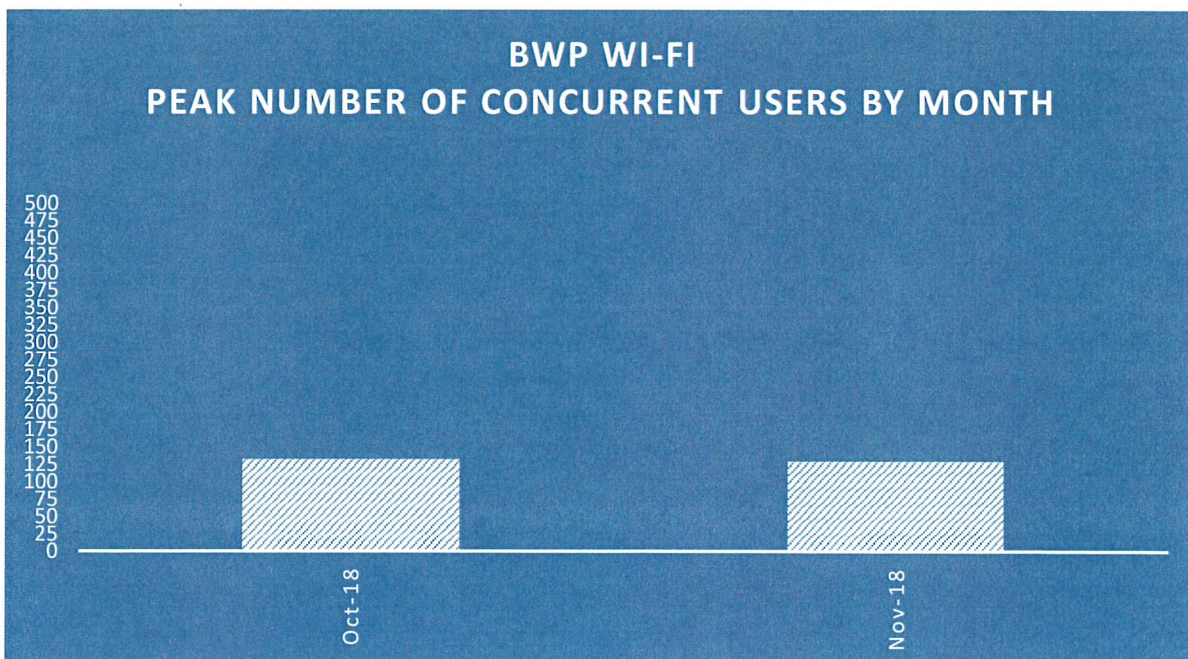
Values in the table above represent invoiced amounts for monthly recurring revenues only. Actual booked revenues through November 2018 are \$1,536,155.

### BWP WiFi

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

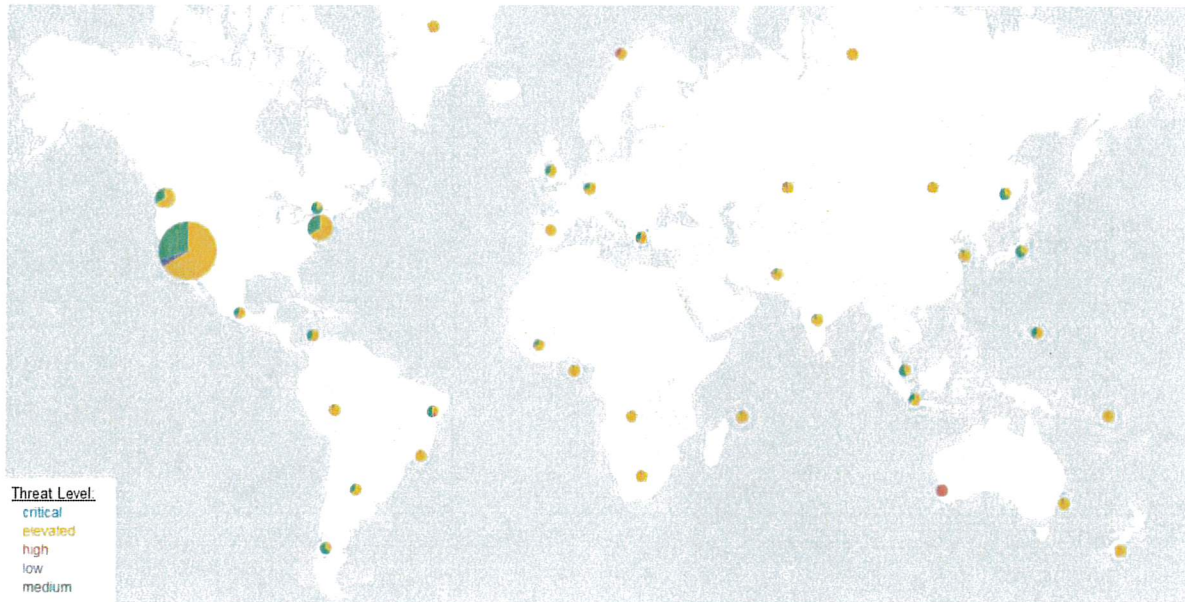
BWP recently implemented new network security measures to safeguard and improve the reliability of BWP WiFi. These measures streamline overhead traffic and help to eliminate nefarious traffic. End users will experience a more robust, secure network, while BWP's metering assets that use the wireless networks will also be more secure.

Before these improvements, the number of peak users reported included active users as well as user devices that had disconnected from the network. Now, we are able to report just the number of users that are truly active and communicating to the internet (email, browsing, streaming, etc.) Our reports going forward will provide a clearer and more accurate picture to gauge actual usage of BWP WiFi.

