



Weekly Management Report

January 31, 2020

- 1. Memo** Peter McGrath Older Americans Volunteer Service Award
Parks and Recreation Department

- 2. Minutes** Civil Service Board Meeting on December 4, 2019
Management Services Department

- 3. Minutes** Burbank Water and Power Board Meeting on December 5, 2109
Water and Power Department

- 4. Report** December 2019 Operating Results
Water and Power Department

- 5. Agenda** Burbank-Glendale-Pasadena Regular Meeting on February 3, 2020
Burbank-Glendale-Pasadena Airport Authority



CITY OF BURBANK
Parks and Recreation Department
MEMORANDUM

DATE: January 27, 2020

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director *Marisa Garcia*

**SUBJECT: CITY MANAGER TRACKING LIST NO. 2271 – PETER MCGRATH
OLDER AMERICANS VOLUNTEER SERVICE AWARD**

At the December 17, 2019 City Council meeting, Council Member Murphy requested that staff create a volunteer award in honor of Peter McGrath. Mr. McGrath was a respected community member who dedicated his time to volunteering on various City related Boards, Committees, and Commissions. After further consideration, staff designated the annual Older Americans Volunteer Service Award (Award) be renamed to the Peter McGrath Older Americans Volunteer Service Award.

Every May, the Administration for Community Living leads the nation's observance of Older Americans Month celebrating numerous contributions that older adults make to our communities. The City annually recognizes Older Americans Month and selects at least two (2) volunteers that embody service to our community to receive the Older Americans Volunteer Service Award. The selection process includes an evaluation committee comprised of two (2) representatives of the Burbank Senior Board and one (1) representative of the Joslyn Adult House Committee that review and score all applications. The criteria for the Award includes Burbank residency, 60 years of age, and having volunteered a significant amount of time for the betterment of the community. The individuals who meet the eligibility criteria and receive the highest application scores are selected to represent the City at the Los Angeles County Commission for Older Adults Volunteer Recognition Event.

Recipients of this Award are deserving and dedicated individuals that make a difference in Burbank through volunteering. The award is designed to honor and encourage older adults to continue to be actively involved in their communities. Therefore, staff determined that the existing Award is an appropriate process to honor Peter McGrath's legacy for years to come. Peter McGrath was an exemplary older adult who served the Burbank community through volunteering and engagement. In May 2020, staff will rename the Award in honor of Peter McGrath to the Peter McGrath Older Americans Volunteer Service Award.

December 4, 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: Matthew Doyle, Chairperson
Linda Barnes, Vice-Chairperson
Jacqueline Waltman

Members not present: Iveta Ovsepyan, Secretary
Miguel Porras

Also present: Stacey Adams, Ast Mgmt Serv Director, Risk Mgmt-Safety
Sean Aquino, Administrative Officer – BWP
Susie Avetisyan, Senior Administrative Analyst
Christine Coleman, Workers' Compensation Administrator
David Hernandez, Mgr Transmission & Distribution Engineering
Brady Griffin, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
John Molinar, Ast PW Director Street and Sanitation
Melissa Potter, Ast Library Services Director
April Rios, Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 3-0 to approve the minutes of the regular meeting of November 6, 2019.

Proposed Amendments to Classification Plan

REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF ELECTRICAL ENGINEER, ELECTRICAL ENGINEERING ASSOCIATE TO ELECTRICAL

ENGINEERING ASSOCIATE II, AND ELECTRICAL ENGINEERING ASSISTANT TO ELECTRICAL ENGINEERING ASSOCIATE I

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specifications for the classifications of Electrical Engineer, Electrical Engineering Associate to Electrical Engineering Associate II, and Electrical Engineering Assistant to Electrical Engineering Associate I.

Recruitment and Selection Report – November 2019

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of December 2019, there were two temporary appointment extensions needed. The extensions were being sought on behalf of the Fire Department and the Management Services Department. Also, for the month of January 2020, there were three temporary appointment extensions and three temporary assignment extensions needed. The extensions were being sought on behalf of the Public Works Department, Library Services Department, Information Technology Department, and the Management Services Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the months of December 2019 and January 2020.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:09 p.m.

Julianne Ventura
Assistant Management Services Director

APPROVED:

_____ DATE _____
Matthew Doyle, Chairperson

_____ DATE _____
Iveta Ovsepyan, Secretary

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
DECEMBER 5, 2019**

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

ROLL CALL

Board Present: Mr. Smith, Ms. LaCamera, Mr. Herman, Mr. Panahon

Board Absent: Mr. Brody, Mr. Eskandar, Mr. Ford

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. Blevens, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunncliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Hammond, Manager ECC; Mr. Recchia, Principal Power Systems Operator; Mr. Hernandez, Manager Transmission and Distribution Engineering; Mr. Olsen, Principal Electrical Engineer, BWP; Mr. Wang, Electrical Engineer, BWP; Mr. Thompson, Manager Water Engineering/Planning; Ms. Sarkissian, Acting Manager Customer Service Operations; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Elman addressed the Board. He distributed a handout to the Board that displayed his residential water usage and missing data for certain months. Mr. Elman received a letter from BWP regarding the inconsistent meter communication which may affect the Leak Alert service for certain residents. Mr. Elman hopes that BWP would spend more time testing new technology to ensure its reliability.

Mr. Goldstein addressed the Board. He discussed the seriousness of climate change, and urged BWP to play an even greater part in reducing energy waste by engaging existing commercial customers to retrofit their buildings for a more efficient energy outcome.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Somoano responded regarding the challenges with our meter system. BWP is looking at potential options to address aging infrastructure and it will be addressed when we discuss our proposed budget.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Herman, seconded by Mr. Panahon and carried 4-0 to approve the meeting minutes of the regular meeting of November 7, 2019.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update and operating report for the month of October 2019.

Mr. Liu, Mr. Somoano, and Mr. Hernandez responded to Board Member questions.

CYCLICAL WATER BUDGET AMENDMENT AND LOAN

Mr. Liu presented information regarding a budget amendment to purchase Cyclical Water from the Metropolitan Water District (MWD) and a loan from the Electric Fund for the Cyclical Water purchase. This purchase will save BWP money by locking in the current 2019 MWD Cyclic Water rate rather than purchasing water at a later date at a higher cost.

It was moved by Mr. Herman, seconded by Ms. LaCamera, and carried 4-0 that the Burbank Water and Power Board endorse Burbank City Council's approval to (1) amend the Fiscal Year 2019-20 Water Fund Budget by appropriating an additional \$5,848,000 of authority to purchase up to 8,000 Acre Feet (AF) of Cyclic Storage Water from MWD; and (2) authorize an inter-fund loan from the Electric Fund (Fund 496) to the Water Fund (Fund 497) for up to \$5,848,000 to provide funding for such a purchase.

INFORMATION FROM STAFF

IMPROVEMENTS TO SYSTEM EVENT REPORTING

Mr. Wang presented information about BWP's System Event Reporting which helps to identify and diagnose potential electrical equipment failures and assist in understanding system conditions during system events. System Event Reporting helps maintain reliability, and operational efficiency for the utility.

Mr. Wang, and Mr. Somoano responded to Board Member questions.

LEGISLATIVE UPDATE

Ms. Titus presented a federal legislative update. Related to public safety, she discussed a bill that would repeal the auction of the T-Band Spectrum. Burbank is currently drafting a letter for the Mayor to sign that would support the repeal of the auction of the T-Band Spectrum.

Ms. Titus also announced an upcoming trip hosted by MWD to tour the Regional Recycled Water Advanced Purification Center. An invitation to the Board will follow.

Ms. Titus responded to Board Member questions.

WATER SUPPLY UPDATE

Mr. Wilson reported that the Department of Water Resources began the new water year announcing their initial allocation for the State Water Project at 10%. Mr. Wilson discussed water supply and water storage levels and responded to Board Member questions.

POWER SUPPLY UPDATE

Mr. Hammond presented an update on the 2019-2020 Winter Assessment including a Natural Gas Winter Supply Outlook. Reduced operating pressures on SoCalGas transmission system and Aliso Canyon withdraw restrictions continues to affect the Los Angeles basin supply of natural gas, but BWP continues to work with partnering agencies to ensure reliability for Burbank customers.

Mr. Hammond and Mr. Somoano responded to Board Member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Herman commented on the discussion regarding BWP's Currents publication that was brought up at last month's Board Meeting and wondered if there was any resolution on that issue. Mr. Somoano responded that there was an individual who felt Currents should only be created electronically rather than in print. BWP uses various types of outlets to communicate with residents and the cost to print Currents is actually very minimal. BWP also submitted a memo to the City Manager and the City Council with our position on Currents. The memo is a public document available for all to see.

Mr. Herman inquired if staff had done a cost analysis on BWP's Open House yet. Mr. Somoano responded that staff is still working on it.

Mr. Smith commented that he supports Currents magazine and feels it is an effective means of communication.

