Weekly Management Report
January 19, 2018

1.	**Staff Report**	November 2017 Operating Results **Water and Power Department**
2.	**Update**	Bel Aire Drive and Orange Grove Avenue Stop Sign Request update **Public Works Department**
3.	**Minutes**	Burbank Police Commission Meeting held on November 15, 2017 **Police Department**
4.	**Synopsis**	Burbank Hospitality Association Meeting of November 29, 2017 **Community Development Department**
5.	**Notes**	City Notes, January 19, 2018 **City Manager**

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CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: January 18, 2018
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: November 2017 Operating Results

SAFETY

Burbank Water and Power had no new reportable los time injuries during November 2017.

Water Results of Operations

For the month of November, Potable water usage was 11% (43 million gallons) higher than budgeted due to warmer than normal temperatures, and Potable Water Revenues were $29,000 better than budgeted. Recycled water usage was 7% (6 million gallons) lower than budgeted and Recycled Water Revenues were correspondingly $35,000 worse than budgeted. November Water Supply Expenses were $50,000 higher than budgeted, driven by the higher demand. November's Gross Margin was $39,000 worse than budgeted. Net Income was $99,000, which was $39,000 worse than budgeted.

November fiscal-year-to-date (FYTD) potable water usage was 2% (57 million gallons) higher than budgeted and FYTD November Potable Water Revenues were $23,000 lower than budgeted. FYTD recycled usage was 6% (32 million gallons) higher than budgeted and Recycled Water Revenues were correspondingly $61,000 better than budgeted. FYTD Water Supply Expenses were $168,000 higher than budgeted, driven by higher demand. The FYTD November Gross Margin was $137,000 lower than budgeted. Operating Expenses were $637,000 better than budgeted. Net Income was $2,578,000, which was $533,000 better than budgeted.

Electric Results of Operations

For the month of November, electric loads were 4% lower than budgeted due to conservation. Retail Sales were $377,000 better than budgeted. November Power Supply Expenses were $841,000 better than budgeted primarily due to lower usage of biomethane gas than planned and savings from biomethane restructuring, economic dispatch, managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet system load, and prior period adjustment credit, and is partially offset by receiving more renewable energy than planned. November's wholesale margin

was $9,000 better than budgeted. November's Gross Margin was $1,067,000 better than budgeted. Net Income was $1,469,000 which was $1,042,000 better than budgeted.

FYTD November electric loads were 1% higher than budgeted due to warmer than normal temperatures. Retail Sales were correspondingly $2,597,000 better than budgeted. FYTD Power Supply Expenses were $5,619,000 better than budgeted primarily due to prior period true-up credit, lower usage of biomethane gas than planned and savings from biomethane restructuring, and lower than planned O&M expenses, and is partially offset by higher retail load, and higher energy prices. FYTD wholesale margin was $71,000 better than budgeted. FYTD Gross Margin was $7,684,000 better than budgeted. November FYTD Operating Expenses were $1,521,000 better than budgeted. Net Income was $16,392,000 which was $9,309,000 better than budgeted. With the better than expected operating results Cash Reserves are now at the recommended amount.

FINANCE

The Financial Reserves Policy Update was approved by the City Council on December 19th, 2017 with the new Minimum reserve amount of $42,770,000 and the Recommended reserve amount of $73,010,000 for the Electric Fund and the Minimum reserve amount of $9,370,000 and the Recommended reserve amount of $17,830,000 for the Water Fund. This is an increase of $3.4 million in the Minimum Reserve and an increase of $3.9 million in the Recommended Reserve for the Electric Fund and an increase of $ $2.1 million increase in both the Minimum and Recommended Reserve for the Water Fund.

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 Resourced (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, 2017 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 2017 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, 2017 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, 2017 concerning the California Water Fix. Council requested an agenda item for the September 12, 2017 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, 2017 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, 2017. 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 California Water Fix project without West Lands participation.

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 is paying close attention and working 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 November, 2017 was 129 GPCD with 123.4 GPCD for the Fiscal Year ending on June 30. Calendar year to date, water use 118 GPCD with December yet to go. 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 water where practical, but recognizes that the largest users have been converted.

The State Water Project (SWP) allocation for 2017 was 85%. A significant event impacting the SWP is the erosion and undermining of the spillway at the Oroville Dam discovered on February 7, 2017. It included 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 added excess water supply beyond current 2017 demand to its storage facilities. Currently, that is 1.3 million acre-feet. 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. BWP entered in to a multi-year agreement with Council approval on August 23, 2017. Over 2,000 acre feet were spread in August 2017 with another 2,700 acre-feet spread in September 2017 for a total of 4,700 acre-feet in cyclic storage. Spreading continued in October 2017 with the budgeted annual purchase of untreated volumetric water through mid-December (7,200 acre feet). Water is being spread through the end of December to maximize the volume of water in Cyclic Storage.

The initial allocation for the 2018 State Water Project (SWP) is 15% as of December 1, 2017. This will change as the winter storm season progresses and the precipitation is measured. This years' construction repair work on the Oroville Dam Spillway is complete. In its' current state the spillway is rated for 100,000 cfs and the lake level is low and may not require use of the spillway before late Spring. The relatively low level of the lake is one factor in a lower initial SWP allocation. The BOU was 90.55% available for service in November 2017. Two Liquid Phase Granulated Activated Carbon Filters were offline for carbon change during the month. One filter was still offline at month's end. 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.

Availability	Production	Average Flow Rate (gallons per minute)
90.55%	73.83%	6,645

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 was completed at the end of November.

Work began on installing 2,300 l.f. of 8-inch ductile iron water main in Scott road from Tulare Ave. to Glenoaks Blvd. Completion is scheduled for mid-January, 2018.

Work began on installing 475 l.f. of 8-inch ductile iron water main in Orchard drive from Winona Avenue to Glenoaks Blvd.

Seismic valve actuators are currently being installed at Reservoirs #1, #4 and #5; a valve control software was installed in late July 2017 which will enable BWP to program the closing positions of the valve actuators.

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 to the end of the year. 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, 2017. Action by SWRCB is next. In addition BWP made a presentation to the SWRCB Board on November 8 regarding Water Use and Reuse in Burbank with reference to currently unused recycled water to the Los Angeles River.

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. Caltrans, due to their budgeting and contracting processes, will not be able to convert the irrigation system until next summer.

Four HVAC cooling tower projects are ready for conversion and awaiting inspection by the County Health Dept. The irrigation system at The Pinnacle is also ready for conversion and awaiting County Health Dept. approval. 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: Fotokem, and the ornamental fountain at the Valley Pumping Plant.

Crews repairing a leaking lead joint on Glenoaks and Tujunga

Roll out of our new Paperless Field Work Order System. The field work management process at Burbank Water and Power (BWP) has historically been performed manually on paper. The manual processes were inefficient and inhibited reporting. This project worked to interface with Oracle's Customer Care and Billing (CC&B). The field worker is able to view assigned and receive new work field activities with remote sync to CC&B. This system is used primarily by Water and Customer Service sections. Future integrations may include Geographic Information System (GIS), Oracle's Workorder Asset Management (WAM) or Automated Meter Infrastructure (AMI) systems.