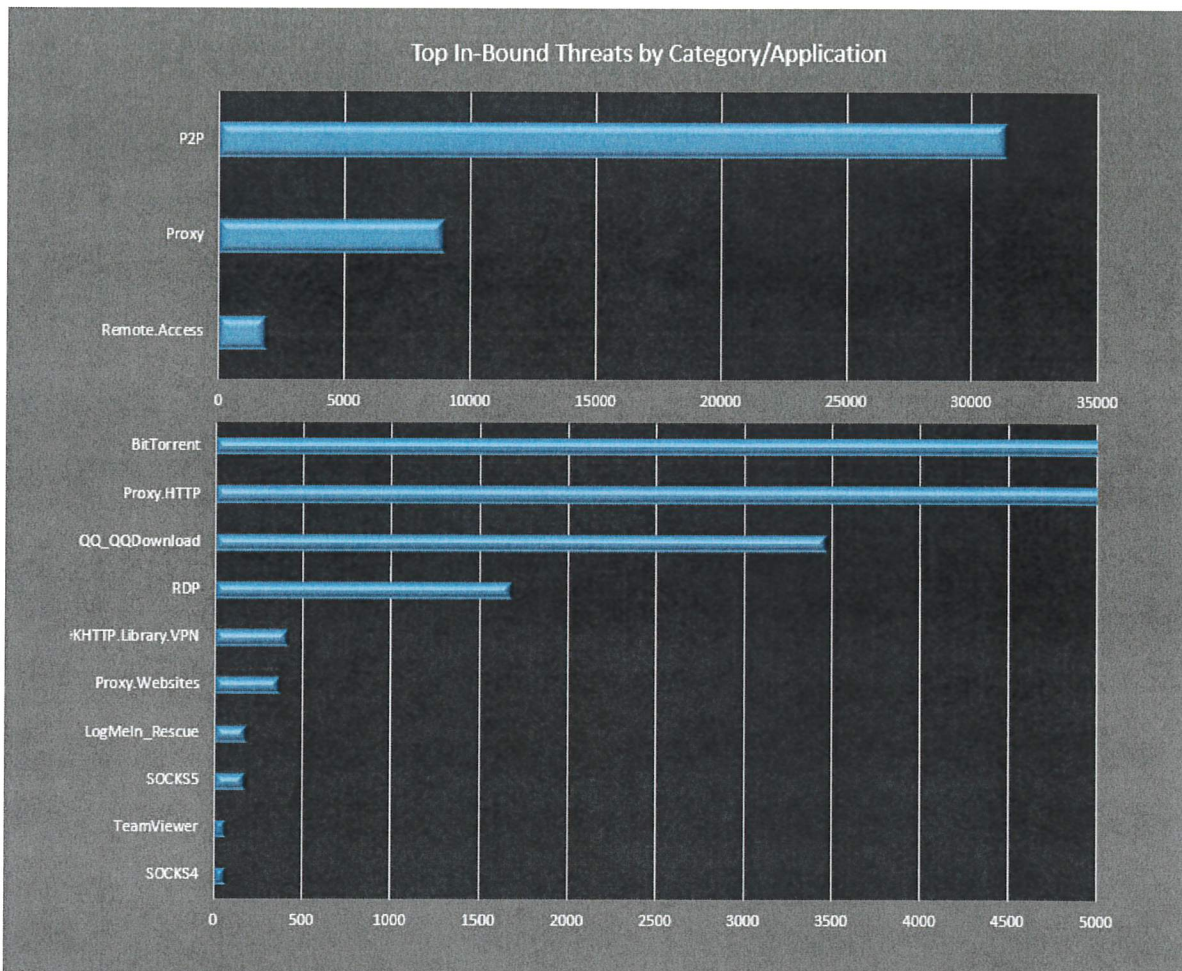


## Cyber Security Update – November 2018

The BWP cyber security risk factor is 2.5 out of 5.0 for the month of November. Operational Technology successfully prevented over 217 million cyber security threats of which over 66% 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

### BWP SYSTEM OPERATIONS:

The maximum load for November 2018 was 170.1 MW at 15:57 pm on Friday, November 2, and the minimum load was 81.7 MW at 04:55 am on Sunday, November 11.

The Burbank power system did not experience extreme weather or natural gas supply issues for November. Copper Mountain Solar 3 experienced normal cloud cover during the month and thus, normal levels of intermittency in its output.

During the month of November, Burbank was under a red flag warning for a few days due to forecasted high winds, low humidity and an increased risk of fire danger. There was no impact to the electrical grid.

### ELECTRICITY GENERATION:

#### **BWP Generating Facilities**

Unit	Availability	Operating Hrs	MWH (Net)	NO <sub>x</sub> , lbs.
Olive 1	0%	0	0	0
Olive 2	0%	0	0	0
Lake 1	100%	0	0	0
MPP	92%	661	122,094	5,247

Olive 1 and 2 remained in dry storage, with a 45-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively.

Lake 1 was available for generation all month. Lake 1 was not placed online during the month for a total online time of 0 hours.

#### **Magnolia Power Project (MPP)**

	November	FYTD	YTD
Availability	92%	96%	97%
Unit Capacity Factor (240 MW)	71%	73%	73%

MPP was shut down on November 16, 2018 for a scheduled offline water wash of the combustion turbine compressor. Several other maintenance and outage related tasks were completed during the outage, such as over speed trip tests on the combustion turbine generator and steam turbine generator (STG), replacement of the hydraulic oil in the STG reservoir, and a job walk with General Electric in preparation for the heat recovery steam generator (HRSG) tube cleaning planned for February 2019. MPP was successfully restarted on the morning of November 19, 2018 and released to the Participants for dispatch at 11:50 a.m. that same day.