Mr. Smith discussed the date of the next Board Meeting which is scheduled for Thursday, January 2, 2020. Mr. Somoano suggested adjourning to the third Thursday of January; January 16, 2020. Staff will communicate with the Board should the January meeting date be changed.

ADJOURNMENT

The meeting was adjourned at 7:13 pm. The next scheduled Board Meeting is January 16, 2020 and will be held in the third floor Boardroom at Burbank Water and Power.

Lyndsey Kramer
Recording Secretary

Jorge Somoano
Secretary to the Board

Jordan Smith, Chair, BWP Board



CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

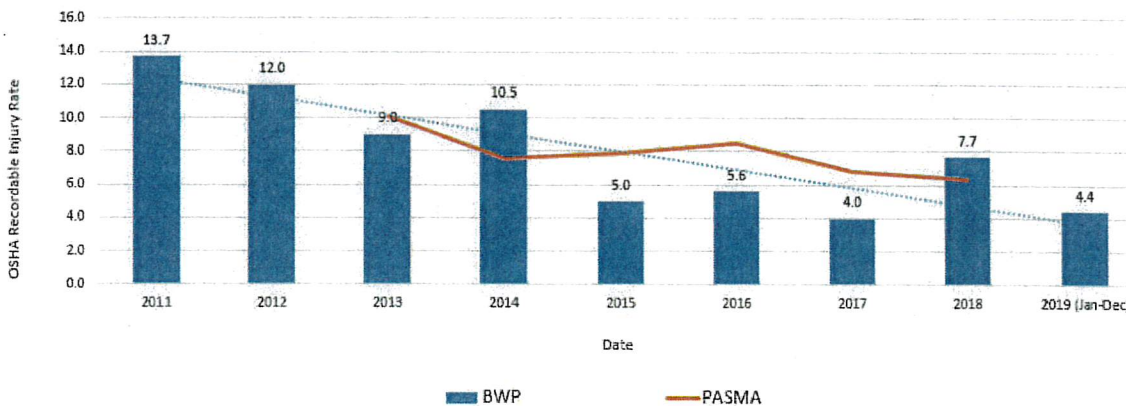
DATE: February 6, 2020
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: December 2019 Operating Results

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

SAFETY

For the month of December, BWP experienced two OSHA recordable injuries; BWP's year to date (Jan – Dec) OSHA recordable rate 4.4.

BWP TOTAL RECORDABLE INJURY RATE (TRIR) vs PASMA TRIR



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees.
 PASMA - Public Agency Safety Management Association (Utilities only Data)
 2019 Data = 12 month rolling average

Water Estimated Financial Results

For the month of December, Potable Water usage was 4% (14 million gallons) lower than budgeted and Potable Water Revenues were \$388,000 lower than budgeted. Recycled Water usage was 28% (17 million gallons) lower than budgeted and Recycled Water Revenues were \$67,000 lower than budgeted. December Water Supply Expenses were \$109,000 lower than budgeted. December's Gross Margin was \$358,000 lower than budgeted. Net Income loss was (\$463,000), which was \$360,000 lower than budgeted.

December fiscal-year-to-date (FYTD) Potable Water usage was 2% (52 million gallons) lower than budgeted. FYTD December Potable Water Revenues were \$180,000 lower than budgeted. FYTD Recycled Water usage was 4% lower than budgeted and Recycled Water Revenues were \$37,000 lower than budgeted. FYTD Water Supply Expenses were \$392,000 lower than budgeted. The FYTD December Gross Margin was \$166,000 better than budgeted. Operating Expenses were \$1,004,000 lower than budgeted. Net Income was \$1,826,000, which was \$1,132,000 better than budgeted.

Electric Estimated Financial Results

For the month of December, electric loads were 5% lower than budget. Retail Sales were \$500,000 lower than budgeted. December Power Supply Expenses were \$1,423,000 lower than budgeted primarily due to SCPA true ups received, lower energy prices, economic dispatch (the managing and optimizing of resources to meet system load) and lower retail load. December's Wholesale Margin was \$80,000 lower than budgeted. December's Gross Margin was \$669,000 higher than budgeted. Net Income was \$653,000, which was \$669,000 higher than budgeted.

FYTD December electric loads were 5% lower than budget. Retail Sales were \$3,765,000 lower than budgeted. FYTD Power Supply Expenses were \$7,078,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), higher than planned annual true up, and lower than planned O&M expenses. FYTD Wholesale Margin was \$284,000 lower than budgeted. FYTD Gross Margin was \$2,493,000 better than budgeted. December FYTD Operating Expenses were \$1,775,000 lower than budgeted. Net Income was \$6,976,000, which was \$4,417,000 better than budgeted.

WATER DIVISION

State Water Project Update

On June 20, 2019, the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 70% to 75%. This is the final allocation for the calendar year.

Burbank's Water Use

The table below shows water use in Burbank during December 2019 compared to December 2018 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12-Month Average
December 2018	112 gpcd	137 gpcd
December 2019	115 gpcd	132 gpcd

These figures show annual water use is well below the target average 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 rolling quarter of October through December. The contract operator performed weekly and monthly sampling for the treatment plant and wells.

	Capacity Factor	Average Flow Rate (FY Total)
Oct-19	88.35%	7952 gpm
Nov-19	93.2%	8393 gpm
Dec-19	90.58%	8152 gpm

Higher BOU Capacity factors are attributed to the operation of the newly constructed "temporary interconnection" between BWP and LADWP (LAIX). This transfer allows the BOU to continue to treat the groundwater at a high rate when BWP demand is lower than the BOU's capacity. The transfer agreement stipulates LADWP will directly reimburse MWD for the water used to blend and will reimburse BWP the costs related to O&M distribution and treatment. The LAIX began normal

operation in October 2019 and continues to date. The total transfer for the month of December was 278.9ac/ft and the annual total is 572.2ac/ft.

Month	MWD	BOU	Total
August	0.7	0.8	1.5
September	0	0	0
October	21.3	55.7	77
November	57.6	157.2	214.8
December	61.1	217.8	278.9
total			572.2

