# Weekly Management Report
# February 28, 2020

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| **1.** | **Synopsis** | Parks and Recreation Board Meeting on Thursday, February 13, 2020<br>**Parks and Recreation Department** |
| **2.** | **Memo** | Report on Per Capita Part I Crimes Compared to Neighboring Cities<br>**Police Department** |
| **3.** | **Memo** | Traffic Delays along Alameda Avenue due to Electrical Improvements<br>**City Manager Department** |
| **4.** | **Minutes** | Civil Service Board on December 4, 2019<br>**Management Services Department** |
| **5.** | **Minutes** | Burbank Water and Power Board Minutes of February 6, 2020<br>**Water and Power Department** |
| **6.** | **Report** | January 2020 Operating Results<br>**Water and Power Department** |

CITY OF BURBANK

# PARKS AND RECREATION

# ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Thursday, February 13, 2020

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Mike del Campo, Landscape and Forestry Superintendent; Gwen Indermill, Recreation Services Manager; Cathryn LaBrado, Recreation Services Manager; Jenny Griffin; Recreation Supervisor; Kimberly Freed, Recreation Supervisor; Meri Young, Administrative Analyst II; Angela Attaryan, Recording Secretary.

**Board Members Present:** Ms. Burghdorf, Mr. Gussow, Mr. DePalo, Ms. Peguero Gamiño, Ms. Lowers

**Board Members Absent:**

| Item Discussed | | Summary | Direction or Action, if any |
|---|---|---|---|
| 1 | Announcements | Kimberly Freed announced the Department's upcoming activities and events. | |
| 2 | Recognitions: Parks and Recreation Volleyball Team Southern California Municipal Athletic Federation Finals | Chair Burghdorf, Head Coach- Don Jensen and Assistant Coach-Charles Bradley presented the Spikers Volleyball Team with certificates of recognition. The team presented the trophy to the Parks and Recreation Department. Chair Burghdorf accepted the trophy and thanked the team and the coaches. | |
| 3 | Oral Communications | None. | |
| 4 | Response to Oral Communications | None. | |
| 5 | Written Communications | None. | |
| 6 | Park Board Comments | Mr. DePalo congratulated and thanked the Spikers Volleyball Team. Mr. Gussow announced that the memorial tree planted in memory of Shane Proffitt at the City of Burbank Stough Canyon Nature Center Park has snapped in half due to heavy winds. Mr. Gussow has spoken with Ms. Garcia and the Proffitt family regarding this matter; a new tree will replanted with a small ceremony. | |
| 7 | Burbank Roller Hockey Annual Report | Gwen Indermill provided the Board with an overview of the Burbank Roller Hockey rink at Ralph Foy Park. This is the second year that they have been | Noted and filed. |

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| | | operating the roller rink. Within the first year, they made great improvements to the rink and continue to do so. The company had a fixed monthly rent for the first two years of $14,000. This year they will pay $5250 and 3% of their gross profit. The President of PIM Inc. and General Manager spoke about their goals and objectives, including their ball hockey program and answered questions from the Board. | |
| 8 | Military Service Recognition Program Update | Jenny Griffin provided the Board with an update on the enhancements that have been made to the Military Service Recognition Program. The Military Service Program was created in 2006 at the request of the City Council. Program evaluation and research began in 2017. Staff determined that a fee of $225 will now be imposed per banner. The fee includes installation/ removal and a two-year banner display. Mr. Gussow expressed that the City should consider covering the cost of the program, Ms. Lowers agreed but understood that the City needed to recover costs. Mr. DePalo agreed and suggested that fundraisers are a good option, and thanked staff for their hard work and dedication to this program. Ms. Burghdorf suggested that the Notary Club and the Kiwanis Club are good options that may be able to assist with off-setting the costs. Ms. Garcia noted that the City Council and staff strongly support the program; however had to ensure the programs complies with the City's Cost Recovery Policy and make sure is not subsidized 100% by the general fund for various reasons. Furthermore, she noted that the Department receives $2700 annually for the program. Mr. Gussow has requested to receive the total support the department has received from City Council. Staff will provide this report to the Board. | Noted and filed. Provide the Board with funding information. |
| 9 | Budget Overview- Fiscal Year 2020-2021 | Meri Young gave an update on the budget for fiscal year 2020-2021. | Noted and filed. |
| 10 | Consent Calendar | <u>Approval of Minutes</u><br>Minutes of the January 9, 2020 meeting were approved.<br><br><u>City Council Agenda Items Update</u><br>Noted and Filed.<br><br><u>Contract Compliance</u><br>Noted and Filed. | It was moved by Ms. Gamiño seconded by Mr. DePalo and carried 5-0 to approve the Consent Calendar. |

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| | | Park Patrol Reports<br>The Park Patrol Report for January 2020 was noted and filed.<br><br>Departmental Operations Update<br>Noted and Filed. | |
| 11 | Tabled Items | None. | |
| 12 | Second Period of Oral Communications | None. | |
| 13 | Additional Comments from the Board | Mr. DePalo noted that the Sports Office is getting ready for the Baseball and Softball season. They are working hard on instructional programs and numbers are well received. | |
| 14 | Introduction of New Agenda Items | None. | |
| 15 | Adjournment | The meeting was adjourned at 7:30 p.m. | It was moved by Ms. Burghdorf and seconded by Mr. DePalo and carried 5-0 to adjourn the meeting. |

# City of Burbank
## Police Department
## Memorandum

**DATE:** January 27, 2020

**TO:** Justin Hess, City Manager

**FROM:** Scott LaChasse, Chief of Police
By: Josephine Wilson, Police Administrator
Courtney Padgett, Administrative Analyst II

**SUBJECT:** **CITY MANAGER TRACKING LIST NO. 2263 – REPORT ON PER CAPITA PART I CRIMES COMPARED TO NEIGHBORING CITIES**

On November 5, 2019, Council Member Bob Frutos requested a report on the City's per capita Part I crimes compared to neighboring cities. Part I crime data provides a synopsis of crime based on total city population, while per capita Part I crime provides a viewpoint of the City's total crime rate per 100,000 population. Although per Capita Part I crime provides a valuable analytical perspective, the Police Department's crime fighting strategy is focused on overall reduction in Part I and Part II crime citywide.

**Background:**
The Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program is a nationwide initiative to maintain a reliable set of crime statistics for data analysis and comparative purposes. Nearly 18,000 law enforcement agencies participate in the UCR program by submitting crime data on a monthly basis. This data assists law enforcement agencies in identifying trends and developing strategies to address crime throughout the country.

The UCR designates offenses into two groups: Part I and Part II crimes. Part I crimes (also known as index crimes) are considered to be the most serious and occur with regularity in all areas of the country. Part I crimes comprise of the following eight (8) categories – Murder, Rape, Robbery, Aggravated Assault, Burglary, Theft, Motor Vehicle Theft and Arson.

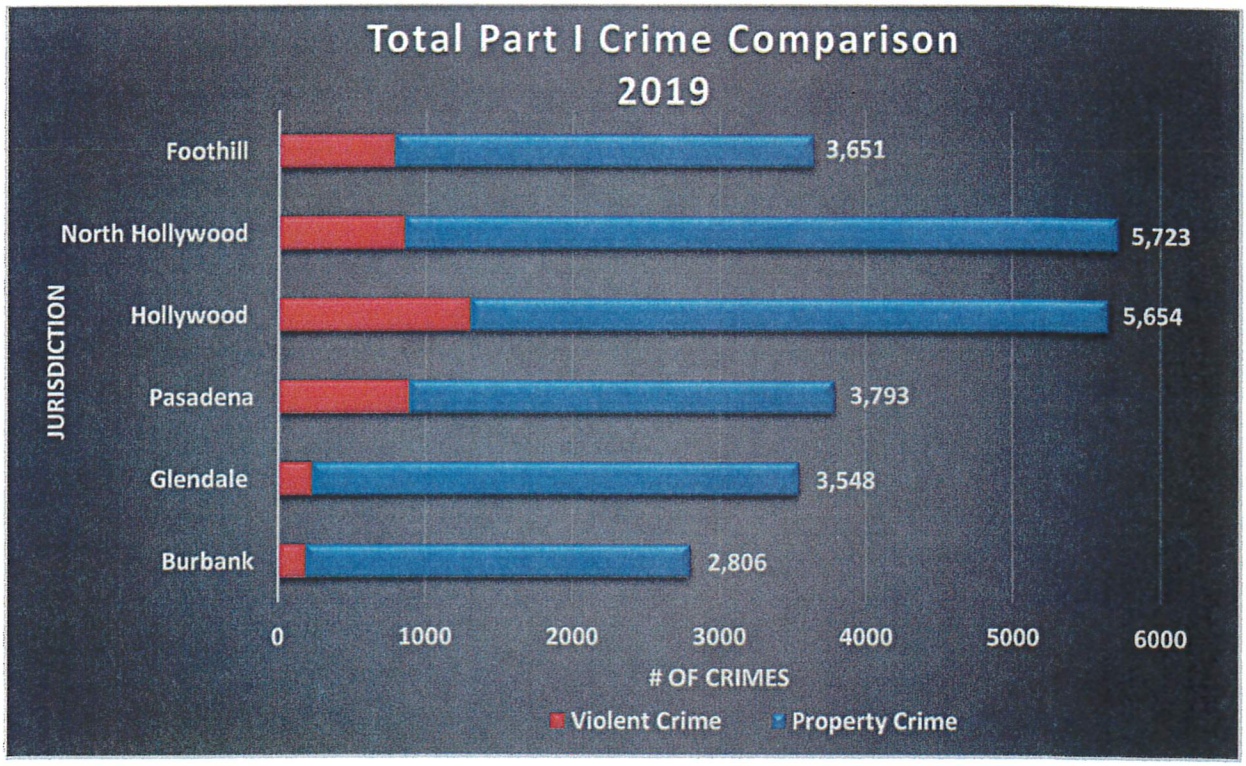
Part II Crimes are "less serious" offenses and include categories such as - Simple Assaults, Forgery/Counterfeiting, Embezzlement/Fraud, Receiving Stolen Property, Weapon Violations, Prostitution, Sex Crimes, Crimes Against Family/Child, Narcotic Drug

Laws, Liquor Laws, Drunkenness, Disturbing the Peace, Disorderly Conduct, Gambling, Driving Under the Influence, and Moving Traffic Violations.

