



# Weekly Management Report

## March 29, 2019

1. **Notice**            Art in Public Place Committee Cancellation Notice for Meeting on April 1, 2019  
**Parks & Recreation Department**
  
2. **Agenda**            Burbank-Glendale-Pasadena Airport Authority Meeting to be held Monday, April 1, 2019  
**Burbank-Glendale-Pasadena Airport Authority**
  
3. **Minutes**            Burbank Water and Power Board Meeting of March 7, 2019  
**Burbank Water and Power Department**
  
4. **Report**             February 2019 Operating Results  
**Burbank Water and Power Department**
  
5. **Minutes**            Civil Service Board Meeting of March 6, 2019  
**Management Services Department**



**CITY OF BURBANK**  
*Parks & Recreation*  
**ART IN PUBLIC PLACE COMMITTEE**

**NOTICE OF MEETING - CANCELLED**

The meeting of the Art in Public Places Committee will be held as follows:

**MONDAY, April 1, 2019**  
**6:00 P.M.**

Community Services Building  
Large Parks and Recreation Conference Room 301  
150 N. Third Street  
Burbank, CA 91502

**ART IN PUBLIC PLACES COMMITTEE**

*Daniel Amaya*

Recording Secretary

\* \* \* \*

Distribution:

**Committee Members –**

Gordon Haines  
Dink O'Neal  
Kat Olson  
Lara Saikali  
Teri O'Connor  
Carolyn Jackson – Parks and Recreation Board Liaison  
Diane Eaton – Planning Board Liaison

**Staff –**

Marisa Garcia – Assistant Director of Parks & Recreation  
Paula Ohan – Administrative Analyst

**Management Personnel –**

Ron Davis – City Manager  
City Clerk





March 28, 2019

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, April 1, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

A handwritten signature in black ink, appearing to read "Terri Williams". The signature is fluid and cursive, with a large initial "T" and "W".

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



# **COMMISSION MEETING**

## **AGENDA**

**APRIL 1, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 1, 2019

9.00 A.M.

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



*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

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



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## AGENDA

Monday, April 1, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. PRESENTATIONS
  - a. Airport Authority Police Officer of the Year **[No Staff Report]**
  - b. Airport Authority Fire Department Firefighter of the Year **[No Staff Report]**
6. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) February 19, 2019 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) February 19, 2019 **[See page 3]**
      - (ii) February 11, 2019 **[See page 5]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) February 19, 2019 **[See page 7]**
  - b. Commission Minutes  
(For Approval)
    - 1) March 18, 2019 **[See page 8]**
  - c. Treasurer's Report
    - 1) January 2019 **[See page 14]**
  - d. Annual Review and Adjustment of Noise Violation Fines **[See page 37]**



7. ITEM FOR COMMISSION APPROVAL

- a. Approval of Amendment No. 2 to the Extended Maintenance and Service Agreement for Airport Noise and Operations Management System  
Bruel & Kjaer EMS Inc.

***[See page 39]***

8. COMMISSIONER COMMENTS  
(Other updates and information items, if any)

9. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, April 1, 2019

*[Regarding agenda items]*

### 5. PRESENTATIONS

- a. AIRPORT AUTHORITY POLICE OFFICER OF THE YEAR. No staff report is attached. The Burbank-Glendale-Pasadena Airport Police Department Officer of the Year is Officer Frank Litterini. Officer Litterini, who joined the Department in May 2018, has made a significant impact on the day-to-day operations with his overall positive attitude, willingness to “go the extra mile” for the Department, treating every person he meets with respect, and representing the Authority exceptionally well. This honor is given to Officer Litterini because he exemplifies the qualities and standards of a BGPAA Airport Police Officer; honor, courage, compassion and integrity.
- b. AIRPORT AUTHORITY FIRE DEPARTMENT FIREFIGHTER OF THE YEAR - No staff report is attached. The Burbank-Glendale-Pasadena Airport Authority Fire Department Firefighter of the Year is Captain Chad Peterson, a fifteen-year veteran of the Department who has also served as a Sergeant in the United States Marine Corps. In addition to his Shift Captain duties, Captain Peterson oversees the department’s training program. He has effectively managed and executed a comprehensive training program that has resulted in an enhanced level of emergency response, and a successful completion of last year’s FAA Annual Part 139 inspection. Captain Peterson developed and managed an online training tracking system that ensures accurate record keeping for the Part 139 ARFF inspection, which was described as “a model for other ARFF departments” by FAA inspectors. In a one-year period, Captain Peterson’s revised training program now provides for Driver Operator 1A, Hazardous Materials First Responder Operations, Hazardous Material Incident Commander, California State Firefighter II, and Company Officer professional development series curriculum to the department. In recognition of his efforts to achieve a superior level of training in such a short time period, Captain Peterson is presented as the department’s 2018 Firefighter of the Year.

### 6. CONSENT CALENDAR

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

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee special meeting of February 19, 2019; approved minutes of the Finance and Administration Committee special meetings of February 19, 2019 and February 11, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of February 19, 2019, are included in the agenda packet for information purposes.

- b. COMMISSION MINUTES. Draft minutes of the March 18, 2019, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for January 2019 is included in the agenda packet. At the March 18, 2019, Finance and Administration Committee meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES – A staff report is included in the agenda packet. At the March 18, 2019, meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2-0, one absent) to recommend to the Commission that it authorize Staff to increase the noise fines associated with certain restricted operations as detailed in Rules 8 and 9, as described in the staff report, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.

7. ITEM FOR COMMISSION APPROVAL

- a. APPROVAL OF AMENDMENT NO. 2 TO THE EXTENDED MAINTENANCE AND SERVICE AGREEMENT FOR AIRPORT NOISE AND OPERATIONS MANAGEMENT SYSTEM - BRUEL & KJAER EMS INC. A staff report is included in the agenda packet. At the March 18, 2019 meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2-0, one absent) to recommend that the Commission approve a five-year extension of the Extended Maintenance and Support Agreement with Bruel & Kjaer EMS Inc., for continued services in support of the Airport Noise and Operations Management System. Proposed Amendment No. 2 to the Services Agreement is attached and referenced as Exhibit A. The cost for the first year of the proposed extension period is \$102,352 with a proposed annual increase of 3% per year, which is the same condition contained in the original agreement.



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
MARCH 7, 2019**

Mr. Eskandar called the regular meeting of the Burbank Water and Power Board to order at 5:11 p.m. in the third floor Boardroom of the BWP Administration Building, 164 W. Magnolia Boulevard, Burbank, California.

Mr. Eskandar called for the Pledge of Allegiance to the Flag.

**ROLL CALL**

**Board Present:** Mr. Eskandar, Mr. Smith, Mr. Brody, Mr. Ford, Mr. Herman, Ms. LaCamera, Mr. Panahon

**Board Absent:** None

**Staff Present:** Mr. Somoano, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Ancheta, Assistant General Manager, Electrical; Mr. Blevians, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Wilson, Assistant General Manager, Water; Mr. Tunnicliff, Assistant General Manager Customer Service and Marketing; Mr. Flores, Marketing Manager; Mr. Hernandez, Assistant Manager/Customer Service Operations; Mr. Kulkarni, Marketing Associate; Mr. Hammond, Manager Energy Control Center; Ms. Waloejo, Financial Planning and Risk Manager; Mr. Swe, Utility Rates Manager; Ms. Doshi, Senior Utility Accounting Analyst; Ms. Kalomian, Financial Analyst; Ms. Osborne, Principal Utility Accounting Analyst; Mr. Alexandrian, Sr. Utility Accounting Analyst; Ms. Haagenson, Power Resources Manager; Mr. Lippert, Manager, Telecommunications; Ms. Neiswonger, Graphic Media Designer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

Mr. Eskandar called for oral communications at this time. No one asked to speak.

## **CONSENT CALENDAR**

### **MINUTES**

It was moved by Mr. Herman, seconded by Mr. Brody, and carried 7-0 to approve the meeting minutes of the regular meeting of February 7, 2019.

## **REPORTS TO THE BOARD**

### **BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Liu presented the monthly operating report and financials for the month ending January 2019. Mr. Liu, Mr. Somoano, and Staff responded to Board Member questions.

This was an information item only. No action was required.