## **Tieton Hydropower Project (Tieton)**

Tieton's annual generation season ended on October 19, 2018 and scheduled maintenance began immediately thereafter. Unit 1 and 2 are currently undergoing routine annual maintenance. On Unit 2, several components were determined near minimum allowable specifications, including a thrust block. The thrust block is a bearing that resists axial movement of the turbine and generator shafts as a result of the opposing water forces. A replacement thrust block is not readily available and will be custom made over the next year. In the meantime, BWP has engaged specialist engineers who have verified that Unit 2 can be safely operated during the 2019 generation season. Replacement will occur following the 2019 generation season in conjunction with routine annual maintenance.

## **ENVIRONMENTAL**

### **Performance**

There were no permit violations issued to BWP or MPP during the month of **November** 2018.

### **Air Quality**

At BWP's request, Lake 1's Title V Permit to Operate is being revised by the South Coast Air Quality Management District (SCAQMD) to allow two starts per day instead of the one start currently allowed. BWP requested this revision to enhance operational flexibility, in particular, to decrease the need to operate Lake 1 for more hours than is operationally necessary during a single day.

More broadly, the SCAQMD is in the process of transitioning its existing market-based regulatory structure (called "RECLAIM") to a command and control regulatory structure. The SCAQMD held a Public Hearing on November 2, 2018 to consider adoption of Proposed Amended Rule 1135, which would update NOx emission limits to reflect Best Available Retrofit Control Technology, establish an ammonia emission limit, and provide implementation timeframes for the transition. The Rule was successfully adopted. BWP staff will continue to work with SCAQMD staff to ensure a smooth transition.

## **PROJECT UPDATES:**

### **Power Resources**

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

Los Angeles Department of Water and Power (LADWP) has implemented a new Open Access Transmission Tariff (OATT) effective September 1, 2017. The new OATT rates affect BWP's cost for services purchased from LADWP under the Balancing Authority Area Services Agreement (BAASA). Changes to the BAASA's cost of services resulting from the new OATT became effective on February 1, 2018.

Annual cost for services				
Service	FY 18/19 Under	FY 18/19 If	Variance	% Increase
	New OATT rates	Old OATT Rates		
BAASA Regulation & Frequency Response	\$871,952	\$604,350	(\$267,602)	44.3%
BAASA Contingency Reserves	\$3,462,962	\$3,224,186	(\$238,776)	7.4%
	\$4,334,914	\$3,828,536	(\$506,378)	13.2%

Staff is currently evaluating the new OATT, its impacts, and what next steps should be taken.

### Integrated Resource Planning

**BWP's 2019 Integrated Resource Plan (IRP) was adopted by the City Council on December 11, 2018 in accordance with the requirements of Senate Bill 350. In conjunction with its adoption of the 2019 IRP, Council also established 1) a SB350-compliant process to update the BWP IRP at least every five years and 2) an aspirational goal to achieve a 100% greenhouse gas-free power supply for Burbank by 2040 or sooner, consistent with reliability and affordability.**

**Pursuant to SB350, BWP is required to file the 2019 IRP with the California Energy Commission by April 1, 2019.**

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

The Intermountain Power Project (IPP) participants involved with the repowering project have agreed to resize the proposed project to 840 MW, instead of the 1200 MW contemplated earlier. This is being called the "alternative repowering." This change came about because there is not enough definite interest amongst the renewal participants for 1200 MW of gas-fired capacity. LADWP believes the majority of the renewal project participants will assign their capacity interest back to LA, which would cause LADWP to be left with more generation than it requires. Resizing the project to 840 MW minimizes this risk, while still satisfying the projected needs of the participants. This change requires all existing participants of the renewal power sales agreement to amend both the original power sales agreement and the renewal power sales agreement to reflect the reimagined gas-fired project in Delta, UT.

This resizing of the planned gas-fired power plant does not affect the transmission capacity associated with the project. But because some current IPP participants have chosen not to participate in the renewal project, BWP's potential Southern Transmission System (STS) capacity allocation (i.e. between Delta and Southern California) could potentially increase. If BWP chooses to participate in the repowering at its maximum allowable generation interest of 35 MW, BWP would be entitled to 127 MW of capacity on the STS, up from the 108 MW of STS capacity that BWP currently enjoys. These issues are still subject to negotiation, however.

In this connection, BWP went before Council on August 14, 2018, to seek approval to re-file with the California Energy Commission an emissions compliance finding for the alternative repowering. This re-filing was approved by the Council and has since been

filed with and approved by the CEC. This re-filing is a duplicate of the initial filing made in 2015 and is required due to the resized alternative repowering.

## **Power Generation**

### **Landfill Gas to Energy Project Update**

In October, Council adopted a declaration of categorical exemption under the California Environmental Quality Act (CEQA) and authorized the BWP General Manager to execute the Design-Build Agreement with MasTec Power Corporation and approve plans and specifications for the Project. The “Notice of Exemption” for compliance with the California Environmental Quality Act was refiled with the Los Angeles County Registrar on October 10, 2018, per guidance from the City Attorney. In the meantime, the 35-day process has been completed with no public comments received.

BWP issued a Notice To Proceed to MasTec in mid-November 2018, which begins the design-build process.