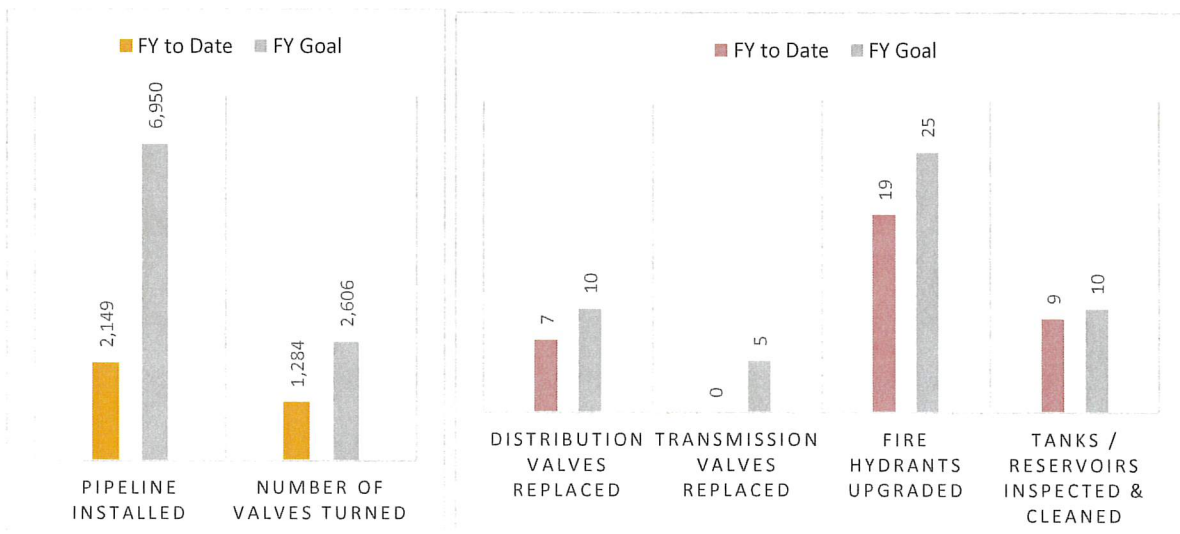
Project Updates

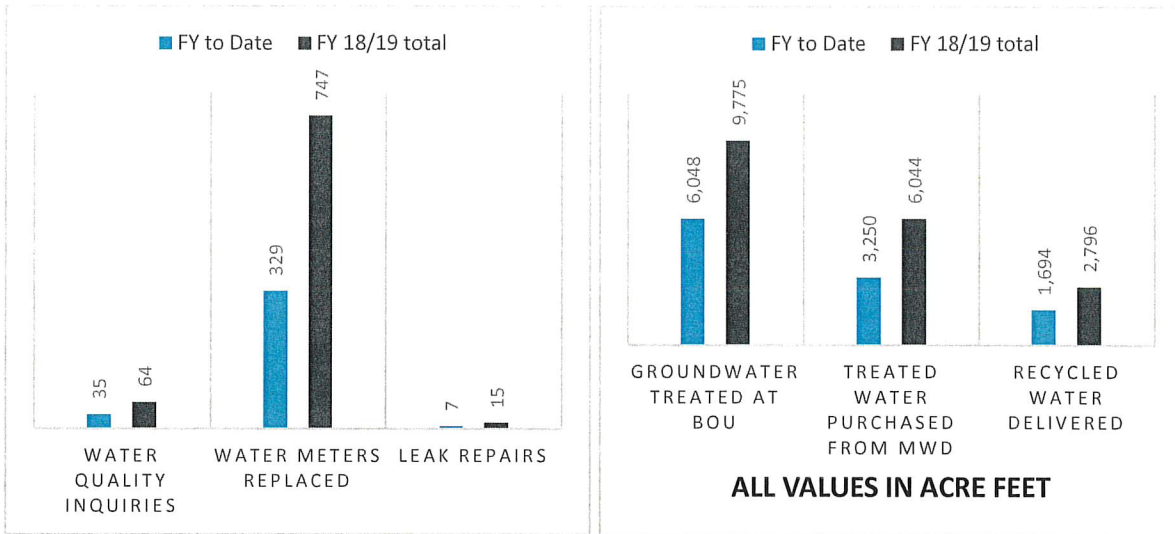
Due to the bountiful 2019 water year, MWD added excess water supply to its storage facilities. The available water exceeded MWD's capacity to place water into its storage facilities so MWD authorized use from the previously created Cyclic Storage Program to allow Member Agencies to store water in their groundwater basins and then pay for the water later.

Burbank agreed to spread up to 14,000 acre-feet of Cyclic Storage Water by the end of the 2019 calendar year. During the month of December 1242.28 acre-feet of water was spread, bringing the total 2019 water spread to 12,217.2 acre-feet.

Key Performance Indicators

The graphs below illustrate the progress the Water Division has made on key performance measures.





Leak Alert Notifications

During the Fall of 2009, BWP began installing an Automated Metering Infrastructure (AMI) System by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The water use was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed throughout the City. The data was “backhauled” or bundled using the Tropos radio system and delivered to database servers that accepted and processed the meter data. Full deployment of the system (approximately 26,000 endpoints) was completed in 18 months.

Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing Leak Alert service to residents who registered to receive notifications. This service, Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, we have provided 11,756 leak alerts to customers. Unfortunately, a high volume of communication modules are not working reliably and replacement units are no longer produced.

As of December 2019, 2644 communication modules are not working properly out of 26,984 meters (about 10%). We previously notified customers who participate in the Leak Alert Program that the failure of these communication modules prevents the sending of Leak Alert Notifications, and due to continued failures, we are now in the process of notifying additional customers.

Water Main Leak Repair

Shown below is a water main leak repair on the California Street bridge abutment at the crossing of the 134 freeway. This is a 12" steel main; the leak was at a welded joint. The leak was repaired and the water main put back in service.



ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In December 2019, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,453,045 customer minutes.

Reliability Measurement	January 2018- December 2018	January 2019 - December 2019
Average Outages Per Year (SAIFI)	0.4140	0.3145
Average Outage Duration (CAIDI)	49.37 minutes	14.75 minutes
Average Service Availability	99.996%	99.999%
Average Momentary Outages Per Year (MAIFI)	0.3142	0.3470
No. of Sustained Feeder Outages	9	10
No. of Sustained Outages by Mylar Balloons	3	2
No. of Sustained Outages by Animals	0	0
No. of Sustained Outages by Palm Fronds	1	2

PROJECT UPDATES

Circuit Breaker Replacements

The 34.5 kV and 4 kV oil-filled circuit breakers (OCBs) used for isolating Flower A-1 & A-2 and Winona A-2 transformers were not opening as quickly as designed. These circuit breakers at Flower and Winona were originally manufactured and installed around 1959 and 1965, respectively. After performing additional maintenance on these circuit breakers, it was determined that they could not be brought back to original design specifications. As such, these circuit breakers were removed and replaced with new vacuum circuit breakers (VCBs). The new VCBs open faster than the original OCBs, which means they do a better job of protecting equipment and reducing arc flash exposure to personnel.



Original 4 kV Oil Circuit Breaker for Flower A-1



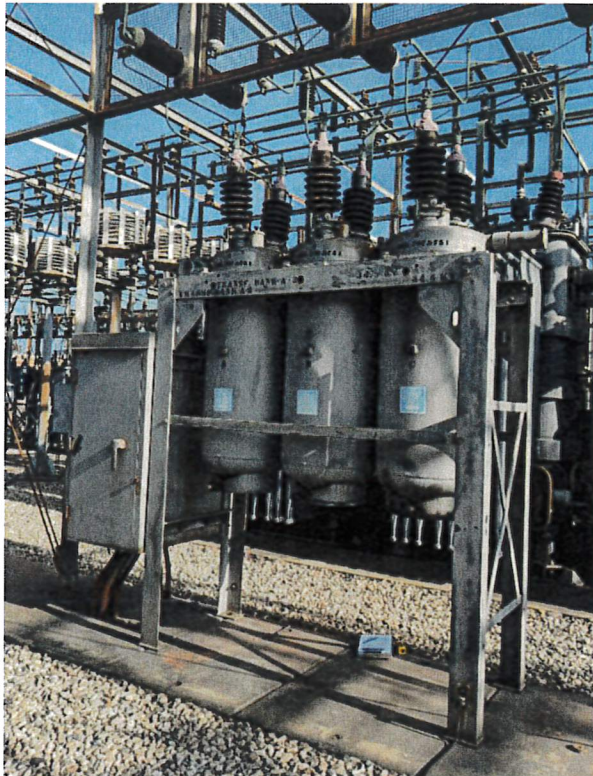
New 4 kV Vacuum Circuit Breaker for Flower A-1



Original 4 kV Oil Circuit Breaker for Flower A-2



New 4 kV Vacuum Circuit Breaker for Flower A-2



Original 34.5 kV Oil Circuit Breaker for Winona A-2



New 34.5 kV Vacuum Circuit Breaker for Winona A-2

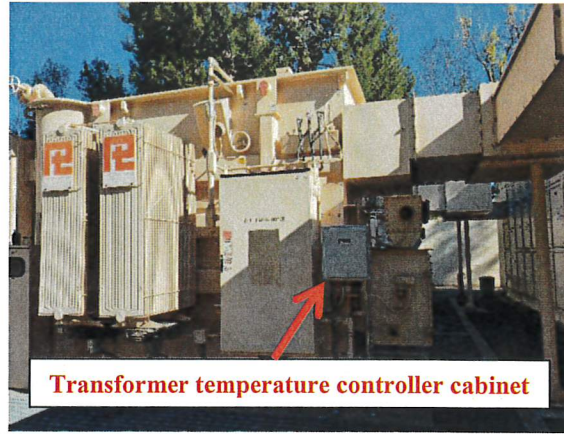
Transformer Temperature Monitor Installation at Keystone

BWP has been in the process of installing new temperature monitors for 38 of its 42 substation transformer banks (the remaining four transformer banks already have temperature monitors). Since 2019, 23 temperature monitors have been installed on some of our oldest or most heavily loaded substation transformers. Pursuant to the Electric Distribution Master Plan, BWP has targeted to complete the remaining installations by Fiscal Year 2022-23.

In December, BWP installed two transformer temperature sensors and monitors at Keystone Substation. The new monitors transmit transformer oil and winding temperatures to the Energy Control Center (ECC) and allow for automatic control, as well as remote control of transformer cooling fans from the ECC. System operators and engineers will use temperature information to quickly identify abnormal operating conditions and determine whether a substation transformer is loaded beyond its normal rating.



Transformer Bank A-2 Before Installation



Transformer temperature controller cabinet

Transformer Bank A-2 After Installation

STREET LIGHTING

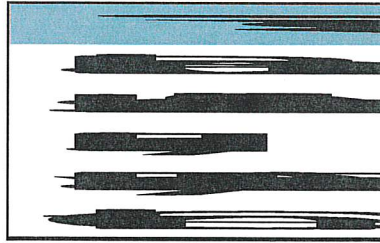
LED Replacement Program

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, 62.63% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,477MWh or a 37.51% reduction in energy consumption. LED conversions have also reduced evening load by 794kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

CUSTOMER SERVICE

Customer Service Operations

Customer Service is in the process of hiring six part-time Customer Service Representatives. We anticipate them onboarding by the end of January 2020. These hires will fill vacancies and allow Customer Service the flexibility and capacity to meet service levels.



Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	% Inc/Dec
[Redacted]										

Online Account Manager

The adoption of the Online Account Manager (OAM) continues to be over 50% of all active accounts. Of all registered accounts, close to 90% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive Customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by 2021. **Below is the chart outlining activity for the Online Account Manager:**

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total**	% of Total*
Enrollments	18,498	6,317	3,052	1,742	1,294	1,126	1,002	824	576	781	25,453	49%
Paperless	17,047	5,704	3,045	1,729	1,288	1,119	995	823	495	779	21,876	42%
Autopay	2,354	2,376	1,170	985	614	559	462	420	373	376	12,927	26%

* Percent as compared to all active BWP accounts.