### **PROPOSED FISCAL YEAR 2019-20 BUDGET**

Mr. Somoano gave a presentation on the proposed fiscal year 2019-20 budget. Mr. Somoano discussed changes and additions to budget slides from the February 7, 2019 meeting, and presented highlights, budget drivers, and reserve levels for both the Water and Electric Funds. Staff proposed a water rate increase of 4.9% and a 1% increase to the Electric Fund. Mr. Swe gave a presentation on the electric rate design changes based on the 1% overall rate increase.

Mr. Somoano, Mr. Liu, Mr. Swe, and Staff responded to Board Member questions and comments.

It was moved by Mr. Panahon, seconded by Mr. Smith, and carried 7-0 that the Burbank Water and Power Board recommend the Burbank City Council approve the utility's Proposed FY 2019-20 Budget for Funds 496, 497, 483, 129, 133, and 535, including a proposed electric rate increase of 1%, a proposed electric rate design change, a proposed water rate increase of 4.9%, and a proposed water rate design change, all to be effective July 1, 2019.

**The Chair called for a brief recess at 7:07 pm.**

**The Chair called the meeting back to order at 7:19 pm.**

### **RESIDENTIAL TIME OF USE RATES STUDY SESSION**

Mr. Bleveans gave a presentation on residential time of use (TOU) rates. In this connection, he noted that TOU rates are the first Action Item identified in BWP's 2019 Integrated Resource Plan (IRP) and discussed TOU's role in integrating renewable energy as part of BWP's commitment to reliable, affordable and sustainable electric service for Burbank. Mr. Swe then gave a presentation on potential rate design for time of use pricing. Mr. Swe noted that residential customers are the only BWP electric customers not yet on TOU rates and discussed rate design and customer considerations for that transition.

Mr. Bleveans, Mr. Swe, and Mr. Somoano responded to Board Member questions and comments.

This was an information item only. No action was required.

## **INFORMATION FROM STAFF**

### **ONLINE ACCOUNT MANAGER UPDATE**

Mr. Hernandez gave an update and discussed the rollout of the new online account manager program, which began on March 4, 2019.

Mr. Hernandez responded to Board Member questions.

### **PUBLIC BENEFITS MID-YEAR UPDATE**

Mr. Kulkarni gave a presentation on the mid-year public benefits and discussed the various programs offered by BWP.

Mr. Kulkarni responded to Board Member questions.

### **LEGISLATIVE UPDATE**

Ms. Titus gave an update on state and federal bills. There were 2,700 state legislative bills introduced this session. Ms. Titus presented highlights of key bills that may affect the utility and those introduced by our Representatives.

Ms. Titus responded to Board Member questions.

### **WATER SUPPLY UPDATE**

Mr. Wilson gave a presentation on the MWD water operations/supply conditions. Mr. Wilson also discussed the Drought Contingency Plan to be addressed at the MWD Board meeting on March 12, 2019. He will discuss this further at the next Board meeting.

### **POWER SUPPLY UPDATE**

Mr. Hammond gave a presentation on power supply, and discussed natural gas supply issues. Mr. Hammond noted the ongoing natural gas risks for the Los Angeles Basin (including Burbank) due to constraints on inbound natural gas pipelines and for in-Basin natural gas storage, especially the Aliso Canyon storage facility. In this connection, Mr. Hammond discussed BWP's efforts to mitigate this risk, including its close cooperation with its balancing authority Los Angeles Department of Water & Power.

Mr. Hammond responded to Board Member questions.

**COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Somoano requested that Mr. Blevens introduce BWP's new Power Resources Manager, Tessa Haagenson. Ms. Haagenson introduced herself to the Board, and provided a brief background of her professional experience.

In regards to a recent hacking event in which eight utility's inner circle networks were breached and compromised, Mr. Smith requested that staff bring back a cyber security presentation to the Board. Mr. Smith also mentioned that So. Cal Gas is offering a 20% renewable natural gas option in their services which customers could opt for.

Mr. Ford inquired about the long-term plan for the BOU after Lockheed is no longer responsible for running the facility. Once BWP is responsible for running the BOU, it will change from a zero cost to a positive cost and at what point do we make rational decisions regarding how we utilize our water resources.

Ms. LaCamera inquired when the budget would be taken to the City Council. She believes the budget is in good shape, and that staff may want to clarify the reason for going below the minimum reserve rate for water and how this is tied to offsetting unfunded pension liability costs.

Mr. Somoano requested that the Chair do a brief presentation to the Council supporting BWP's budget. This item will be discussed in more detail at the next Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 9:51 pm. The next scheduled Board meeting is April 4, 2019, and will be held in the third floor Boardroom at Burbank Water and Power.

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Lyndsey Kramer  
Recording Secretary

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Jorge Somoano  
Secretary to the Board

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Philippe Eskandar, Chair, BWP Board







9A.

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

**DATE:** April 4, 2019  
**TO:** BWP Board  
**FROM:** Jorge Somoano, General Manager, BWP  
**SUBJECT:** February 2019 Operating Results

*Bob [Signature] for J. Somoano*

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

**SAFETY**

**Injury and Illness Reporting Summary**

- 3 recordable injuries (Jan-Mar) as compared to 24 recordable injuries for calendar year 2018. One recordable injury resulted in lost time.

**Activities**

- Initiated Environmental, Health and Safety walks with cross functional team members.
- Transitioning to electronic inspection process for AED's.
- Essential Functions Evaluation for ECC PSO1&2 positions completed.

**Water Financial Results**

For the month of February, Potable water usage was 12% (41 million gallons) lower than budgeted and Potable Water Revenues were \$316,000 lower than budgeted. Recycled water usage was 37% (18 million gallons) lower than budgeted partially due to slightly more rainfall than the monthly February average. Recycled Water Revenues were \$75,000 lower than budgeted. February Water Supply Expenses were \$142,000 lower than budgeted due to lower demand. February's Gross Margin was \$274,000 lower than budgeted. Net Income was -\$625,000, which was \$274,000 lower than budgeted.

February fiscal-year-to-date (FYTD) Potable water usage was 3% (94 million gallons) lower than budgeted. FYTD February Potable Water Revenues were \$785,000 lower than budgeted. FYTD recycled usage was 10% (76 million gallons) lower than budgeted and Recycled Water Revenues were \$359,000 lower than budgeted. FYTD Water Supply Expenses were \$152,000 lower than budgeted. The FYTD February Gross Margin was \$1,009,000 lower than budgeted. Operating Expenses were \$523,000 lower than budgeted. Net Income was \$1,381,000, which was \$390,000 lower than budgeted.

## Electric Financial Results

For the month of February, electric loads were 1% lower than budgeted due to conservation. Retail Sales were \$482,000 higher than budgeted. February Power Supply Expenses were \$766,000 lower than budgeted and February's wholesale margin was \$341,000 higher than budgeted. February's Gross Margin was \$1,590,000 higher than budgeted. Net Income was \$140,000, which was \$1,590,000 higher than budgeted.

FYTD February electric loads were 2% lower than budgeted primarily due to conservation. Retail Sales were \$258,000 lower than budgeted. FYTD Power Supply Expenses were \$1,974,000 lower than budgeted primarily due to prior period true up credits and lower than planned O&M expenses. FYTD Wholesale Margin was \$338,000 higher than budgeted. FYTD Gross Margin was \$1,460,000 higher than budgeted. February FYTD Operating Expenses were \$2,551,000 lower than budgeted. Net Income was \$11,204,000, which was \$4,142,000 higher than budgeted.

## WATER DIVISION

### State Water Project Update

On February 20, 2019, the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 15% to 35%. The 2019 allocation of 35% amounts to 1,437,046 acre-feet of water. Reservoir storage, snowpack, precipitation, and releases to meet local deliveries are among several factors used in determining allocations.

### Burbank's Water Use

The table below shows water use in Burbank during February 2019 compared to February 2018 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's average water use through the end of February 2018 and 2019 on a fiscal year basis (i.e., July 1 through February 28).

	Average Monthly Use	Average Monthly Use Fiscal Year Basis
February 2018	128 gpcd	136 gpcd
February 2019	104 gpcd	131 gpcd

These figures show water use is well below the target use of 157 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 February. The contract operator performed weekly and monthly sampling for the treatment plant and wells.

	<b>Availability</b>	<b>Capacity Factor*</b>
<b>December 2018</b>	<b>98.5%</b>	<b>65.3%</b>
<b>January 2019</b>	<b>95.6%</b>	<b>64.2%</b>
<b>February 2019</b>	<b>97.8%</b>	<b>55.6%</b>

\*The Capacity Factor is calculated by dividing the amount of water treated by the BOU (the monthly average in gallons per minute) by the rated capacity of the BOU, which is 9,000 gallons per minute.

