



Weekly Management Report

February 08, 2019

1. **Agenda** December 2018 Operating Results
Water and Power Department

2. **Notice** Planning Board meeting
Cancelled for February 11, 2019
Community Development Department

3. **Agenda** Civil Service Board meeting of February 6, 2019
Management Services Department

4. **Synopsis** Sustainable Commission meeting of February 4, 2019
Public Works Department





7A.

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

DATE: February 7, 2019
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: December 2018 Operating Results

***Please note that changes from last month's report are in BOLD**

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 December, Potable water usage was 5% (19 million gallons) lower than budgeted and Potable Water Revenues were \$222,000 lower than budgeted. Recycled water usage was 34% (27 million gallons) lower than budgeted partially due to slightly more rainfall than the monthly December average. Recycled Water Revenues were \$98,000 lower than budgeted. December Water Supply Expenses were \$87,000 lower than budgeted due to lower demand. December's Gross Margin was \$229,000 lower than budgeted. Net Income was -\$329,000, which was \$229,000 lower than budgeted.

December fiscal-year-to-date (FYTD) Potable water usage was 1% (41 million gallons) lower than budgeted. FYTD December Potable Water Revenues were \$363,000 lower than budgeted. FYTD recycled usage was 7% (43 million gallons) lower than budgeted and Recycled Water Revenues were \$99,000 lower than budgeted. FYTD Water Supply Expenses were \$61,000 higher than budgeted. The FYTD December Gross Margin was \$473,000 lower than budgeted. Operating Expenses were \$528,000 lower than budgeted. Net Income was \$2,431,000, which was \$90,000 higher than budgeted.

Electric Financial Results

FYTD December electric loads were 1% lower than budgeted primarily due to conservation. Retail Sales were \$144,000 higher than budgeted. FYTD Power Supply Expenses were \$690,000 higher than budgeted primarily due to higher fuel prices and unplanned outages at IPP and MPP. FYTD Wholesale Margin was \$26,000 better than budgeted. FYTD Gross Margin was \$958,000 lower than budgeted. December FYTD Operating Expenses were \$2,106,000 lower than budgeted. Net Income was \$9,967,000 which was \$1,288,000 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 will submit their revised plan sometime in 2019.**

Burbank's Water Use

Water use in Burbank during December 2018 was 112 gallons per capita per day (gpcd). For 2018, Burbank's average water use through the end of December (FY) was 140 gpcd.

Water use in Burbank during December 2017 was 124 gallons per capita per day (gpcd). For 2017, Burbank's average water use through the end of December (FY) was 140 gpcd.

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

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the month of December. The contract operator performed weekly and monthly sampling for the treatment plant and wells. Annual emissions testing on the boilers was completed as was the cathodic protection survey for the extraction wells. Heating elements on the dehumidification heaters were repaired.

	Availability	Capacity Factor	Budgeted Production Volume	Average Flow Rate (FY Total)
October 2018	84.1%	66.2%	33.0%	5,960 gpm
November 2018	88.2%	70.8%	40.8%	6,370 gpm
December 2018	98.5%	65.3%	45.17%	5,877 gpm

Water continued to be spread at the Lopez and Pacoima spreading grounds. In December, 1,791 acre-feet was spread increasing the amount of water spread to 6,050 acre-feet for the 2018/19 fiscal year.

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 pipeline installation was completed in mid-November. Paving is being coordinated with Public Works and our paving contractor.

Programming and wiring for the Burbank/Los Angeles potable water interconnect was completed in September. Coordination with LADWP for disinfection, hydrostatic testing and commissioning is underway. The connection is scheduled for the end of February.

Seismic valve sensors and hardware are being installed at Reservoirs #1 and #5; valve control software, which will enable BWP to program the closing positions of the valve actuators that will automatically activate during a sizable seismic event are now being programmed. An uninterruptible power supply (UPS) system will be added to Reservoir #1 and programming is projected to be finished in early February 2019.

Work began in March to replace 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

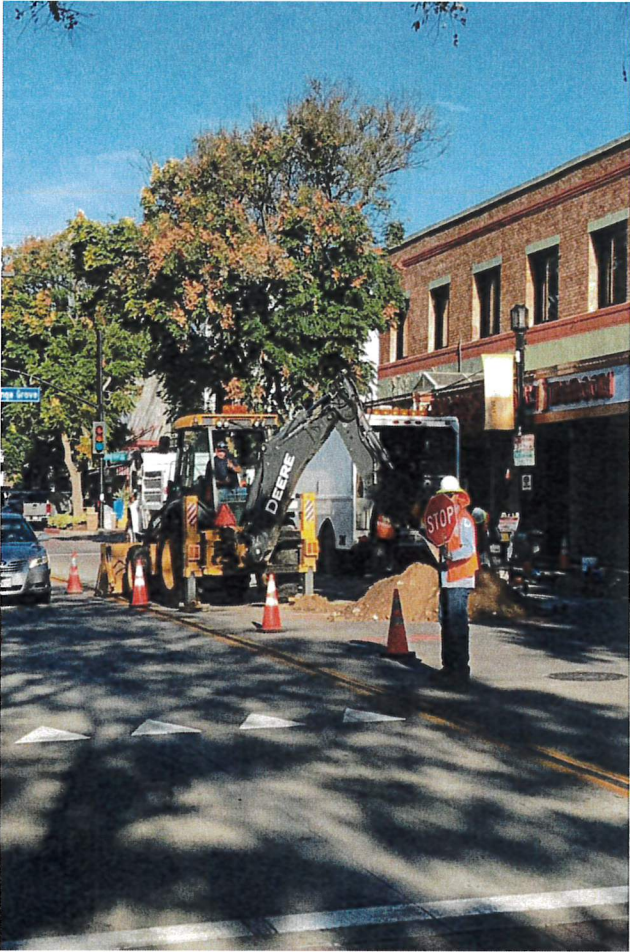
December. The second plug valve will be installed in late January after modifications can be made to the automatic control systems.

Pictured below is the service crew relocating a 1-inch water service in the 2000 block of Jolley Drive.





Pictured below is the water crew tapping a 10-inch water main for the new 4-inch fire service.



831 East Santa Anita: A leak on the 6-inch cast iron water main. The leak was caused by a radial crack in the main and fixed with a repair clamp.





811 North Ontario: The crew installing a new 1-inch domestic water service and abandoning the existing 3/4 -inch water service.





DISTRIBUTION

ELECTRIC RELIABILITY

In December 2018, BWP experienced no sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,315,397 customer minutes.