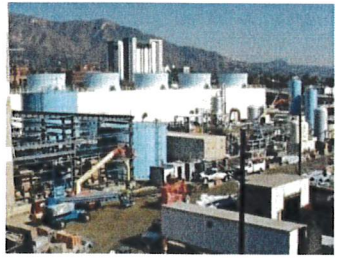
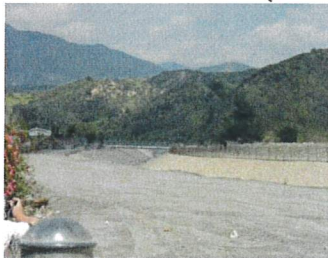
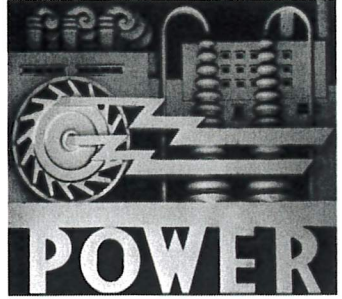
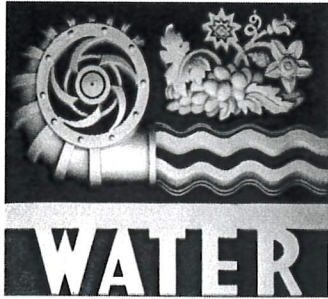
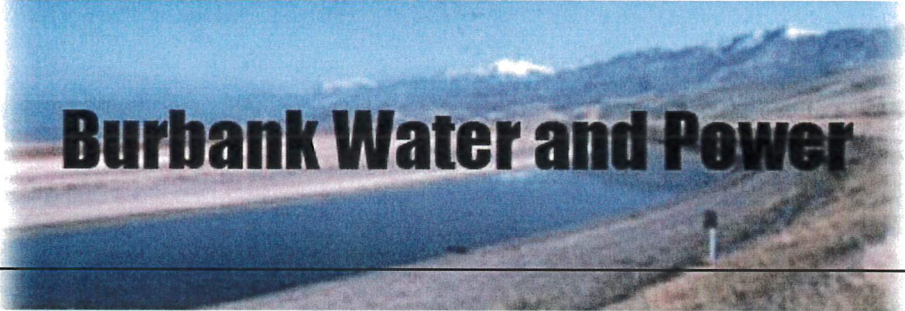
## **FLEET SERVICES**

### **PROJECT UPDATE:**

Construction for the Fleet Services Building (FSB) Modification Project continues to progress on schedule. New Break Room, Conference Room and Restroom casework is complete. Installation of R-38 insulation below the roof deck is approximately 20% complete. The new security screen along Lake St is 95% complete. The diffusers for the new Climate Wizards (indirect evaporative cooling system) have been installed and the system is ready for air balance testing. Punch list efforts have commenced and will continue up to the completion of construction. Upcoming work includes the installation of operable window sections, rubber base in the new occupied spaces, and completion of the under-roof deck insulation. Substantial completion of construction efforts is scheduled for December 2018, with final project close out in January 2019.



**New Security Screen**



**Estimated Financial Report  
November-18**

Electric Fund (496)

Estimated Statement of Changes in Net Assets <sup>(1) (2)</sup>  
 MTD and FYTD November 2018

(\$ in 000's except MWh Sales)

MTD FY 18-19	MTD Nov-18 Budget	\$ Variance <sup>(a)</sup>	% Variance (5%) <sup>(a)</sup>		FYTD FY 18-19	FYTD Nov-18 Budget	\$ Variance <sup>(b)</sup>	% Variance (1%) <sup>(A)</sup>
81,315	85,631	(4,316)	(5%) <sup>(a)</sup>	NEL MWh	523,252	526,133	(2,881)	(1%) <sup>(A)</sup>
				<b>Retail</b>				
\$ 12,801	\$ 12,715	\$ 86	1%	Retail Sales	\$ 79,473	\$ 78,364	\$ 1,108	1%
595	595	-	0% <sup>(b)</sup>	Other Revenues <sup>(d)</sup>	2,541	2,976	(436)	(15%) <sup>(B)</sup>
8,343	8,704	361	4% <sup>(c)</sup>	Retail Power Supply & Transmission	51,464	50,259	(1,206)	(2%) <sup>(C)</sup>
5,054	4,607	447	10%	<b>Retail Margin</b>	30,549	31,082	(533)	(2%)
				<b>Wholesale</b>				
1,010	4,096	(3,086)	(75%)	Wholesale Sales	7,829	26,249	(18,420)	(70%)
903	3,993	3,090	77%	Wholesale Power Supply	7,133	25,593	18,460	72%
106	102	4	4%	<b>Wholesale Margin</b>	696	656	40	6%
5,160	4,709	452	10%	<b>Gross Margin</b>	31,245	31,738	(493)	(2%)
				<b>Operating Expenses</b>				
911	911	-	0%	Distribution	4,308	4,639	332	7%
107	107	-	0%	Administration/Safety	710	553	(157)	(28%) <sup>(D)</sup>
283	283	-	0%	Finance, Fleet, & Warehouse	983	1,374	390	28% <sup>(E)</sup>
499	499	-	0%	Transfer to General Fund for Cost Allocation	2,496	2,497	1	0%
392	392	-	0%	Customer Service, Marketing & Conservation	1,679	2,198	520	24% <sup>(F)</sup>
352	352	-	0%	Public Benefits	2,040	2,167	127	6%
168	168	-	0%	Security/Oper Technology	851	861	10	1%
109	109	-	0%	Telecom	476	545	69	13%
166	166	-	0%	Construction & Maintenance	555	829	274	33% <sup>(G)</sup>
1,567	1,567	-	0%	Depreciation	7,293	7,833	540	7%
4,555	4,555	-	0% <sup>(d)</sup>	Total Operating Expenses	21,390	23,496	2,106	9%
\$ 605	\$ 154	\$ 452	294%	<b>Operating Income/(Loss)</b>	\$ 9,854	\$ 8,241	\$ 1,613	20%