Old phone package under existing 4-inch main

Tap existing pipeline near Glenoaks and Scott Road

Water main replacement on Scott Road between Glenoaks and Irving Drive. 2300 l.f. of 6-inch cast iron pipeline was replaced with an 8 inch ductile iron pipeline.

Final transfer of services from old pipeline to new pipeline on Hollywood Way between Jefferies Ave. and Allen Ave.

DISTRIBUTION

ELECTRIC RELIABILITY

In November 2017, BWP experienced one sustained feeder outage. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 642,227 customer minutes.

Reliability Measurement	December 2015-November 2016	December 2016-November 2017
Average Outages Per Year (SAIFI)	0.4014	0.4863
Average Outage Duration (CAIDI)	42.35 minutes	20.92 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.1613	0.1534
No. of Sustained Feeder Outages	7	11
No. of Sustained Outages by Mylar Balloons	0	2
No. of Sustained Outages by Animals	1	1
No. of Sustained Outages by Palm Fronds	3	4

PROJECT UPDATES

Transformer Gas Monitor Installation at Flower

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

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

The Flower Substation is the fourth distribution substation to be retrofitted with transformer gas monitors. Over the next five fiscal years (FY 2018-2019 through FY 2022-2023), BWP plans to install transformer gas monitors at six additional distribution substations, two switching stations, and BWP's two substation transformers at LADWP's Receiving Station E. After these future installations are complete, BWP will have transformer gas monitors on each of its substation transformers.

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, 40.77% of the total streetlight luminaires have been converted to LEDs which translates to an annualized energy savings of 2023 MWh or a 21.83% 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
November 2017	21,410	$3,996	8,992	26	21%
October 2017	23,000	$4,828	9,660	27	20%
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

* 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
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
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

* Start of new fiscal year.

TECHNOLOGY

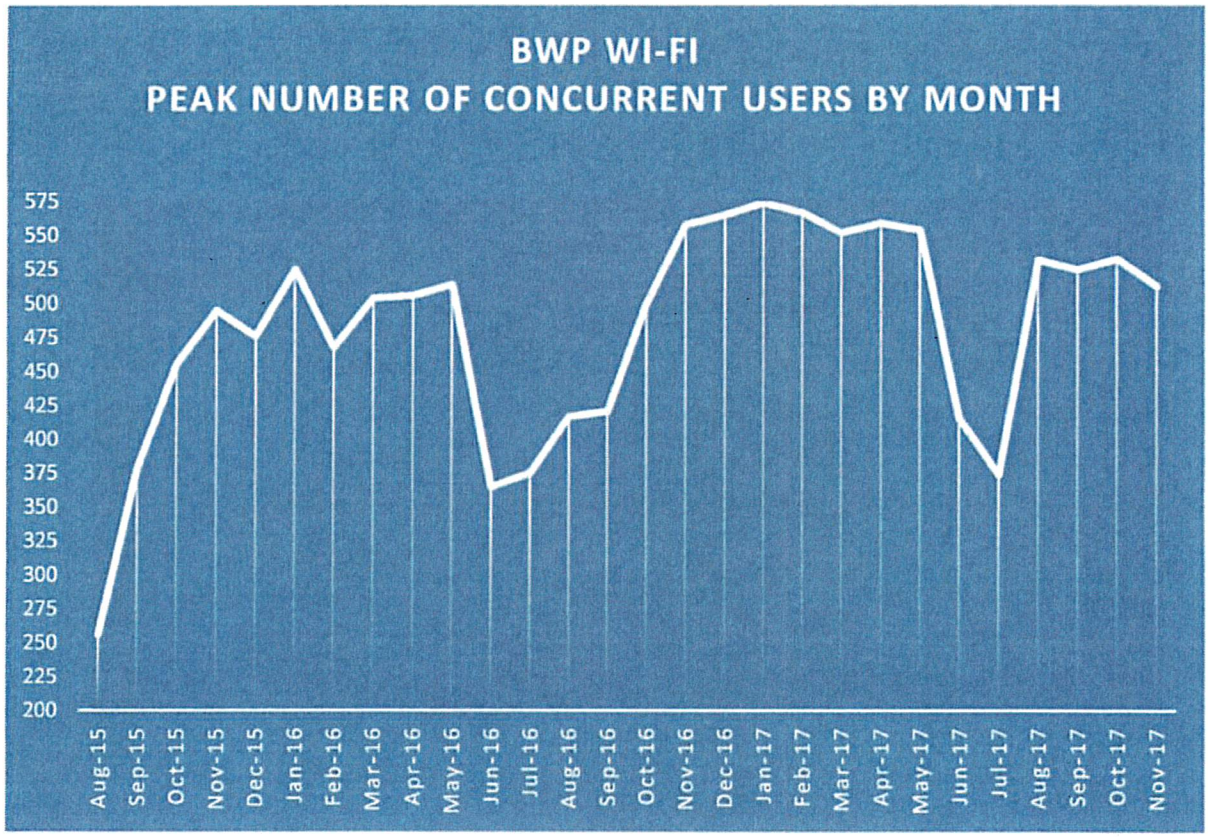
Broadband Services (ONE Burbank)

	November 2017 New Orders	Revenues for November 2017	FYTD 2017-18 Revenues	FYTD Budget
Lit	3	$105,201	$536,885	$650,000
Dark	1	$214,900	$994,070	$975,000
Total	4	$320,101	$1,530,955	$1,625,000