Reliability Measurement	January 2017 – December 2017	January 2018 – December 2018
Average Outages Per Year (SAIFI)	0.4999	0.4140
Average Outage Duration (CAIDI)	20.89 minutes	49.37 minutes
Average Service Availability	99.998%	99.996%
Average Momentary Outages Per Year (MAIFI)	0.1545	0.3142
No. of Sustained Feeder Outages	12	9
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

Work Force Management Project

In the past, the Electric Services Division used a manual process in order to issue distribution work from a design state through construction and final recording into our enterprise Geographic Information System (GIS) mapping system. In December, Electric Services implemented a Work Force Management system (WFM) to gain operating efficiencies, improve project visibility, enhance safety, and significantly increase the accuracies in all design, construction, and as-built processes.

WFM will enable Electric Services to achieve the following specific goals:

- **Remove 95% of double-entry of data across the entire work process**
- **Reduce time for electric GIS recording to 48-hours post construction completion**
- **Realize operational efficiency savings**
- **Provide simple to develop or canned productivity reports**

Ontario Substation

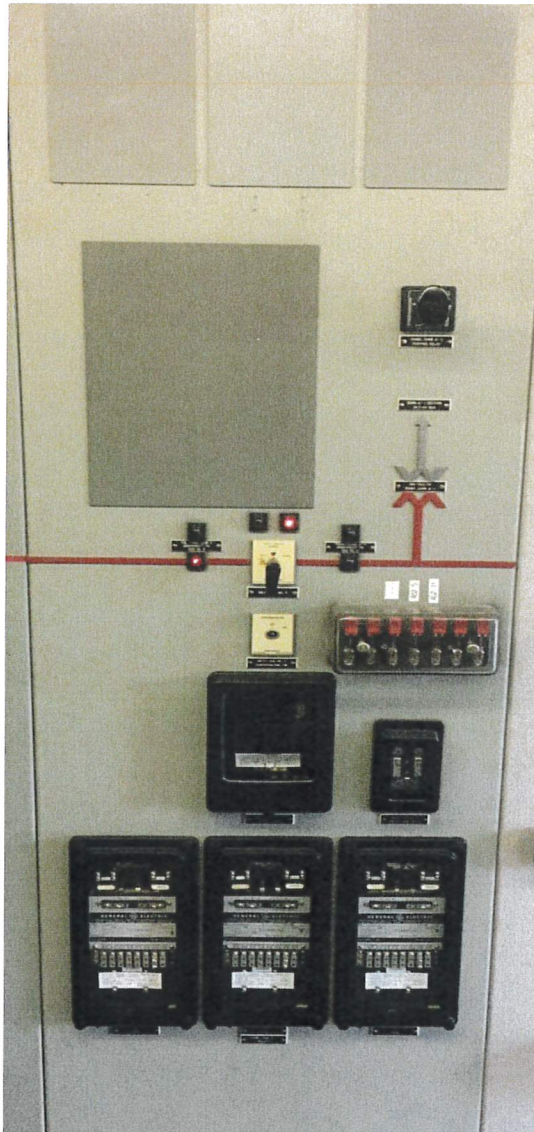
In December, the local substation Human Machine Interface (HMI) was installed, which allows operators and crews to visualize the status of circuit breakers and electrical loads in the substation while also providing local annunciation and alarms. In addition, substation equipment grounding was completed, and a pole for the 69kV subtransmission was set in the railroad right of way.



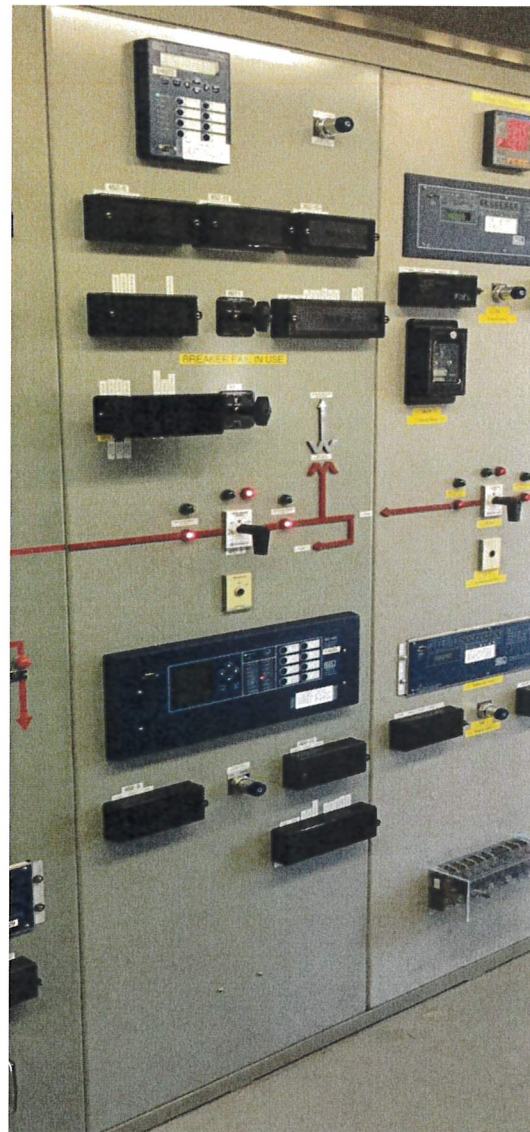
Installation of 69kV Riser Pole on Vanowen Street

Transformer Relay Replacement at Valley Substation

With new relays already being installed for Valley A1 bank in November, as reported in the January 2019 BWP Monthly Operations Report, BWP's Electrical Equipment section continued and completed its installation of new transformer relays for the second transformer bank, Valley A2, in December 2019. Pictures of the new relay upgrade for Valley A2 bank can be seen below.



Before Installation (Old Relays)



After Installation (New Relays)

STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street Lighting Master Plan, BWP began replacing 100W and 250W high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (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, 50.82% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 2,460MWh or a 26.54% reduction in energy consumption. LED conversions have also reduced evening load by 562kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.**

CUSTOMER SERVICE

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
Dec 2018	22,889	\$3,991	9,613	18	21%	24%	19%
Nov 2018 ⁵	22,145	\$3,879	9,301	18	20%	25%	20%
Oct 2018 ⁴	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018 ⁴	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%
July 2018 ³	19,352	\$3,909	8,128	23	19%	28%	24%
Jun 2018 ¹	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 ²	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 ¹	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%

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

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

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

⁴ Includes 16 new public Level 2 chargers installed mid-September.

⁵ 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
December 2018	10	39	738	7,530
November 2018	6	29	728	7,375
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

* Start of new fiscal year.

ONLINE ACCOUNT MANAGER UPDATE

The issue with the Online Account Manager that customers began experiencing in December 2018 has been resolved. Our portal vendor confirmed that the updated security certificate has been applied. Customers are no longer receiving the warning.

BWP's new Online Account Manager is coming March 4, 2019.