** Customers with an active BWP Account.

Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of November 1, 2019, pricing for public EV charging is \$0.1753 per kilowatt-hour (kWh) for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh.

Month of usage	Chargers Available	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Charging Occupancy
Dec 2019	40	23,910	\$4,463	10,042	17.9	22%	17%
Nov 2019	42	17,028	\$3,336	7,152	13.2	23%	14%
Oct 2019	35	16,847	\$3,175	7,076	13	22%	14%
Sep 2019	34	15,978	\$3,099	6,711	12	24%	16%
Aug 2019	36	17,738	\$3,638	7,450	13	24%	14%
Jul 2019	41	19,804	\$3,765	8,318	15	22%	16%
Jun 2019	42	24,374	\$4,303	10,237	19	21%	23%
May 2019	42	25,756	\$4,783	10,818	19	21%	22%
Apr 2019	42	26,501	\$4,981	11,131	20	21%	20%
Mar 2019	42	24,810	\$4,507	10,420	18	20%	17%
Feb 2019	44	20,127	\$3,277	8,453	17	23%	17%
Jan 2019	44	20,706	\$3,511	8,696	16	22%	18%
Dec 2018	45	22,889	\$3,991	9,613	18	21%	19%
Nov 2018	45	22,145	\$3,879	9,301	18	20%	20%
Oct 2018	45	23,141	\$3,957	9,719	18	20%	21%
Sep 2018	45	18,592	\$3,665	7,809	17	18%	20%
Aug 2018	45	18,613	\$3,757	7,818	23	21%	23%

Seven charging ports were out of service during December. The EV chargers at 133 E. Orange Grove, Civic Center parking, Lakeside Shopping Center, and 1113 W. Alameda were replaced with new dual-port level 2 chargers. The count of charging ports at the Civic Center parking was increased by two by replacing the single port chargers with dual-port chargers.

Port Location	# of Ports	Out of Service Date	Issue	Expected Back in Service Date
2034 N. Hollywood Way	2	19-Mar	Cable retractor failure	20-Feb
533 S. Glenoaks Blvd	2	19-Aug	Cable retractor failure	20-Feb
340 N. Buena Vista St.	2	19-Sep	Cable retractor failure	20-Feb
2116 Glenoaks Blvd.	1	19-Oct	Cable retractor failure	20-Feb

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
Dec 2019	10	50	849	8,324
Nov 2019	10	40	839	8,251
Oct 2019	9	30	829	8,189
Sep 2019	5	21	820	8,111
Aug 2019	10	16	815	8,073
Jul 2019*	6	6	805	8,012
Jun 2019	12	100	799	7,962
May 2019	10	88	787	7,889
Apr 2019	8	78	777	7,833
Mar 2019	11	70	769	7,788
Feb 2019	5	59	758	7,707
Jan 2019	15	54	753	7,677
Dec 2018	10	39	738	7,530
Nov 2018	6	29	728	7,375
Oct 2018	9	23	722	7,351
Sep 2018	5	14	713	7,289
Aug 2018	5	9	708	7,256

* Start of new fiscal year.

TECHNOLOGY

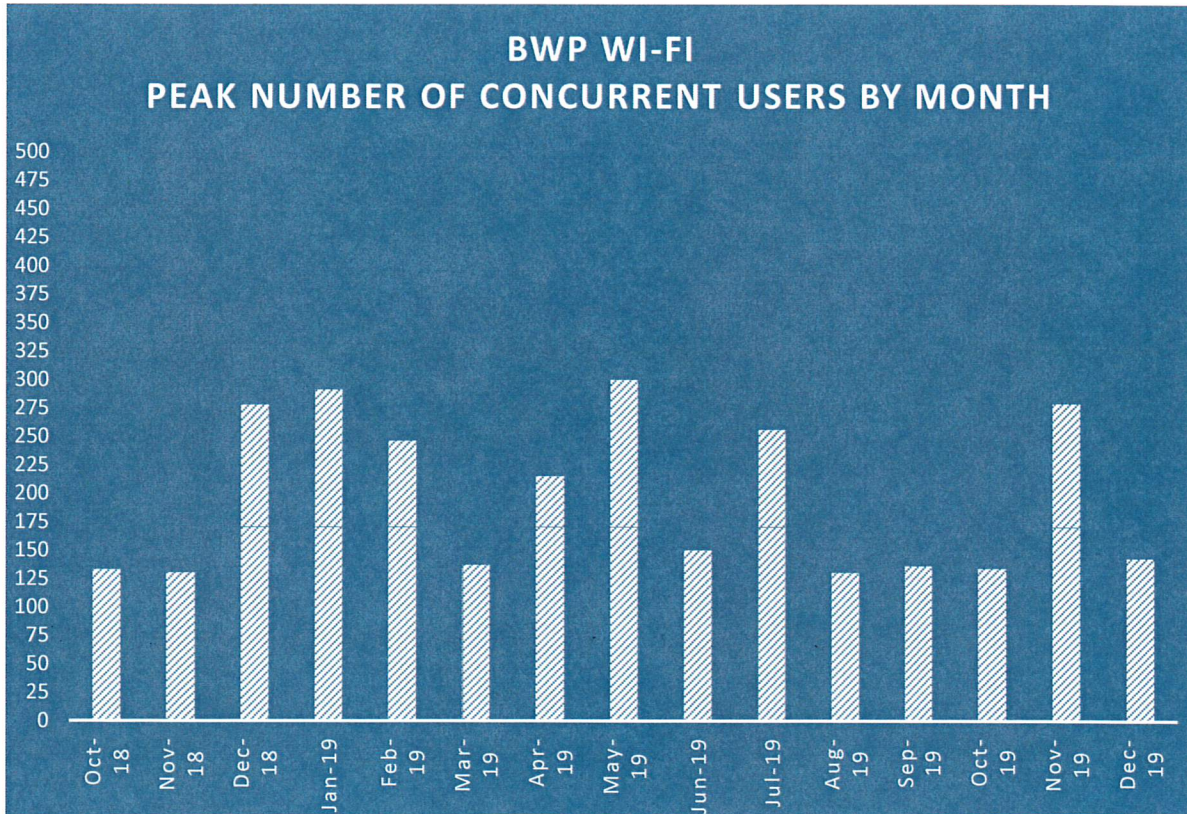
Broadband Services (ONE Burbank)

	December 2019 New Orders	Revenues for December 2019	FYTD 2019-20 Revenues	FYTD Budget
Lit	2	\$109,303	\$677,611	\$770,000
Dark	0	\$251,515	\$1,259,815	\$1,155,000
Total	2	\$360,818	\$1,937,426	\$1,925,000

BWP WiFi

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

The table below reports the number of users that are active and communicating to the internet (email, browsing, streaming, etc.)



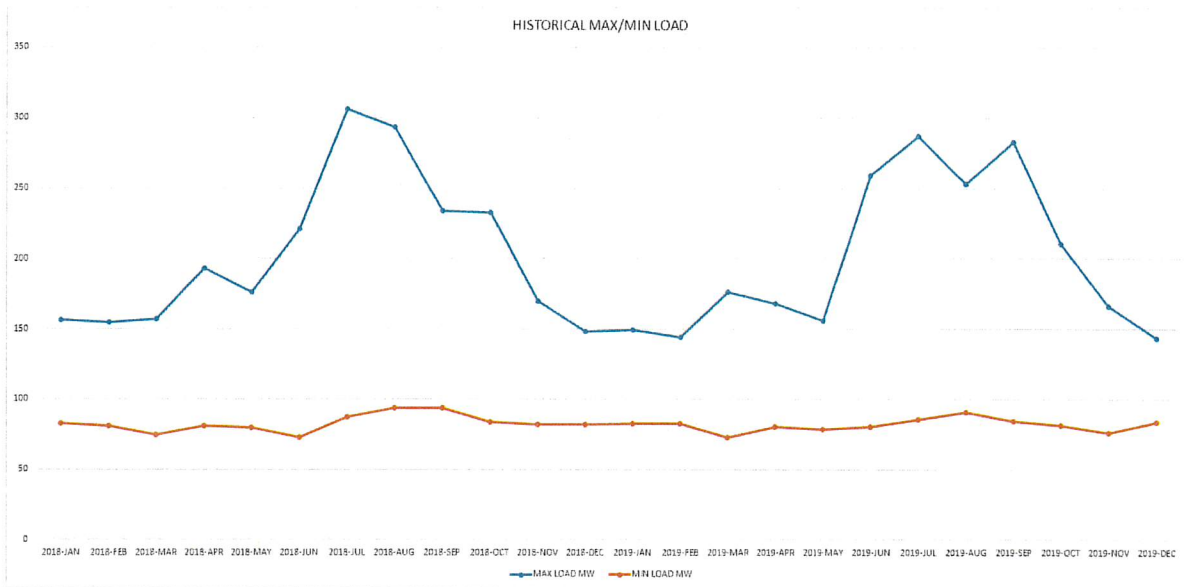
Cyber Security Update – December 2019

BWP is currently implementing technology improvements which will impact the way cyber security data is gathered and metrics are reported going forward. BWP will make every effort to provide accurate and relevant data within these reports, however, as necessary technology improvements are required, these reports and the data referenced within them may change.