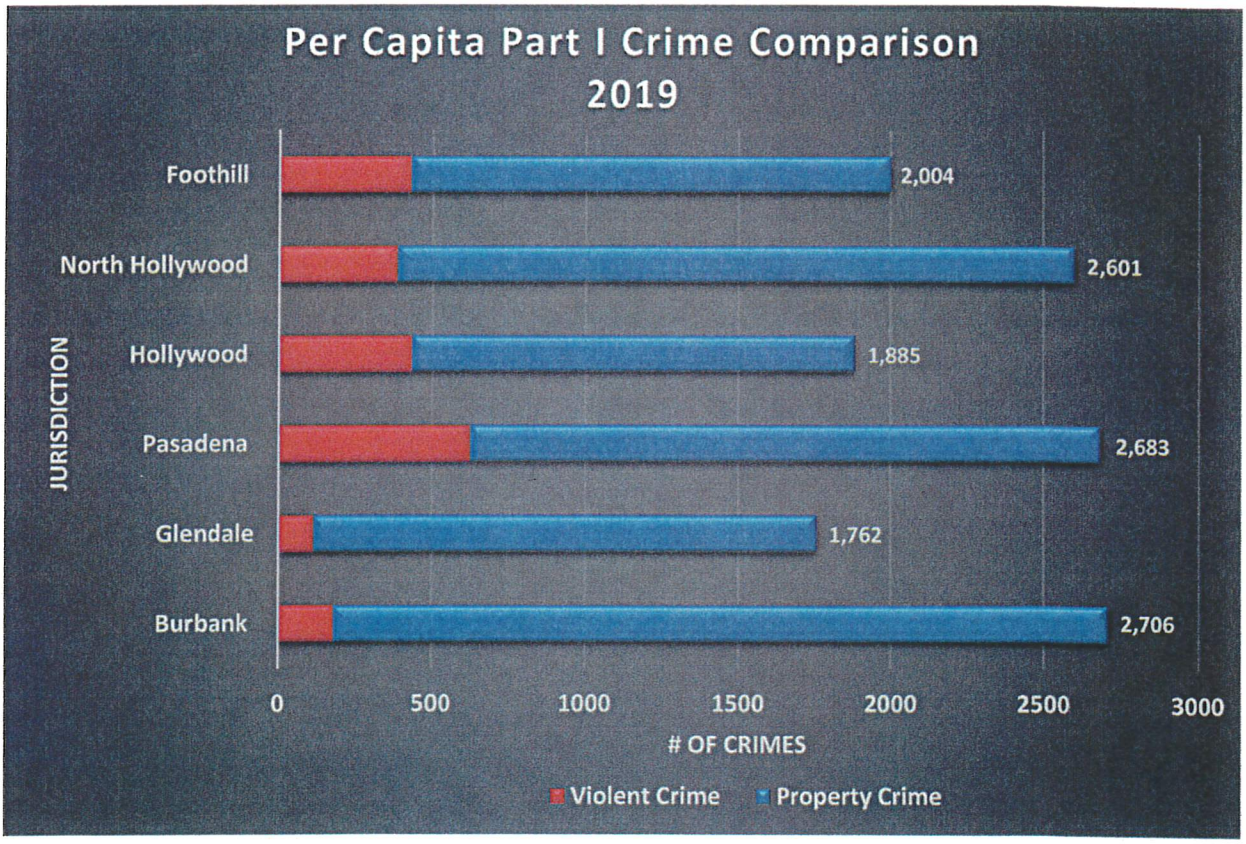
**Discussion:**

As part of its crime fighting strategy, the Police Department reviews the City's Part I and Part II crimes on a daily basis and conducts a monthly comparison with neighboring jurisdictions. These jurisdictions include the cities of Glendale and Pasadena, as well as the adjacent communities of Hollywood, North Hollywood, and Foothill (jurisdictions consisting of multiple neighborhoods served by the Los Angeles Police Department).

Part I Crime Data – In 2019, Burbank had the lowest total number of Part I crimes out of the six jurisdictions. Burbank had 2,806 reported Part I crimes which represents a 21% decrease from the number of Part I crimes when compared to the second lowest reported jurisdiction, the city of Glendale. Additionally, a review of the total number of Part I crimes over the past five calendar years (2015 through 2019) revealed that Burbank had the lowest total number of crimes during each year in comparison to both Glendale and Pasadena (data for the Hollywood, North Hollywood, and Foothill communities was unavailable for these years). Part I crime comparison for all jurisdictions is displayed in the chart below.



Part I Crime Per Capita Data – The per capita review was based on 2018 U.S. Census Bureau population data for Burbank (103,695), Glendale (201,361) and Pasadena (141,371), and current approximate counts from the Los Angeles Police Department for the communities of Hollywood (300,000), North Hollywood (220,000), and Foothill (182,214). When reviewing Part I crimes from a per capita perspective, Burbank has the highest total of Part I crimes per 100,000 residents, primarily attributed to property crime. In 2019, Burbank had 2,706 Part I crimes per 100,000 residents, followed by Pasadena with the second highest per capita rate at 2,683. The per capita Part I crime comparison for all jurisdictions is displayed in the chart below.



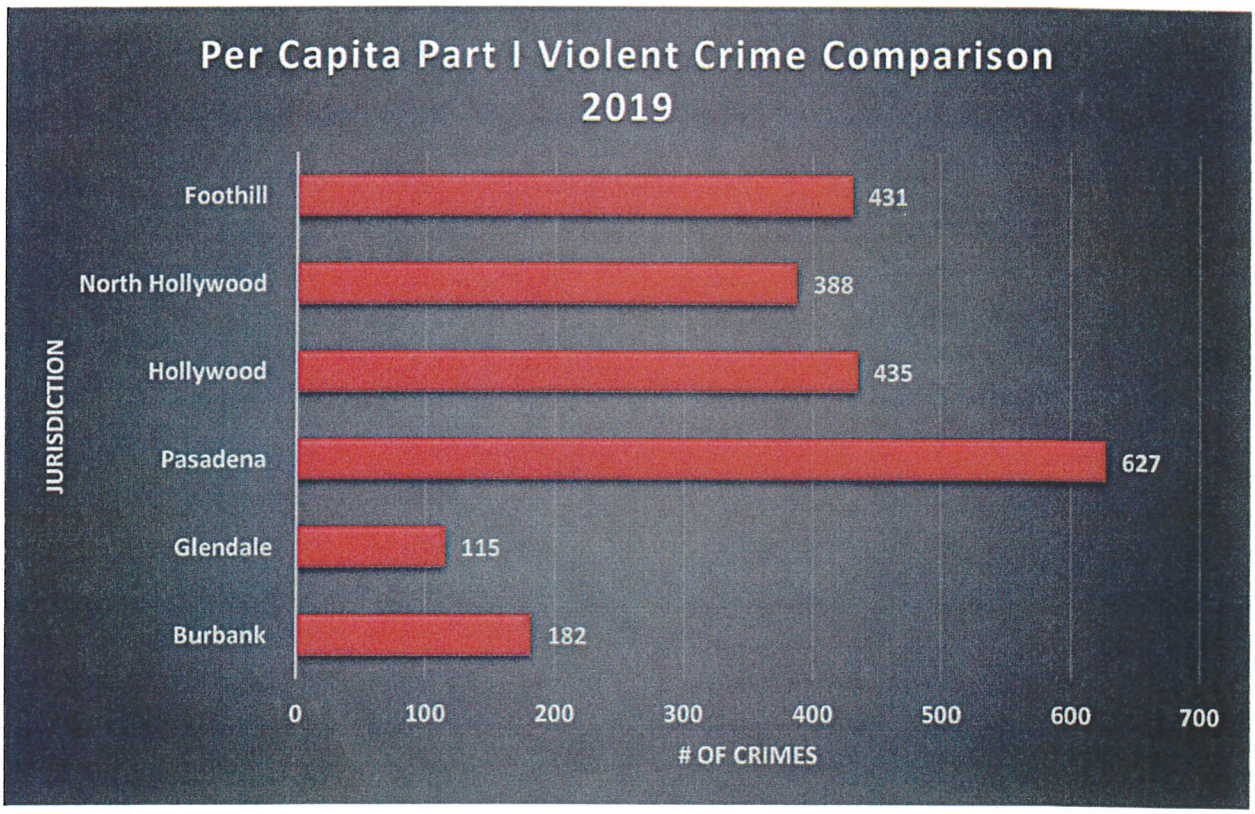

Although Burbank's per capita Part I crime rates are higher in comparison to neighboring jurisdictions, it is important to take a more in-depth look at the types of crimes (violent crime versus non-violent crime) that comprise these rates for context and perspective.

**Non Violent Versus Violent Part I Crimes:**

Non-violent property crimes represented the largest majority (93.3%) of the City's Part I crimes. Within these property crimes are retail thefts, many of which occurred at large retail outlets located within the Empire Center. The Department regularly implements enforcement efforts and engages in education and communication with businesses in attempt to deter retail theft. Also included within the Part I property crimes are package

thefts of items left in plain view in front of residences, thefts of items left unattended in public areas, and thefts of items from unlocked automobiles. These types of thefts have an increased potential for victimization and could be reduced with greater vigilance on the part of all involved parties. Although retail and package theft is an area for continued review and emphasis by the Department, it should be noted that these crimes do not reflect a direct victimization to the residents of or visitors to the City.

Violent crimes (murder, rape, robbery, and aggravated assault) represented 6.7% of Burbank's Part I crimes in comparison to 6.5% in Glendale, 14.9% in North Hollywood, 21.5% in Foothill, 23.1% in Hollywood, and 23.4% in Pasadena. Burbank, along with Glendale, demonstrated much lower occurrences of Part I violent crimes per capita than the other four jurisdictions. In comparison to the national average, Burbank's per capita violent crime rate occurred at a rate of 182 crimes per 100,000 residents. In 2018, the FBI reported a national average of 369 Part I violent crimes per 100,000 residents, more double the amount in comparison to Burbank. The per capita Part I violent crime comparison is displayed below.




Community Survey - As part of the Department's professional accreditation program through the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Department conducts a biennial community survey to gauge citizen attitudes and opinions pertaining to the provision of law enforcement services. In the most recent survey

administered in the fall of 2019, 80% of respondents indicated that they feel safe or very safe within the City, with only 4% reporting feeling unsafe or very unsafe (16% responded neutral). This area showed a marked improvement from the 2017 survey when 72% of respondents indicated feeling safe or very safe, with 10% reporting feeling unsafe or very unsafe (18% responded neutral). This sentiment expressed by members of the community is presumptively attributable to the low occurrences of violent crimes within the City.

**Crime Prevention Strategies:**
The Department implements numerous strategies to continually enhance crime prevention. These strategies include:

- Shift Roll Call Briefings - Each shift conducts a daily briefing prior to deployment, during which supervisors and officers review crime bulletins and high-profile crime activity, discuss strategic shift missions, and conduct training sessions to guide patrol activities.
- Crime Control Meetings - The Department facilitates daily meetings with personnel from divisions throughout the agency, to include staff from Executive Command, Patrol, Investigations, Communications, Forensics, Records, Community Outreach, and Crime Analysis to share information and strategize regarding recent incidents, identified patterns/trends, and active investigations.
- Monthly Management Team Meetings - The Chief of Police holds monthly meetings with department management staff. The meeting agenda includes a presentation from Crime Analyst, who provides information regarding crime data, crime rate comparison to other jurisdictions, and identification of crime trends and patterns to inform patrol strategies.
- Crime Suppression Details - The Patrol Division regularly implements strategic crime suppression details within areas identified with crime trends and/or identified as an area vulnerable for the likelihood for criminal activity.
- Electronic Daily Field Activity Report - The Department automated the daily officer activity reports, allowing for real-time monitoring of activities and ensuring consistent data entry of all activities. This automation provides the ability to readily retrieve data and conduct crime analysis to enhance patrol effectiveness. It also allows for review and audits to see if the Department is optimizing on officers' available free time to enhance crime fighting efforts.
- Patrol Community Outreach Program (P-COP) - Developed to enhance the day-to-day interactions between officers and members of the community, the program guides mission-specific officer initiated activities, which are strategized toward positive community engagement and crime prevention.

- Robust Social Media Program - The Department utilizes a multitude of social media platforms to regularly provide essential safety, awareness, and informational updates to the community in efforts to prevent victimization. Social media is also timely as it relates to trends and patterns. When surrounding communities are experiencing an uptick in crime or scams the Department immediately notifies the community to be mindful of the region-wide trend.
- Use of Technology - The Department remains at the forefront in the use of technology such as unmanned aerial vehicles (UAVs), body-worn and in-car cameras, automated license plate reader systems (ALPRS), and crime investigative and analytic software systems to enhance crime prevention efforts.
- Crime Analysis - The Department utilizes a full time Crime Analyst to review, compile, and analyze crime information to direct prevention efforts. The Analyst regularly communicates with Crime Analysts from surrounding jurisdictions to discuss crime activity and identify inter-jurisdictional patterns. The Analyst also attends regional Crime Analyst meetings to discuss crime trends/patterns occurring throughout the greater Los Angeles area.