Current BWP customers with an online account, who must register for the new online account, will receive a series of messages through email, print, and online starting January 25.

- An email sent to existing online account holders has produced the following results as of January 29.
 - 25,601 emails were successfully delivered
 - 9,725 emails were opened successfully
 - 15,876 did not open the email and will receive a reminder email on January 30, 2019
 - 5 customer calls to the Call Center
- Between February 2-4, existing online account holders will receive a letter providing information to register for the new Online Account Manager starting March 4.

There will be an awareness campaign directed to all customers and the Burbank community of the availability of the new Online Account Manager. The first communication will be a postcard that will be delivered to every mail box in Burbank and is scheduled for delivery on February 25.

A broad variety of communication methods will be used including social media, direct mail, various City websites, newsletters, municipal services bill inserts and many more to announce the availability of the new Online Account Manager.

Customer contacts since the campaign began include the following:

- Will payment preferences be carried over to the new Online Account Manager?
 - Once a customer has re-registered, they will be able to select new payment preferences including automatic payments using a credit card, giving customers more options.
- Can I pre-register before March 4?
 - The new Online Account Manager will not be accessible prior to March 4.

As new questions arise, BWP staff is creating a FAQ site providing answers to additional questions.

TECHNOLOGY

Broadband Services (ONE Burbank)

	December 2018 New Orders	Revenues for December 2018	FYTD 2018-19 Revenues	FYTD Budget
Lit	3	\$116,387	\$651,780	\$810,000
Dark	1	\$197,440	\$1,187,565	\$1,215,000
Total	4	\$313,827	\$1,839,345	\$2,025,000

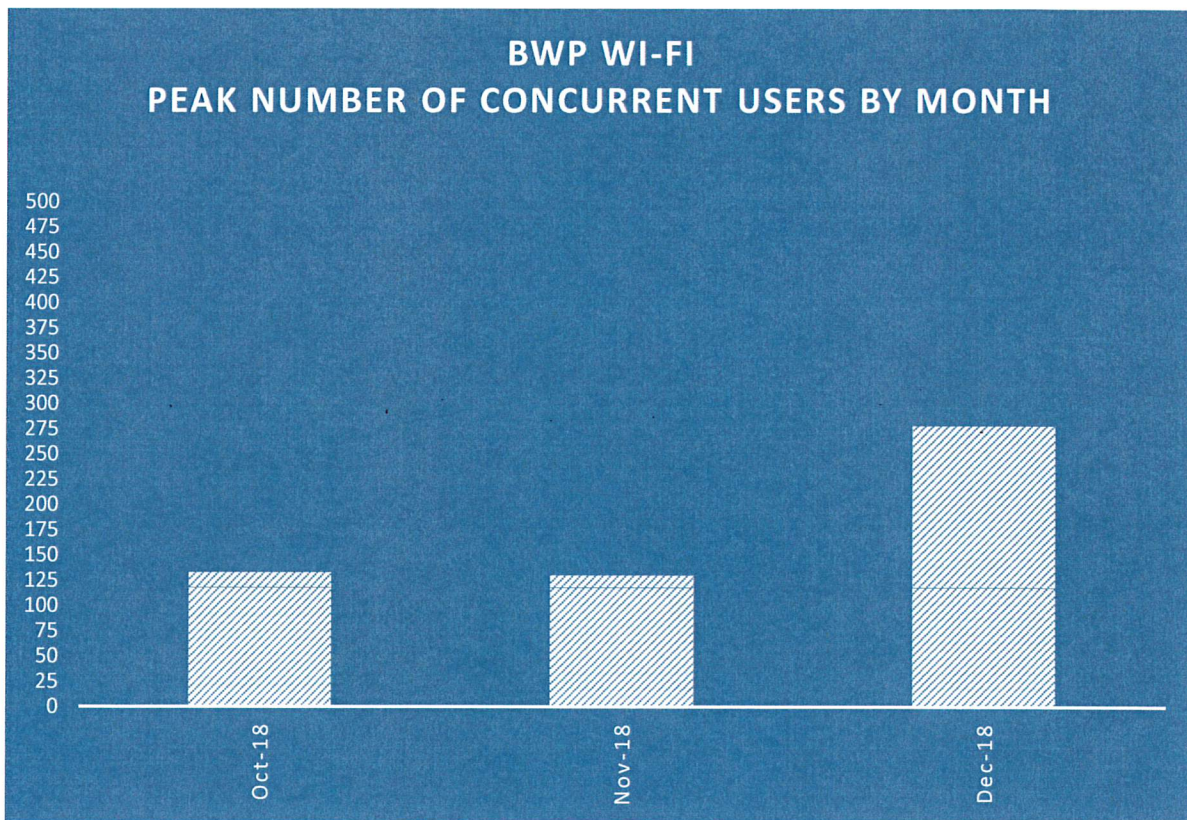
Values in the table above represent invoiced amounts for monthly recurring revenues only. Actual booked revenues through December 2018 are \$1,898,504.

BWP WiFi

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

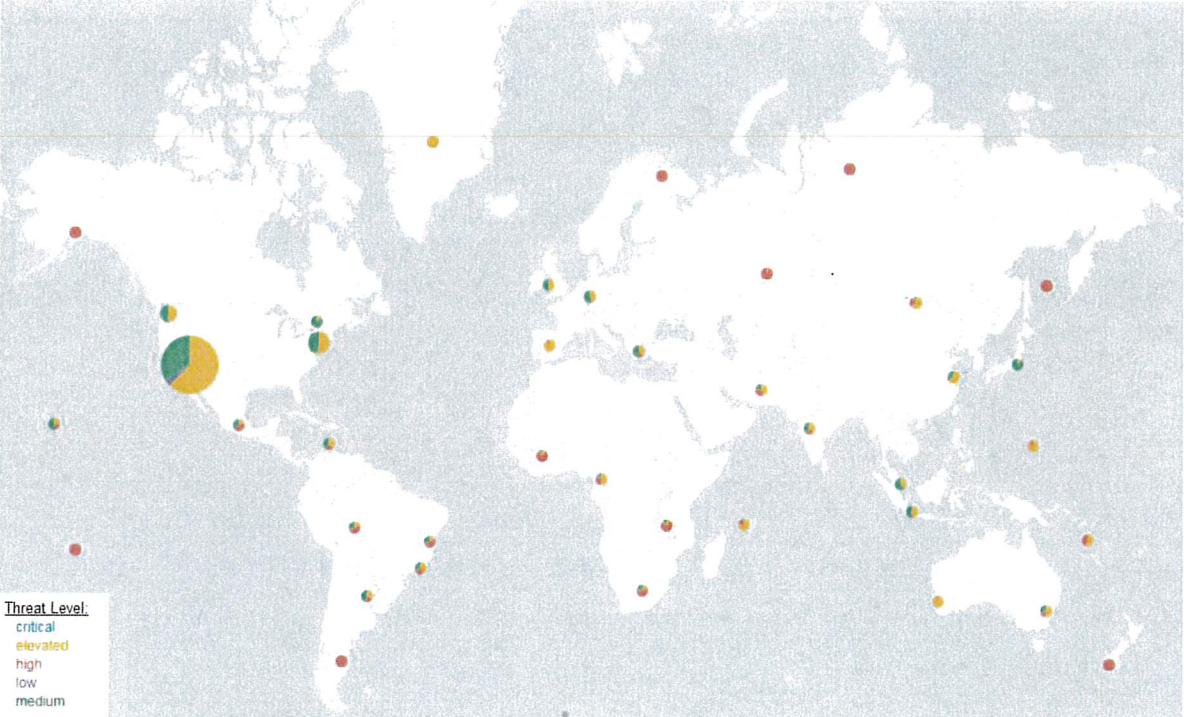
BWP recently implemented new network security measures to safeguard and improve the reliability of BWP WiFi. These measures streamline overhead traffic and help to eliminate nefarious traffic. End users will experience a more robust, secure network, while BWP's metering assets that use the wireless networks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