**PROJECT UPDATES**

No project updates.

**FIELD WORK**

In the photo below the crew is using a power mole to install a 1-inch copper water service line on N. Hollywood Way. The water service will be connected to a newly installed 8-inch water main. The power mole saves rate payers money by creating a small tunnel instead of digging a costly trench and the subsequent paving that would have been required across three lanes of traffic.





Below, the crew is installing a new 18-inch butterfly valve at Thornton Avenue and Hollywood Way. This will replace an existing 18-inch gate valve that is more than 75 years old and will improve the reliability of our water transmission system.







## DISTRIBUTION

### ELECTRIC RELIABILITY

In February 2019, BWP experienced four (4) sustained feeder outages. In the past twelve (12) months, automatic reclosing has reduced customer outage time by approximately 1,165,546 customer minutes.

Reliability Measurement	March 2017 – February 2018	March 2018 – February 2019
Average Outages Per Year (SAIFI)	0.4242	0.4654
Average Outage Duration (CAIDI)	16.17 minutes	45.98 minutes
Average Service Availability	99.9987%	99.9959%
Average Momentary Outages Per Year (MAIFI)	0.1548	0.42784
No. of Sustained Feeder Outages	11	11
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	3

### PROJECT UPDATES

#### 4-12kV Conversion for Naomi 21 Circuit

In alignment with its Electric Distribution Master Plan goals, BWP is managing its aging infrastructure through strategic replacement of assets by converting its circuits from 4kV to 12kV. Performing these conversions improves system efficiency and replaces deteriorated poles, worn distribution transformers, and conductors with new ones. Additionally, it transfers electrical load from BWP's oldest 4kV electrical substations. This also allows for the timely retirement of BWP's older 4 kV stations, which enables BWP to avoid costly upgrades to its large power transformers, power circuit breakers, voltage regulators, disconnect switches, and other station components.

Construction and conversion of the Naomi 21 (N-21) circuit is complete. Work included the systematic installation of 38 poles and accessories, 22 overhead transformers, over 4,400 feet of overhead primary conductor, and over 4,200 feet of overhead secondary conductor. N-21 was energized to 12kV in February 2019.



**N-21 Property Line – 12kV single-phase primary service**

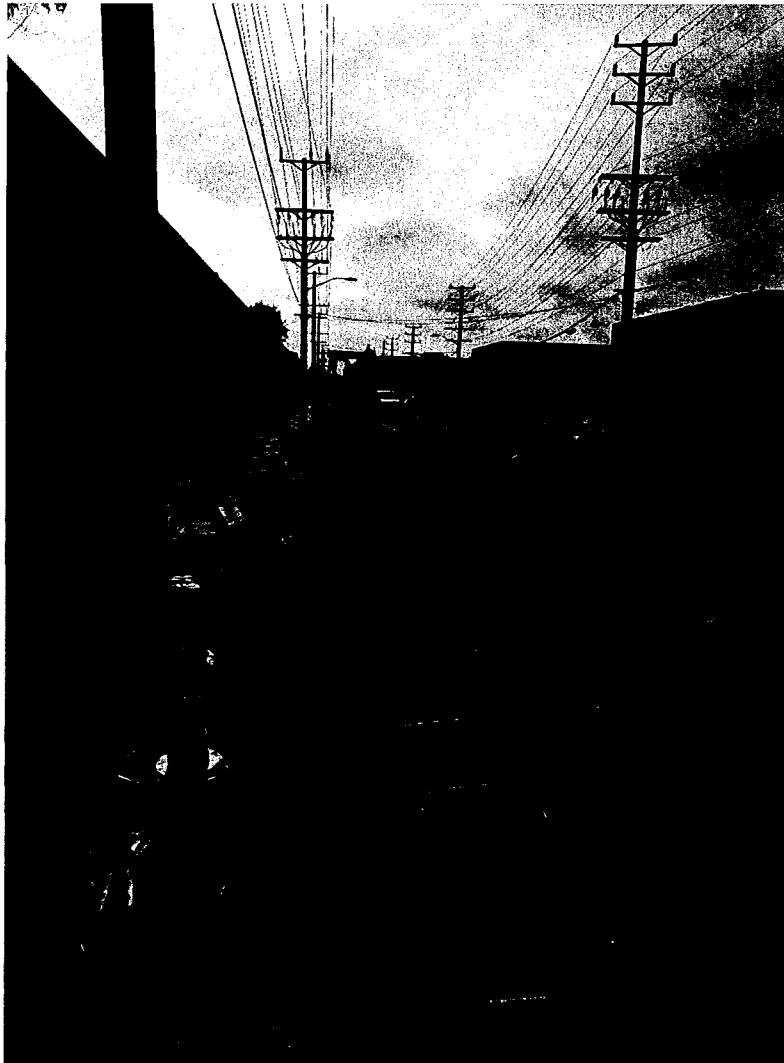




**N-21 Alley – 12kV single- and three-phase primary service**

## Ontario Distribution Substructure

Construction of underground conduits and manholes leaving Ontario Substation is complete. This work involved constructing approximately 2,200 feet of underground conduit and 3 new distribution manholes. This new underground system will provide a path for the future 12kV distribution circuits (ON-6, ON-7, ON-16, and ON-17).



Ontario Distribution Substructure – Trenching Operation on Ontario Street

## STREET LIGHTING

### LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing 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. The LED replacements consume approximately 60% less energy. **To date, 52.71% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 2,596MWh or a 28% reduction in energy consumption. LED conversions have also reduced evening**



load by 593kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

### CUSTOMER SERVICE

#### New Curbside Chargers served by the Ontario Substation!

In conjunction with the Ontario Substation going online, BWP crews also installed four Level 2 (240 volt) electric vehicle (EV) curbside charging stations for use by nearby businesses and visitors. The chargers were energized on February 14, and were used more than 75 times in the subsequent two weeks. Staff is not aware of any previous curbside or other chargers being served directly from a utility substation.

Below is a picture of Customer Service and Marketing’s Car 473 using one of the new chargers.



## Electric Vehicle (EV) Charging Program

With the addition of the Ontario Substation chargers, 45 public EV charging stations are in service, including 2 DC Fast Chargers and 18 curbside stations. As of November 1, 2018, Time of Use (TOU) pricing for public EV charging is 17.36 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during all hours. For the DC Fast Chargers, the charging rate is 28.17 cents per kWh. Staff continues to monitor usage and maintenance issues.

Month of usage	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Parking Occupancy	Charging Occupancy
<b>Feb 2019</b>	<b>20,127</b>	<b>\$3,277</b>	<b>8,453</b>	<b>17</b>	<b>23%</b>	<b>21%</b>	<b>17%</b>
Jan 2019	20,706	\$3,511	8,696	16	22%	22%	18%
Dec 2018	22,889	\$3,991	9,613	18	21%	24%	19%
Nov 2018 <sup>5</sup>	22,145	\$3,879	9,301	18	20%	25%	20%
Oct 2018 <sup>4</sup>	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018 <sup>4</sup>	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%
July 2018 <sup>3</sup>	19,352	\$3,909	8,128	23	19%	28%	24%
Jun 2018 <sup>1</sup>	18,561	\$3,697	7,796	22	20%	29%	24%
May 2018	20,512	\$3,695	8,615	24	19%	32%	27%
Apr 2018	20,643	\$3,729	8,670	25	20%	30%	25%
Mar 2018	19,414	\$3,459	8,154	22	21%	26%	22%
Feb 2018	19,884	\$3,666	8,351	25	21%	30%	25%
Jan 2018	24,790	\$4,927	10,412	29	21%	30%	24%
Dec 2017	24,402	\$4,757	10,249	28	21%	30%	24%
Nov 2017 <sup>2</sup>	21,410	\$3,996	8,992	26	21%	29%	24%
Oct 2017	23,000	\$4,828	9,660	27	20%	32%	27%
Sep 2017	20,755	\$4,307	8,717	25	20%	31%	25%
Aug 2017	22,207	\$4,669	9,327	26	23%	31%	26%
Jul 2017	22,981	\$4,845	9,652	27	22%	30%	25%
Jun 2017 <sup>1</sup>	21,456	\$4,513	9,011	26	23%	31%	27%
May 2017	21,693	\$4,063	9,111	25	19%	29%	24%
Apr 2017	18,699	\$3,461	7,854	22	20%	26%	21%
Mar 2017	20,151	\$3,777	8,464	23	20%	27%	22%
Feb 2017	17,697	\$3,358	7,433	23	21%	24%	20%

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

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

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

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

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

**Rooftop Solar**

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

<b>Month</b>	<b>Number of Solar Systems Installed This Month</b>	<b>Number of Solar Systems Installed FYTD</b>	<b>Total Solar Systems in Burbank</b>	<b>Total Solar Kilowatts</b>
<b>February 2019</b>	<b>5</b>	<b>59</b>	<b>758</b>	<b>7,707</b>
January 2019	15	54	753	7,677
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

\* Start of new fiscal year.