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for December 2019 was 143.6 MW at 5:31 PM on Wednesday, December 18, and the minimum load was 83.6 MW at 3:46 AM on Sunday, December 8.



Minimum load values corrected for Sept & Dec 2018.

YEAR	MAX LOAD	MAX DATE
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20
2015	306.23 MW	09-Sep-15 15:42:00

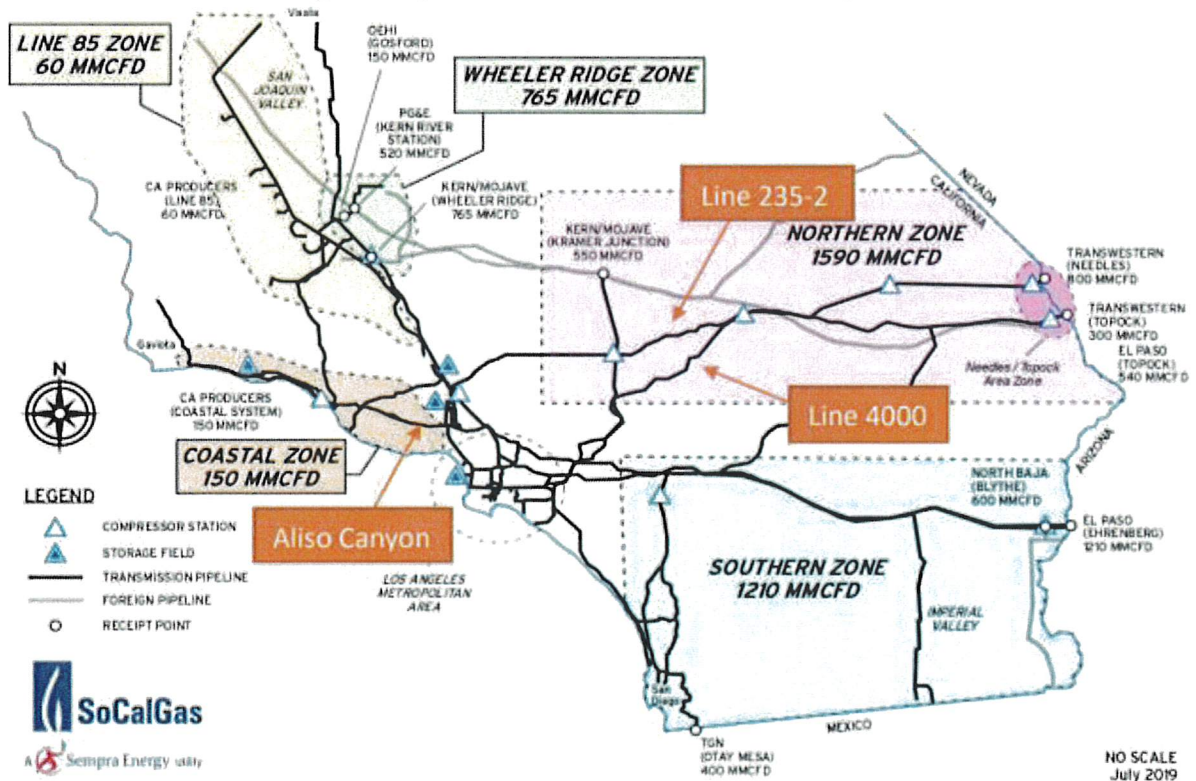
The Burbank power system did not experience abnormal weather or natural gas supply issues for December 2019.

Southern California continues to experience 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 component is storage operating constraints from the CPUC restricting the

use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances. This likely reduces the number and severity of single day gas price swings in the SoCal Gas system.

The CPUC continues to be concerned about the status of the SoCalGas storage inventory, system operations, and ability to provide natural gas this winter. SoCal Gas is 2.5 Bcf behind its estimates on filling its non-Aliso Canyon storage facilities. On September 17, 2019, the CPUC sent SoCal Gas a letter ordering SoCal Gas to take immediate actions to increase injections at all available storage facilities.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) returned to service at a reduced pressure on October 15, 2019 after a rupture on October 1, 2017.

During additional progressive restorations of pressure and the associated leak surveys, non-hazardous leaks were detected on June 7 (leak #9) and June 18 (leak #10) in remote areas of the desert, which requires additional remediation on Line 235-2. For leak #9, the required authorizations have been received from the Bureau of Land Management and

California Department of Fish and Wildlife for the leak repair work site with construction commencing. For leak #10, these authorization requests will be submitted shortly.

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 was taken out of service on September 19 for validation digs. Line 4000 returned to service on October 24 at reduced pressure.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x (lbs)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	0	0	0	0
MPP	100%	744	135,149	5,301	0

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. Lake One was placed online zero times during the month of December.

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	100%	97%	96%
Unit Capacity Factor (240 MW)	76%	76%	75%

There were no plant trips or other outages during December 2019. The General Electric (GE) enhancement outage is scheduled to begin January 31, 2020. An additional outage, for a water wash and installation of performance test instruments, will begin January 18, 2020.

Tieton Hydropower Project (Tieton)

Tieton's annual generation season began on March 22 with limited water flow provided by the United States Bureau of Reclamation (USBR), which carried out "fish pulse" operations designed to encourage upward spawning migration of spring salmon. Fish pulsing was conducted until March 27 when water flow was reduced and generation was no longer possible until later in April, when it commenced again.

Generation ended October 19 and maintenance work is in progress. Major components were transported to a machine shop for repairs as part of the planned work.



Unit 2 Generator Rotor Transport



Unit 2 Turbine Shaft Transport

ENVIRONMENTAL

Air Quality

On June 28, BWP submitted two application packages to the South Coast Air Quality Management District (SCAQMD) in order to renew the existing Title V Operating Permits for Lake One and for MPP. These applications were reviewed and approved by the SCAQMD. The draft permits were submitted to the Environmental Protection Agency (EPA) for a 45-day review period which has been completed. The SCAQMD is expecting to issue the final permits in the month of January 2020. The permits will cover another five-year operating period for each facility.

On July 17, another application package was submitted to the SCAQMD to revise MPP's Title V Operating Permit. This application is to approve and include general electric upgrades to the combustion turbine, allowing MPP to operate at a lower minimum load output (MW) while still complying with existing air quality requirements. Upgrades cannot be installed until a revised permit is approved and this process is being managed independently of the five-year permit renewal. **This application was reviewed and approved by the SCAQMD and was submitted to the EPA for review. After the EPA review was complete, the SCAQMD issued a final permit in January 2020.**

Storm Water

On December 4, 2019, a second set of storm water samples was collected at the BWP campus. Storm water samples are required to be analyzed by an independent laboratory and the results submitted to the State Water Resources Control Board's online reporting tool. The previous sample analytical results indicated elevated levels of copper and zinc. BWP is in the environmental review process for a storm water improvement project to address the storm water compliance issues.

PROJECT UPDATES:

Power Resources

Transmission Update

Negotiations with LADWP, for several existing Transmission Service Agreements, including those associated with Hoover Dam and IPP generation resources are ongoing. A one-year extension of the existing Hoover Transmission Service Agreement was approved by consent by City Council on August 13.

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 filed the 2019 IRP with the California Energy Commission (CEC) on April 2, 2019, in advance of the April 30 deadline. The CEC is required to make two separate findings on IRPs: first, that the IRP is complete (i.e., all required components were included) and second, that the IRP is consistent with the requirements of SB350. The CEC confirmed that BWP's 2019 IRP is complete on May 14, 2019. On July 29, the Executive Director of the CEC filed a determination finding that BWP's 2019 IRP to be consistent with the requirements of SB350. At the CEC's November 13, 2019 Business Meeting, the Commission passed a motion, 4-0, to accept BWP's 2019 IRP, along with three other IRPs up for consideration. This action by the CEC formally completes BWP's 2019 IRP filing process.

Intermountain Power Project (Delta, UT) Renewal Progress

On June 20, the BWP Board voted 7-0 to recommend that City Council 1) authorize and direct the BWP General Manager to reduce Burbank's participation in the renewal of the Intermountain Power Project from 35 megawatts (MW) to 28 MW (a 20% reduction) and 2) approve and authorize the BWP General Manager to execute each of the Entitlement Assignment Agreement (Southern Transmission System) and the Entitlement Assignment Agreement (Northern Transmission System) together with all ancillary documents necessary to effectuate the foregoing. On July 23, Council approved these recommendations on a vote of 4-1.

BWP then informed the Intermountain Power Agency (IPA) and LADWP, in its capacity as IPP Operating Agent, of BWP's decision to participate in the repowering project at a reduced level, in advance of the August 3, 2019 deadline.

The Entitlement Assignment Agreements are pending approval by LADWP's governing bodies.