Overall, the crime prevention and crime fighting strategies are successful. The City has seen a 1.6% decrease in Part I crimes from 2018 to 2019, and an overall decrease of 3.7% in Part I crimes over the past five years. Part II crime rates have had a more significant reduction of 11.5% from 2018 to 2019 and 14.9% over the past five years.

**Conclusion:**

Comparing crime data with neighboring jurisdictions provides valuable information to assist in identifying crime trends and patterns. It is essential to also note that each community possesses its own unique characteristics and makeup that affect crime reporting and rates, many of which cannot be directly identified as a causation or mitigating factor when looking at crimes. The Police Department is committed to providing a safe community and has implemented effective strategies in effort to reduce crime. The Department's strategies have been successful as evidences in the overall reduction of Part I and Part II crime rates.

**CITY OF BURBANK**

**CITY MANAGER'S OFFICE**

**MEMO**

**DATE:** February 21, 2020

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Assistant City Manager – Interim Public Works Director
Jorge Somoano, General Manager, Burbank Water and Power

**SUBJECT:** **CITY MANAGER TRACKING LIST NO. 2286 – MEMO ON TRAFFIC DELAYS ALONG ALAMEDA AVE DUE TO ELECTRICAL IMPROVEMENTS**

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At the February 4, 2020 Council Meeting, Councilmember Murphy asked staff to provide an explanation for recent traffic delays resulting from electrical work at the intersection of Olive and Alameda Avenues and to provide information regarding public notices for traffic lane closures.

From January 30, 2020 to February 22, 2020 Burbank Water and Power (BWP) conducted electrical improvements along Alameda Avenue from Buena Vista to California Street, consisting of reconductoring a circuit from 4kV to 12kV as part of ongoing voltage conversion efforts to enhance electrical system reliability and reduce electrical losses. A traffic control plan and single-lane closure permit was approved on January 24, 2020. The curb side lane of traffic was used as a staging area in order for crews to position equipment to work on or around existing overhead lines and trees. In compliance with the permit, the roving single lane closure was conducted between 8:30 a.m. and 3:30 p.m.

The Department of Public Works, Traffic Division attaches the General Traffic Requirements (Attachment 1) to all lane closure permits that are issued. During the permit review process, considerations are made to minimize delays to the public. If construction or electrical work would disrupt traffic for multiple days at a major intersection, night work would be required. However, if the work would be completed in one day, then traffic lane closures would be permitted. The Traffic Division further notifies the Public Information Office to publicize traffic lane closures when a permit is issued that closes an entire street, while contractors are not required to send out notices when only one lane is closed. City staff will continue to follow established guidelines for the review and issuance of lane closure permits in order to mitigate traffic delays and ensure worksite safety.

# CITY OF BURBANK
# DEPARTMENT OF PUBLIC WORKS TRAFFIC DIVISION
# GENERAL TRAFFIC REQUIREMENTS

1. It is the responsibility of the Contractor performing work on a public street to install and maintain the traffic control devices according to the latest edition of the ***California Manual on Uniform Traffic Control Devices (California MUTCD)*** or ***Work Area Traffic Control Handbook (WATCH)*** to insure the safe movement of traffic and pedestrians through or around the work area and provide protection and safety to construction workers.

2. The Contractor must submit a traffic control plan for approval when requested by the Traffic Division or when traffic handling cannot use a typical application in the latest ***California MUTCD or WATCH.*** Any revisions to the traffic control plans or requirements shall be approved by the Assistant Public Works Director-Traffic.

3. All traffic control devices (signs, delineators, barricades, type K temporary railing, portable changeable message signs, etc.) shall conform to the ***Caltrans Standard Specifications,*** *Section 12.* All devices must be in place and shall be repaired, replaced, or cleaned as necessary until work is complete and traffic control is not required.

4. Flashing arrow boards are mandatory for lane closures on any multi-lane street. If any barricades are to be in place at night, they shall be equipped with flashing/steady yellow warning lamps.

5. On working days, all travel lanes shall be open between 6:00 a.m. and 8:30 a.m. and between 3:30 p.m. and 7:00 p.m. One travel lane in each direction shall be open at all times between 8:30 a.m. and 3:30 p.m. Any deviation of lane closure hours shall be approved by the Assistant Public Works Director-Traffic.

6. If a bus stop is impacted by traffic control, the Contractor shall notify Burbank Bus at ***(818) 238-5359, aemmer@burbankca.gov, contact@burbankbus.org*** or Los Angeles Metro at ***(213) 922-4632, guglielmoe@metro.net*** at least 5 working days before start of work.

7. If parking is impacted by traffic control, the Contractor shall post "TEMPORARY NO PARKING ANYTIME" signs at a minimum height of 3 feet and at least 5 working days before start of work. The Contractor may obtain signs from the Public Works Permit Counter. Once posted, the Contractor shall notify the Burbank Police Department Traffic Division, at ***(818) 238-3100*** for approval and enforcement of posted signs.

8. Vehicular and pedestrian access to adjacent properties shall be provided at all times.

9. The contractor SHALL notify the City of Burbank Transportation Management Center **5 business days** prior to installing any traffic control that reduces vehicular capacity on any signalized roadway within the City. Furthermore, 818-238-3953 and email at: rlockyer@burbankca.gov, dwilcox@burbankca.gov, DMcLean@burbankca.gov

10. Any work impacting any Traffic loops or cameras SHALL NOT COMMENCE without prior written consent from the City of Burbank Transportation Management Center via email. Impacted loops or cameras SHALL BE restored within a predetermined amount of time (between the contractor and the Transportation Management Center) or the City will restore them and the contractor will be billed.

11. During business hours, immediately notify the Public Works Department at ***(818) 238-3915*** or after hours, immediately notify the Police Department at ***(818) 238-3000*** if any of the following events occur:
    a. A traffic signal is dark, flashing red, or malfunctioning near your work area;
    b. A signalized intersection has traffic congestion near your work area;
    c. Any traffic signal equipment or loop detector is damaged without planned replacement;
    d. Any traffic signs, striping, or markings are removed without planned replacement

**APPROVED:** 3/19/19

**Jonathan Yee, Assistant Public Works Director-Traffic**

*Revised 03/19/2019*

**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**

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|---|---|
| Members present: | Matthew Doyle, Chairperson<br>Linda Barnes, Vice-Chairperson<br>Jacqueline Waltman |
| Members not present: | Iveta Ovsepyan, Secretary<br>Miguel Porras |
| Also present: | Stacey Adams, Ast Mgmt Serv Director, Risk Mgmt-Safety<br>Sean Aquino, Administrative Officer – BWP<br>Susie Avetisyan, Senior Administrative Analyst<br>Christine Coleman, Workers' Compensation Administrator<br>David Hernandez, Mgr Transmission & Distribution Engineering<br>Brady Griffin, Human Resources Manager<br>David Lasher, Administrative Analyst II<br>Betsy McClinton, Management Services Director<br>John Molinar, Ast PW Director Street and Sanitation<br>Melissa Potter, Ast Library Services Director<br>April Rios, Human Resources Manager<br>Jessica Sandoval, Executive Assistant<br>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 Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Matthew Doyle, Chairperson

_____DATE_____
Iveta Ovsepyan, Secretary

7A.

UNAPPROVED

**BURBANK WATER AND POWER BOARD**
**MINUTES OF MEETING**
**FEBRUARY 6, 2020**

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:15 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. Brody, Mr. Ford, Mr. Herman

**Board Absent:** Mr. Eskandar, Mr. Panahon

**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. Bleveans, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water ; Mr. Hernandez, Manager Transmission and Distribution Engineering; Mr. Olsen, Principal Electrical Engineer, BWP; Mr. Hammond, Manager ECC; Mr. Recchia, Principal Power Systems Operator; Mr. Oganesyan, Manager, Technology; Mr. Flores, Marketing Manager; Ms. Sarkissian, Customer Service Supervisor; Ms. Soloyan, Marketing Associate; Mr. Antoun, Electrical Engineering Associate; Ms. Waloejo, Financial Planning and Risk Manager; Ms. Kalomian, Financial Accounting Manager; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

Mr. Goldstein addressed the Board. He is interested in the HVAC Early Replacement Program, and is happy to see that Burbank is pursuing that. Mr. Goldstein discussed the energy that is lost from many buildings and homes due to leaks and cracks, and feels that it would be beneficial for Burbank to develop a program related to this.

## BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Somoano responded noting that Burbank has an existing program regarding energy efficiency for homes and buildings. This will be addressed later in the meeting as we discuss the budget.

## ANNOUNCEMENTS

Mr. Somoano made two announcements. He announced the upcoming 2020 Census which Burbank residents are encouraged to participate in. Mr. Somoano also announced that the City Council is considering naming a facility in recognition of former City Manager and BWP General Manager, Ron Davis.

## CONSENT CALENDAR

## MINUTES

It was moved by Mr. Brody, seconded by Mr. Herman, and carried 4-0, noting one abstention from Mr. Ford who was absent from the December meeting, to approve the meeting minutes of the regular meeting of December 5, 2019.

## INFORMATION FROM STAFF

## OPERATION TECHNOLOGY

Mr. Oganesyan provided an update on recent cyber security events. The City has a heightened level of security awareness related to cyber security attacks, and performs regular updates and assessments to ensure the security of our system.

## LEGISLATIVE UPDATE

Ms. Titus presented a federal and state legislative update. Ms. Titus reported that BWP continues to track numerous bills, however, there is not much progress yet as it is still very early in the legislative session. Ms. Titus also reported out on a recent MWD inspection trip where the participants toured the Weymouth Treatment Plant and Recycled Water Advanced Purification Center.

Mr. Brody, Ms. LaCamera and Mr. Smith, who all attended the tour, agreed that it was a very valuable and educational tour.

## WATER SUPPLY UPDATE

Mr. Wilson reported out that MWD has a record amount in their storage reserves. He distributed a chart to the Board which reflected storage levels. Mr. Wilson responded to Board Member questions.

## POWER SUPPLY UPDATE

Mr. Hammond provided an update on natural gas supply. Natural gas continues to play an important and varied role in CA. Mr. Hammond reported out on the ruptured transmission line 235-2, which was taken out of service on January 27, 2020. As a major gas transmission line servicing the Southern California area, this does have impacts on the availability of natural gas. BWP continues to work with partnering agencies to ensure reliability for Burbank customers. Mr. Hammond responded to Board Member questions.

## REPORTS TO THE BOARD

## BWP OPERATIONS AND FINANCIAL REPORTS

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

Mr. Liu, Mr. Somoano, Mr. Wilson, Mr. Bleveans, Mr. Olsen, Mr. Hernandez, and Mr. Flores responded to Board Member questions.

## RECOMMENDATION FOR THE RESIDENTIAL HVAC EARLY REPLACEMENT PROGRAM AND DISCONTINUE THE AC TUNE-UP PROGRAM

Mr. Antoun presented information on a new HVAC Early Replacement Program and a proposal to discontinue the current AC tune up program, which is no longer cost effective. Mr. Antoun outlined the details and the benefits of the new program.

Mr. Antoun, Mr. Flores, and Mr. Somoano responded to Board Member questions.

It was moved by Mr. Herman, seconded by Mr. Brody, and carried 5-0 that the BWP Board recommend the City Council approve the residential HVAC Early Replacement program. The HVAC Early Replacement program will commence on or before July 1, 2020, in time for the next air-conditioning season and discontinue the AC Tune-up Program on July 1, 2020.