## TECHNOLOGY

### Broadband Services (ONE Burbank)

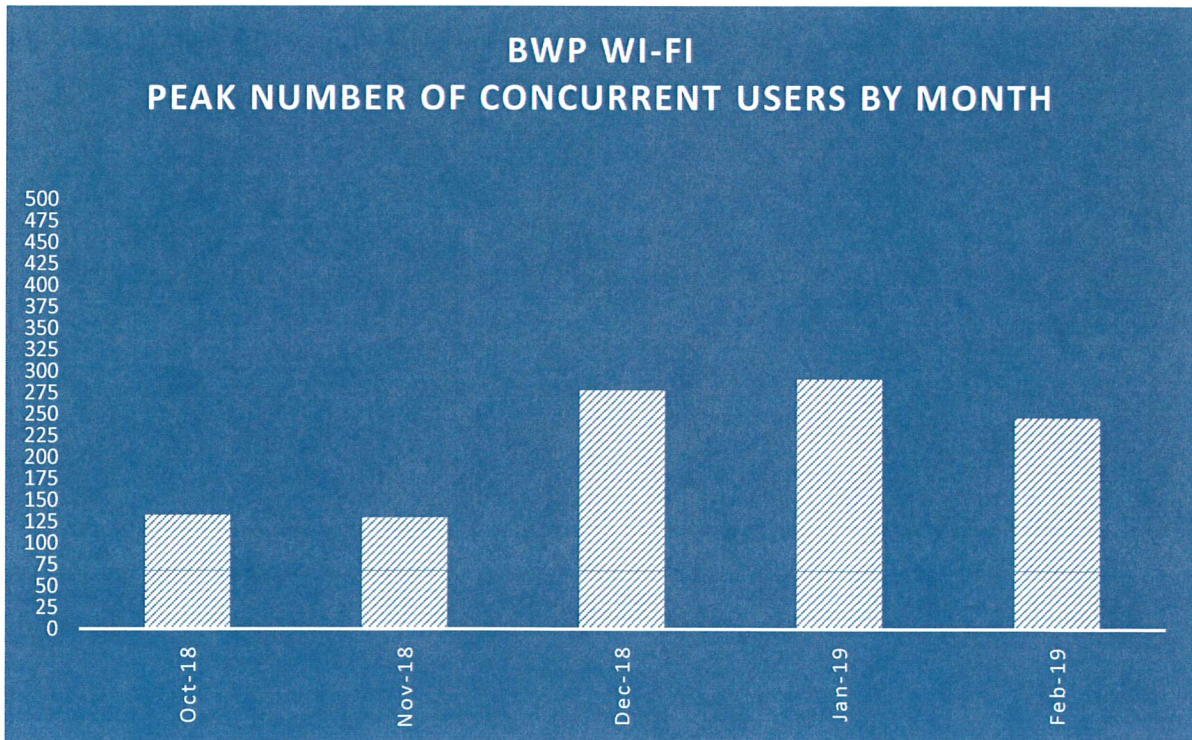
	February 2019 New Orders	Revenues for February 2019	FYTD 2018-19 Revenues	FYTD Budget
Lit	3	\$121,364	\$904,932	\$1,080,000
Dark	1	\$194,658	\$1,633,938	\$1,620,000
<b>Total</b>	<b>4</b>	<b>\$316,022</b>	<b>\$2,538,870</b>	<b>\$2,700,000</b>

### BWP WiFi

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

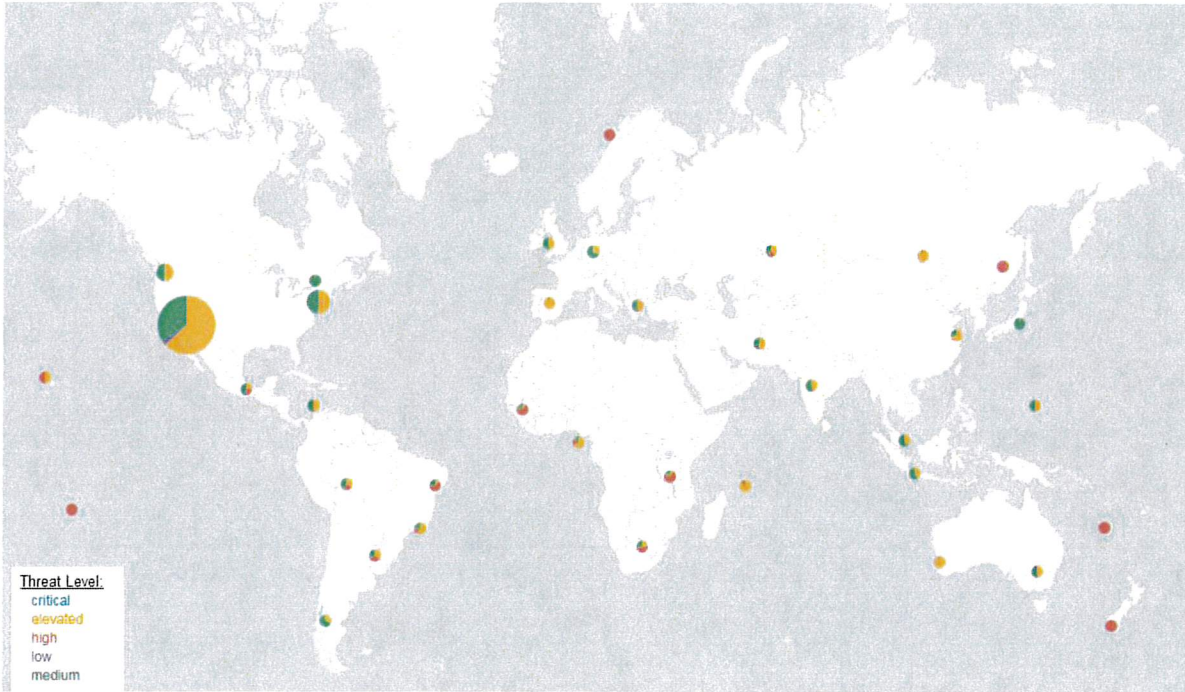
BWP recently implemented new network security measures to safeguard and improve the reliability of BWP WiFi. These measures streamline overhead traffic and help to eliminate nefarious traffic. End users will experience a more robust, secure network, while BWP's metering assets that use the wireless networks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