Power Generation

Landfill Gas to Energy Project

The Project is now approximately 87% complete (based on actual cost incurred as of December 31, 2019 versus the anticipated total cost at completion); it remains on schedule, and the anticipated total cost at completion remains within budget.

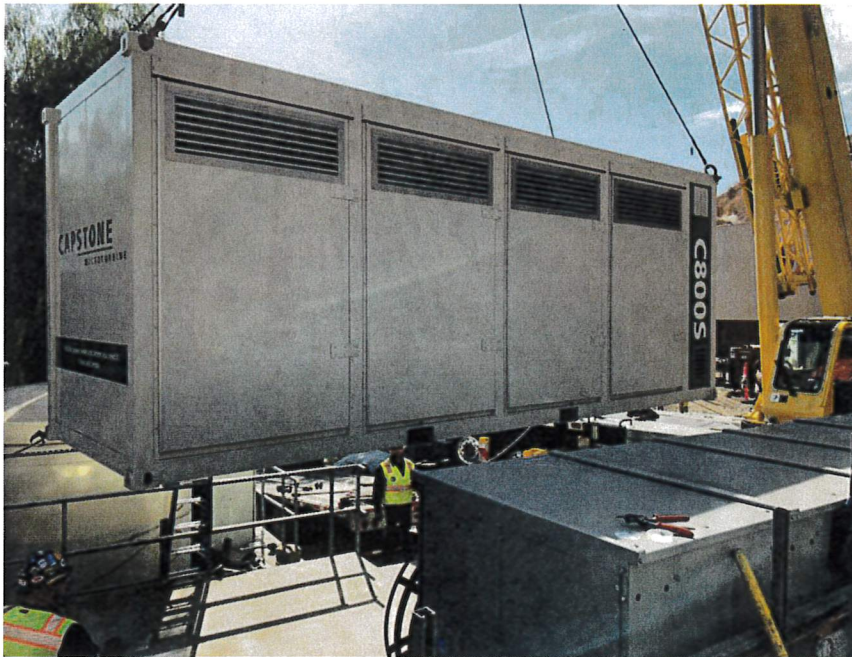
Following the installation of the mechanical equipment at the end of November, piping and electrical installation began. The piping work was finished late December, and the installation of the electrical scope continued, and was completed by January 11, 2020.

Commissioning and start-up activities began on January 13, 2020, with technical assistance from Unison and Cal Microturbine on site. Completion of commissioning is in progress. Upon completion of commissioning, the existing flare and condensate management system controls will be integrated into the new control panel. Performance testing began on January 20, 2020.

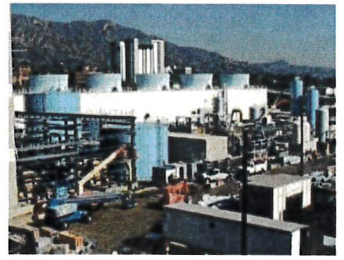
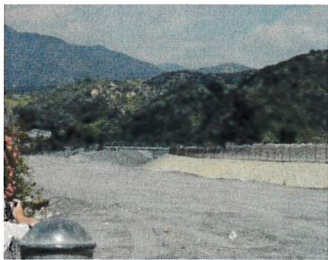
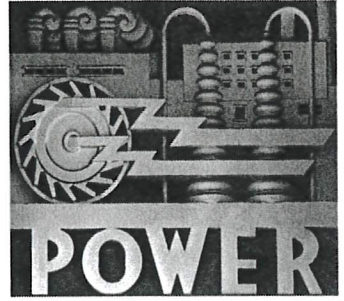
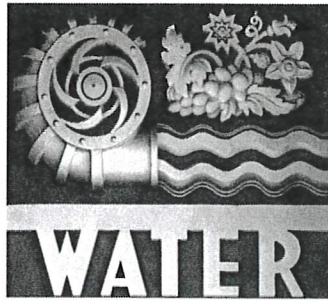
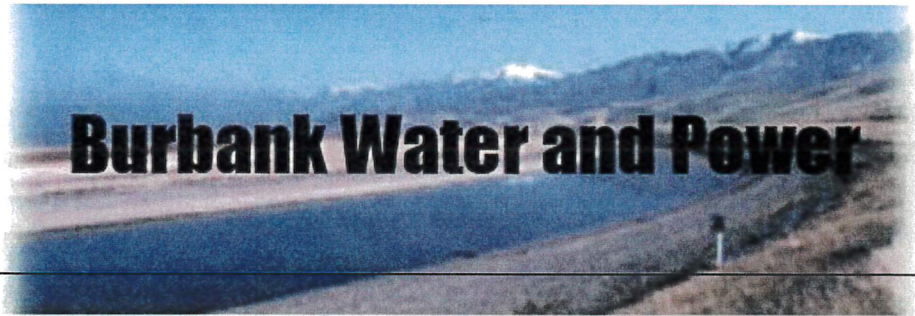
Substantial completion of the project is expected on or before February 3, 2020. Work on the project currently is on schedule in support of the substantial completion date.



LFG Conditioning Skid



Capstone Microturbine System



**Estimated Financial Report
December-19**

UNAUDITED

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD December 2019
(\$ in 000's except MWh Sales)**

MTD FY 19-20	MTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance
83,169	87,523	(4,354)	(5%) ^(a)	NEL MWh	581,347	613,656	(32,309)	(5%) ^(A)
				Retail				
\$ 12,271	\$ 12,772	\$ (500)	(4%)	Retail Sales	\$ 88,597	\$ 92,362	\$ (3,765)	(4%)
414	587	(173)	(29%) ^(b)	Other Revenues ⁽³⁾	2,985	3,523	(537)	(15%) ^(B)
7,397	8,820	1,423	16% ^(c)	Retail Power Supply & Transmission	54,928	62,006	7,078	11% ^(C)
5,288	4,538	750	17%	Retail Margin	36,655	33,878	2,776	8%
				Wholesale				
437	4,220	(3,783)	(90%)	Wholesale Sales	4,976	27,974	(22,998)	(82%)
412	4,114	3,702	90%	Wholesale Power Supply	4,561	27,275	22,714	83%
25	105	(80)	(76%)	Wholesale Margin	416	699	(284)	(41%)
5,313	4,644	669	14%	Gross Margin	37,070	34,578	2,493	7%
				Operating Expenses				
911	911	-	0%	Distribution	5,276	5,557	281	5%
114	114	-	0%	Administration/Safety	682	723	41	6%
223	223	-	0%	Finance, Fleet, & Warehouse	1,077	1,343	266	20% ^(D)
507	507	-	0%	Transfer to General Fund for Cost Allocation	3,044	3,044	0	0%
446	446	-	0%	Customer Service, Marketing & Conservation	2,074	2,673	599	22% ^(E)
360	360	-	0%	Public Benefits	2,431	2,522	90	4%
157	157	-	0%	Security/Oper Technology	1,110	1,031	(79)	(8%) ^(F)
110	110	-	0%	Telecom	625	693	68	10%
183	183	-	0%	Construction & Maintenance	931	1,095	165	15%
1,575	1,575	-	0%	Depreciation	9,103	9,447	344	4%
4,585	4,585	-	0% ^(d)	Total Operating Expenses	26,353	28,128	1,775	6%
\$ 729	\$ 59	\$ 669	1125%	Operating Income(Loss)	\$ 10,717	\$ 6,450	\$ 4,267	66%

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD December 2019**

(\$ in 000's)

MTD FY 19-20	MTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance
\$ 729	\$ 59	\$ 669	1125%	Operating Income/(Loss)	\$ 10,717	\$ 6,450	\$ 4,267	66%
				Other Income/(Expenses)				
162	162	-	0%	Interest Income	1,061	973	87	9%
106	106	-	0%	Other Income/(Expense) ⁽⁴⁾	(2,736)	(2,798)	62	2% ⁽⁵⁾
(344)	(344)	-	0%	Bond Interest/ (Expense)	(2,066)	(2,066)	-	0%
(78)	(78)	-	0%	Total Other Income/(Expenses)	(3,741)	(3,891)	150	4%
653	(17)	669	(4032%)	Net Income	6,976	2,559	4,417	173%
125	125	-	0%	Capital Contributions (AIC)	214	713	(499)	(70%) ⁽¹⁾
<u>\$ 778</u>	<u>\$ 109</u>	<u>\$ 669</u>	<u>615%</u>	Net Change in Net Assets (Net Income)	<u>\$ 7,190</u>	<u>\$ 3,272</u>	<u>\$ 3,918</u>	<u>120%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