**The Chair called for a recess at 7:05 pm.**

**The Chair called the meeting back to order at 7:17 pm.**

## PROPOSED FISCAL YEAR 2020-21 ANNUAL BUDGET AND RATES

Mr. Somoano presented BWP's proposed FY 2020-21 annual budget. Mr. Somoano 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 1.5% increase to the Electric Fund.

Mr. Somoano, Mr. Liu, Mr. Bleveans, Mr. Tunnicliff, Mr. Ancheta, Mr. Hernandez, Mr. Compton, and Mr. Wilson, responded to Board Member questions.

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

## COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. LaCamera commented that she really enjoyed the recycled water trip, she appreciates the time that staff took putting the trip together.

Mr. Ford commented that he is interested in learning more about BWP's succession planning and any systems we may have in place to capture knowledge and how they function within the utility.

Mr. Brody commented that staff did a great job on the budget presentation.

## ADJOURNMENT

The meeting was adjourned at 10:08 p.m. The next scheduled Board meeting is March 5, 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:** March 5, 2020
**TO:** BWP Board
**FROM:** Jorge Somoano, General Manager, BWP
**SUBJECT:** January 2020 Operating Results

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

## SAFETY

**For the month of January, BWP experienced one OSHA recordable injury. BWP's 12 month rolling rate for end of January is 4.2.**


OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
PASMA - Public Agency Safety Management Association (Utilities only Data)
APPA - American Public Power Authority - All Members

## Water Estimated Financial Results

**For the month of January, Potable Water usage was 10% (36 million gallons) higher than budgeted and Potable Water Revenues were $82,000 lower than budgeted. Recycled Water usage was 13% (6 million gallons) higher than budgeted and Recycled Water Revenues were $36,000 higher than budgeted. January Water Supply Expenses were $11,000 higher than budgeted. January's Gross Margin was $73,000 lower than budgeted. Net Income was a loss of $284,000, which was $73,000 lower than budgeted.**

**January fiscal-year-to-date (FYTD) Potable Water usage was 16 million gallons lower than budgeted. FYTD January Potable Water Revenues were $263,000 lower than budgeted. FYTD Recycled Water usage was 2% lower than budgeted and Recycled Water Revenues were $1,000 lower than budgeted. FYTD Water Supply Expenses were $381,000 lower than budgeted. The FYTD January Gross Margin was $119,000 better than budgeted. Operating Expenses were $1,160,000 lower than budgeted. Net Income was $1,762,000, which was $1,280,000 better than budgeted.**

## Electric Estimated Financial Results

**For the month of January, electric loads were 8% lower than budget. Retail Sales were $1,123,000 lower than budgeted. January Power Supply Expenses were $758,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), project true ups received, and lower retail load. January's Wholesale Margin was $70,000 lower than budgeted. January's Gross Margin was $390,000 lower than budgeted. Net Income was a loss of $601,000, which was $390,000 lower than budgeted.**

**FYTD January electric loads were 6% lower than budget. Retail Sales were $4,881,000 lower than budgeted. FYTD Power Supply Expenses were $8,166,000 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 $353,000 lower than budgeted. FYTD Gross Margin was $2,520,000 better than budgeted. January FYTD Operating Expenses were $1,304,000 lower than budgeted. Net Income was $6,377,000, which was $4,029,000 better than budgeted.**

## WATER DIVISION

### State Water Project Update

On January 24, 2020 the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 10% to 15%. Allocations are reviewed monthly based on snowpack and runoff information and are typically finalized by May. Precipitation in the Northern Sierra is at 63% of average to date. Statewide snowpack is 76% of normal for this date. The state gets about 30% of its annual water supply from snowpack. Snow water content is one factor in determining allocation amounts along with reservoir storage and releases necessary to meet water supply and environmental demands.

Lake Oroville, the SWP's largest reservoir, is currently at 61% of capacity and 94% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 74% of capacity and 112% of average. In Southern California, SWP's Castaic Lake is at 72% of capacity and 87% of average.

The 15% allocation amounts to 635,434 acre-feet of water.

### Burbank's Water Use

The table below shows water use in Burbank during January 2020 compared to January 2019 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 |
|---|---|---|
| January2019 | 107 gpcd | 136 gpcd |
| January 2020 | 123 gpcd | 134 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.

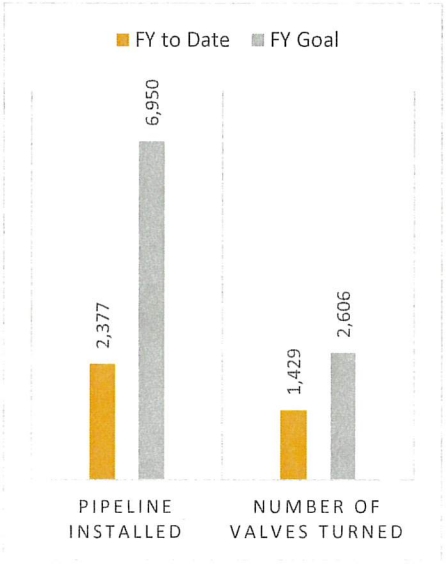
| | Capacity Factor | Average Flow Rate (FY Total) |
|---|---|---|
| Nov-19 | 93.2% | 8393 gpm |
| Dec-19 | 90.58% | 8152 gpm |
| Jan-20 | 91.4% | 8226 gpm |

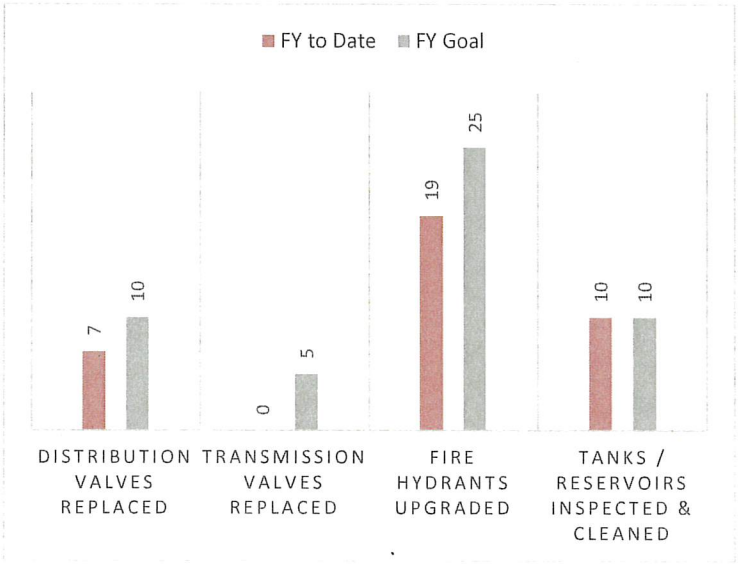
**Higher BOU Capacity factors are attributed to the operation of the newly constructed "temporary interconnection" between BWP and LADWP (LAIX). This transfer allows the BOU to continue to treat the groundwater at a high rate when BWP demand is lower than the BOU's capacity. The transfer agreement stipulates 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 through January 27, 2020. The LAIX was turned off due to the MWD/ BOU planned shutdown during the month of February 2020. The total transfer for the month of January 2020 was 238.5 ac/ft and the annual total is 810.7 ac/ft. The table below shows total delivery to LADWP through temporary interconnection.**

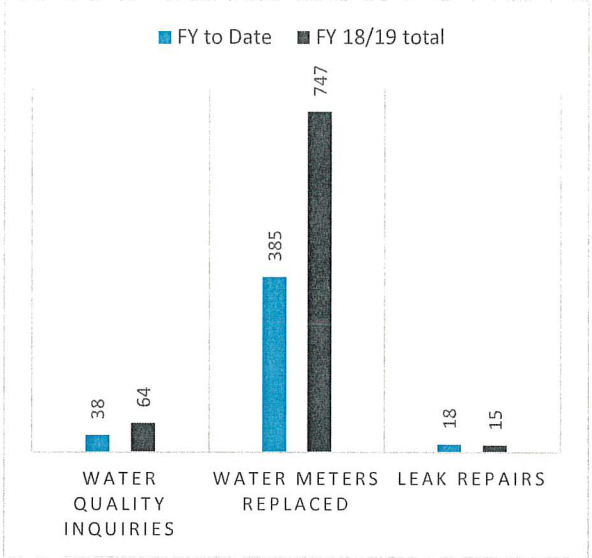
| Month 2019 | MWD | BOU | Total |
|---|---|---|---|
| August | 0.7 | 0.8 | 1.5 |
| September | 0 | 0 | 0.0 |
| October | 21.3 | 55.7 | 77.0 |
| November | 57.6 | 157.2 | 214.8 |
| December | 61.1 | 217.8 | 278.9 |
| January 2020 | 54.9 | 183.6 | 238.5 |
| | | total | 810.7 |

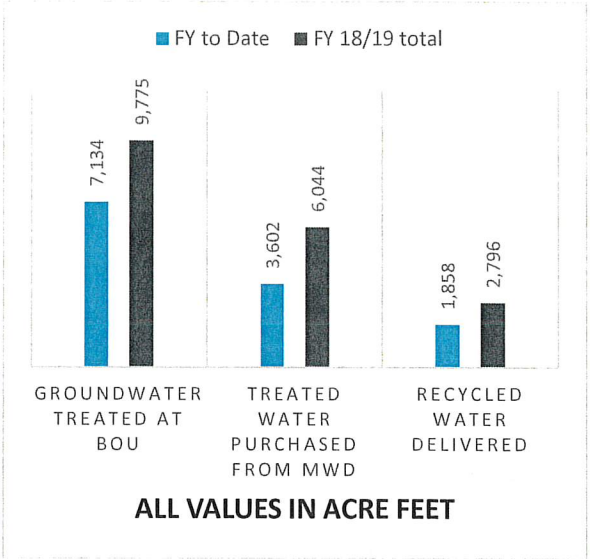
## Key Performance Indicators

**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 January 2020, 2,923 communication modules are not working properly out of 26,984 meters (about 11%).** 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.