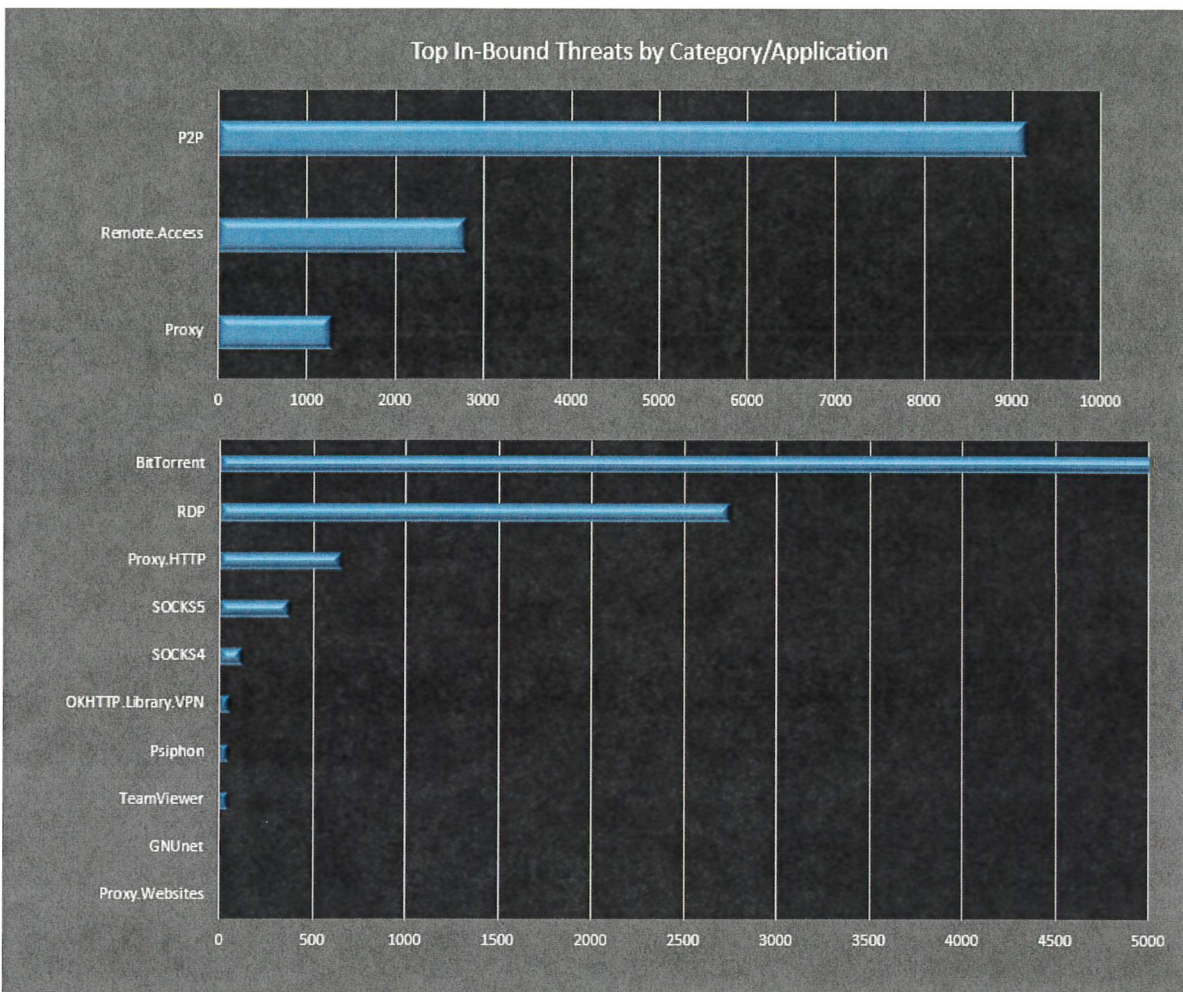
## Cyber Security Update – February 2019

The BWP cyber security risk factor was 2.5 out of 5.0 for the month of February. Operational Technology successfully prevented over 155 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**

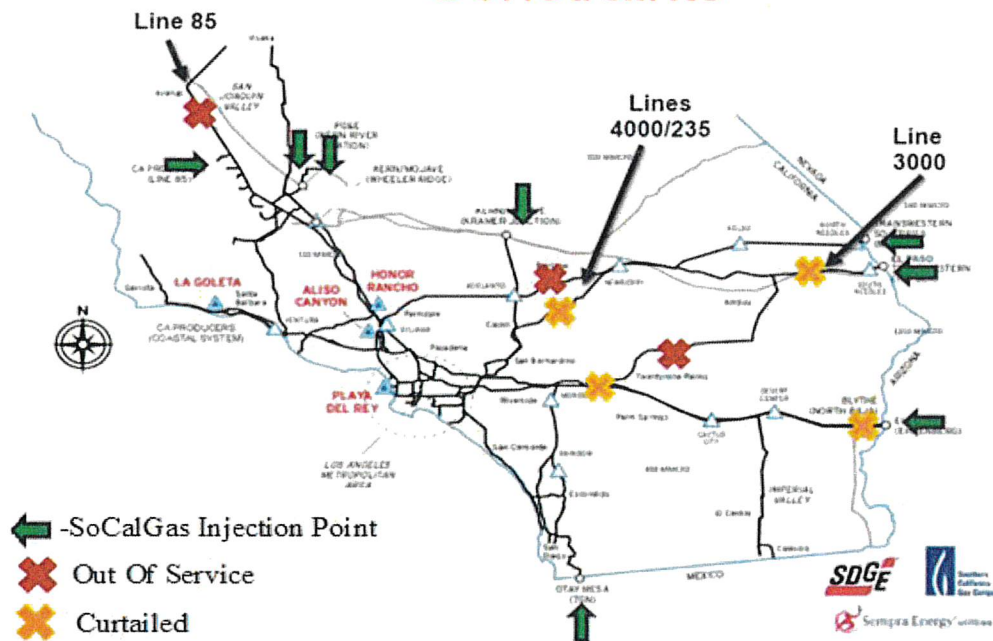
### **BWP SYSTEM OPERATIONS:**

**The maximum load for February 2019 was 144.3 MW at 5:50 PM on Wednesday February 20, and the minimum load was 82.2 MW at 1:46 AM on Monday, February 25.**

**The Burbank power system did experience colder than average weather and natural gas supply issues for February 2019. SoCal Gas issued a curtailment for electric generation customers on the SoCal Gas system, effective 00:01 on February 6, 2019 through 23:59 on February 8, 2019 and 00:01 on February 19, 2019 through 23:59 on February 21, 2019. These curtailments for electric generation customers did not affect Magnolia or Lake power plants. 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. SoCal Gas' 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.

# SoCalGas System Receipt Points and Constraints



## Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) has been out of service for assessment and remediation since a rupture occurred on the pipeline on October 1, 2017. SoCal Gas has remediated and repaired the ruptured segment, but, as detailed below, SoCal Gas has also initiated additional work to assess, analyze, and repair other segments on Line 235-2 that are of the same “family” of pipeline. The estimated time of restoration to reduced operation is April 2019.

## Line 4000

Following the Line 235-2 rupture, SoCal Gas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same “family” of pipelines as Line 235-2. SoCal Gas lowered the pressure to increase the factor of safety on the pipeline until SoCal Gas can conduct further analysis of Line 4000 based on what is learned from Line 235-2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles. Line 4000 will continue operating at reduced pressure until testing and maintenance work is complete to mitigate potential pipeline anomalies, like those found on Line 235-2.

## Line 3000

Line 3000 (largely a 1957 vintage pipeline) returned to service at reduced operating pressure on September 17, 2018, allowing receipts from the Topock area. The full scope of the Line 3000 project to date included more than 10 miles of non-consecutive pipeline replacements, coating remediation, and cathodic protection insulator installations at more

than 246 job sites that span approximately 125 miles, traversing challenging terrain and overcoming significant environmental challenges.

**SoCal Gas Storage Capacity**

This winter, cold weather has required SoCal Gas to heavily withdraw from their storage facilities including Aliso Canyon. Both January and February, inventory levels at Honor Rancho and Playa del Rey storage fields have neared their respective minimums for core reliability.

The greatest risk to the system is from multiple high demand days that draw down storage inventories to a point where there is insufficient withdrawal capacity to meet gas demand later in the winter. This risk was underscored in the latter half of this winter as consistent cold weather resulted in high demand and necessitated heavy use of underground natural gas storage to the point where the non-Aliso Canyon fields experienced significant reductions in their withdrawal capabilities. When this occurred, Aliso Canyon was instrumental in providing supply to customers. Since November of 2018, SoCal Gas has withdrawn over 40 billion cubic feet (Bcf) of natural gas from storage, with over 13 Bcf of that withdrawn from Aliso Canyon.

This winter, hourly customer demand increased rapidly, peaking at levels that exceeded a 5 billion cubic feet per day equivalent on multiple occasions. In contrast, natural gas travels slowly through the system, at approximately 20-30 miles per hour, and can take many hours to get from receipt points to demand centers. It can take approximately 10 hours for natural gas supplies to travel from the interconnection at Blythe to the Los Angeles basin; while gas withdrawn from Aliso Canyon can respond to Los Angeles basin demand in 1-2 hours. As a result, Aliso Canyon has been essential in meeting these extreme hourly peak demands along with daily demands, especially as the withdrawal capabilities at the non-Aliso Canyon fields decreased because inventory levels were being depleted.