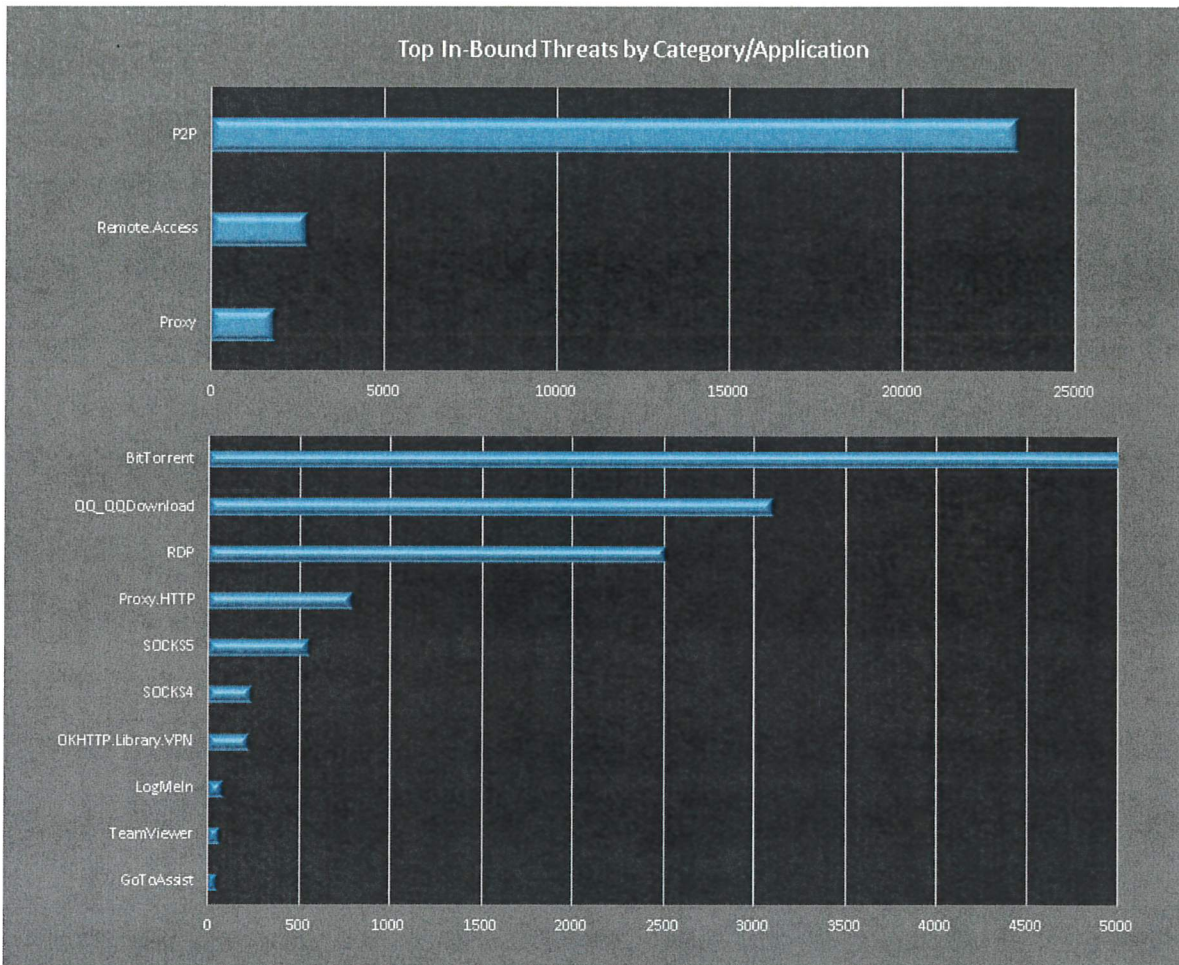


Cyber Security Update – December 2018

The BWP cyber security risk factor is 3.0 out of 5.0 for the month of December. Operational Technology successfully prevented over 175 million cyber security threats of which over 58% 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 December 2018 was 148.5 MW at 5:28 PM on Thursday, December 16, and the minimum load was 82 MW at 3:13AM on Saturday, December 8, 2018.

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

The Southern California area is experiencing natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical and more readily addressed component is storage operating constraints resulting from the CPUC's November 2, 2017 Aliso Canyon Withdrawal Protocol restricting the use of the Aliso Canyon.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x , lbs.
Olive 1	0%	0	0	0
Olive 2	0%	0	0	0
Lake 1	100%	35	940	183
MPP	100%	715	125,630	5,508

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 during the entire month. Lake 1 was placed online for a total of 35 hours during the month.

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	100%	96%	97%
Unit Capacity Factor (240 MW)	70%	72%	73%

MPP tripped on Saturday, December 1, 2018, at 12:51 A.M. due to an equipment failure in the BWP electric distribution system. Following repairs to the electric distribution system, MPP was successfully restarted on Sunday, December 2, 2018. The unit was released to the participants for dispatch at 12:00 P.M.

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 December 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.

In addition, BWP is currently preparing to renew the Title V Operating Permits for BWP and MPP generating units. The renewal application packages are being prepared for submission to the SCAQMD and the Environmental Protection Agency (EPA). The permits will cover a five-year operating period.

Storm Water

Storm Water samples were collected on November 29 and December 5, 2018. The samples were delivered to a certified laboratory for analysis. The analytical results were compared to statewide regulatory limits. Results of the November 29, 2018, analysis indicated elevated levels of metals (specifically iron, copper and zinc). Results of the December 5, 2018, analysis indicated elevated levels of zinc.