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

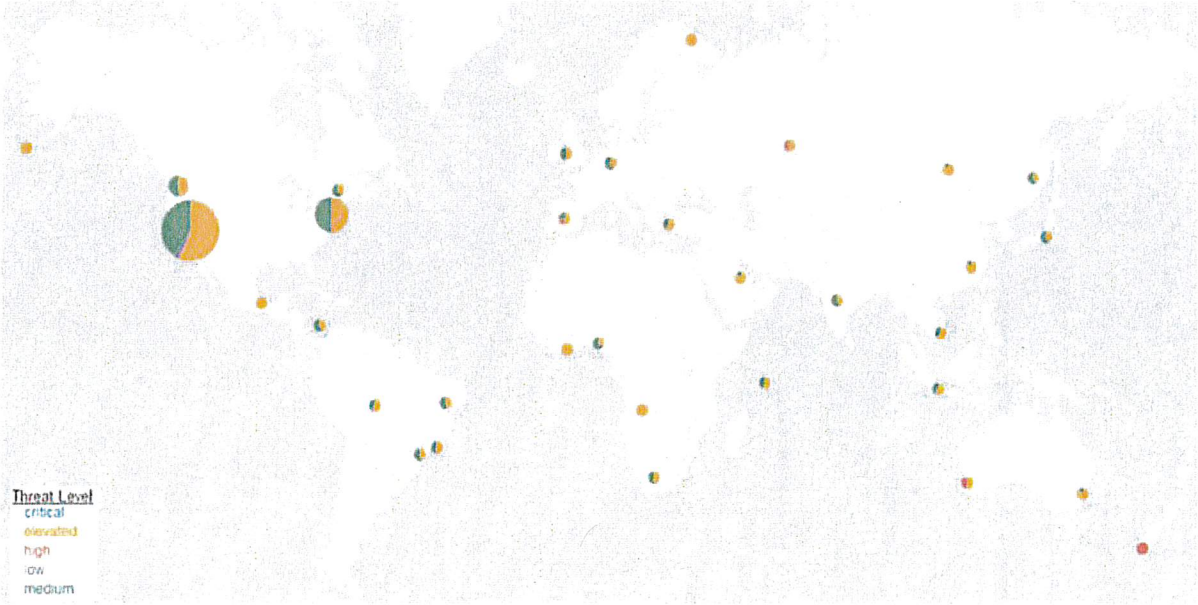
BWP WiFi

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

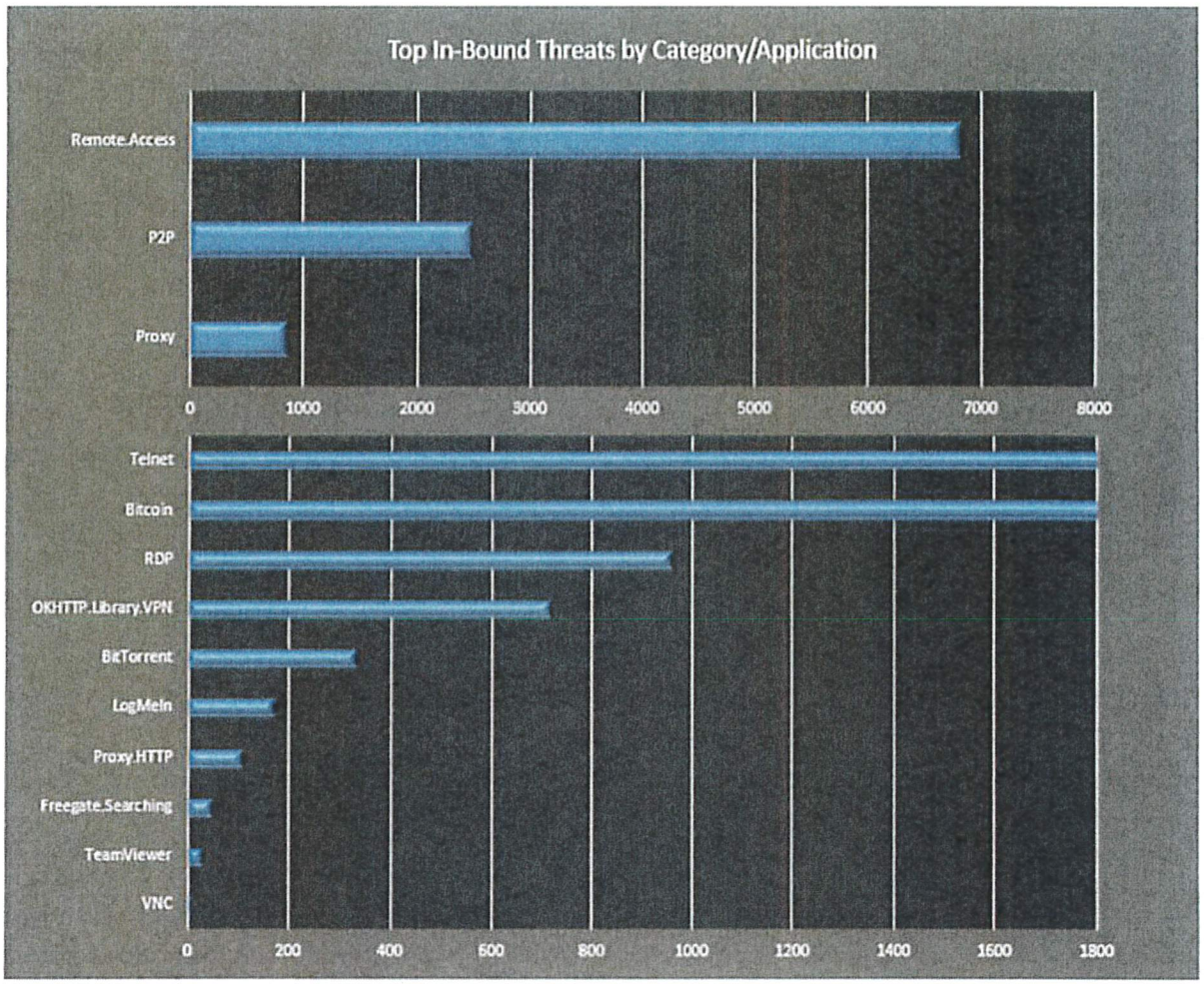


Cyber Security Update – November 2017

The BWP cyber security risk factor is 2.7 out of 5.0 for the month of November. Operational Technology successfully prevented over 118.5 million cyber security threats of which over 53% 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 Update

BWP, in conjunction with Glendale Water and Power (GWP), actively participated in LADWP's 2017 Open Access Transmission Tariff (OATT) public stakeholder 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 to the Federal Energy Regulatory Commission's 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

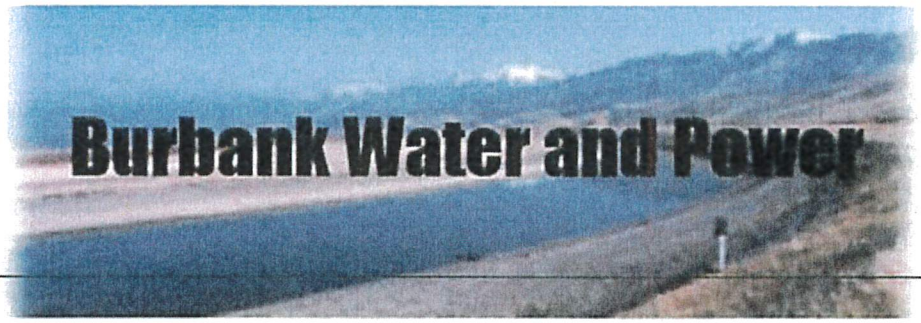
BWP is planning for its next Integrated Resource Plan (IRP) which, pursuant to new requirements embedded in SB350, is due January 1, 2019. As part of these efforts, BWP staff has (via a competitive Request for Proposal) chosen Ascend Analytics to be its modeling and consulting provider and is currently in the process of establishing a Professional Services Agreement with the company.

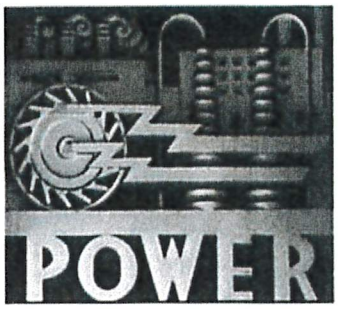
Intermountain Power Project (Delta, UT) Renewal Progress

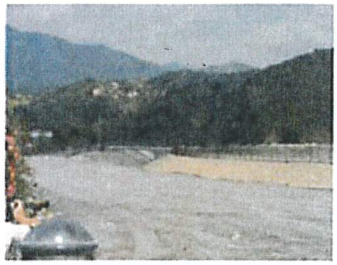
Intermountain Power Agency and Intermountain Power Project (IPP) participants (including BWP) are currently implementing the Gas Repowering and renewal of associated transmission rights pursuant to the Enabling Agreements. In this connection, BWP (and each of the other participants) recently executed 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).