**Burbank Water and Power**  
**Electric Fund (496)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**MTD November 2018**  
**(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	81,315	85,631	(4,316)	NEL is 5% lower than budget primarily due to conservation. MTD HDD were 86 versus the 30 year average of 146.
b.	Other Revenues	595	595	-	Other revenues are at budgeted values.
c.	Retail Power Supply & Transmission	8,343	8,704	361	The favorable variance is attributable to various components within Retail Power Supply & Transmission, including lower load. Please refer to page A-6 for additional details.
d.	Total Operating Expenses	4,555	4,555	-	Expenses for November 2018 are at budgeted values.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD November 2018  
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	523,252	526,133	(2,881)	- NEL is 1% lower than budget due to conservation. FYTD CDD were 1,248 versus the 30 year average of 1,071. FYTD HDD were 87 versus the 30 year average of 118.
B.	Other Revenues	2,541	2,976	(436)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	51,464	50,259	(1,206)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission, including unplanned outages; higher energy prices were primarily driven by natural gas constraints in the system. Please refer to page A-7 for additional details.
D.	Administration/Safety	710	553	(157)	The unfavorable variance is primarily attributable to the timing of payments for membership dues to the California Municipal Utilities Association (CMUA).
E.	Finance, Fleet, & Warehouse	983	1,374	390	- The favorable variance is primarily attributable to timing of expenditures for software, professional services, auto equipment maintenance and repair, and event sponsorship.
F.	Customer Service, Marketing & Conservation	1,679	2,198	520	- The favorable variance is primarily attributable to timing of expenditures for professional services, software, and salary savings due to vacant positions.
G.	Construction & Maintenance	555	829	274	- The favorable variance is primarily attributable to timing of expenditures for custodial services, building grounds maintenance & repair, private contractual services, and receiving credit for higher than planned O&M work performed for other departments.
H.	Capital Contributions (AIC)	214	774	(560)	- 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)**

	Nov-18	Oct-18	Sep-18	Aug-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 77,995	\$ 80,221	\$ 75,814	\$ 75,773	\$ 78,993	\$ 70,572	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPFA	16,609	16,560	16,541	16,525	16,492	15,787		
Sub-Total Cash and Investments	<u>104,604</u>	<u>106,781</u>	<u>102,355</u>	<u>102,297</u>	<u>105,485</u>	<u>96,358</u>	<u>73,010</u>	<u>42,770</u>
Capital Commitments	(2,338) <sup>(b)</sup>	(5,425)	(5,530)	(5,639)	(6,740)	(16,446)		
Customer Deposits	(5,234)	(2,797)	(3,339)	(4,870)	(5,432)	(4,533)		
Public Benefits Obligation	(6,331)	(6,613)	(6,341)	(6,155)	(5,549)	(4,520)		
Pacific Northwest DC Inter tie	(5,113)	(5,113)	(6,406)	(6,406)	(7,455)	(8,765)		
Low Carbon Standard Fuel <sup>(c)</sup>	(1,242)	(1,242)	(1,242)	(1,251)	(1,251)	-		
Cash and Investments (less Commitments)	<u>84,344</u>	<u>85,589</u>	<u>79,496</u>	<u>77,977</u>	<u>79,059</u>	<u>62,095</u>	<u>73,010</u>	<u>42,770</u>

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

<sup>(b)</sup> Denotes capital commitment for the Ontario Distribution Station and 4KV to 12KV conversion of circuits.

<sup>(c)</sup> Denotes funds reserved related to the sale of Low Carbon Standard Fuel (LCSF) credits.

**Estimated November 2018 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): \$551</u></b>	\$ 452		\$ 452
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	86		86
Power Supply and Transmission			
- Make-up energy from Pebble Springs and Tieton		(486)	(486)
- Higher than planned O&M expenses		(247)	(247)
- Lower energy prices and economic dispatch	687		687
- Timing of true-up credits	280		280
- Lower retail load	128		128
Wholesale Margin	4		4
<b>Total</b>	<b>1,185</b>	<b>(733)</b>	<b>452</b>

**Estimated November 2018 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: \$9,720</u></b>	1,752		1,752
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	1,108		1,108
Power Supply and Transmission			
- A ten day unplanned outage at IPP		(630)	(630)
- Higher energy and fuel prices		(559)	(559)
- A seven day unplanned outage at MPP		(531)	(531)
- Lower than planned transmission expenses	272		272
- Lower than planned O&M expenses	207		207
- Lower retail load	35		35
Wholesale Margin	40		40
Other Revenues		(435)	(435)
<b>Total</b>	<u>1,662</u>	<u>(2,155)</u>	<u>(493)</u>
<b><u>FYTD EXPENSE AND OTHER VARIANCES</u></b>			
Public Benefits	127		127
Construction & Maintenance	274		274
Distribution	332		332
Finance, Fleet, & Warehouse	390		390
Customer Service, Marketing & Conservation	520		520
Depreciation expense	540		540
All other	62		62
<b>Total</b>	<u>2,245</u>	<u>-</u>	<u>2,245</u>

**Burbank Water and Power  
Water Fund (497)**

**Estimated Statement of Changes in Net Assets <sup>(1)</sup>  
MTD and FYTD November 2018  
(\$ in 000's except Gallons)**