**With regard to Aliso Canyon, there were 10 days of withdraw in January 2019, 8 days in February and 3 days in March.**

**ELECTRICITY GENERATION:**

**BWP Generating Facilities**

<b>Unit</b>	<b>Availability</b>	<b>Operating Hrs</b>	<b>MWH (Net)</b>	<b>NO<sub>x</sub>, lbs.</b>
<b>Olive 1</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Olive 2</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Lake 1</b>	<b>100%</b>	<b>10</b>	<b>280</b>	<b>64</b>
<b>MPP</b>	<b>77%</b>	<b>516</b>	<b>98,128</b>	<b>4,255</b>

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 10 hours during the month.

**Magnolia Power Project (MPP)**

	<b>February</b>	<b>FYTD</b>	<b>YTD</b>
<b>Availability</b>	<b>77%</b>	<b>95%</b>	<b>89%</b>
<b>Unit Capacity Factor (240 MW)</b>	<b>61%</b>	<b>72%</b>	<b>69%</b>

**MPP was shut down on February 15, 2019 to perform a scheduled offline water wash of the combustion turbine compressor. Several other maintenance and outage related tasks were completed during the outage, including combustion turbine borescope inspection, boiler inspection, HRSG tube cleaning, and preventative maintenance on both fuel gas compressors. MPP was placed online for a total of 516 hours during the month.**

**Tieton Hydropower Project (Tieton)**

Tieton’s annual generation season ended on October 19, 2018 and scheduled maintenance began immediately thereafter. **Maintenance has since concluded and generation units are now available for operation. BWP now anticipates the United States Bureau of Reclamation will provide water flow in mid-March to begin the generation season.**

**ENVIRONMENTAL**

**Air Quality**

The South Coast Air Quality Management District (SCAQMD) performs at least one annual inspection of the Magnolia, Lake and Olive facilities. On February 20, 2019, SCAQMD enforcement inspectors showed up at the BWP campus for an inspection of the site. During the inspection, the SCAQMD issued a notice to comply to address the registration of a campus A/C system with the SCAQMD and the use of solvents that comply with SCAQMD requirements. BWP has addressed both concerns and the SCAQMD has closed out the notice to comply without any fines or penalties.

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

The Stormwater Resources Control Board, Industrial General Permit, requires industrial facilities to collect at a minimum four storm water samples per reporting year (July 1st – June 30th) and compare them to statewide regulatory limits. BWP has met this requirement and no additional samples are necessary this reporting year. The analytical results from the storm water samples taken during the current reporting year continue to indicate elevated levels of metals (specifically iron, copper and zinc). Therefore, BWP continues to investigate 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 30, 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. However, 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.

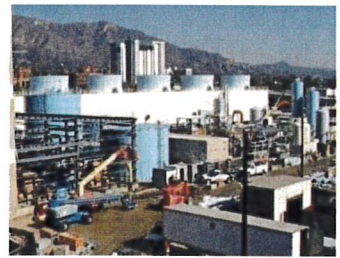
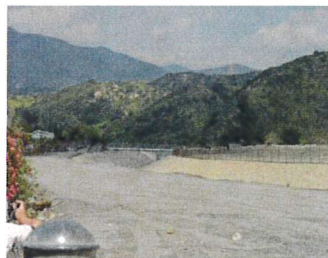
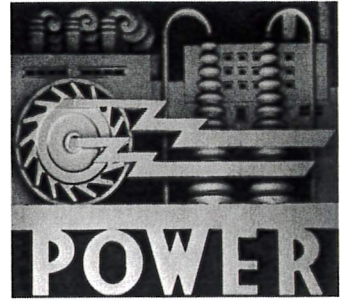
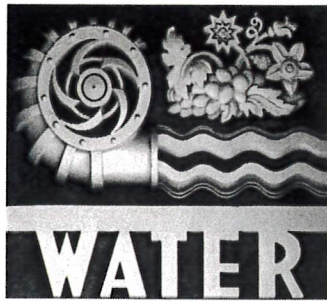
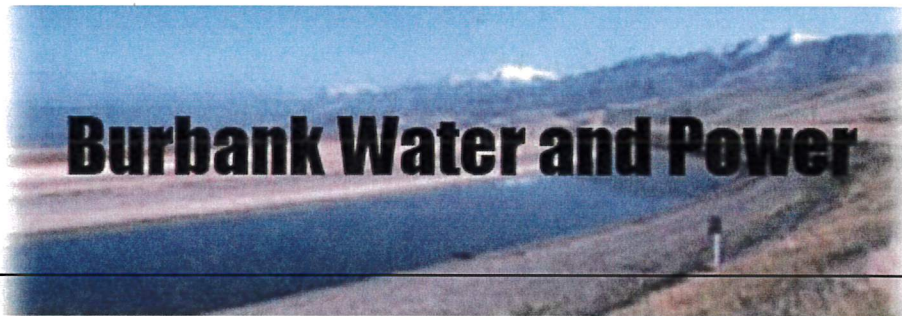
Burbank’s option to terminate or commit to the gas repowering must be decided, and communicated, to the Intermountain Power Agency in writing by August 3, 2019.

## **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.





**Estimated Financial Report  
February-19**

UNAUDITED

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1)(2)</sup>  
MTD and FYTD February 2019  
(\$ in 000's except MWh Sales)**

MTD FY 18-19	MTD Jan-19 Budget	\$ Variance <sup>(3)</sup>	% Variance		FYTD FY 18-19	FYTD Jan-19 Budget	\$ Variance <sup>(3)</sup>	% Variance
77,317	77,763	(446)	(1%) <sup>(a)</sup>	NEL MWh	767,803	781,038	(13,435)	(2%) <sup>(A)</sup>
				<b>Retail</b>				
\$ 11,602	\$ 11,120	\$ 482	4%	Retail Sales	\$ 114,833	\$ 115,092	\$ (258)	(0%)
595	595	-	0% <sup>(b)</sup>	Other Revenues <sup>(4)</sup>	4,168	4,762	(594)	(12%) <sup>(B)</sup>
7,798	8,564	766	9% <sup>(c)</sup>	Retail Power Supply & Transmission	74,019	75,994	1,974	3% <sup>(C)</sup>
4,399	3,150	1,248	40%	<b>Retail Margin</b>	44,982	43,860	1,122	3%
				<b>Wholesale</b>				
2,129	1,445	684	47%	Wholesale Sales	11,940	33,586	(21,646)	(64%)
1,752	1,409	343	24%	Wholesale Power Supply	10,762	32,746	21,984	67%
377	36	341	945%	<b>Wholesale Margin</b>	1,178	840	338	40%
4,776	3,187	1,590	50%	<b>Gross Margin</b>	46,160	44,700	1,460	3%
				<b>Operating Expenses</b>				
913	913	-	0%	Distribution	7,061	7,403	342	5%
107	107	-	0%	Administration/Safety	1,188	890	(298)	(33%) <sup>(D)</sup>
282	282	-	0%	Finance, Fleet, & Warehouse	1,661	2,213	552	25% <sup>(E)</sup>
499	499	-	0%	Transfer to General Fund for Cost Allocation	3,994	3,995	1	0%
497	497	-	0%	Customer Service, Marketing & Conservation	2,936	3,481	544	16% <sup>(F)</sup>
307	307	-	0%	Public Benefits	2,945	3,183	238	7%
133	133	-	0%	Security/Oper Technology	1,439	1,304	(135)	(10%)
109	109	-	0%	Telecom	741	872	131	15%
166	166	-	0%	Construction & Maintenance	931	1,326	395	30% <sup>(G)</sup>
1,567	1,567	-	0%	Depreciation	11,752	12,533	781	6%
4,581	4,581	-	0% <sup>(d)</sup>	Total Operating Expenses	34,649	37,201	2,551	7%
\$ 195	\$ (1,395)	\$ 1,590	(114%)	<b>Operating Income/(Loss)</b>	\$ 11,510	\$ 7,499	\$ 4,011	53%



**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD February 2019**

(\$ in 000's)