Samples collected from storm water run-on to the campus indicated that offsite pollutants are affecting BWP's storm water quality. BWP is investigating additional best management practices to enhance storm water quality.

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

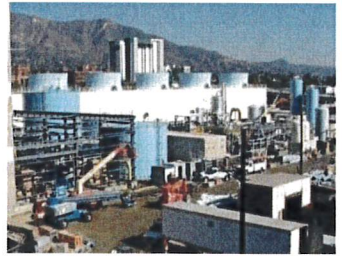
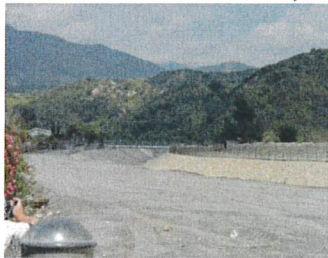
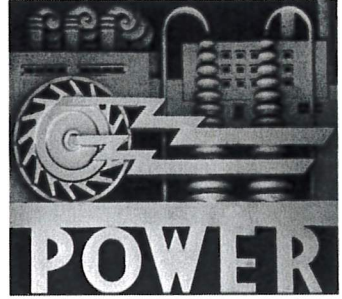
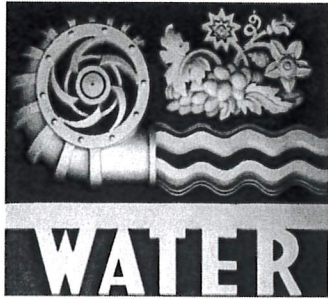
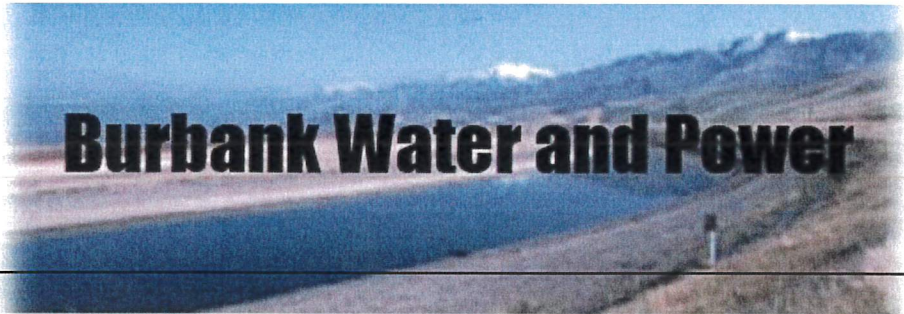
Landfill Gas to Energy Project

"Notice to Proceed" was issued to the project contractor Mastec on November 19, 2018. Mastec is now underway with procurement and engineering activities consistent with the Project schedule.

FLEET SERVICES

PROJECT UPDATE:

Construction efforts for the Fleet Services Building (FSB) Modification Project continues to progress on schedule. Substantial completion was achieved on December 3. Appliances have been installed in the new break room. The new security screen along Lake St. is complete. Operational sections on all windows have been installed. Insulation below the roof deck is complete. Plumbing, electrical, and cooling systems have all been tested and have been deemed operational by the Design Team, including the new Climate Wizards (indirect evaporative cooling system). Final sign-off by Burbank Fire Department of the new fire/life/safety system is expected early next month, as well as final building sign-off by Building Division. Punch list efforts began on December 4 and will continue through project completion, which is expected in January 2019.



**Estimated Financial Report
December-18**

Electric Fund (496)

Estimated Statement of Changes in Net Assets ^{(1) (2)}
 MTD and FYTD December 2018
 (\$ in 000's except MWh Sales)

	MTD FY 18-19	MTD Dec-18 Budget	\$ Variance ^(b)	% Variance		FYTD FY 18-19	FYTD Dec-18 Budget	\$ Variance ^(b)	% Variance
	82,790	87,523	(4,733)	(5%) ^(a)	NEL MWh	606,042	613,656	(7,614)	(1%) ^(A)
					Retail				
\$	11,812	\$ 12,777	\$ (965)	(8%)	Retail Sales	\$ 91,285	\$ 91,141	\$ 144	0%
	594	595	(2)	(0%) ^(b)	Other Revenues ^(c)	3,134	3,571	(437)	(12%) ^(B)
	7,651	8,167	515	6% ^(c)	Retail Power Supply & Transmission	59,116	58,426	(690)	(1%) ^(C)
	4,754	5,205	(451)	(9%)	Retail Margin	35,303	36,287	(984)	(3%)
					Wholesale				
	1,245	3,720	(2,475)	(67%)	Wholesale Sales	9,074	29,969	(20,895)	(70%)
	1,165	3,627	(2,462)	(68%)	Wholesale Power Supply	8,298	29,220	20,922	72%
	80	93	(13)	(14%)	Wholesale Margin	776	749	26	4%
	4,834	5,298	(464)	(9%)	Gross Margin	36,078	37,036	(958)	(3%)
					Operating Expenses				
	906	906	-	0%	Distribution	5,213	5,545	332	6%
	107	107	-	0%	Administration/Safety	817	660	(157)	(24%) ^(D)
	274	274	-	0%	Finance, Fleet, & Warehouse	1,258	1,648	390	24% ^(E)
	499	499	-	0%	Transfer to General Fund for Cost Allocation	2,996	2,997	1	0%
	392	392	-	0%	Customer Service, Marketing & Conservation	2,071	2,591	520	20% ^(F)
	353	353	-	0%	Public Benefits	2,394	2,520	127	5%
	158	158	-	0%	Security/Oper Technology	1,009	1,019	10	1%
	109	109	-	0%	Telecom	585	654	69	11%
	166	166	-	0%	Construction & Maintenance	721	995	274	28% ^(G)
	1,567	1,567	-	0%	Depreciation	8,860	9,400	540	6%
	4,532	4,532	-	0% ^(d)	Total Operating Expenses	25,922	28,028	2,106	8%
\$	302	\$ 766	\$ (464)	(61%)	Operating Income/(Loss)	\$ 10,156	\$ 9,008	\$ 1,148	13%

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	82,790	87,523	(4,733)	NEL is 5.41% lower than budget due to conservation. For the month of December average high temperature was 70.2°F and the 15 year average high temperature was 68.7°F. MTD HDD were 235 versus the 30 year average of 304.
b.	Other Revenues	594	595	(2)	Other revenues are at budgeted values.
c.	Retail Power Supply & Transmission	7,651	8,167	515	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	4,532	4,532	-	Expenses for December 2018 are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	606,042	613,656	(7,614)	- NEL is 1.24% lower than budget due to conservation. FYTD average high temperature was 83.0°F and the 15 year average high temperature was 81.4°F. FYTD CDD were 1,248 versus the 30 year average of 1,073
B.	Other Revenues	3,134	3,571	(437)	- The unfavorable variance is partially attributable to lower than planned Telecom revenues. Other revenues also include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	59,116	58,426	(690)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission, including higher energy and fuel prices and unplanned outages. Please refer to page A-7 for additional details.
D.	Administration/Safety	817	660	(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	1,258	1,648	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	2,071	2,591	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	721	995	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)	379	939	(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 ^(a)
(\$ In 000's)**