MTD FY 18-19	MTD Nov-18 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 18-19	FYTD Nov-18 Budget	\$ Variance <sup>(2)</sup>	% Variance
430	396	34	9%	Water put into the system in Millions of Gallons	2,471	2,431	40	2% <sup>(A)</sup>
80	95	(15)	(16%) <sup>(A)</sup>	Metered Recycled Water in Millions of Gallons	514	530	(16)	(3%) <sup>(A)</sup>
<b>Operating Revenues</b>								
\$ 2,331	\$ 2,241	\$ 90	4% <sup>(b)</sup>	Potable Water	\$ 13,378	\$ 13,462	\$ (84)	(1%) <sup>(B)</sup>
299	383	(84)	(22%) <sup>(c)</sup>	Recycled Water	2,120	2,121	(1)	(0%) <sup>(B)</sup>
75	75	-	0%	Other Revenue <sup>(3)</sup>	352	327	25	8% <sup>(B)</sup>
2,704	2,699	5	0%	Total Operating Revenues	15,849	15,910	(60)	(0%) <sup>(B)</sup>
979	928	(50)	(5%) <sup>(d)</sup>	Water Supply Expense	5,755	5,607	(148)	(3%) <sup>(C)</sup>
1,726	1,771	(45)	(3%) <sup>(d)</sup>	Gross Margin	10,094	10,302	(208)	(2%) <sup>(C)</sup>
<b>Operating Expenses</b>								
602	602	-	0%	Operations & Maintenance - Potable	2,904	3,034	131	4% <sup>(D)</sup>
147	147	-	0%	Operations & Maintenance - Recycled	662	736	73	10% <sup>(D)</sup>
195	195	-	0%	Allocated O&M	807	1,009	202	20% <sup>(E)</sup>
169	169	-	0%	Transfer to General Fund for Cost Allocation	833	846	12	1% <sup>(E)</sup>
348	348	-	0%	Depreciation	1,630	1,740	109	6% <sup>(E)</sup>
1,461	1,461	-	0% <sup>(e)</sup>	Total Operating Expenses	6,837	7,365	528	7% <sup>(E)</sup>
<b>Other Income/(Expenses)</b>								
16	16	-	0%	Interest Income	109	78	30	38% <sup>(F)</sup>
44	44	-	0%	Other Income/(Expense) <sup>(4)</sup>	226	222	4	2% <sup>(F)</sup>
(160)	(160)	-	0%	Bond Interest/(Expense)	(796)	(798)	2	0% <sup>(F)</sup>
(99)	(99)	-	0%	Total Other Income/(Expenses)	(461)	(497)	36	7% <sup>(F)</sup>
165	210	(45)	(22%)	Net Income/(Loss)	2,796	2,441	356	15% <sup>(F)</sup>
10	28	(18)	(65%)	Aid in Construction	161	139	22	16% <sup>(F)</sup>
\$ 175	\$ 238	\$ (63)	(27%)	Net Change in Net Assets (Net Income)	\$ 2,957	\$ 2,580	\$ 378	15% <sup>(F)</sup>

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 November 2018  
(\$ in 000's except Gallons)

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation	MTD Actual
a.	Recycled Water Usage in Millions of Gallons	80	95	(15)	Recycled water sales are lower partially due to lower usage by the power plant.	
b.	Potable Water Revenue	2,331	2,241	90	The WCAC impact decreased potable water revenues by \$104k MTD. Without this adjustment, potable water revenues would be favorable by 9%.	
					WCAC Revenue	\$ 1,082
					WCAC Expenses	979
					WCAC revenue deferral (decreased revenues)	\$ 104
c.	Recycled Water Revenue	299	383	(84)	MTD Recycled water revenue corresponds with the demand	
d.	Water Supply Expense	979	928	(50)	Water supply expense is higher because of higher demand.	
e.	Total Operating Expenses	1,461	1,461	-	Expenses for November 2018 are at budgeted values.	

**Burbank Water and Power  
 Water Fund (497)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**FYTD November 2018**  
 (\$ 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	2,471	2,431	40	- FYTD Potable water sales are higher due to higher demand for landscaping irrigation, which is primarily driven by warmer than normal summer temperatures. FYTD CDD were 1,248 versus the 30 year average of 1,071.
B.	Potable Water	13,378	13,462	(84)	- The WCAC impact decreased potable water revenues by \$52k YTD. Without this adjustment, potable revenues would be unfavorable by 1.01%
					WCAC Revenue
					<u>5,703</u>
					WCAC Expenses
					5,755
					<u>WCAC revenue deferral (decreased revenues)</u>
					<u>\$ (52)</u>
C.	Water Supply Expense	5,755	5,607	(148)	- Water supply expense is higher because of higher demand.
D.	Operations & Maintenance - Recycled	662	736	73	- The favorable variance is primarily attributable to the timing of payments for professional services and software.
E.	Allocated O&M	807	1,009	202	The favorable variance is attributable to lower than planned allocated expenses (Customer Service, Finance, and Construction & Maintenance) from the Electric Fund.
F.	Aid in Construction	161	139	22	The favorable variance is 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)

	Nov-18	Oct-18	Sep-18	Aug-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserves	\$ 13,846	\$ 13,035	\$ 12,419	\$ 11,557	\$ 10,925	\$ 9,542	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>16,066</u>	<u>15,255</u>	<u>14,639</u>	<u>13,777</u>	<u>13,145</u>	<u>11,762</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,001)	(1,079)	(1,084)	(1,055)	(607)	(786)		
Capital Commitments	0 <sup>(b)</sup>	0	(140)	(140)	(140)	(228)		
<b>Cash and Investments (less commitments)</b>	<u><b>15,065</b></u>	<u><b>14,176</b></u>	<u><b>13,415</b></u>	<u><b>12,582</b></u>	<u><b>12,397</b></u>	<u><b>10,749</b></u>	<u><b>17,830</b></u>	<u><b>9,370</b></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 paid in October.