## Projects

### Clark and Orchard

**A small water main leak occurred at the intersection of Clark and Orchard. This was a radial crack on a section of a six-inch cast iron pipe. Repairs were made quickly with a full circle repair clamp and there were no service interruptions.**

## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

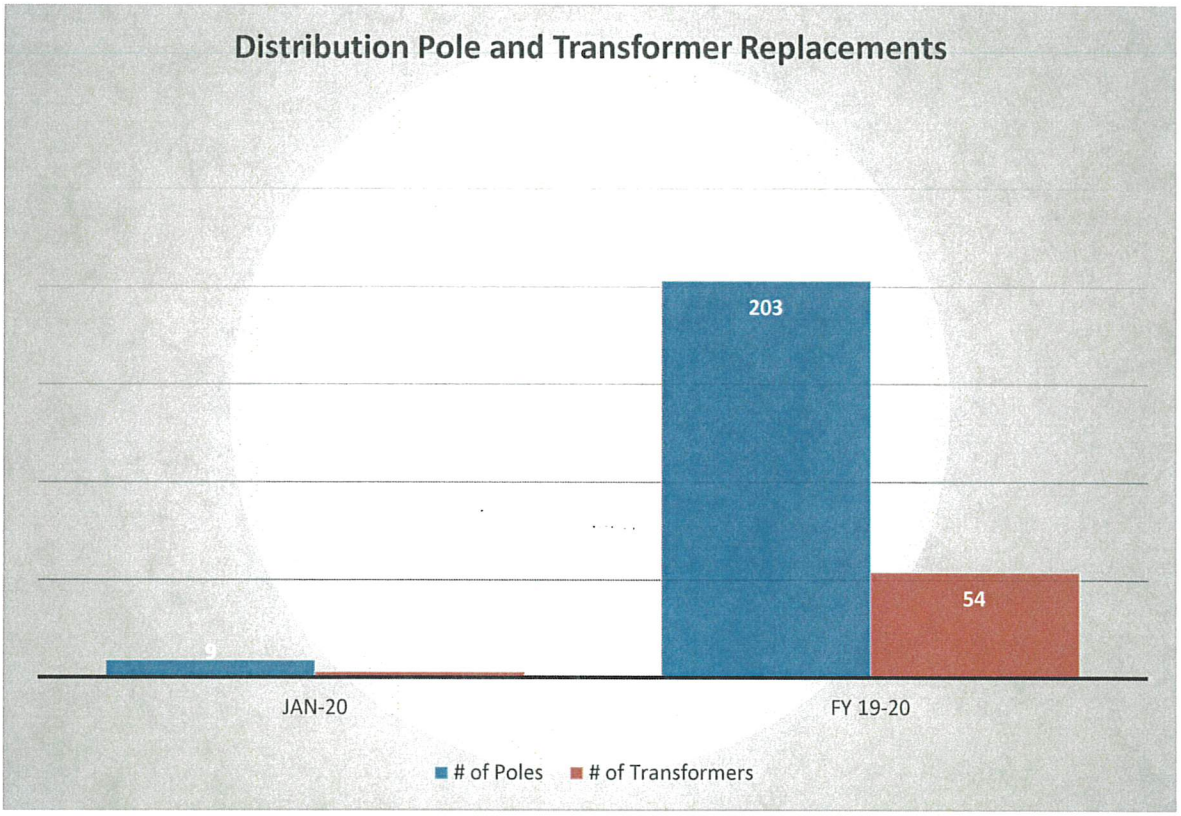
**In January 2020, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,343,867 customer minutes.**

| Reliability Measurement | February 2018-January 2019 | February 2019 - January 2020 |
|---|---|---|
| Average Outages Per Year (SAIFI) | 0.4382 | 0.2908 |
| Average Outage Duration (CAIDI) | 48.34 minutes | 13.5 minutes |
| Average Service Availability | 99.996% | 99.999% |
| Average Momentary Outages Per Year (MAIFI) | 0.3154 | 0.3210 |
| No. of Sustained Feeder Outages | 10 | 8 |
| No. of Sustained Outages by Mylar Balloons | 3 | 2 |
| No. of Sustained Outages by Animals | 0 | 0 |
| No. of Sustained Outages by Palm Fronds | 3 | 0 |

## PROJECT UPDATES

### Electric Asset Data Report - Distribution Poles and Transformers

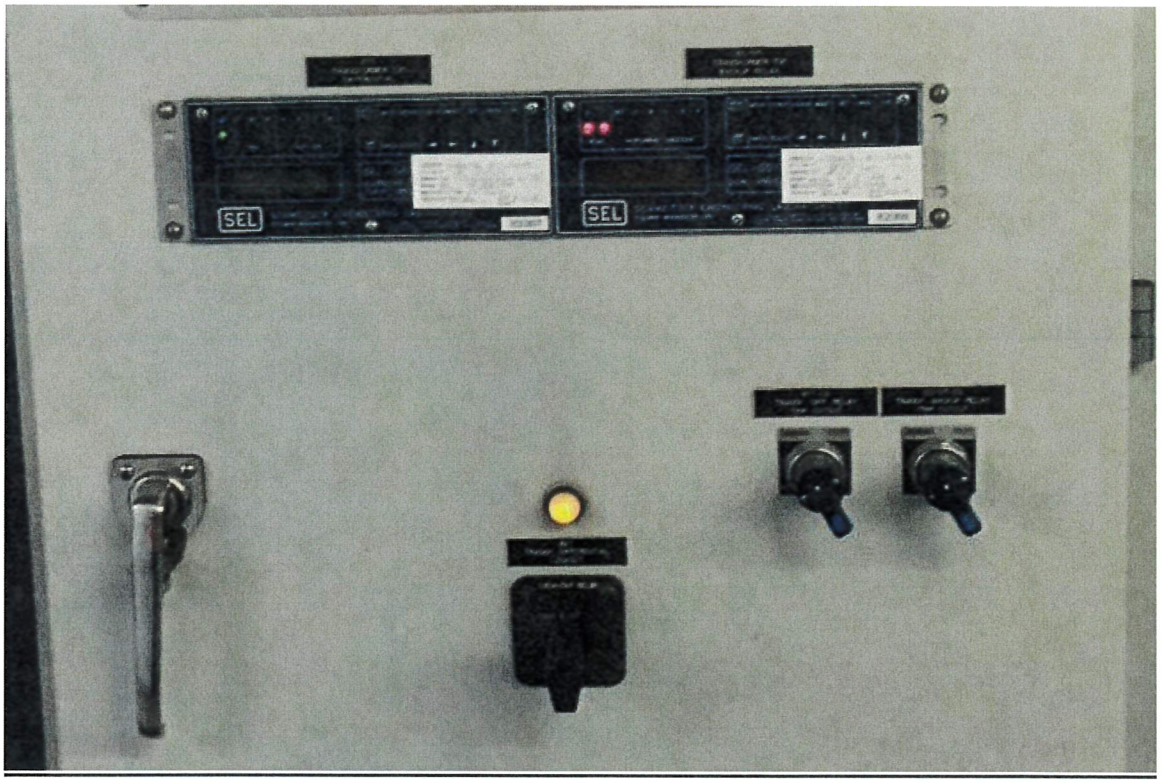
**Distribution poles and transformers are installed or replaced as part of the overall improvement of the electric system. Staff performs pole-loading and transformer-loading analysis to determine if poles and transformers need to be replaced preemptively and when we plan to "touch" them such as during 12kV conversion projects. In addition, deteriorated poles are identified from the pole inspection program and prioritized for replacement based on condition. The following poles and transformers have been installed and/or replaced this fiscal year:**




### Transformer Relay Replacement at Warner Substation

**BWP has been replacing its older substation transformer relays with modern microprocessor-based relays. Warner Substation has older, legacy microprocessor relays that were nearing the end of their life expectancy and had limited functionality. The new microprocessor relays provided additional functionality to improve reliability and operational efficiency including automatic relay event retrieval for system event monitoring, reduced testing complexity for field crew testing, circuit breaker trip coil monitoring and breaker failure detection, and improved metering capabilities including power and voltage measurements.**

**BWP's Electrical Equipment section installed, tested, and commissioned the new relays for Lincoln A-1 & A2 banks in January 2020. Pictures can be seen below.**

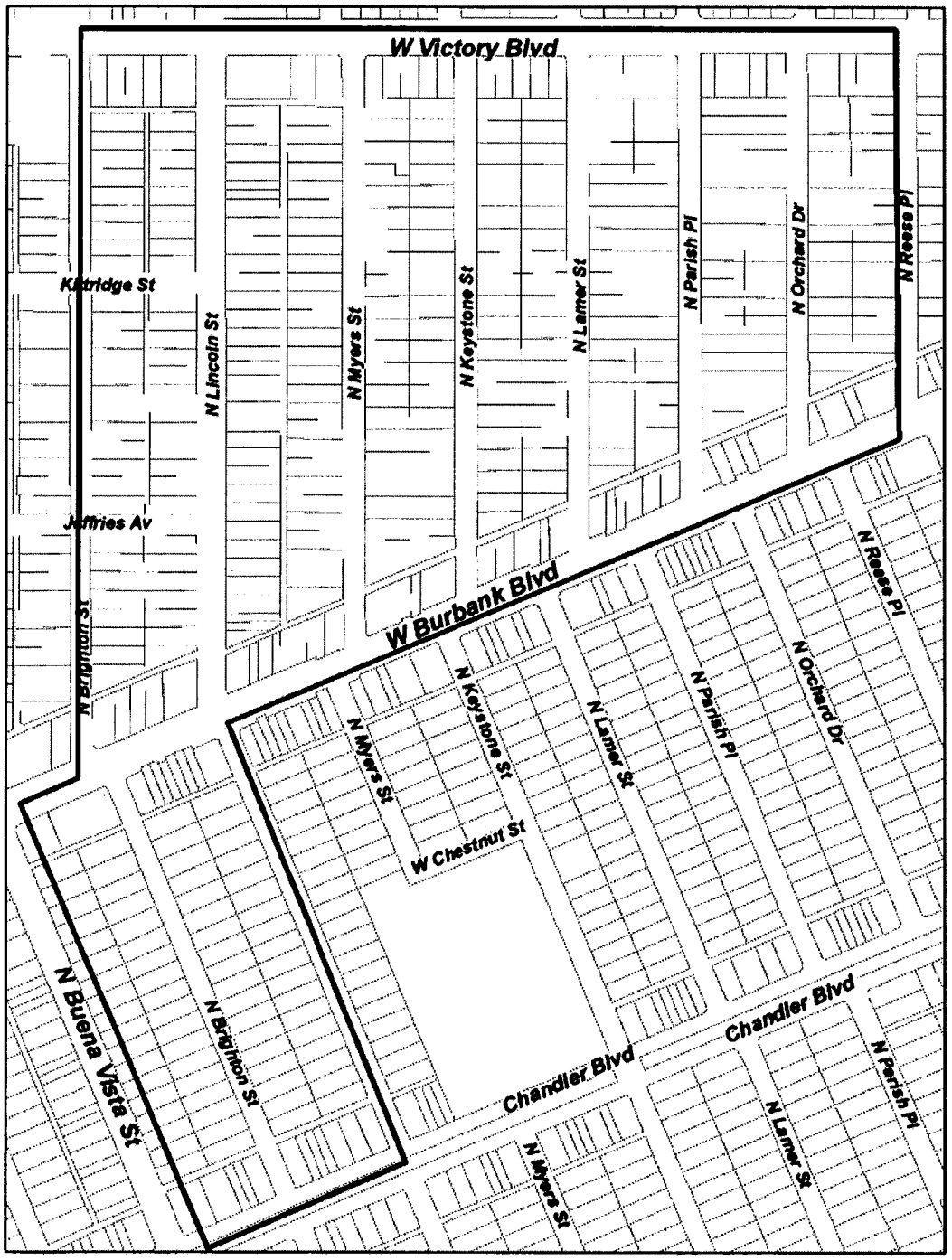



Before Installation (Old Relays)


After Installation (New Relays)

## Victory-7 4kV to 12kV Pole Line Rebuild & Conversion

**The Victory-7 conversion area contains 149 poles, 67 transformers, 8,610 feet of overhead primary wire, and 13,930 feet of overhead secondary wire. The pole line rebuild for the Victory-7 4kV feeder has started. 22 poles have been set along the alleys east and west of N. Lincoln Avenue. Replacement of the overhead wire along these poles is ongoing. Construction work in the remaining portions of the conversion area will continue through summer of 2020.**




V-7 Conversion Area


Progress of V-7 construction along alley east of N. Lincoln Street

## 5G Wireless Telecommunication Facility Attachments

**In May 2019, AT&T executed a Master License Agreement with the City of Burbank to attach, install, operate, and maintain wireless telecommunications facilities on BWP street light poles. For each installation, AT&T will be responsible for the replacement of the existing street light pole with a new street light pole according to BWP's standards and specifications. Each installation will be metered to capture and bill energy usage.**

**So far, 40 applications have been submitted for approval. Construction is expected to begin in the summer of 2020, with completion expected by the end of 2020.**

# 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, 63.46% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,555MWh or a 38.36% reduction in energy consumption. LED conversions have also reduced evening load by 812kW, which shortens the "neck of the duck curve" and reduces the amount of energy generation that BWP needs.**

# CUSTOMER SERVICE

## Customer Service Operations

**In January, six part-time Customer Service Representatives (CSR) were hired for the Call Center. During their first two weeks, these CSRs participated in a training program to learn the fundamentals of the utility industry and how to handle customer contacts. These CSRs are now taking calls independently and are assisting Customer Service in meeting our service levels.**

| Call Types | % of Calls |
|---|---|
| Balance | 31% |
| Account Balance/PIN | 7% |
| Payment Confirmation | 5% |
| Start Service | 5% |
| Other | 52% |

| | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | % Inc/Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Call Volume | 7227 | 5740 | 6310 | 5029 | 5507 | 5417 | 4675 | 5374 | 4330 | 5389 | 4957 | -8% |

## Online Account Manager

The adoption of the Online Account Manager (OAM) continues to be 49% 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-20 | Jan-20 | Total** | % of Total* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Enrollments | 18,498 | 6,317 | 3,052 | 1,742 | 1,294 | 1,126 | 1,002 | 824 | 576 | 781 | 570 | 25,792 | 49% |
| Paperless | 17,047 | 5,704 | 3,045 | 1,729 | 1,288 | 1,119 | 995 | 823 | 495 | 779 | 569 | 22,070 | 42% |
| Autopay | 2,354 | 2,376 | 1,170 | 985 | 614 | 559 | 462 | 420 | 373 | 376 | 321 | 14,918 | 26% |

* Percent as compared to all active BWP accounts.