	Dec-18	Nov-18	Oct-18	Sep-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	\$ 76,141	\$ 77,995	\$ 80,221	\$ 75,814	\$ 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 SCPPA	16,648	16,609	16,560	16,541	16,492	15,787		
Sub-Total Cash and Investments	<u>102,789</u>	<u>104,604</u>	<u>106,781</u>	<u>102,355</u>	<u>105,485</u>	<u>96,358</u>	<u>73,010</u>	<u>42,770</u>
Capital Commitments	(266) ^(b)	(2,338)	(5,425)	(5,530)	(6,740)	(16,446)		
Customer Deposits	(5,266) ^(c)	(5,234) ^(c)	(2,797)	(3,339)	(5,432)	(4,533)		
Public Benefits Obligation	(6,359)	(6,331)	(6,613)	(6,341)	(5,549)	(4,520)		
Pacific Northwest DC Inter tie	(5,113)	(5,113)	(5,113)	(6,406)	(7,455)	(8,765)		
Low Carbon Standard Fuel ^(d)	(1,242)	(1,242)	(1,242)	(1,242)	(1,251)	-		
Cash and Investments (less Commitments)	<u>84,542</u>	<u>84,344</u>	<u>85,589</u>	<u>79,496</u>	<u>79,059</u>	<u>62,095</u>	<u>73,010</u>	<u>42,770</u>

^(a) The Statement of Cash Balances may not add up due to rounding.

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

^(c) Includes a \$2.5M customer deposit for new service for LADWP at Johnny Carson Park

^(d) Denotes funds reserved related to the sale of Low Carbon Standard Fuel (LCSF) credits.

Estimated December 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	
<u>MTD NET INCOME/(LOSS): \$247</u>		\$ (464)	\$ (464)
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(965)	(965)
Power Supply and Transmission			
- Prior period true up credits	1,294		1,294
- Lower retail load	144		144
- More renewable energy than planned		(585)	(585)
- Higher energy and gas prices, net of economic dispatch		(338)	(338)
Other Revenues		(1)	(1)
Wholesale Margin		(13)	(13)
Total	1,438	(1,902)	(464)

Estimated December 2018 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME: \$9,967</u>	1,288		1,288
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	144		144
Power Supply and Transmission			
- Higher energy and fuel prices, net of economic dispatch		(1,395)	(1,395)
- A ten day unplanned outage at IPP		(630)	(630)
- A seven day unplanned outage at MPP		(531)	(531)
- Prior period true up credits	1,191		1,191
- Lower than planned transmission expenses	288		288
- Lower than planned O&M expenses	207		207
- Lower retail load	179		179
Wholesale Margin	26		26
Other Revenues		(437)	(437)
Total	<u>2,035</u>	<u>(2,993)</u>	<u>(958)</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Depreciation expense	540		540
Customer Service, Marketing & Conservation	520		520
Finance, Fleet, & Warehouse	390		390
Distribution	332		332
Construction & Maintenance	274		274
All other	190		190
Total	<u>2,246</u>	<u>-</u>	<u>2,246</u>

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

**Estimated Statement of Changes in Net Assets ⁽¹⁾
MTD and FYTD December 2018
(\$ in 000's except Gallons)**

MTD FY 18-19	MTD Dec-18 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 18-19	FYTD Dec-18 Budget	\$ Variance ⁽²⁾	% Variance
369	388	(19)	(5%) ^(a)	Water put into the system in Millions of Gallons	2,840	2,881	(41)	(1%) ^(A)
53	80	(27)	(34%) ^(b)	Metered Recycled Water in Millions of Gallons	567	610	(43)	(7%) ^(B)
Operating Revenues								
\$ 1,739	\$ 1,962	\$ (222)	(11%) ^(c)	Potable Water	\$ 15,061	\$ 15,423	\$ (363)	(2%) ^(B)
227	325	(98)	(30%) ^(d)	Recycled Water	2,347	2,446	(99)	(4%) ^(C)
80	75	4	6%	Other Revenue ⁽³⁾	451	402	49	12%
2,046	2,362	(316)	(13%)	Total Operating Revenues	17,859	18,272	(413)	(2%) ^(C)
804	891	87	10% ^(e)	Water Supply Expense	6,559	6,498	(61)	(1%) ^(D)
1,242	1,472	(229)	(16%)	Gross Margin	11,300	11,774	(473)	(4%) ^(D)
Operating Expenses								
616	616	-	0%	Operations & Maintenance - Potable	3,520	3,650	131	4%
147	147	-	0%	Operations & Maintenance - Recycled	809	882	73	8% ^(C)
192	192	-	0%	Allocated O&M	999	1,201	202	17% ^(D)
169	169	-	0%	Transfer to General Fund for Cost Allocation	1,002	1,015	12	1%
348	348	-	0%	Depreciation	1,978	2,088	109	5%
1,472	1,472	-	0% ^(f)	Total Operating Expenses	8,308	8,836	528	6%
Other Income/(Expenses)								
16	16	-	0%	Interest Income	124	94	30	32%
44	44	-	0%	Other Income/(Expense) ⁽⁴⁾	270	267	4	1%
(160)	(160)	-	0%	Bond Interest/(Expense)	(955)	(957)	2	0%
(99)	(99)	-	0%	Total Other Income/(Expenses)	(561)	(597)	36	6%
(329)	(99)	(229)	(231%)	Net Income/(Loss)	2,431	2,341	90	4%
28	28	-	0%	Aid in Construction	189	167	22	13% ^(E)
\$ (301)	\$ (72)	\$ (229)	(320%)	Net Change in Net Assets (Net Income)	\$ 2,620	\$ 2,508	\$ 112	4%

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 December 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	369	388	(19)	- Potable water sales are lower partially due to slightly more rainfall than the monthly December average.
b.	Recycled Water Usage in Millions of Gallons	53	80	(27)	- Recycled water sales are lower due to lower irrigation which is partially due to slightly more rainfall than the monthly December average.
c.	Potable Water Revenue	1,739	1,962	(222)	- The WCAC impact decreased potable water revenues by \$98k MTD. Without this adjustment, potable water revenues would be unfavorable by 6%.
					WCAC Revenue
					WCAC Expenses
					WCAC revenue deferral (decreased revenues)
d.	Recycled Water Revenue	227	325	(98)	- MTD Recycled water revenue corresponds with the demand
e.	Water Supply Expense	804	891	87	- Water supply expense is lower because of lower demand.
f.	Total Operating Expenses	1,472	1,472	-	- Expenses for December 2018 are at budgeted values.
					MTD Actual
					\$ 901
					804
					\$ 98