**Estimated November 2018 Budget to Actual P&L Variance Highlights - Water Fund**  
**(in 000's)**

	<b>Variance Month-to-Date</b>		<b>Budget to Actual Variance</b>
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	
<b><u>MTD NET INCOME (LOSS): \$165</u></b>		(45)	(45)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	90		90
Recycled Revenues		(84)	(84)
Water Supply Expense		(51)	(51)
<b>Total</b>	<b>90</b>	<b>(135)</b>	<b>(45)</b>

**Estimated November 2018 Budget to Actual P&L Variance Highlights - Water 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: \$2,796</u></b>	356		356
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues		(84)	(84)
Recycled Revenues		(1)	(1)
Other Revenue	26		26
Water Supply Expense		(148)	(148)
<b>Total</b>	<u>26</u>	<u>(233)</u>	<u>(207)</u>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Allocated O&M	202		202
Potable Water O&M	131		131
Depreciation Expense	109		109
Recycled Water O&M	73		73
All Other	48		48
<b>Total</b>	<u>563</u>	<u>-</u>	<u>563</u>





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** January 11, 2019

**TO:** Ron Davis, City Manager

**FROM:** Marnell Gibson, Public Works Director  
By: Daniel Rynn, Chief Assistant Public Works Director – City Engineer

Two handwritten signatures in blue ink are present. The first signature is a cursive name, likely Marnell Gibson, and the second is a more stylized signature, likely Daniel Rynn.

**SUBJECT: City Manager Tracking List No. 2189 – Cypress Ave Resurfacing**

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This memo is intended to provide an update and schedule of the City's street improvement program and Cypress Ave resurfacing.

On January 8, 2019, Public Works Department received copies of letters written by Emerson Elementary School students requesting street resurfacing on Cypress Ave due to cracks and potholes on the street surface near the school.

In 2010/11 we implemented a 10-year paving program for our local/residential streets (like Cypress Ave), and every year, based on available funding, we resurface streets that are rated "poor" or below in terms of pavement condition in 2 of our 20 maintenance zones. With this criteria, we repave every street we can up to the available funding following our systematic citywide program. Another challenge is coordinating with activities in the public right-of-way including utility companies that plan to install pipelines under the street; we coordinate and make sure these major projects are complete before we pave. Therefore, some streets are left behind when we are paving in a certain zone but not forgotten. We place them on a "pick up" list so we can include them as part of the next phase.

As part of this year's local/residential street improvement project (Phase IX), we are currently scheduling the resurfacing of City zones 1 and 2 which covers the Media District and its adjacencies. However, Cypress Ave between Kenneth and Glenoaks has been on our "pick up" list and is currently scheduled to be included as part of this project. Phase IX is scheduled for advertising in March and resurfacing should occur in the spring/summer of this year. We will be coordinating to pave on a Saturday if school is still in session in order to minimize the impact to Emerson Elementary.



# memorandum

**DATE:** January 10, 2019

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Asst. Community Development Director:  
Business & Economic Development 

**SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – November 15, 2018**

- Staff from the City's Transportation Department provided the Board with an update on the recently installed High Visibility Crosswalks along San Fernando Blvd.
- The Strausberg Group provided the Board with a comprehensive update on the Partnership's social media outlets from July 2018 – October 2018.
- PBID staff presented a draft marketing and wayfinding request for proposal (RFP) to the Board for review and approval. The RFP was approved, and will be distributed in December via the City's Planet Bids website.
- PBID staff presented proposals to the Board for social outreach services. After review, and given the high cost of the proposals received, staff recommended that the Board consider expansion of the proposal to also include safety and hospitality services that would be completed on behalf of the Partnership. The Board agreed. Staff will bring back a revised proposal for services with an expanded scope at the next Board meeting.
- Teresa Mackey presented a proposal for bookkeeping services to the Downtown Burbank Partnership for 2019, the proposal was approved as presented.
- The Board reviewed and approved the 2019-2028 City Services agreement between the Downtown Burbank Partnership and the City of Burbank. This agreement will be brought to City Council for approval on December 11, 2018.





# memorandum

**DATE:** January 10, 2019

**TO:** Ron Davis, City Manager

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

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS –  
DECEMBER 17, 2018**

- The Strausberg Group presented an overview of updated design and functionality changes to the visitburbank.com website. The design includes more details and better search opportunities with the ability to build your travel itinerary.
- Event producers from the 2018 Dragonfest, 2018 Burbank Comedy Festival, and 2018 CTNeXpo gave wrap up presentations to the Board.
  - Dragonfest's Michael Matsuda reported to the Board an increase of 1,000 spectators from 2017's event for a record total attendance of 3,000. In 2018, the event location changed from the Los Angeles Burbank Airport Marriott to Pickwick Gardens, enticing visitors to stay at a variety of Burbank hotels. Mr. Matsuda plans to add an additional day to the 2019 convention creating a three-day event which will increase potential for room nights. *2018 Visit Burbank contribution: \$15,000.*
  - Burbank Comedy Festival organizer Josh Snyder reported a modest attendance growth of 4% for the annual comedy festival to the Board. Mr. Snyder also confirmed that 34 room nights were booked for the event at the Hilton Garden Inn. In 2019, the Burbank Comedy Festival plans to double the number of venues and increase attendance to 15,000 people. *2018 Visit Burbank contribution: \$20,000.*
  - CTNeXpo event producers, Tina Price and Sunny Smith reported that expo's 10th anniversary event attracted over 10,000 guests. Ms. Price noted that event surveys indicated 42% of expo attendees stayed in local hotels for an estimated 7,500 room nights. Future event plans for the 2019 CTNeXpo include expanding the number of days for the event, hosting 'spotlight events' at Burbank hotels, and partnering with Visit Burbank for special hotel guest amenities such as shuttle service. *2018 Visit Burbank contribution: \$100,000.*