** Customers with 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 |
|---|---|---|---|---|---|---|---|
| **Jan 2020** | **39** | **27,675** | **$4,792** | **11,623** | **20.8** | **22%** | **18%** |
| 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% |

**Eight charging ports were out of service during January. The DC Fast Charger at the Hollywood-Burbank Airport is experiencing issues, BWP staff is working with Greenlots to diagnose and repair.**

| Port Location | # of Ports | Out of Service Date | Issue | Expected Back in Service Date | Back in Service Date |
|---|---|---|---|---|---|
| **2034 N. Hollywood Way** | **2** | **19-Mar** | **Cable retractor failure** | **20-Feb** | **2/17** |
| **533 S. Glenoaks Blvd** | **2** | **19-Aug** | **Cable retractor failure** | **20-Feb** | **2/17** |
| **340 N. Buena Vista St.** | **2** | **19-Sep** | **Cable retractor failure** | **20-Feb** | **2/13** |
| **2116 Glenoaks Blvd.** | **1** | **19-Oct** | **Cable retractor failure** | **20-Feb** | **2/17** |
| **Hollywood-Burbank Airport** | **1** | **20-Jan** | **Unknown at this time** | **20-Mar** | |

## 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 |
|---|---|---|---|---|
| **Jan 2020** | **9** | **59** | **858** | **8,410** |
| 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

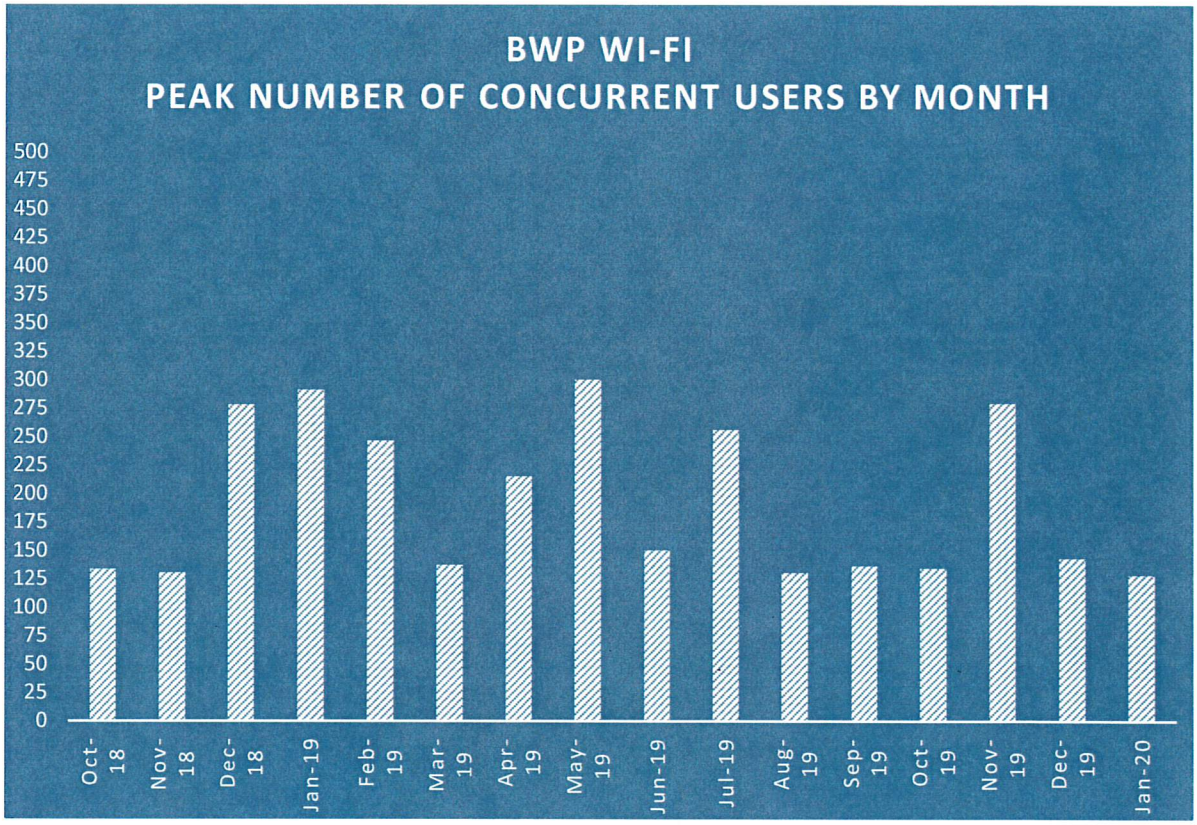
## Broadband Services (ONE Burbank)

| | January 2020 New Orders | Revenues for January 2020 | FYTD 2019-20 Revenues | FYTD Budget |
|---|---|---|---|---|
| **Lit** | **1** | **$115,095** | **$794,968** | **$898,333** |
| **Dark** | **0** | **$192,441** | **$1,454,256** | **$1,347,500** |
| **Total** | **1** | **$307,536** | **$2,249,224** | **$2,245,833** |

## 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.)



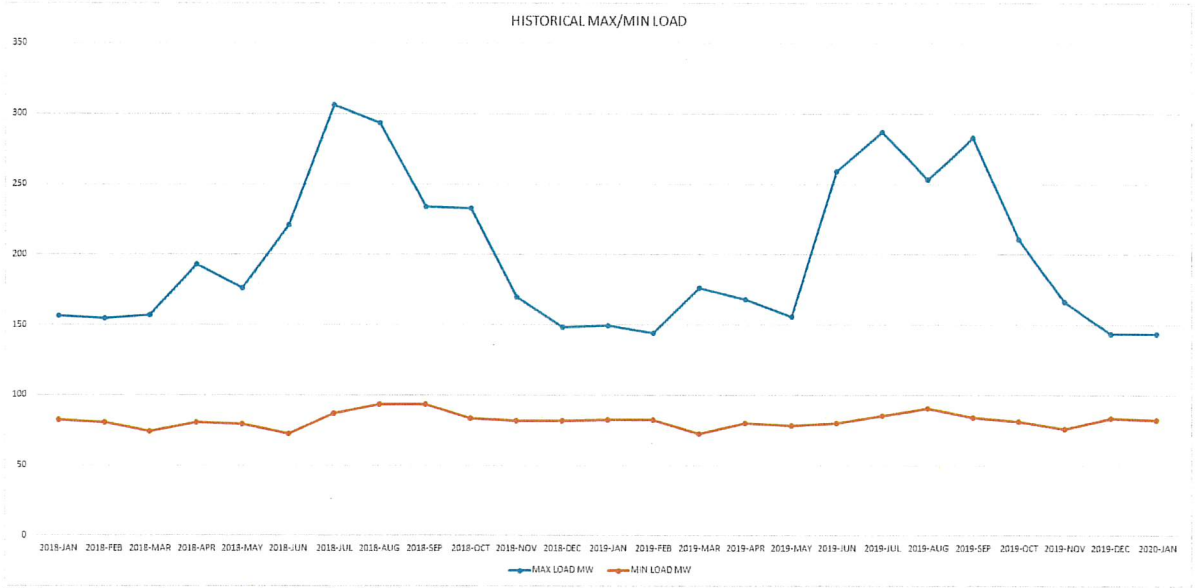

## Cyber Security Update – January 2020

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 January 2020 was 143.7 MW at 2:51 PM on Friday, January 31, and the minimum load was 82.5 MW at 3:59 AM on Sunday, January 26.**




Minimum load values corrected for Sept & Dec 2018.

| YEAR | MAX LOAD | MAX DATE |
|---|---|---|
| 2020 | 143.7 MW | 31-Jan-20 14:51:23 |
| 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 |

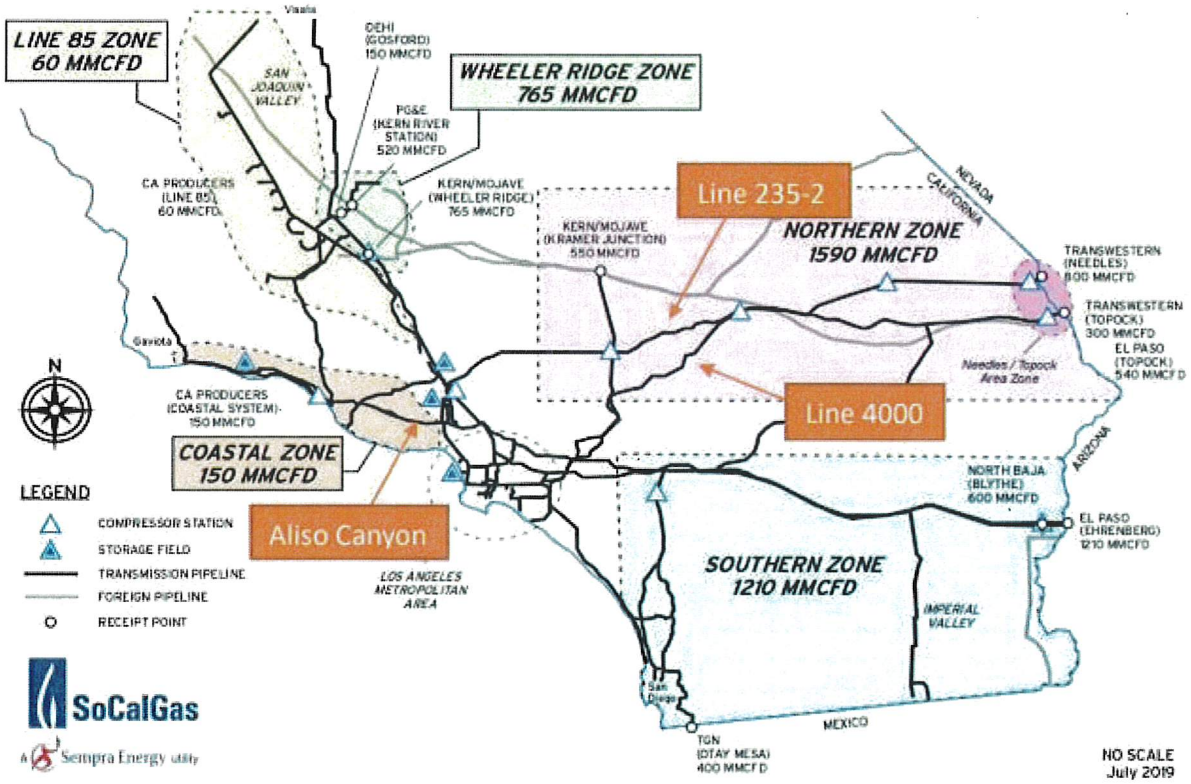
**The Burbank power system did not experience abnormal weather or natural gas supply issues for January 2020.**