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD December 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	2,840	2,881	(41)	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 1,073.
B.	Potable Water	15,061	15,423	(363)	The WCAC impact decreased potable water revenues by \$46k YTD. Without this adjustment, potable revenues would be unfavorable by 2.05%
					WCAC Revenue
					6,605
					WCAC Expenses
					6,559
					WCAC revenue deferral (decreased revenues)
					\$ 46
C.	Operations & Maintenance - Recycled	809	882	73	The favorable variance is primarily attributable to the timing of payments for professional services and software.
D.	Allocated O&M	999	1,201	202	The favorable variance is attributable to lower than planned allocated expenses (Customer Service, Finance, and Construction & Maintenance) from the Electric Fund.
E.	Aid in Construction	189	167	22	The favorable variance is attributable to the timing of AIC projects.

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

	Dec-18	Nov-18	Oct-18	Sep-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	\$ 12,471 ^(b)	\$ 13,846	\$ 13,035	\$ 12,419	\$ 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	14,691	16,066	15,255	14,639	13,145	11,762	17,830	9,370
Customer Deposits	(1,170)	(1,001)	(1,079)	(1,084)	(607)	(786)		
Capital Commitments	0 ^(c)	0	0	(140)	(140)	(228)		
Cash and Investments (less commitments)	13,521	15,065	14,176	13,415	12,397	10,749	17,830	9,370

^(a) The Statement of Cash Balances may not add up due to rounding.

^(b) Includes the partial payment for the purchase of untreated MWD water

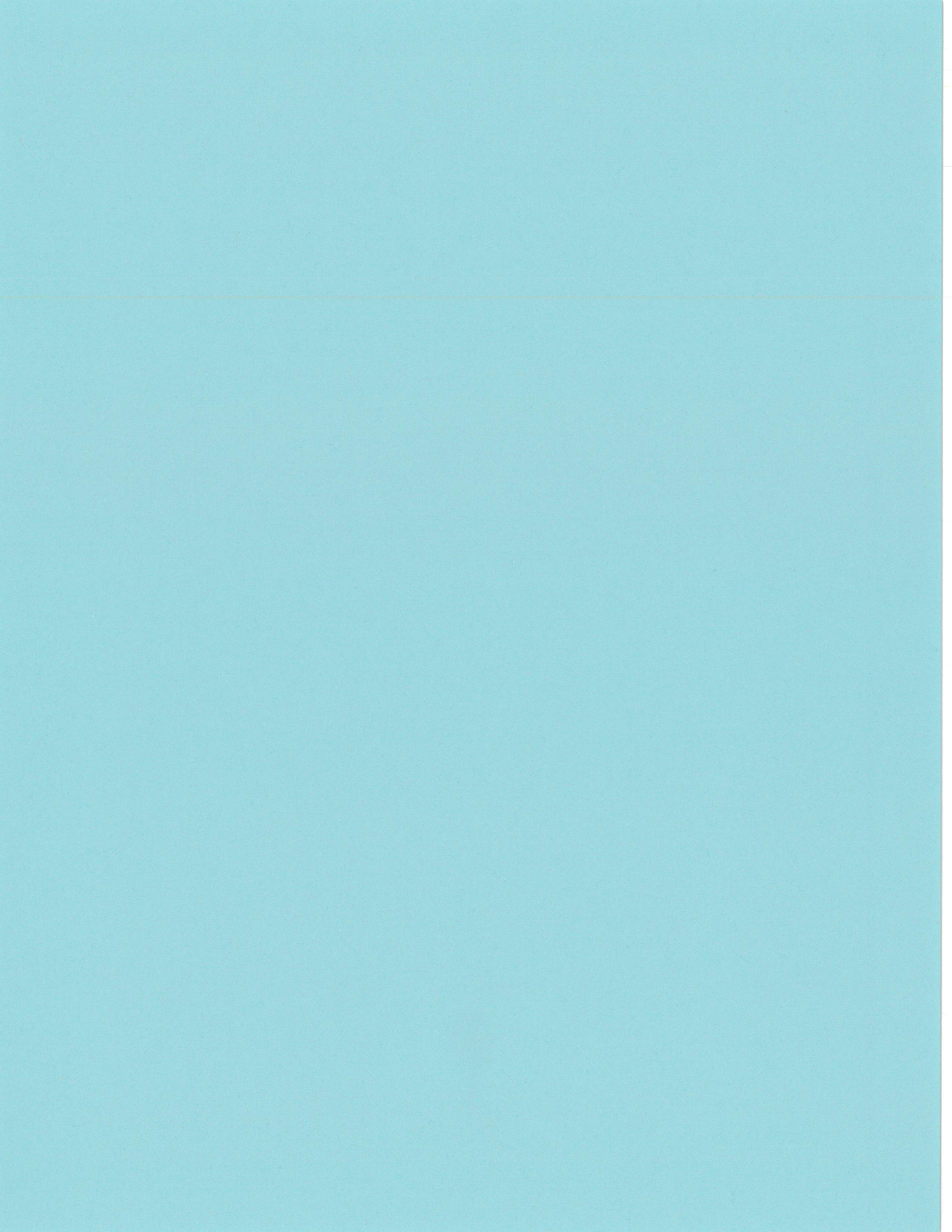
^(c) Capital commitment for the recycled water I-5 Freeway second tie crossing project paid in October.

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

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME (LOSS): -\$329</u>		(229)	(229)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(222)	(222)
Recycled Revenues		(98)	(98)
Other Revenue	4		4
Water Supply Expense	87		87
Total	91	(320)	(229)

Estimated December 2018 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
<u>FYTD NET INCOME: \$2,431</u>	90		90
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(363)	(363)
Recycled Revenues		(99)	(99)
Other Revenue	50		50
Water Supply Expense		(61)	(61)
Total	<u>50</u>	<u>(523)</u>	<u>(474)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Allocated O&M	202		202
Potable Water O&M	131		131
Depreciation Expense	109		109
Recycled Water O&M	73		73
All Other	49		49
Total	<u>564</u>	<u>-</u>	<u>564</u>





CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.ci.burbank.ca.us

THE SPECIAL PLANNING BOARD MEETING OF FEBRUARY 11, 2019, HAS BEEN CANCELED.