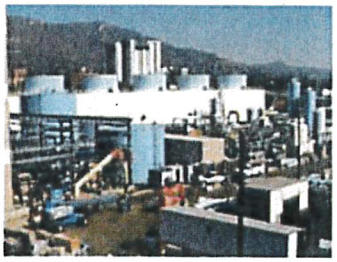
If BWP does elect to take the Off-Ramp (and thus decline to participate in Gas Repowering generation), BWP and the other non-LADWP California Purchasers have a non-binding Memorandum of Understanding with LADWP pursuant to which each non-LADWP California Purchaser can maintain 50% of its current STS 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. In the meantime, BWP's 2019 IRP, currently in the planning stages, will continue to refine BWP's planning for participation in any replacement of Intermountain capacity.









Estimated Financial Report
November 2017

UNAUDITED

Electric Fund (496)
Estimated Statement of Changes in Net Assets [1]
MTD and FYTD November 2017
($ in 000's except MWh Sales)

MTD FY 17-18	MTD Nov-17 Budget	$ Variance [2]	% Variance		FYTD FY 17-18	FYTD Nov-17 Budget	$ Variance [2]	% Variance
83,378	86,832	(3,453)	(4%) [a]	NEL MWh	526,591	519,509	7,082	1% [A]
				Retail				
$ 14,308	$ 13,931	$ 377	3% [b]	Retail Sales	$ 85,729	$ 83,132	$ 2,597	3% [B]
427	587	(160)	(27%) [c]	Other Revenues [3]	2,333	2,935	(602)	(21%) [C]
7,777	8,618	841	10% [d]	Retail Power Supply & Transmission	44,412	50,031	5,619	11% [D]
6,959	5,900	1,058	18%	Retail Margin	43,650	36,036	7,614	21%
				Wholesale				
949	5,168	(4,220)	(82%)	Wholesale Sales	6,895	36,740	(29,845)	(81%)
854	5,082	4,228	83%	Wholesale Power Supply	6,212	36,127	29,916	83%
95	86	9	10%	Wholesale Margin	683	612	71	12%
7,054	5,986	1,067	18%	Gross Margin	44,333	36,648	7,684	21%
				Operating Expenses				
946	946	-	0%	Distribution	3,944	5,214	1,270	24% [E]
117	117	-	0%	Administration/Safety	733	692	(41)	(6%)
275	275	-	0%	Finance, Fleet, & Warehouse	1,208	1,344	135	10% [F]
450	450	-	0%	Transfer to General Fund for Cost Allocation	2,210	2,250	39	2%
377	377	-	0%	Customer Service, Marketing & Conservation	2,117	2,172	56	3%
411	411	-	0%	Public Benefits	2,122	2,058	(64)	(3%)
167	167	-	0%	Security/Oper Technology	865	870	4	0%
112	112	-	0%	Telecom	441	564	123	22% [G]
140	140	-	0%	Construction & Maintenance	839	703	(136)	(19%) [H]
1,476	1,476	-	0%	Depreciation	7,244	7,379	134	2%
4,470	4,470	-	0% [e]	Total Operating Expenses	21,724	23,245	1,521	7%
$ 2,584	$ 1,517	$ 1,067	70%	Operating Income/(Loss)	$ 22,609	$ 13,403	$ 9,206	69%

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets [1]
MTD and FYTD November 2017

($ in 000's)

MTD FY 17-18	MTD Nov-17 Budget	$ Variance [2]	% Variance		FYTD FY 17-18	FYTD Nov-17 Budget	$ Variance [2]	% Variance
$ 2,584	$ 1,517	$ 1,067	70%	Operating Income/(Loss)	$ 22,609	$ 13,403	$ 9,206	69%
				Other Income/(Expenses)				
94	94	-	0%	Interest Income	601	468	133	28% [3]
90	90	-	0%	Other Income/(Expense) [4]	585	448	138	31% [J]
(377)	(377)	-	0%	Bond Interest/ (Expense)	(1,884)	(1,884)	-	0%
(194)	(194)	-	0%	Total Other Income/(Expenses)	(698)	(968)	271	28%
2,390	1,323	1,067	81%	Income before Contributions & Transfers	21,911	12,434	9,476	76%
715	697	(19)	(3%)	In Lieu	4,286	4,157	(130)	(3%)
206	200	(6)	(3%)	Street Lighting	1,233	1,195	(38)	(3%)
921	897	(25)	(3%)	Total Contributions & Transfers	5,519	5,352	(167)	(3%)
1,469	426	1,042	244%	Net Income	16,392	7,083	9,309	131%
647	647	-	0%	Capital Contributions (AIC)	692	3,235	(2,543)	(79%) [K]
$ 2,116	$ 1,073	$ 1,042	97%	Net Change in Net Assets (Net Income)	$ 17,084	$ 10,318	$ 6,766	66%

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 November 2017
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	83,378	86,832	(3,453)	- NEL is 4% lower than budget due to conservation.
b.	Retail Sales	14,308	13,931	377	- Retail revenues are higher than planned due to higher than planned commercial customer demand related revenues.
c.	Other Revenues	427	587	(160)	- 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	7,777	8,618	841	- 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	4,470	4,470	-	- Expenses have not closed for November 2017 and are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	526,591	519,509	7,082	- NEL is 1% higher than budget due to warmer than normal temperatures in the months of July, August, October and November 2017. FYTD CDD were 1,208 versus the 30 year average of 1,060.
B.	Retail Sales	85,729	83,132	2,597	- Retail revenues are higher than planned due to higher than planned commercial customer demand related revenues.
C.	Other Revenues	2,333	2,935	(602)	- 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	44,412	50,031	5,619	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page A-7 for additional details.
E.	Distribution	3,944	5,214	1,270	- 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.
F.	Finance, Fleet, & Warehouse	1,208	1,344	135	- The favorable variance is primarily attributable to salary savings due to vacant positions (within Fleet and Warehouse), and timing of expenditures for auto equipment maintenance & repair.
G.	Telecom	441	564	123	- The favorable variance is primarily attributable to timing of expenditures for private contractual services, and professional services.
H.	Construction & Maintenance	839	703	(136)	- The unfavorable variance is primarily attributable to the timing of expenditures for private contractual services, building grounds maintenance & repair, and higher than planned O&M work performed.
I.	Interest Income	601	468	133	- The favorable variance is attributable primarily to higher cash on hand than planned.
J.	Other Income / (Expense)	585	448	138	- The favorable variance is primarily attributable to higher than planned miscellaneous revenue from the sale of scrap materials and obsolete inventory and assets.
K.	Capital Contributions (AIC)	692	3,235	(2,543)	- The unfavorable variance is primarily attributable to the planned Avion Burbank Development revenues being deferred, and Caltrans' delays related to the Burbank Bridge Replacement.