CITY OF BURBANK  
CITY MANAGER'S OFFICE

19 JAN 17 P3:30

January 17, 2019

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

The Airport Authority administrative offices will be closed on Monday, January 21, 2019, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 21, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, January 22, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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



# **SPECIAL COMMISSION MEETING**

## **AGENDA**

**JANUARY 22, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, January 22, 2019

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*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.*

## AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) November 5, 2018 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) November 5, 2018 **[See page 4]**
  - b. Commission Minutes  
(For Approval)
    - 1) December 10, 2018 **[See page 7]**
  - c. Treasurer's Report
    - 1) September 2018 **[See page 18]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Seventh Amendment Fixed Base Operator Lease and Concession Agreement to Van Nuys Skyways, Inc., dba Million Air Burbank **[See page 43]**
  - b. Award of Contract For Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Project Number E18-11 **[See page 48]**
7. ITEMS FOR COMMISSION INFORMATION
  - a. FAA Part 139 Annual Inspection - November 11-13, 2018 **[No Staff Report]**
  - b. Airport Marketing and Communications Update **[No Staff Report]**
  - c. November 2018 Parking Revenue Statistics **[No Staff Report]**

d. November 2018 Transportation Network Companies ("TNC") **[No Staff Report]**

e. November 2018 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 51]**

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): One potential case. Facts and Circumstances: Saltos claim

b. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))  
Consultation with Director, Public Safety

9. COMMISSIONER COMMENTS  
(Updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER  
January 22, 2019

*[Regarding agenda items]*

5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee meeting of November 5, 2018, and the November 5, 2018, Finance and Administration meeting are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the December 10, 2018, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for September 2018 is included in the agenda packet. At the December 10, 2018, Finance and Administration Committee meeting, the Committee voted (2-0, one absent) to recommend that the Commission note and file the report.

6. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF SEVENTH AMENDMENT FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT TO VAN NUYS SKYWAYS, INC., DBA MILLION AIR BURBANK - A staff report is included in the agenda packet. At the December 10, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted (2-0, one absent) to recommend the Commission approve a Seventh Amendment, copy attached, to the Fixed Base Operator and Concession Agreement with Van Nuys Skyways, Inc., dba Million Air Burbank, ("Million Air"). The proposed Seventh Amendment extends the terms of the Agreement for a five-year period to July 31, 2031, in exchange for a requirement to reimburse the Authority in the amount of \$208,000 for rehabilitation of Million Air's exclusive aviation ramp area. This area was previously under Authority responsibility and is included as a portion of the Authority's ongoing rehabilitation of the general aviation ramp being undertaken by the approved General Aviation Ramp Project E17-08.
- b. AWARD OF CONTRACT FOR AIRFIELD LIGHTING ELECTRICAL INSPECTION, TESTING AND ON-CALL REPAIR SERVICES PROJECT NUMBER E18-11. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a contract, copy attached, for a two-year period in the amount of \$313,242 (\$156,621 annually) to Vellutini Corporation dba Royal Electric Company ("Royal Electric") for monthly airfield lighting testing and inspection services. This contract also includes rates for on-call repair and emergency services as needed and approved by Staff.



## 7. ITEMS FOR COMMISSION INFORMATION

- a. FAA PART 139 ANNUAL INSPECTION – NOVEMBER 11-13, 2018. No staff report attached. Staff will brief the Commission on the results of the annual FAA Part 139 Airport Certification Inspection which occurred on November 11 through November 13, 2018.
- b. AIRPORT MARKETING AND COMMUNICATIONS UPDATE. No staff report attached. Staff will brief the Commission on the results of the Airport Council International – North America’s Marketing and Communication Conference “Excellence in Airport Marketing, Communications, and Customer Service Awards” for 2018. There are 20 awards bestowed on airports which “recognizes the quality of work, abundance of talent, and creativity within marketing, communications and customer service field of the airport industry.” For 2018, ACI-NA received more than 300 entries for the 20 awards which include the “Peggy G. Hereford” award, which recognizes overall creativity in communicating an airport’s message, effectiveness in connecting with audiences, and the overall scope of an airport’s effort in marketing and public relations.
- c. NOVEMBER 2018 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of November 2018.
- d. NOVEMBER 2018 TRANSPORTATION NETWORK COMPANIES (“TNC”). No staff report attached. Staff will update the Commission on TNC activity for the month of November 2018.
- e. NOVEMBER 2018 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The November 2018 passenger count of 479,719 is up 7.9% over the previous year of 444,800. The calendar year-to-date (January-November 2018), the Airport has had approximately 4.8 million passengers which is an increase of 11.29% compared to the same period the year before. Air carrier operations increased by 5.32% for the month and cargo volume was 2.09% less when compared to last year’s activity. Calendar year-to-date cargo volume has increased by 1.50% for a total of 100,055,473 pounds carried.