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) was again removed from service on January 27, 2020 after a preliminary report was received indicating a single location that needed to be immediately remediated. The repair has been completed and the anticipated completion date for the re-pressurization process is February 16. The pipeline is expected to be back in service at a reduced pressure by February 17. The re-pressurization process has been progressing successfully thus far with one more leak survey to be completed before the pipeline can be returned to service.**

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** | **88%** | **655** | **116,480** | **4,760** | **2** |

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 January.**

### Magnolia Power Project (MPP)

| | January | FYTD | YTD |
|---|---|---|---|
| **Availability** | **88%** | **95%** | **88%** |
| **Unit Capacity Factor (240 MW)** | **65%** | **75%** | **65%** |

**MPP was shut down from January 18-22, 2020, to perform an offline water wash of the combustion turbine compressor and to install instrumentation in support of pre-enhancement performance testing with General Electric (GE). MPP was also shut down on January 31, 2020, for installation of the GE enhancements. At the time of this report the plant is scheduled to be restarted on February 27, 2020, to begin testing and tuning of the new components.**

### 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, 2019 and maintenance work is in progress. It is anticipated limited generation may begin in March.**

## 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 issued 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 January 16, 2020, a third 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 continue to indicate elevated levels of 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, 2019. **The IPP related Transmission Service Agreement expires in 2027.**

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

**LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.**

## Power Generation

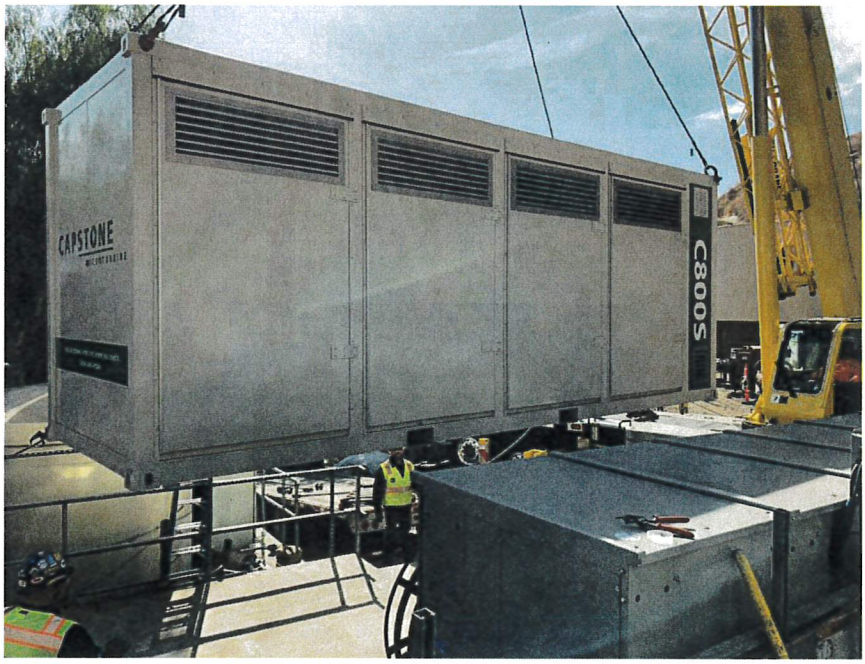
### Landfill Gas to Energy (LFGTE) Project

**The LFGTE microturbines and gas conditioning skid are now operating. The construction team has demobilized, and the microturbines are generating continuous power for the Burbank Electrical System. Per contractual requirements, ACCO Engineered Systems has assumed responsibility for operating and maintaining the system for the first year.**

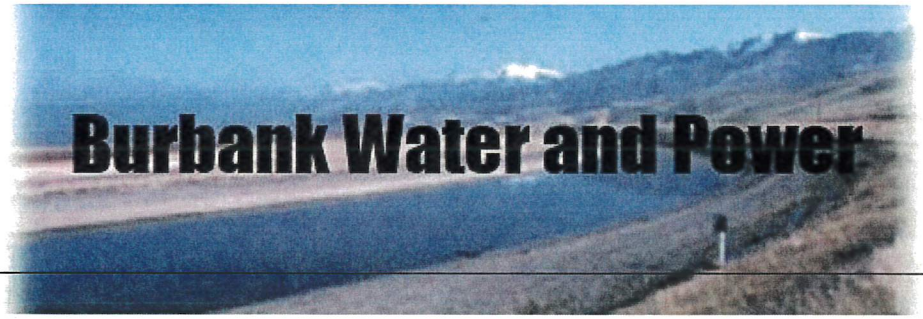
**The flare and microturbine controls have been integrated to allow synchronized operation. The LFGTE system is still being monitored and tuned in order to meet the requirements of the landfill gas collection system.**

**Performance testing of the microturbines and gas conditioning skid is in progress, and construction punch list items are being addressed. Project closeout will commence upon completion of performance testing and punch list work at which point the project will be deemed to be in commercial operation.**

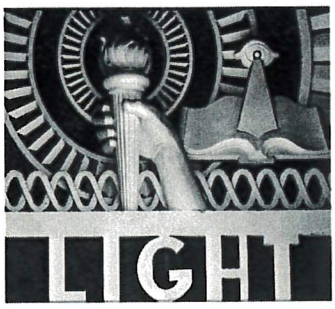
**LFG Conditioning Skid**

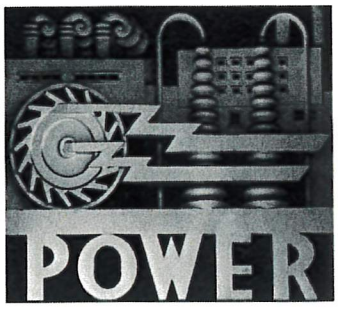


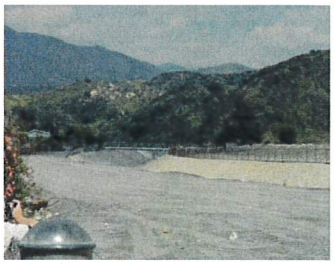

**Capstone Microturbine System**

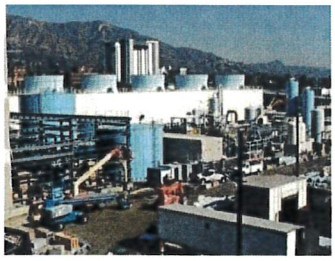








# Estimated Financial Report
# January-20

UNAUDITED

**Burbank Water and Power**
**Electric Fund (496)**
**Estimated Statement of Changes in Net Assets** [1] [2] [5]
**MTD and FYTD January 2020**
**($ in 000's except MWh Sales)**

| MTD FY 19-20 | MTD Jan-20 Budget | $ Variance [2] | % Variance | | FYTD FY 19-20 | FYTD Jan-20 Budget | $ Variance [2] | % Variance |
|---|---|---|---|---|---|---|---|---|
| 82,661 | 89,619 | (6,958) | (8%) [a] | NEL MWh | 664,008 | 703,275 | (39,267) | (6%) [A] |
| | | | | **Retail** | | | | |
| $ 11,838 | $ 12,961 | $ (1,123) | (9%) | Retail Sales | $ 100,442 | $ 105,323 | $ (4,881) | (5%) |
| 632 | 587 | 45 | 8% [b] | Other Revenues [3] | 3,697 | 4,110 | (412) | (10%) [B] |
| 8,349 | 9,108 | 758 | 8% [c] | Retail Power Supply & Transmission | 62,948 | 71,114 | 8,166 | 11% [C] |
| 4,120 | 4,440 | (320) | (7%) | **Retail Margin** | 41,191 | 38,318 | 2,873 | 7% |
| | | | | **Wholesale** | | | | |
| 247 | 3,760 | (3,513) | (93%) | Wholesale Sales | 5,223 | 31,735 | (26,511) | (84%) |
| 223 | 3,666 | 3,443 | 94% | Wholesale Power Supply | 4,783 | 30,941 | 26,158 | 85% |
| 24 | 94 | (70) | (75%) | **Wholesale Margin** | 440 | 793 | (353) | (45%) |
| 4,144 | 4,534 | (390) | (9%) | **Gross Margin** | 41,631 | 39,112 | 2,520 | 6% |
| | | | | **Operating Expenses** | | | | |
| 954 | 954 | - | 0% | Distribution | 6,386 | 6,511 | 125 | 2% |
| 141 | 141 | - | 0% | Administration/Safety | 796 | 864 | 68 | 8% |
| 229 | 229 | - | 0% | Finance, Fleet, & Warehouse | 1,286 | 1,572 | 285 | 18% [D] |
| 507 | 507 | - | 0% | Transfer to General Fund for Cost Allocation | 3,551 | 3,551 | 0 | 0% |
| 446 | 446 | - | 0% | Customer Service, Marketing & Conservation | 2,576 | 3,119 | 543 | 17% [E] |
| 368 | 368 | - | 0% | Public Benefits | 2,947 | 2,890 | (57) | (2%) |
| 156 | 156 | - | 0% | Security/Oper Technology | 1,446 | 1,187 | (259) | (22%) [F] |
| 110 | 110 | - | 0% | Telecom | 743 | 803 | 60 | 8% |
| 183 | 183 | - | 0% | Construction & Maintenance | 1,063 | 1,278 | 215 | 17% [G] |
| 1,575 | 1,575 | - | 0% | Depreciation | 10,698 | 11,022 | 324 | 3% |
| 4,669 | 4,669 | - | 0% [d] | Total Operating Expenses | 31,492 | 32,797 | 1,304 | 4% |
| $ (525) | $ (135) | $ (390) | 289% | **Operating Income/(Loss)** | $ 10,139 | $ 6,315 | $ 3,824 | 61% |

**Burbank Water and Power**
**Electric Fund (496)**
**Estimated Statement of Changes in Net Assets [1] [2] [5]**
**MTD and FYTD January 2020**

**($ in 000's)**

| MTD FY 19-20 | MTD Jan-20 Budget | $ Variance [2] | % Variance | | FYTD FY 19-20 | FYTD Jan-20 Budget | $ Variance [2] | % Variance |
|---|---|---|---|---|---|---|---|---|
| $ (525) | $ (135) | $ (390) | 289% | **Operating Income/(Loss)** | $ 10,139 | $ 6,315 | $ 3,824 | 61% |
| | | | | **Other Income/(Expenses)** | | | | |
| 162 | 162 | - | 0% | Interest Income | 1,263 | 1,136 | 128 | 11% |
| 106 | 106 | - | 0% | Other Income/(Expense) [4] | (2,615) | (2,692) | 77 | 3% [H] |
| (344) | (344) | - | 0% | Bond Interest/ (Expense) | (2,410) | (2,410) | - | 0% |
| (76) | (76) | - | 0% | Total Other Income/(Expenses) | (3,762) | (3,967) | 205 | 5% |
| (601) | (211) | (390) | 185% | **Net Income** | 6,377 | 2,348 | 4,029 | 172% |
| 372 | 372 | - | 0% | Capital Contributions (AIC) | 470 | 1,085 | (615) | (57%) [I] |
| $ (229) | $ 161 | $ (390) | (242%) | **Net Change in Net Assets (Net Income)** | $ 6,847 | $ 3,433 | $ 3,414 | 99% |

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 January 2020; FYTD reports July through December 2019 actuals.