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

	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	Jun-16	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 83,685	$ 82,849	$ 77,668	$ 78,020	$ 71,627	$ 70,626	$ 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	15,874	15,853	15,833	15,817	15,792	15,787	15,482		
Sub-Total Cash and Investments	109,560	108,702	103,500	103,837	97,419	96,412	83,759	69,060	39,340
Capital Commitments	(14,346) [b]	(16,773)	(16,221)	(16,423)	(16,444)	(16,450)	(17,000)		
Customer Deposits	(8,578) [c]	(8,547)	(8,425)	(8,416)	(8,473)	(4,885)	(3,186)		
Public Benefits Obligation	(5,859)	(5,433)	(5,270)	(5,148)	(4,798)	(4,520)	(4,721)		
Biogas Commitment	-	-	-	-	-	-	(7,751)		
Pacific Northwest DC Intertie	(8,646)	(8,646)	(8,765)	(8,765)	(9,513)	(9,569)	-		
Cash and Investments (less Commitments)	72,130	70,303	64,819	65,082	58,191	60,988	51,101	69,060	39,340

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

[b] Denotes capital commitment for multiple projects for Station Capacitor Bank Upgrade at Victory, San Jose Station Capacity Upgrade, Ontario Distribution Station and 4kV to 12kV conversion of circuit.

[c] 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 November 2017 Budget to Actual P&L Variance Highlights - Electric Fund

(in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME/(LOSS): $1,469	$ 1,042		$ 1,042
MTD GROSS MARGIN VARIANCE			
Retail Sales	377		377
Power Supply and Transmission			
- Lower usage of biomethane gas than planned and savings from biomethane restructuring	331		331
- Economic dispatch, managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet system load	308		308
- Prior period adjustment credit	247		247
- Higher IPP true up credits than planned	145		145
- Received more renewable energy than planned		(190)	(190)
Wholesale Margin	9		9
Other Revenues		(160)	(160)
Total	1,417	(350)	1,067
MTD EXPENSE AND OTHER VARIANCES			
In lieu and Street lighting		(25)	(25)
Total	-	(25)	(25)

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

(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME - $16,392	9,309		9,309
FYTD GROSS MARGIN VARIANCE			
Retail Sales	2,597		2,597
Power Supply and Transmission			-
- Prior period true-up credit	3,072		3,072
- Lower usage of biomethane gas than planned and savings from biomethane restructuring	1,507		1,507
- Lower than planned O&M expenses	880		880
- Receiving less renewable energy than planned	498		498
- Higher IPP true up credits than planned	405		405
- Higher retail load and higher energy prices		(607)	(607)
- Higher than planned transmission expenses		(137)	(137)
Wholesale Margin	71		71
Other Revenues		(602)	(602)
Total	9,030	(1,346)	7,684
FYTD EXPENSE AND OTHER VARIANCES			
Distribution	1,270		1,270
Finance, Fleet, & Warehouse	135		135
Telecom	123	-	123
Construction & Maintenance		(136)	(136)
In lieu and street lighting		(167)	(167)
All other	400		400
Total	1,928	(303)	1,625

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets [1]
MTD and FYTD November 2017
($ in 000's except Gallons)

MTD FY 17-18	MTD Nov-17 Budget	$ Variance [2]	% Variance		FYTD FY 17-18	FYTD Nov-17 Budget	$ Variance [2]	% Variance
424	381	43	11% [a]	Water put into the system in Millions of Gallons	2,400	2,343	57	2%
85	91	(6)	(7%)	Metered Recycled Water in Millions of Gallons	558	526	32	6%
				Operating Revenues				
$ 2,109	$ 2,080	$ 29	1% [b]	Potable Water	$ 12,568	$ 12,591	$ (23)	(0%) [A]
313	348	(35)	(10%) [c]	Recycled Water	2,060	2,000	61	3%
66	49	17	34% [d]	Other Revenue [3]	239	247	(7)	(3%)
2,488	2,477	11	0%	Total Operating Revenues	14,868	14,838	30	0%
915	865	(50)	(6%)	Water Supply Expense	5,396	5,229	(168)	(3%)
1,573	1,612	(39)	(2%)	**Gross Margin**	9,472	9,609	(137)	(1%)
				Operating Expenses				
589	589	-	0%	Operations & Maintenance - Potable	2,490	3,047	557	18% [B]
112	112	-	0%	Operations & Maintenance - Recycled	784	566	(218)	(39%) [C]
189	189	-	0%	Allocated O&M	846	1,024	178	17% [D]
146	146	-	0%	Transfer to General Fund for Cost Allocation	727	730	3	0%
335	335	-	0%	Depreciation	1,557	1,674	117	7%
1,370	1,370	-	0% [e]	Total Operating Expenses	8,404	7,040	637	9%
				Other Income/(Expenses)				
12	12	-	0%	Interest Income	74	60	15	25% [E]
47	47	-	0%	Other Income/(Expense) [4]	252	233	18	8%
(163)	(163)	-	0%	Bond Interest/(Expense)	(816)	(816)	0	0%
(105)	(105)	-	0%	Total Other Income/(Expenses)	(490)	(523)	33	6%
99	137	(39)	(28%)	**Net Income/(Loss)**	2,578	2,045	533	26%
31	31	-	0%	Aid in Construction	128	156	(28)	(18%) [F]
$ 130	$ 168	$ (39)	(23%)	**Net Change in Net Assets (Net Income)**	$ 2,706	$ 2,201	$ 505	23%

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 2017
($ in 000's except Gallons)

Footnote #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	424	381	43	- Potable water sales are higher than planned primarily because of higher than planned demand for landscaping irrigation, due to warmer than normal temperatures in the month of November 2017.
b.	Potable Water Revenue	2,109	2,080	29	- The WCAC impact decreased potable water revenues by $126k MTD. Without this adjustment, potable water revenues would be favorable by 7%.

	MTD Actual
WCAC Revenue	$ 1,041
WCAC Expenses	915
WCAC revenue deferral (decreased revenues)	$ 126

c.	Recycled Water Revenue	313	348	(35)	- MTD Recycled Water Revenue corresponds with the demand.
d.	Other Revenue	66	49	17	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
e.	Total Operating Expenses	1,370	1,370	-	- Expenses, other than water supply expense, have not closed for November 2017 and are estimated at budgeted values.