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

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

5. MTD is estimated for December 2019; FYTD reports July through November 2019 actuals.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	83,169	87,523	(4,354)	- NEL is 5% lower than budget. For the month of December, average high temperature was 66.1.8°F, compared to the normal of 68.5°F. MTD HDD were 327 versus the 15 year average of 293.
b.	Other Revenues	414	587	(173)	- 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	7,397	8,820	1,423	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	4,585	4,585	-	- Expenses for December 2019 are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	581,347	613,656	(32,309)	- NEL is 5% lower than budget. FYTD actual average high summer temperature is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD CDD were 1108 versus the 15 year average of 1096. FYTD HDD were 510 versus the 15 year average of 453.
B.	Other Revenues	2,985	3,523	(537)	- 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	54,928	62,006	7,078	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Finance, Fleet, & Warehouse	1,077	1,343	266	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, delayed spending on software support fees, and lower than planned spending on other professional services.
E.	Customer Service, Marketing & Conservation	2,074	2,673	599	- The favorable variance is primarily attributable to savings due to vacant positions, lower than planned spending on professional services, and on software & hardware; partially offset by lower than planned credits for work performed for other departments.
F.	Security/Oper Technology	1,110	1,031	(79)	- The unfavorable variance is primarily attributable to lower than planned credits for work performed for other departments, and timing of expenditures for membership and dues expense. The unfavorable variance was partially offset by lower than planned spending on other professional services.
G.	Other Income/(Expense)	(2,736)	(2,798)	62	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and assets, as well as the BABS subsidy, which tend to fluctuate. July 2019 includes a one-time pension payment to CalPERS of \$3.43M.
H.	Capital Contributions (AIC)	214	713	(499)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

Estimated December 2019 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$653</u>	\$ 669		\$ 669
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(500)	(500)
Power Supply and Transmission			
- SCPPA True Up	(A) 1,383		1,383
- Lower energy prices and economic dispatch	216		216
- Lower retail load	124		124
- Higher than planned renewables	(B)	(300)	(300)
Other Revenues & Other income/(Expenses)		(174)	(174)
Wholesale Margin		(80)	(80)
Sub-Total	<u>1,723</u>	<u>(1,054)</u>	<u>669</u>
Other Income / (Expenses)			-
Total	<u><u>1,723</u></u>	<u><u>(1,054)</u></u>	<u><u>669</u></u>

FOOTNOTES:

(A) SCPPA true ups:

MPP	464
Palo Verde	270
Copper Mountain	150
Tieton	119
Mead Adelanto	97
SCPPA natural gas reserves	97
Milford	86
Prepaid gas	65
Don Campbell	38
Ameresco	(3)
	<u>1,383</u>

(B) Higher than planned renewables for Pebble Springs, Tieton, and Morgan Stanley exchange agreements. Makeup for Pebble Springs and Tieton because of Pacific DC line outage from mid October to early December.

Estimated December 2019 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME / (LOSS): \$6,976</u>	\$ 4,417		\$ 4,417
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(3,765)	(3,765)
Power Supply and Transmission			
- Lower energy prices and economic dispatch	3,332		3,332
- Higher than planned annual true up	1,208		1,208
- Lower O&M expenses than planned	1,043		1,043
- Lower retail load	899		899
- Lower than planned transmission expenses	445		445
- Lower than planned renewables	151		151
Other Revenues		(536)	(536)
Wholesale Margin		(284)	(284)
Total	<u>7,078</u>	<u>(4,585)</u>	<u>2,493</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Distribution	281		281
Administration/Safety	41		41
Finance, Fleet, & Warehouse	266		266
Customer Service, Marketing & Conservation	599		599
Public Benefits	90		90
Security/Oper Technology		(79)	(79)
Telecom	68		68
Construction & Maintenance	165		165
Depreciation expense	344		344
All other	149		149
Total	<u>2,003</u>	<u>(79)</u>	<u>1,924</u>

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

	Dec-19	Nov-19	Oct-19	Jun-19	Jun-18	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserve	\$ 67,391	\$ 66,329	\$ 66,598	\$ 67,320 ^(b)	\$ 78,993	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	17,014	16,944	16,938	16,817	16,492		
Sub-Total Cash and Investments	<u>94,405</u>	<u>93,273</u>	<u>93,536</u>	<u>94,137</u>	<u>105,485</u>	<u>73,010</u>	<u>42,770</u>
Capital Commitments					(6,740) ^(c)		
Customer Deposits	(6,632)	(6,054)	(4,885)	(5,641)	(5,432)		
Public Benefits Obligation	(7,061)	(6,716)	(7,307)	(6,069)	(5,549)		
Pacific Northwest DC Inter tie	(855)	(855)	(1,389)	(2,218)	(7,455)		
Low Carbon Fuel Standard ^(d)	(2,267)	(2,267)	(2,267)	(2,267) ^(e)	(1,251)		
Cash and Investments (less Commitments)	<u>77,590</u>	<u>77,381</u>	<u>77,687</u>	<u>77,942</u>	<u>79,059</u>	<u>73,010</u>	<u>42,770</u>

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

^(b) Includes a \$3.95M loan to the Water Fund for the purchase of cyclic storage water.

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

^(d) Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charger infrastructure expenditures.

^(e) Includes the sale of \$1.15M of LCFS credits.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ^{(1) (2) (6)}
MTD and FYTD December 2019
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Dec-19 Budget	\$ Variance ⁽²⁾	% Variance
377	391	(14)	(4%) ^(a)	Water put into the system in Millions of Gallons	2,858	2,910	(52)	(2%) ^(A)
45	62	(17)	(28%) ^(b)	Metered Recycled Water in Millions of Gallons	544	564	(20)	(4%) ^(B)
Operating Revenues								
1,790	2,178	\$ (388)	(18%) ^(c)	Potable Water	15,604	15,684	\$ (180)	(1%) ^(C)
188	254	(67)	(26%)	Recycled Water	2,275	2,312	(37)	(2%)
50	62	(12)	(19%) ^(d)	Other Revenue ⁽³⁾	363	371	(9)	(2%) ^(D)
<u>2,027</u>	<u>2,494</u>	<u>(467)</u>	<u>(19%)</u>	Total Operating Revenues	<u>18,142</u>	<u>18,368</u>	<u>(226)</u>	<u>(1%)</u>
811	920	109	12%	Water Supply Expense	6,661	7,053	392	6% ^(E)
<u>1,217</u>	<u>1,574</u>	<u>(358)</u>	<u>(23%)</u>	Gross Margin	<u>11,481</u>	<u>11,314</u>	<u>166</u>	<u>1%</u>
Operating Expenses								
693	693	-	0%	Operations & Maintenance - Potable	3,600	4,149	549	13% ^(F)
138	138	-	0%	Operations & Maintenance - Recycled	753	824	71	9%
206	206	-	0%	Allocated O&M	1,085	1,250	166	13%
172	172	-	0%	Transfer to General Fund for Cost Allocation	1,035	1,035	0	0%
370	370	-	0%	Depreciation	2,000	2,218	219	10%
<u>1,578</u>	<u>1,578</u>	<u>-</u>	<u>0%</u> ^(e)	Total Operating Expenses	<u>8,472</u>	<u>9,476</u>	<u>1,004</u>	<u>11%</u>
Other Income/(Expenses)								
21	21	-	0%	Interest Income	147	127	20	16%
36	39	(3)	(7%)	Other Income/(Expense) ⁽⁴⁾	(374)	(319)	(55)	(17%) ^(G)
(159)	(159)	-	0%	Bond Interest/(Expense)	(955)	(952)	(3)	(0%)
<u>(101)</u>	<u>(99)</u>	<u>(3)</u>	<u>(3%)</u>	Total Other Income/(Expenses)	<u>(1,182)</u>	<u>(1,144)</u>	<u>(38)</u>	<u>(3%)</u>
<u>(463)</u>	<u>(102)</u>	<u>(360)</u>	<u>(351%)</u>	Net Income/(Loss)	<u>1,826</u>	<u>694</u>	<u>1,132</u>	<u>163%</u>
40	40	-	0%	Aid in Construction	272	242	30	13%
<u>\$ (422)</u>	<u>\$ (62)</u>	<u>\$ (360)</u>	<u>(579%)</u>	Net Change in Net Assets (Net Income)	<u>\$ 2,099</u>	<u>\$ 936</u>	<u>\$ 1,162</u>	<u>124%</u>

1. This report may not foot due to rounding.
2. () = Unfavorable
3. Other Revenue Includes Items such as damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.
5. MTD is estimated for December 2019; FYTD reports July through November 2019 actuals.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD December 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	377	391	(14)	- Potable water sales are lower due to lower demand. For the month of December, average high temperature was 66.1.8°F, compared to the normal of 68.5°F. MTD HDD were 327 versus the 15 year average of 293. Burbank received 4.35 inches of rainfall in December as compared to the monthly normal of 2.40 inches.	
b.	Recycled Water Usage in Millions of Gallons	45	62	(17)	- Recycled water sales are lower due to lower demand as there was significantly more precipitation in December. Burbank received 4.35 inches of rainfall in December as compared to the monthly normal of 2.40 inches.	
c.	Potable Water Revenue	1,790	2,178	(388)	- The WCAC impact decreased potable water revenues by \$159k MTD. Without this adjustment, potable water revenues would be unfavorable by 11%.	
						MTD Actual
					WCAC Revenue	<u>\$969</u>
					WCAC Expenses	<u>\$810</u>
					WCAC revenue deferral/(accrual)	<u><u>\$159</u></u>
d.	Other Revenue	50	62	(12)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.	
e.	Total Operating Expenses	1,578	1,578	-	- Expenses for December 2019 are at budgeted values.	