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **February 6, 2019** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City’s website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. Roll Call

2. Additional Agenda Items

None

None

3. Open Public Comment Period of Oral Communications

None

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. Approval of Minutes

OVERVIEW: Regular meeting of January 2, 2019

Approved 3-0 Ms. Ovspeyan abstained

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification Plan

Approved 4-0

REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF SENIOR RANGEMASTER/ARMORER AND RANGEMASTER

OVERVIEW: The safe and skilled use of firearms and related law enforcement equipment, knowledge of tactical skills, and continual training to address specific and evolving scenarios commonly encountered by today’s law enforcement community are mandatory skills required of all Law Enforcement Officers. To fulfill this important need, the

Burbank Police Department operates a firearms range and training facility. The range is overseen by the Senior Rangemaster/Armorer, and in their absence, the Rangemaster. Both the Senior Rangemaster/Armorer and Rangemaster positions are required to possess unique and specific skills to safely manage and properly oversee the range. While the current specifications appropriately address safety and training requirements, other language found within the specifications is dated. Given this and the need to incorporate modern terminology, staff is proposing to revise both the Senior Rangemaster/Armorer and Rangemaster specifications.

RECOMMENDATION: Discuss and approve.

6. Recruitment and Selection Report – January 2019

Note and file

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

RECOMMENDATION: Note and file.

7. Appointments and Assignments

Approved 4-0

OVERVIEW: For the month of February 2019, there is one temporary assignment extension needed. The extension is being sought on behalf of the Police Department.

RECOMMENDATION: Discuss and approve.

9. Adjournment

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

SUSTAINABLE BURBANK COMMISSION

February 4, 2019

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to 3-D Plastics for their sustainable practices such as the use of crumb rubber which averted over 200,000 tires from the City Landfill. Owner, Frank Dvoracek, accepted the award on the company's behalf.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Burbank resident, Martin Perlmutter, spoke to the commission regarding local measures for capturing storm water.

B. Commission Member Communication:

Ms. Kirschenbaum stated that she attended a presentation given by Melanie Winter, director of The River Project, regarding storm water capture. She noted that she attended two Los Angeles Department of Water and Power Board meetings regarding renewable energy.

Mr. Goodman stated that he will meet Gary Gero, Chief Sustainability Office for the County of Los Angeles to discuss topics which may pertain to Burbank.

Ms. Robb announced that she, along with Ms. Tenenbaum, are participating in the Waste Warrior program at the Burbank Recycle Center. She'll share applicable information with the group.

Mr. Yegparian voiced his concern with the length of the meeting's agenda.

C. Staff Communication:

John Molinar, Assistant Public Works Director – Street & Sanitation, requested the Commission add him as an administrator for any and all Sustainable Burbank Commission social media accounts, per the City's Administrative Procedure. He will email the specifics of his request to Ms. Robb and Ms. Tenenbaum, members of the Ad Hoc Community Engagement Subcommittee.

Mr. Molinar encouraged all Commissioners to attend the Boards and Commissions dinner and stated formal invitations will be sent out shortly.

III. APPROVAL OF MINUTES:

Minutes from the December 17, 2018 meeting were approved by Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, Ms. Robb, Ms. Tenenbaum, and Mr. Yegparian. Ms. Gamino abstained.

IV. MOVE MEETING LOCATION TO THE BURBANK RECYCLE CENTER

Discuss moving the location of the monthly Sustainable Burbank Commission meetings to the Burbank Recycle Center at 500 S. Flower St, Burbank, 91502. The Commission may ask questions, engage in discussion, and entertain a motion and vote to move the meeting location.

The Commissioners briefly discussed permanently moving the meeting location to the Burbank Recycle Center. Mr. Yegparian moved and Ms. Robb seconded a motion to permanently move the meeting location to the Burbank Recycle Center. The motion was unanimously approved.

Ms. Kirschenbaum requested staff send a reminder of the new location prior to the next meeting.

I. GOAL SETTING FOR 2019

At its December 17, 2018 meeting, the Commissioners agreed to discuss goal setting for 2019. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion and vote regarding its goals for 2019.

The commissioners engaged in a discussion regarding the progress of previous goals as well as new goals for 2019 and agreed to the following goals:

- Authorize Ad Hoc Community Engagement Subcommittee to plan an outreach event for Earth Week
- Perform outreach to youth and young adults
- Energy goals
- Create a badge for Scouts
- Create internal calendar of events
- Attend water trip
- Ad Hoc Community Engagement will stay apprised of events appropriate for the Commission to attend or participate in and advise the group.

Mr. Goodman stated that individual goals may also be added to future agendas throughout the year.

V. INTEGRATED RESOURCE PLAN (IRP) FOLLOW UP

At its November 26, 2018 special meeting, the Commissioners agreed to discuss the outcome of the Integrated Resource Plan (IRP) report from the December 11, 2018 Council meeting. The Commission may ask questions, engage in discussion, and entertain a motion regarding further action on this item if desired.

Ms. Kirschenbaum noted that there is nothing new to report at this time but wanted to remind the Commissioners that Lincoln Bleveans, Burbank Water and Power Assistant General Manager Power Supply, will attend the Sustainable Burbank Commission's March 2019 meeting to discuss the IRP.

VI. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Goodman stated there is no update.

VII. AD HOC COMMUNITY SCORECARD PHASE II SUBCOMMITTEE REPORT

At its August 20, 2018, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Phase II Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. O'Brien explained that the STAR Communities scorecard is currently being revised. He noted that the Commission does not have resources at this time to create their own scorecard and moved to disband the Subcommittee. Mr. Yegparian seconded the motion and it was unanimously approved.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE I & PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase I & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Robb said that Ms. Cannon attended the Ad Hoc Community Engagement Phase 1 & Phase 2 Subcommittee meeting. The Subcommittee is attempting to connect with younger people, possibly through social media such as Instagram. Ms. Tenenbaum stated that since Phase 1 has been completed, the name should read, "Ad Hoc Community Engagement Phase 2 Subcommittee."

IX. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Kreigh Hampel, Recycling Coordinator, mentioned that there has been some activity with Staff. He noted that the City is interested in the City of Berkeley's process of imposing fees on take-out wear rather than enforcing a ban.

X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The Commissioners agreed to have Ms. Kirschenbaum draft a letter to Council urging the City to remain herbicide free.

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The group agreed to the following future agenda items:

- Storm water capture presentation by Melanie Winter – April 2019 meeting
- Update on City bike paths from David Kriske, Assistant CD Director - Transportation & Planning – May 2019 meeting

XII. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2019:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2019.

A March 2019 Green Spotlight Award recipient was not determined at the meeting. Ms. Kirschenbaum will advise Staff when one is selected.

XIII. ADJOURNMENT:

The meeting was adjourned at 6:36 p.m.