MTD	MTD Jan-19	\$	%		FYTD	FYTD Jan-19	\$	%
FY 18-19	Budget	Variance <sup>(3)</sup>	Variance		FY 18-19	Budget	Variance <sup>(3)</sup>	Variance
\$ 195	\$ (1,395)	\$ 1,590	(114%)	<b>Operating Income/(Loss)</b>	\$ 11,510	\$ 7,499	\$ 4,011	53%
				<b>Other Income/(Expenses)</b>				
181	181	-	0%	Interest Income	1,490	1,449	41	3%
125	125	-	0%	Other Income/(Expense) <sup>(5)</sup>	1,094	1,004	90	9%
(361)	(361)	-	0%	Bond Interest/ (Expense)	(2,891)	(2,891)	(0)	(0%)
(55)	(55)	-	0%	<b>Total Other Income/(Expenses)</b>	<b>(306)</b>	<b>(437)</b>	<b>131</b>	<b>30%</b>
140	(1,449)	1,590	(110%)	<b>Net Income</b>	<b>11,204</b>	<b>7,062</b>	<b>4,142</b>	<b>59%</b>
490	490	-	0%	Capital Contributions (AIC)	781	1,919	(1,139)	(59%) <sup>(4)</sup>
<b>\$ 630</b>	<b>\$ (959)</b>	<b>\$ 1,590</b>	<b>(166%)</b>	<b>Net Change in Net Assets (Net Income)</b>	<b>\$ 11,985</b>	<b>\$ 8,981</b>	<b>\$ 3,004</b>	<b>33%</b>

1. After the passing of Measure T in June 2018, electric utility bills now reflect a separate line item in the amount of the utility transfer to the City. Reported electric retail revenues and expenses on the utility's financial statements do not reflect the transfer; and the transfer no longer impacts the utility's financial results. This change in financial reporting took effect with July 2018 financial reporting and should be taken into account when comparing results to prior periods.
2. This report may not foot due to rounding.
3. ( ) = Unfavorable
4. 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.
5. 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 February 2019  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	77,317	77,763	(446)	- NEL is 0.57% lower than budget due to conservation. For the month of February average high temperature was 61.4°F and the 15 year average high temperature was 70.0°F. MTD HDD were 400 versus the 30 year average of 237.
b.	Other Revenues	595	595	-	- Other revenues are at budgeted values.
c.	Retail Power Supply & Transmission	7,798	8,564	766	- The favorable variance is attributable to various components within Retail Power Supply & Transmission, including economic dispatch and the net MPP fuel savings from a six day outage. Please refer to page A-5 for additional details.
d.	Total Operating Expenses	4,581	4,581	-	- Expenses for February 2019 are estimated at budgeted values.

**Burbank Water and Power**  
**Electric Fund (496)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**FYTD February 2019**  
**(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	767,603	781,038	(13,435)	- NEL is 1.72% lower than budget due to conservation. FYTD average high temperature was 78.6°F and the 15 year average high temperature was 78.6°F. FYTD CDD were 1,248 versus the 30 year average of 1,084.
B.	Other Revenues	4,168	4,762	(594)	- 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	74,019	75,994	1,974	- The favorable variance is attributable to various components within Retail Power Supply & Transmission, including prior period true up credits, lower than planned O&M expenses, and economic dispatch. Please refer to page A-6 for additional details.
D.	Administration/Safety	1,188	890	(298)	- The unfavorable variance is primarily attributable to salaries and related benefits due to transitional training for the Environmental and Safety Manager in anticipation of retirement. Also contributing to the unfavorable variance is the timing of payments for membership dues.
E.	Finance, Fleet, & Warehouse	1,661	2,213	552	- The favorable variance is primarily attributable to the timing of invoices for software and hardware, insurance, and other professional services.
F.	Customer Service, Marketing & Conservation	2,936	3,481	544	- The favorable variance is primarily attributable to less than budgeted spending on bill, print, and mail services of approximately \$300k. Also contributing to the favorable variance is the timing of expenditures for professional services, software and hardware and, salary and fringe benefits savings due to vacant positions.
G.	Construction & Maintenance	931	1,326	395	- The favorable variance is attributable to less than budgeted spending on air conditioning maintenance, commercial doors, asphalt, flooring, plumbing, and trash hauling services. Also contributing to the variance is the timing of invoices for custodial services and private contractual services, and receiving higher than planned credits for O&M work performed for other departments.
H.	Capital Contributions (AIC)	781	1,919	(1,139)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

**Estimated February 2019 Budget to Actual P&L Variance Highlights - Electric Fund  
(in 000's)**

	<b>Variance Month-to-Date</b>		<b>Budget to Actual Variance</b>
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	
<b><u>MTD NET INCOME/(LOSS): \$140</u></b>	\$ 1,590		\$ 1,590
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	482		482
Power Supply and Transmission			
- Economic dispatch and other	670		670
- Net MPP fuel savings from a six day outage	361		361
- Higher fuel prices		(265)	(265)
Wholesale Margin	341		341
<b>Total</b>	<b>1,855</b>	<b>(265)</b>	<b>1,590</b>

**Estimated February 2019 Budget to Actual P&L Variance Highlights - Electric Fund**  
(in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>FYTD NET INCOME: \$11,204</u></b>	4,142		4,142
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales		(258)	(258)
Power Supply and Transmission			
- Prior period true up credits	2,245		2,245
- Lower than planned O&M expenses	853		853
- Net MPP fuel savings from a six day outage	361		361
- Lower than planned transmission expenses	388		388
- Lower retail load	385		385
- Higher energy and fuel prices, net of economic dispatch		(1,097)	(1,097)
- A ten day unplanned outage at IPP		(630)	(630)
- An unplanned outage at MPP		(531)	(531)
Wholesale Margin	338		338
Other Revenues		(594)	(594)
<b>Total</b>	<u>4,570</u>	<u>(3,110)</u>	<u>1,460</u>
<b><u>FYTD EXPENSE AND OTHER VARIANCES</u></b>			
Depreciation expense	781		781
Finance, Fleet, & Warehouse	552		552
Customer Service, Marketing & Conservation	544		544
Construction & Maintenance	395		395
Distribution	342		342
All other	68		68
<b>Total</b>	<u>2,682</u>	<u>-</u>	<u>2,682</u>
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Total</u>
<b><u>FYTD TRUE-UP CREDITS</u></b>			
MPP	1,442		1,442
Palo Verde	526		526
Prepaid Gas	281		281
SCPPA Natural Gas	157		157
Tieton Hydro	141		141
Mead-Phoenix	77		77
Ameresco Chiquita	25		25
Wild Rose (Don Campbell)	26		26
Mead-Adelanto	15		15
STS		(62)	(62)
IPP		(383)	(383)
<b>Total</b>	<u>2,690</u>	<u>(445)</u>	<u>2,245</u>

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

	Feb-19	Jan-19	Dec-18	Nov-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 74,673	\$ 76,954	\$ 76,141	\$ 77,995	\$ 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	16,655	16,655	16,648	16,609	16,492	15,787		
Sub-Total Cash and Investments	101,228	103,609	102,789	104,604	105,485	96,358	73,010	42,770
Capital Commitments	0 <sup>(b)</sup>	(266) <sup>(b)</sup>	(266)	(2,338)	(6,740)	(16,446)		
Customer Deposits	(4,635) <sup>(c)</sup>	(4,694) <sup>(c)</sup>	(5,266) <sup>(c)</sup>	(5,234) <sup>(c)</sup>	(5,432)	(4,533)		
Public Benefits Obligation	(6,619)	(6,274)	(6,359)	(6,331)	(5,549)	(4,520)		
Pacific Northwest DC Intertie	(3,175)	(3,175)	(5,113)	(5,113)	(7,455)	(8,765)		
Low Carbon Standard Fuel <sup>(d)</sup>	(1,237)	(1,240)	(1,242)	(1,242)	(1,251)	-		
Cash and Investments (less Commitments)	<b>85,563</b>	<b>87,960</b>	<b>84,542</b>	<b>84,344</b>	<b>79,059</b>	<b>62,095</b>	<b>73,010</b>	<b>42,770</b>

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

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

<sup>(c)</sup> Includes a \$2.5M customer deposit for new service for LADWP at Johnny Carson Park.