8

Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD November 2017
($ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Potable Water Revenue	12,568	12,591	(23)	The WCAC impact increased potable water revenues by $5k YTD. Without this adjustment, potable revenues would be favorable by 0.15%
					WCAC Revenue — FYTD Actual: 5,401
					WCAC Expenses — FYTD Actual: 5,396
					WCAC revenue deferral (decreased revenues) — FYTD Actual: $ 5
B.	Operations & Maintenance - Potable	2,490	3,047	557	- The favorable variance is attributable to lower than planned spending on professional services, special departmental supplies and street & pavement repair, private contractual services as well as salary savings due to vacant positions.
C.	Operations & Maintenance - Recycled	784	566	(218)	- The unfavorable variance is attributable to higher than planned O&M work performed, and higher than planned electricity used for water pumping.
D.	Allocated O&M	846	1,024	178	- The favorable variance is attributable to lower than planned allocated expenses (primarily Finance, Fleet & Warehouse and Customer Service and Marketing) from the Electric Fund.
E.	Interest Income	74	60	15	The favorable variance is attributable primarily to higher cash on hand than planned.
F.	Aid in Construction	128	156	(28)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	Jun-16	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	$ 13,567	$ 11,923	$ 10,387	$ 10,385	$ 8,450	$ 9,214	$ 8,674	$ 9,760	$ 5,240
WCAC	611	485	455	490	497	637	673	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	16,398	14,628	13,062	13,094	11,167	12,071	11,797	15,760	7,240
Customer Deposits	(987)	(886)	(857)	(855)	(833)	(789)	(1,764)		
Capital Commitments	(227) [b]	(227)	(227)	(227)	(227)	(227)	(553)		
Public Benefits Obligation	0	0	0	0	0	0	0		
Water Purchase Commitments [c]	(3,507) [c]	(2,052)	-	-	-	-	-	-	-
Cash and Investments (less commitments)	11,686	11,463	11,978	12,012	10,167	11,065	9,480	15,760	7,240

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

[b] Capital commitment for the recycled water I-5 Freeway second tie crossing project.

[c] 5400.8 Acre Feet of Untreated Water was purchased from the Metropolitan Water District, with payments to be made in December 2017 and January 2018.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME (LOSS): $99		(39)	(39)
MTD GROSS MARGIN VARIANCE			
Potable Revenues	29		29
Recycled Revenues		(35)	(35)
Other Revenue	17		17
Water Supply Expense		(50)	(50)
Total	46	(85)	(39)

Estimated November 2017 Budget to Actual P&L Variance Highlights - Water Fund

(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME: $2,578	533		533
FYTD GROSS MARGIN VARIANCE			
Potable Revenues		(23)	(23)
Recycled Revenues	61		61
Other Revenue		(7)	(7)
Water Supply Expense		(168)	(168)
Total	61	(198)	(137)
FYTD O&M AND OTHER VARIANCES			
Potable Water O&M	557		557
Recycled Water O&M		(218)	(218)
Allocated O&M	178		178
All Other	153		153
Total	888	(218)	670

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: January 8, 2018

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director
By: Jonathan Yee, Assistant Public Works Director Traffic 1/8/18

SUBJECT: **City Manager Tracking List No. 2084 - Information on Bel Aire Drive and Orange Grove Avenue Stop Sign Request**

Introduction
At the December 19, 2017 Council meeting, a resident asked for additional information regarding a request for stop signs at the intersection of Bel Aire Drive and Orange Grove Avenue.

Discussion
In December 2016, the Public Works Traffic Division received a request from a resident to install a four way stop at this intersection. In response, staff collected intersection data based on criteria in the 2014 California Manual on Uniform Traffic Control Devices (MUTCD). In March 2017, an engineering study was completed and staff notified the resident that the intersection did not satisfy any criteria.

On December 18, 2017, the resident requested staff to re-evaluate the intersection and update the study due to recent collisions. On December 19th, staff requested additional collision data and completed a second engineering study on December 20th. The updated engineering study showed the intersection of Bel Aire Drive and Orange Grove Avenue satisfied the crash history criteria in the California MUTCD.

Conclusion
Staff completed two engineering studies to evaluate a request for stop signs at the intersection of Bel Aire Drive and Orange Grove Avenue. Recent collision data showed the intersection satisfied the crash history criteria.

On January 4, 2018, Public Works Traffic Division field crews completed the installation of stop signs and a high visibility crosswalk at the intersection. The resident acknowledged the new stop signs and complimented staff for their work.

Yee, Jonathan

From: John Bashian <johnbashian@yahoo.com>
Sent: Friday, January 05, 2018 10:05 AM
To: Gibson, Marnell; Yee, Jonathan
Cc: Rogers, Will
Subject: Stop Sign

Marnell and Jonathan,

Just wanted to thank both of you and the entire Public Works Department for acting so quickly in putting up the stop sign at the intersection of Orange Grove Ave. & Bel Aire Dr. On behalf on our neighbors, my family and myself Thank You and Happy New Year to all of you...

Sincerely,

John Bashian

NOVEMBER 15, 2017

A regular meeting of the Burbank Police Commission was held in the Community Services Building, Room 104, 150 N Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair Diamond.

CALL TO ORDER

Present: Commissioners Chapman, Cohen, Diamond, Dineen, and Kobaissi

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins and Deroian, Police Administrator Wilson, Senior Assistant City Attorney Oh, and Senior Secretary Cole

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Chapman and the flag salute was led by Commissioner Dineen.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on the budget presentation at the City Council on the previous Tuesday night, care of injured officers via Management Services, and his opinion on possible budget cuts by the Department.

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM OCTOBER 18, 2017

A motion was made by Commissioner Cohen, seconded by Commissioner Chapman, to approve the minutes as written. Motion carried by consensus.

ITEMS OF BUSINESS

1. **Presentation of Workers Comp Process**

Management Services staff were not able to attend the meeting. It was moved and carried by consensus to move the item to the next meeting.

2. **Discussion of Budget Reduction Scenarios submitted by the Department**

Police Administrator Wilson stated that a request was made to each Department in October 2017 to provide 10% and 20% reduction scenarios to offset the City's structural imbalance. The scenarios depicted the magnitude of the cuts down the road if no action is taken to address the deficit, not a recommendation by the Department to be implemented in the next budget cycle.

Last night, the City Manager provided the Council with an update of the steps the City has accomplished towards addressing the deficit. Several proposals were provided to the Council...a study session is to be scheduled to evaluate the impact of the proposals.

After a review of the reduction scenarios, Commissioners universally agreed that they are against any reductions of staff at the PD. Council Member Frutos agreed with the

Commissioners, but explained it will be necessary to make tough decisions with the staff and public input, to meet the deficit and keep the City running for the next 30 years.

3. **Discussion on Police Commission meeting going dark in December**

It was moved and seconded to have the Commission meeting go dark in December. The motion carried, with a dissenting vote by Commissioner Chapman.

4. **Announcements by the Police Chief**

Chief LaChasse stated:

- Thank you to the public and Commissioners for their attendance at the laying of a wreath for Officer Matthew Pavelka this evening
- Captain Dermenjian is in Florida to receive the CALEA recertification
- Shop with a Cop will be held December 13th
- The Pink Car brought lots of attention to Breast Cancer awareness in October; the vehicle has returned to normal patrol duties

FINAL PERIOD OF PUBLIC COMMENTS
None

RESPONSE TO ORAL COMMUNICATIONS
None

COUNCIL LIASON COMMENTS
Council Member Frutos stated that the best way for Commissioners to assist the Council in addressing the deficit discussion is to keep informed of the finances, keep public aware of the budget process, and reach out to the Council to keep them accountable as the process proceeds.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

The IOD process discussion will be continued to the January 2018 meeting.

NEXT MEETING DATE
The next scheduled meeting of the Police Commission is Wednesday, January 17, 2018, at 1800 hours.