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD December 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	2,858	2,910	(52)	- FYTD Potable water sales are lower than budget. Rainfall season-to-date was 6.5 inches, 1.5 inches more than the season normal of 4.8 inches.	
B.	Metered Recycled Water in Millions of Gallons	544	564	(20)	- FYTD Recycled sales are lower than budget. Rainfall season-to-date was 1.5 inches more than the season normal of 4.8 inches. FYTD CDD were 1108 versus the 15 year average of 1096. FYTD HDD were 510 versus the 15 year average of 453.	
C.	Potable Water	15,504	15,684	(180)	- The WCAC impact decreased potable water revenues by \$190k YTD. Without this adjustment, potable revenues would be flat.	
						FYTD Actual
					WCAC Revenue	<u>\$6,848</u>
					WCAC Expenses	<u>\$6,658</u>
					WCAC revenue deferral/(accrual)	<u>\$190</u>
D.	Other Revenue	363	371	(9)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.	
E.	Water Supply Expense	6,661	7,053	392	- FYTD Water supply expense corresponds with lower demand.	
F.	Operations & Maintenance - Potable	3,600	4,149	549	- The favorable variance is primarily attributable to timing of expenditures for professional services, budgetary savings due to vacant positions, and lower than planned spending on street and pavement repair.	
G.	Other Income / (Expense)	(374)	(319)	(55)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and other assets, which tend to fluctuate.	

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

	<u>Variance Month-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>
<u>MTD NET INCOME (LOSS): (\$463)</u>		(360)	\$ (360)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(388)	(388)
Recycled Revenues		(67)	(67)
Other Revenue		(12)	(12)
Water Supply Expense	109		109
Total	<u>109</u>	<u>(467)</u>	<u>(358)</u>
 <u>MTD O&M AND OTHER VARIANCES</u>			
Operating expenses		-	-
Other income/expenses	-	(2)	(2)
Total	<u>-</u>	<u>(2)</u>	<u>(2)</u>

Estimated December 2019 Budget to Actual P&L Variance Highlights - Water 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: \$1,826</u>	\$ 1,132		\$ 1,132
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(180)	(180)
Recycled Revenues		(37)	(37)
Other Revenue		(9)	(9)
Water Supply Expense	392		392
Total	<u>392</u>	<u>(226)</u>	<u>166</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	549		549
Recycled Water O&M	71		71
Allocated O&M	166		166
Depreciation Expense	219		219
All Other		(39)	(39)
Total	<u>1,005</u>	<u>(39)</u>	<u>966</u>

Water Fund (497)
Estimated Statement of Changes in Cash and Investment Balances ^(a)
(\$ in 000's)

	<u>Dec-19</u>	<u>Nov-19</u>	<u>Oct-19</u>	<u>Jun-19</u>	<u>Jun-18</u>	<u>Recommended Reserves</u>	<u>Minimum Reserves</u>
Cash and Investments							
General Operating Reserves	\$ 16,289	\$ 15,309	\$ 14,417	\$ 11,555 ^(b)	\$ 10,925	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>18,509</u>	<u>17,529</u>	<u>16,637</u>	<u>13,775</u>	<u>13,145</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,214)	(1,218)	(1,221)	(1,454)	(607)		
Capital Commitments					(140) ^(c)		
Cash and Investments (less commitments)	<u>17,295</u>	<u>16,311</u>	<u>15,416</u>	<u>12,321</u>	<u>12,397</u>	<u>17,830</u>	<u>9,370</u>

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

^(b) Includes a \$3.95M loan from the Electric Fund for the purchase of cyclic storage water.

^(c) Capital commitment for the recycled water I-5 Freeway second tie crossing project paid in October 2018.



CITY OF BURBANK, CALIF.

20 JAN 31 12:40

January 30, 2020

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 on Monday, February 3, 2020 at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, February 3, 2020
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, February 3, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee **[See page 1]**
 - (i) December 16, 2019
 - 2) Finance and Administration Committee **[See page 4]**
 - (i) December 16, 2019
 - 3) Legal, Government and Environmental Affairs Committee **[See page 6]**
 - (i) December 10, 2019
 - b. Commission Minutes
(For Approval)
 - 1) January 21, 2020 **[See page 8]**
 - c. Treasurer's Reports
 - 1) November 2019 **[See page 13]**
 - 2) October 2019 **[See page 36]**
 - d. Resolution No. 485 Adopting the 2020 Authority
Investment Policy **[See page 59]**
 - e. First Amendment to Professional Services Agreement
Performance Term Extension – Garver, LLC **[See page 66]**
 - f. Request to Support Pledge Against Human Trafficking **[See page 69]**

6. ITEMS FOR COMMISSION APPROVAL

- a. Approval of Amendment No. 2 to SITA
Airport Solution Line Service Agreement for Gate
Management System **[See page 71]**
- b. Award of Contract for Landside Paving Rehabilitation
Project Number E19-14 **[See page 73]**
- c. Right of Entry and Access Agreement
with Burbank Industrial Investors, LP **[See page 78]**

7. ITEMS FOR COMMISSION INFORMATION

- a. December 2019 Parking Revenue Statistics **[No staff report]**
- b. December 2019 Transportation Network Companies **[No staff report]**
- c. December 2019 Passenger/Cargo and
Regional Airport Passenger Statistics **[See page 89]**
- d. 2019 Annual Community Fundraiser Drive Results **[No Staff Report]**

8. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller, Executive Director
Ed Skvarna, Chief of Police/Director of
Public Safety
Employee Organization: Burbank Airport Police Officers Association

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

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, February 3, 2020

[Regarding agenda items]

5. CONSENT CALENDAR

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

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee meeting of December 16, 2019; approved minutes of the Finance and Development Committee meeting of December 16, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of December 10, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the January 21, 2020, Commission special meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORTS. The Treasurer's Reports for November 2019 and October 2019 are included in the agenda packet. At the January 21, 2020, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- d. RESOLUTION NO. 485 ADOPTING THE 2020 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. At its January 21, 2020, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission adopt proposed Resolution No. 485 approving the 2020 Authority Investment Policy.

Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code ("Code"), the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's Investment Manager, Columbia Management Investment Advisors LLC ("CMIA"), has opined that the 2019 Authority Investment Policy, with overall investment criteria of capital preservation (safety) and liquidity, is still appropriate and conservative, and does not need revisions at this time. Staff concurs with the CMIA recommendation.

- e. FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT-PERFORMANCE TERM EXTENSION – GARVER, LLC. A staff report is included in the agenda packet. Staff seeks to extend Garver, LLC Professional Services Agreement for an additional six months to June 30, 2020. Staff seeks the additional time to complete the implementation of the Safety Management System.

- f. REQUEST TO SUPPORT PLEDGE AGAINST HUMAN TRAFFICKING. A staff report is included in the agenda packet. The Federal Aviation Administration, on behalf of the U.S. Department of Transportation, is seeking support to execute a voluntary pledge against human trafficking.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF AMENDMENT NO. 2 TO SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT FOR GATE MANAGEMENT SYSTEM. A staff report is included in the agenda packet. At its January 21, 2020, special meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve proposed Amendment No. 2 to SITA (or Société Internationale de Telecommunications Aeronautiques) Airport Solution Line Service Agreement in a not-to-exceed amount of \$469,677 for a Gate Management System.
- b. AWARD OF CONTRACT FOR LANDSIDE PAVING REHABILITATION PROJECT NUMBER E19-14. A staff report is included in the agenda packet. At its January 21, 2020, special meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission: (1) Award a contract for Landside Paving Rehabilitation in the amount of \$141,417 to PaveWest Inc.; (2) Authorize a project budget for construction management, administration and quality assurance services for a not-to-exceed amount of \$15,000; and (3) Authorize a project aggregate contingency of \$15,000 for unforeseen circumstances that may arise during construction.
- c. RIGHT OF ENTRY AND ACCESS AGREEMENT WITH BURBANK INDUSTRIAL INVESTORS, LP. A staff report is included in the agenda packet. At its January 21, 2020, special meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Right of Entry and Access Agreement with Burbank Industrial Investors, LP., to facilitate limited grading and drainage work on the Adjacent Property to protect the Avion Burbank site.

7. ITEMS FOR COMMISSION INFORMATION

- a. DECEMBER 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of December 2019.
- b. DECEMBER 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of December 2019.
- c. DECEMBER 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The December 2019 passenger count of 554,520 was up 19.21% compared to last year's 465,154 passengers. Air carrier aircraft operations increased 9.57%, while cargo volume December was up at 9.5 million pounds.

- d. 2019 ANNUAL COMMUNITY FUNDRAISER DRIVE RESULTS. No staff report attached. Staff will update the Commission on the results of the 2019 Community Fundraiser Drive.