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

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets <sup>(1)</sup>  
MTD and FYTD February 2019  
(\$ in 000's except Gallons)**

MTD FY 18-19	MTD Jan-19 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 18-19	FYTD Jan-19 Budget	\$ Variance <sup>(2)</sup>	% Variance
290	331	(41)	(12%) <sup>(a)</sup>	Water put into the system in Millions of Gallons	3,482	3,576	(94)	(3%) <sup>(A)</sup>
31	49	(18)	(37%) <sup>(b)</sup>	Metered Recycled Water in Millions of Gallons	648	724	(76)	(10%)
				<b>Operating Revenues</b>				
1,445	1,761	\$ (316)	(18%) <sup>(c)</sup>	Potable Water	18,272	19,057	\$ (785)	(4%) <sup>(B)</sup>
130	205	(75)	(37%) <sup>(d)</sup>	Recycled Water	2,565	2,915	(359)	(12%) <sup>(C)</sup>
42	68	(25)	(38%)	Other Revenue <sup>(3)</sup>	524	541	(17)	(3%)
1,617	2,034	(416)	(20%)	Total Operating Revenues	21,352	22,513	(1,161)	(5%)
665	807	142	18% <sup>(e)</sup>	Water Supply Expense	8,015	8,167	152	2%
952	1,226	(274)	(22%)	Gross Margin	13,336	14,345	(1,009)	(7%)
				<b>Operating Expenses</b>				
589	589	-	0%	Operations & Maintenance - Potable	4,826	4,845	19	0%
167	167	-	0%	Operations & Maintenance - Recycled	1,073	1,199	126	11% <sup>(D)</sup>
205	205	-	0%	Allocated O&M	1,400	1,598	198	12% <sup>(E)</sup>
169	169	-	0%	Transfer to General Fund for Cost Allocation	1,335	1,353	18	1%
348	348	-	0%	Depreciation	2,622	2,784	161	6%
1,477	1,477	-	0% <sup>(f)</sup>	Total Operating Expenses	11,257	11,780	523	4%
				<b>Other Income/(Expenses)</b>				
16	16	-	0%	Interest Income	177	125	51	41%
44	44	-	0%	Other Income/(Expense) <sup>(4)</sup>	398	356	42	12%
(160)	(160)	-	0%	Bond Interest/(Expense)	(1,274)	(1,276)	3	0%
(99)	(99)	-	0%	Total Other Income/(Expenses)	(699)	(795)	96	12%
(625)	(351)	(274)	(78%)	Net Income/(Loss)	1,381	1,770	(390)	(22%)
28	28	-	0%	Aid in Construction	225	223	2	1%
\$ (597)	\$ (323)	\$ (274)	(85%)	Net Change in Net Assets (Net Income)	\$ 1,805	\$ 1,993	\$ (387)	(19%)

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 February 2019  
(\$ 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	290	331	(41)	- Potable water sales are lower due to more rainfall than the historical February average. February rainfall was 6.53 inches versus the monthly historical average of 4.48 inches. MTD HDD were 400 versus the 30 year average of 237.	
b.	Recycled Water Usage in Millions of Gallons	31	49	(18)	- Recycled water sales are lower due to lower irrigation which is due to more rainfall than the monthly February average.	
c.	Potable Water Revenue	1,445	1,761	(316)	- The WCAC impact decreased potable water revenues by \$96k MTD. Without this adjustment, potable water revenues would be unfavorable by 12%.	
						MTD Actual
					WCAC Revenue	762
					WCAC Expenses	665
					<b>WCAC revenue deferral (decreased revenues)</b>	<b>\$ 96</b>
d.	Recycled Water Revenue	130	205	(75)	- MTD Recycled water revenue corresponds with the demand.	
e.	Water Supply Expense	665	807	142	- Water supply expense is lower because of lower demand.	
f.	Total Operating Expenses	1,477	1,477	-	- Expenses for February 2019 are at budgeted values.	

**Burbank Water and Power**  
**Water Fund (497)**  
**Estimated Statement of Changes in Net Assets - Footnotes**  
**FYTD February 2019**  
**(\$ 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	3,482	3,576	(94)	- FYTD Potable water sales are lower due to lower demand for landscaping irrigation. FYTD CDD were 1,248 versus the 30 year average of 1,084. Rainfall season-to-date was 15.85 inches versus the season normal of 12.77 inches.	
B.	Potable Water	18,272	19,057	(785)	- The WCAC impact decreased potable water revenues by \$205k YTD. Without this adjustment, potable revenues would be unfavorable by 3.05%.	
						FYTD Actual
					WCAC Revenue	8,220
					WCAC Expenses	8,015
					<b>WCAC revenue deferral (decreased revenues)</b>	<b>\$ 205</b>
C.	Recycled Water	2,555	2,915	(359)	- FYTD Recycled water sales are lower due to lower demand for landscaping irrigation.	
D.	Operations & Maintenance - Recycled	1,073	1,199	126	- The favorable variance is primarily attributable to the timing of payments for professional services, electricity for water pumping, and utilities.	
E.	Allocated O&M	1,400	1,598	198	- The favorable variance is attributable to lower than planned allocated expenses (Customer Service, Finance, and Construction & Maintenance) from the Electric Fund.	

**Estimated February 2019 Budget to Actual P&L Variance Highlights - Water Fund  
(in 000's)**

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME (LOSS): -\$625</u></b>		(274)	(274)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues		(316)	(316)
Recycled Revenues		(75)	(75)
Other Revenue		(25)	(25)
Water Supply Expense	142		142
<b>Total</b>	<u>142</u>	<u>(416)</u>	<u>(274)</u>

**Estimated February 2019 Budget to Actual P&L Variance Highlights - Water Fund  
(in 000's)**

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<b><u>FYTD NET INCOME: \$1,381</u></b>		(390)	(390)
 <b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues		(785)	(785)
Recycled Revenues		(359)	(359)
Other Revenue		(17)	(17)
Water Supply Expense	152		152
<b>Total</b>	<u>152</u>	<u>(1,161)</u>	<u>(1,009)</u>
 <b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Allocated O&M	198		198
Depreciation Expense	161		161
Recycled Water O&M	126		126
All Other	134		134
<b>Total</b>	<u>619</u>	<u>-</u>	<u>619</u>

**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Cash and Investment Balances <sup>(a)</sup>**

	<u>Feb-19</u>	<u>Jan-19</u>	<u>Dec-18</u>	<u>Nov-18</u>	<u>Jun-18</u>	<u>Jun-17</u>	<u>Recommended Reserves</u>	<u>Minimum Reserves</u>
<b>Cash and Investments</b>								
General Operating Reserves	\$ 6,695 <sup>(b)</sup>	\$ 11,561	\$ 12,471	\$ 13,846	\$ 10,925	\$ 9,542	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>8,915</u>	<u>13,781</u>	<u>14,691</u>	<u>16,066</u>	<u>13,145</u>	<u>11,762</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,254)	(1,202)	(1,170)	(1,001)	(607)	(786)		
Capital Commitments	0	0	0	0	(140)	(228)		
Cash and Investments (less commitments)	<u>7,661 <sup>(c)</sup></u>	<u>12,578</u>	<u>13,521</u>	<u>15,065</u>	<u>12,397</u>	<u>10,749</u>	<u>17,830</u>	<u>9,370</u>

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

<sup>(b)</sup> Includes the payment of \$3.97M for the purchase of 5,719 acre-feet of cyclic water.

<sup>(c)</sup> Water Fund anticipates receiving a loan from the Electric Fund to bring cash balances up to the minimum reserve requirement by June 30, 2019.





March 6, 2019  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: Jacqueline Waltman, Chairperson  
Matthew Doyle, Vice-Chairperson  
Linda Barnes, Secretary  
Iveta Ovsepyan  
Miguel Porras

Also present: Brady Griffin, Human Resources Manager  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
John Pfrommer, Police Lieutenant  
Sherry Richardson, Administrative Officer  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director  
Jonathan Yee, Assistant Public Works Director - Traffic

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 5-0 to re-approve the minutes of the regular meeting of January 2, 2019. It was moved by Mr. Porras, seconded by Ms. Ovsepyan and carried 5-0 to approve the minutes of the regular meeting of February 6, 2019.

**Proposed Amendments to Classification Plan**

- a. REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF TRAFFIC SIGNAL MAINTENANCE SUPERVISOR, TRAFFIC SIGNAL TECHNICIAN, ASSISTANT TRAFFIC SIGNAL TECHNICIAN, TRAFFIC SIGNAL OPERATIONS SPECIALIST, AND INTELLIGENT TRANSPORTATION SYSTEMS SPECIALIST

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Porras and carried 5-0 to approve the revision of the specifications for the classifications of Traffic Signal Maintenance Supervisor, Traffic Signal Technician, Assistant Traffic Signal Technician, Traffic Signal Operations Specialist, and Intelligent Transportation Systems Specialist.

**Recruitment and Selection Report – February 2019**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of March 2019, there were two temporary appointment extensions and two temporary assignment extensions needed. The extensions were being sought on behalf of the Police Department, Management Services Department, and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Porras and carried 5-0 to approve the Appointments and Assignments for the month of March 2019.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:20 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Jacqueline Waltman, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Linda Barnes, Secretary

DATE \_\_\_\_\_