ADJOURNMENT
There being no further business to come before the Commission, the meeting adjourned at 1858 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission

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city of burbank
community development department

memorandum

DATE: December 26, 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 –NOVEMBER 29, 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.

- The BHA approved the renewal of the 2018 Universal Studios Preferred Hotel Partnership Program (PHPP). The PHPP partners with hotels in the greater Los Angeles area and designates them as preferred hotels on the Universal Studios website. Hotels receive promotional marketing opportunities with Universal Studios Hollywood and their guests receive benefits such as early admission to the theme park. The BHA funded $200,000 for all ten participating hotels to be featured as top tier hotels. Staff will review participation standards to determine if the remaining eight hotels in the district qualify based on a minimum 3.5 stars hotel rating via Trip Advisor and Expedia. In 2017 the ten participating hotels generated $1.4 million in sales and more than 7,000 room nights.

- At the October 25th BHA Board Meeting, the Board approved Resolution #004 - authorizing the right to establish a short-term investment and checking account at Golden State Bank. The establishment date of for the account and total to be invested were to be discussed at the November Board Meeting, however, at the beginning of the meeting, Board Chair Tony Garibian requested that the item be tabled indefinitely with no future discussion regarding the establishment of an investment or checking account at Golden State Bank.

- The Advisory Committee charged with reviewing proposals and interviewing finalists for Phase III Marketing and Design Efforts elected to continue working with Strausberg Group, the BHA's current marketing and design agency. After reviewing five proposals, and interviewing three agencies, Strausberg Group remained the strongest candidate, and the Board voted to approve this recommendation.

- The BHA approved the creation of an Ad-Hoc Advisory Committee to review sponsorship proposals and present recommendations to the BHA board as needed. The Advisory Committee is comprised of Board Chair Mr. Garibian and the following Board Members: Sundeep Vaghashia, Jim Fitzpatrick, and Michael Swaney.

- The BHA approved a Meeting Agenda Policy to be implemented for the selection and approval procedure of all upcoming agenda items.

- The BHA approved a Procurement Policy which discusses protocol for large purchases, purchase orders, bidding procedures, and reimbursements.

- The BHA approved formally designating the City of Burbank Community Development Director Board Member position as an ex-officio position allowing for Board participation during meetings in a non-voting capacity.

POLICY NO. 2017-006

BURBANK HOSPITALITY ASSOCIATION PROCUREMENT POLICY

(Approved by the Board of Directors on November 29, 2017)

Burbank Hospitality Association ("BHA") establishes this procurement policy to establish uniform procedures for the purchase of materials, supplies, equipment, and fixed assets, to exercise positive financial control over purchases, and to clearly define authority for purchasing functions.

1. General Purchases for Goods and Services
    a. Purchases less than $250, excluding tax, freight charges or other charges not part of the cost of the item(s) purchased, do not require the Treasurer's or Board's approval, and may be purchased at the discretion of BHA staff.
    b. Purchases between $250 and $2,500 will only be ordered after a purchase requisition and order has been submitted to and received the approval of the Treasurer. The approval of the Board is not required for such purchases.
    c. Purchases greater than $2,500 will only be ordered after a purchase requisition and order has been submitted to and received the approval of the Board.
    d. Purchases greater than $25,000 will be subject to a bidding process at the Board's discretion.
    e. Purchases may be grouped to require greater oversight and approval, but may not be divided with the intent to circumvent the requirements of this purchasing policy.
2. Payment Method. Payments will be made via check or ACH.
3. Reimbursements. Reimbursements will be paid in cash or check/ACH. Reimbursements will be processed by the Financial Administrator and will be processed as quickly as possible and in no event any more than 30 days after request for reimbursement. Reimbursements for purchases $250 or greater require the approval of the Treasurer.

4. Purchase Requisitions and Orders.

    a. All purchase requisitions and orders must include a description of the material, supplies, equipment or services requested and desired delivery date. If the purchase requires specifications, such specifications will be submitted with the requisition.

    b. The Office Administrator will review the specifications to ensure that an adequate description of the materials, supplies, equipment, or service requirements has been submitted and will then forward the requisition to the Treasurer or BHA Board, as required.

    c. All purchase orders shall be issued in advance of any commitments to any vendor, except in an emergency or urgency situation where delay would be detrimental to the BHA or would jeopardize the health, safety, or welfare of its citizens as determined by the BHA Chairperson.

    d. All purchase orders, until approved and signed by the Treasurer or Board, as required, shall be considered to be purchase requisitions (purchase requests and not purchase orders).

    e. A copy of the purchase requisition and order shall be returned to the Office Administrator for their records.

5. Bid Procedures

    a. Form of Bid. To receive consideration, bids must be made on the forms and in the manner set forth in the invitation for bids.

        i. Late bids will not be accepted.

        ii. Each bid must be signed by an authorized representative of the vendor and include the legal name of the bidder and a statement of non-collusion signed by the bidder.

        iii. Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the specifications.

    b. Reservation to Reject Bids and Re-Bid. The Board may:

        i. Reject an otherwise lowest bid when it is determined that another bid is more advantageous to the BHA

        ii. Reject a bid not accompanied by any required bid security or by other data required by the bidding documents.

iii. Reject a bid which is in any way incomplete, irregular, amplified, unqualified or otherwise not in compliance with the bid documents in all material respects.

iv. Waive any informality, irregularity, immaterial defects or technicalities in any bids received.

v. Cancel an invitation for bids or reject all bids because of the following reasons:

1. Inadequate or ambiguous specifications.
2. Specifications have been revised.
3. Supplies or services are no longer needed.
4. Change in BHA requirements.
5. All bids are deemed unreasonable.
6. Bids were not independently arrived at or were submitted in bad faith.
7. A determination is made that all the necessary requirements of the bid process have not been met.
8. Insufficient competition.
9. For other reasons which indicate the cancellation or rejection of all bids is clearly in the best interest of the BHA.

c. Bid Award. If the Board decides to award a contract, the Board must generally award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the invitation for bids. The Board may award a contract based on bid evaluation criteria other than lowest or equal bid price if the invitation for bid stated the evaluation criteria that would be applied and such award is in the best interest of the BHA.

d. Performance Bond. The Board will have authority at any time to require a performance bond in an amount determined necessary by the Board in order to protect the interests of the BHA.

6. Exceptions. Unless directed otherwise by the BHA Chairperson, the following types of expenditures are not subject to the provision of these guidelines, rules, and regulations:

a. Payments made for or under a contractual agreement authorized outside of the purchasing guidelines;

b. Payments for utility services;

c. Payments for registration, travel, meals, or related costs for attending meetings, conferences, and training which are approved in accordance with appropriate BHA policies;

d. Dues and membership payments;

e. Payroll compensation and related disbursements;

f. Payments for miscellaneous tax collection and other county, state, and federal mandates;

g. Payment of liability claims, fines, or fees;

h. Payments ordered by a court or commission;

i. Such other specialized payments as determined by the BHA Chairperson.

7. Emergency Purchases. In case of an emergency, the BHA Chairperson may procure any items deemed necessary to preserve health, safety, life or property without purchase requisition and order form. Upon return to normal business operations and as soon as possible the BHA Chairperson shall submit to the Board justification for such emergency purchases.

8. Conflict of Interest.

   a. No BHA Board Member or staff member, who is in a position to participate in a decision making process or gain inside information with regard to the expenditure of BHA funds, may obtain a financial interest or benefit from a BHA purchasing transaction, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

   b. No BHA Board Member or staff member is entitled to any special consideration from vendors and merchants in their personal affairs and are prohibited from attempting to procure materials for the personal use of any person. BHA Board Members and staff will not solicit gifts from vendors or merchants. BHA Board Members and staff will report to the Board at the next Board meeting any gifts or other compensation received from vendors or merchants in the course of BHA board membership or employment, and the meeting minutes will reflect such gifts or other compensation.

9. Minimum Requirements. Nothing in these guidelines, rules, and regulations shall prohibit the use of a more stringent process if it is found to be to the benefit of the BHA, but shall be minimum requirements.

10. Transfer, Sale, or Disposal of Surplus Personal Property

    a. It is incumbent upon BHA staff to promptly notify the BHA Chairperson when any personal property is no longer needed. The BHA Chairperson will determine whether the item has the potential for use by another department and whether the item should be stored, transferred, or disposed of.

    b. The BHA Chairperson may authorize the sale, lease, transfer, donation, disposal, or exchange of surplus property, and may use the services of a commercial auctioneer, online auctioneering service, or broker to obtain prices for surplus equipment. The fees for these services may be paid as commissions directly from the proceeds of the sale.

POLICY NO. 2017-005

BURBANK HOSPITALITY ASSOCIATION
MEETING AGENDA POLICY

(Approved by the Board of Directors on November 29, 2017)

BACKGROUND

The Burbank Hospitality Association ("BHA") is subject to the Ralph M. Brown Act ("Brown Act"), Government Code section 54950 et seq. The Brown Act requires the items discussed at the BHA's special meetings and monthly board meetings to be agendized.

PURPOSE

The purpose of this Meeting Agenda Policy is to establish a protocol for placing, continuing, or removing an item on a special or regular meeting agenda.

PROTOCOLS

- The Chair, in consultation with the Office Administrator, sets the agenda for each BHA special or regular meeting.

- The Chair or any Board Member may propose an item for the agenda no later than one week before a meeting. Under Government Code section 54954.2, subdivision (a)(2), the substance of the matter cannot be discussed at the time it is raised as a proposed agenda item, and discussion is limited solely to whether to add the item to a future agenda.

- At a public meeting, the Chair has discretion to continue agenda items and take them out of order to accommodate the needs of the Board or the public.

- Any Board Member may request to continue an item on the agenda if that Board Member needs more time to become fully informed and able to render a decision. The Chair need not grant the continuance if a majority of the Board deems it necessary or reasonable to render a decision on the agendized item at the meeting.

CITY MANAGER'S OFFICE

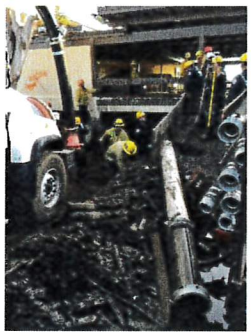
CITY NOTES

Important Updates for the Burbank City Council **January 19, 2018**

Montecito Rescue and Recovery Efforts

Burbank Engine 11 and Battalion 1 responded to assist the City of Montecito with rescue and recovery efforts in the wake of the same storm that hit our city on Tuesday, January 9. They helped residents gain access to their homes as well as provided coverage for Santa Barbara County Fire Station 11 and 12. All Burbank resources returned home on Tuesday, January 16.






Burbank Police Host Blood Drive with American Red Cross

The Burbank Police hosted another community blood drive in support of the American Red Cross on Wednesday, January 3. The event was held in the Burbank Police Department Community Room between 9:00 a.m. and 3:00 p.m. The blood drive has historically been dubbed the "Battle of the Badges," featuring a friendly competition between Police and Fire to see who can collect the most for those in need. This year's event collected a total of 36 pints of blood, which can help save 108 lives. In addition to blood donations, a representative from the National Marrow Donor Program was on-hand to collect swabs for bone marrow profiles, which could potentially help save even more lives. As far as the battle, at the end of the day, everybody won.

BATTLE OF THE BADGES

Helping save lives on and off the job.

American Red Cross

Little Free Libraries


The Burbank Public Library now has three Little Free Libraries – the City's smallest library branches! A Little Free Library is a community book exchange that helps spread the joy of reading. The books in each library are free to take home and keep. Donations can also be left on the shelf. A hard-working crew of teens built, painted, and decorated the Little Free Libraries as part of the Library's 2017 Teen Summer Reading Program, funded by the Friends of the Library. The City is proud of the job they did, the skills they learned and shared, and the creativity they expressed with their Little Free Libraries. Many thanks to Public Works for handling the installation. The three Little Free Libraries can be found at Chandler Bike Path @ Buena Vista Street, Glenoaks Boulevard @ Scott Road, and Downtown Metrolink Station (coming soon!)

Stough Canyon Nature Center's New Year's Eve Party and Hike

The Nature Center hosted another New Year's Eve Party and Hike starting New Year's Eve at 8:30 p.m. and ending on New Year's Day at 12:30 in the morning! Participants joined in for a fun-filled evening including snacks, art and crafts, games, photo booth and a hike to "The View" to ring in the New Year at midnight. More than 35 people were part of the evening's festivities to say good-bye to 2017 and hello to 2018!

The Rink in Downtown Burbank

The fifth annual event 'The Rink' in Downtown Burbank was open for three and a half weeks from December 15, 2017 through January 7, 2018. The Rink was sponsored by the Downtown Burbank Partnership in collaboration with Ice America and KIND Snacks. The 2017-18 holiday season attracted more than 13,100 skaters and brought several special events including: 'learn to curl' hosted by Hollywood Curling and 'Free Skate Rental Day' for Burbank residents. Other highlights included skating lessons provided in partnership with Pickwick Ice, and special appearances from the LA Ice Theater. The intent of The Rink and all annual events in Downtown Burbank are to attract visitors to shop and dine in the more than 400 retailers and restaurants in the district. The Rink is unique in that it adds a family friendly event to Downtown enhancing its community and neighborhood feel.

Winter Camps and Drop-In Activities with Parks and Recreation

Holly Daze Day Camp took place at McCambridge Recreation Center during Winter Break from December 26, 2017 through January 5, 2018. 130 enrollees in Grades K – 5 participated in daily activities that included arts and crafts, sports, games, music, theatre, and cooking, as well as a walking trip to Chuck E. Cheese's in Week One and a field trip to Discovery Cube with snow play in their Winter Wonderfest exhibit for Week Two. The Nature Center offered a daily drop-in camp during the winter break holiday. In total, 50 children participated in a daily hike and science and nature related activities. The Ovrom Community Center hosted daily drop-in activities for preschoolers (ages 3 – 5) for the week of December 26 – 29. Activities included arts, sports, music, and crafts. In total, 40 children participated in the four days of programming.

Holly Daze Day Camp

Nature Center Hike