**Burbank Water and Power**
**Electric Fund (496)**
**Estimated Statement of Changes in Net Assets - Footnotes**
**MTD January 2020**
**($ in 000's)**

| Foot-note # | Accounts/Description | Actual | Budget | Variance to Budget | | Explanation |
|---|---|---|---|---|---|---|
| a. | Electric Usage in MWh | 82,661 | 89,619 | (6,958) | - | NEL is 8% lower than budget. For the month of January, average high temperature was 70.7°F, compared to the normal of 70.1°F. MTD HDD were 264 versus the 15 year average of 261. |
| b. | Other Revenues | 632 | 587 | 45 | - | 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 which tend to fluctuate. |
| c. | Retail Power Supply & Transmission | 8,349 | 9,108 | 758 | - | 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 | 4,669 | 4,669 | - | - | Expenses for January 2020 are estimated at budgeted values. |

**Burbank Water and Power**
**Electric Fund (496)**
**Estimated Statement of Changes in Net Assets - Footnotes**
**FYTD January 2020**
**($ in 000's)**

| Foot-note # | Accounts/Description | Actual | Budget | Variance to Budget | Explanation |
|---|---|---|---|---|---|
| A. | Electric Usage in MWh | 664,008 | 703,275 | (39,267) | - NEL is 6% 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 1,108 versus the 15 year average of 1,102. FYTD HDD were 774 versus the 15 year average of 714. |
| B. | Other Revenues | 3,697 | 4,110 | (412) | - 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 which tend to fluctuate. |
| C. | Retail Power Supply & Transmission | 62,948 | 71,114 | 8,166 | - 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 | 1,286 | 1,572 | 285 | - 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 | 2,576 | 3,119 | 543 | - The favorable variance is primarily attributable to budgetary savings due to vacant positions, lower than planned spending on professional services, and software / hardware. |
| F. | Security/Oper Technology | 1,446 | 1,187 | (259) | - The unfavorable variance is primarily attributable to less work on capital than planned, and timing of expenditures for software and hardware. The unfavorable variance was partially offset by lower than planned spending on other professional services. |
| G. | Construction & Maintenance | 1,063 | 1,278 | 215 | - The favorable variance is primarily attributable to timing of expenditures for building grounds maintenance & repair and custodial services, and more work performed for others than planned. |
| H. | Other Income/(Expense) | (2,615) | (2,692) | 77 | - 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. |
| I. | Capital Contributions (AIC) | 470 | 1,085 | (615) | - The unfavorable variance is primarily attributable to the timing of AIC projects. |

**Estimated January 2020 Budget to Actual P&L Variance Highlights - Electric Fund**
**($ in 000's)**

| | | Variance Month-to-Date | | |
|---|---|---|---|---|
| | | Favorable Items | Unfavorable Items | Budget to Actual Variance |
| **MTD NET INCOME/(LOSS): ($601)** | | | $ (390) | $ (390) |
| **MTD GROSS MARGIN VARIANCE** | | | | |
| Retail Sales | | | (1,123) | (1,123) |
| Power Supply and Transmission | | | | |
| - Lower energy prices and economic dispatch | | 350 | | 350 |
| - SCPPA True Up | (A) | 321 | | 321 |
| - Lower retail load | | 177 | | 177 |
| - Lower transmission | | 54 | | 54 |
| - Higher than planned renewables | | | (144) | (144) |
| Other Revenues & Other income/(Expenses) | | 45 | | 45 |
| Wholesale Margin | | | (70) | (70) |
| **Total** | | 947 | (1,337) | (390) |

**FOOTNOTES:**

**(A)** SCPPA true ups:

| | |
|---|---|
| Palo Verde | 255 |
| Don Campbell | 66 |
| | 321 |

**Estimated January 2020 Budget to Actual P&L Variance Highlights - Electric Fund**
**($ in 000's)**

| | Variance Fiscal Year-to-Date | | |
|---|---|---|---|
| | Favorable Items | Unfavorable Items | Budget to Actual Variance |
| **FYTD NET INCOME / (LOSS): $6,377** | $ 4,029 | | $ 4,029 |
| **FYTD GROSS MARGIN VARIANCE** | | | |
| Retail Sales | | (4,881) | (4,881) |
| Power Supply and Transmission | | | |
| - Lower energy prices and economic dispatch | 3,688 | | 3,688 |
| - Higher than planned annual true up | 1,529 | | 1,529 |
| - Lower O&M expenses than planned | 1,367 | | 1,367 |
| - Lower retail load | 1,076 | | 1,076 |
| - Lower than planned transmission expenses | 499 | | 499 |
| - Lower than planned renewables | 7 | | 7 |
| Other Revenues | | (412) | (412) |
| Wholesale Margin | | (353) | (353) |
| **Total** | 8,166 | (5,646) | 2,520 |
| **FYTD EXPENSE AND OTHER VARIANCES** | | | |
| Distribution | 125 | | 125 |
| Administration/Safety | 68 | | 68 |
| Finance, Fleet, & Warehouse | 285 | | 285 |
| Customer Service, Marketing & Conservation | 543 | | 543 |
| Public Benefits | | (57) | (57) |
| Security/Oper Technology | | (259) | (259) |
| Telecom | 60 | | 60 |
| Construction & Maintenance | 215 | | 215 |
| Depreciation expense | 324 | | 324 |
| All other | 205 | | 205 |
| **Total** | 1,825 | (316) | 1,509 |

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

| | Jan-20 | Dec-19 | Sep-19 | Jun-19 | Recommended Reserves | Minimum Reserves |
|---|---|---|---|---|---|---|
| **Cash and Investments** | | | | | | |
| General Operating Reserve | $ 68,076 | $ 67,481 | $ 62,047 | $ 67,320 [b] | $ 52,010 | $ 37,570 |
| Capital & Debt Reduction Fund | 10,000 | 10,000 | 10,000 | 10,000 | 21,000 | 5,200 |
| BWP Projects Reserve Deposits at SCPPA | 17,020 | 17,014 | 16,912 | 16,817 | | |
| Sub-Total Cash and Investments | 95,096 | 94,495 | 88,959 | 94,137 | 73,010 | 42,770 |
| Customer Deposits | (6,513) | (6,632) | (4,822) | (5,641) | | |
| Public Benefits Obligation | (7,467) | (7,125) | (6,607) | (6,069) | | |
| Pacific Northwest DC Intertie | (855) | (855) | (1,389) | (2,218) | | |
| Low Carbon Fuel Standard [c] | (2,267) | (2,267) | (2,267) | (2,267) [d] | | |
| Cash and Investments (less Commitments) | **77,994** | **77,615** | **73,874** | **77,942** | **73,010** | **42,770** |

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

[d] 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] [5]**
**MTD and FYTD January 2020**
**($ in 000's except Gallons)**

| MTD FY 19-20 | MTD Jan-20 Budget | $ Variance [2] | % Variance | | FYTD FY 19-20 | FYTD Jan-20 Budget | $ Variance [2] | % Variance |
|---|---|---|---|---|---|---|---|---|
| 404 | 368 | 36 | 10% [a] | Water put into the system in Millions of Gallons | 3,262 | 3,278 | (16) | (0%) [A] |
| 52 | 46 | 6 | 13% [b] | Metered Recycled Water in Millions of Gallons | 597 | 611 | (14) | (2%) [B] |
| | | | | **Operating Revenues** | | | | |
| 2,005 | 2,088 | $ (82) | (4%) [c] | Potable Water | 17,509 | 17,772 | $ (263) | (1%) [C] |
| 226 | 190 | 36 | 19% | Recycled Water | 2,500 | 2,502 | (1) | (0%) |
| 47 | 62 | (15) | (24%) [d] | Other Revenue [3] | 434 | 433 | 1 | 0% [D] |
| 2,278 | 2,340 | (62) | (3%) | Total Operating Revenues | 20,444 | 20,707 | (263) | (1%) |
| 886 | 875 | (11) | (1%) | Water Supply Expense | 7,547 | 7,928 | 381 | 5% [E] |
| 1,392 | 1,464 | (73) | (5%) | **Gross Margin** | 12,897 | 12,779 | 119 | 1% |
| | | | | **Operating Expenses** | | | | |
| 688 | 688 | - | 0% | Operations & Maintenance - Potable | 4,194 | 4,836 | 642 | 13% [F] |
| 141 | 141 | - | 0% | Operations & Maintenance - Recycled | 903 | 965 | 62 | 6% |
| 206 | 206 | - | 0% | Allocated O&M | 1,266 | 1,457 | 190 | 13% |
| 172 | 172 | - | 0% | Transfer to General Fund for Cost Allocation | 1,207 | 1,207 | 0 | 0% |
| 370 | 370 | - | 0% | Depreciation | 2,323 | 2,588 | 265 | 10% |
| 1,578 | 1,578 | - | 0% [e] | Total Operating Expenses | 9,894 | 11,054 | 1,160 | 10% |
| | | | | **Other Income/(Expenses)** | | | | |
| 21 | 21 | - | 0% | Interest Income | 178 | 149 | 29 | 19% |
| 39 | 39 | - | 0% | Other Income/(Expense) [4] | (322) | (280) | (41) | (15%) [G] |
| (159) | (159) | - | 0% | Bond Interest/(Expense) | (1,097) | (1,111) | 14 | 1% |
| (99) | (99) | - | 0% | Total Other Income/(Expenses) | (1,241) | (1,243) | 2 | 0% |
| (284) | (212) | (73) | (34%) | **Net Income/(Loss)** | 1,762 | 483 | 1,280 | 265% |
| 40 | 40 | - | 0% | Aid in Construction | 293 | 282 | 11 | 4% |
| $ (244) | $ (171) | $ (73) | (42%) | **Net Change in Net Assets (Net Income)** | $ 2,055 | $ 765 | $ 1,290 | 169% |

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 January 2020; FYTD reports July through December 2019 actuals.

**Burbank Water and Power**
**Water Fund (497)**
**Estimated Statement of Changes in Net Assets - Footnotes**
**MTD January 2020**
**($ 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 | 404 | 368 | 36 | - Potable water demand was higher due to warmer weather and significantly less precipitation in January. For the month of January, average high temperature was 70.7°F, compared to the normal of 70.1°F. MTD HDD were 264 versus the 15 year average of 261. Burbank received 0.14 inches of rainfall in January as compared to the monthly normal of 3.53 inches. |
| b. | Recycled Water Usage in Millions of Gallons | 52 | 46 | 6 | - Recycled water demand was higher due to warmer weather and significantly less precipitation in January. For the month of January, average high temperature was 70.7°F, compared to the normal of 70.1°F. MTD HDD were 264 versus the 15 year average of 261. Burbank received 0.14 inches of rainfall in January as compared to the monthly normal of 3.53 inches. |
| c. | Potable Water Revenue | 2,005 | 2,088 | (82) | - The WCAC impact increased potable water revenues by $15k MTD. Without this adjustment, potable water revenues would be unfavorable by 5%. |

| | MTD Actual |
|---|---|
| WCAC Revenue | $871 |
| WCAC Expenses | $886 |
| **WCAC revenue deferral/(accrual)** | **($15)** |

| | | | | | |
|---|---|---|---|---|---|
| d. | Other Revenue | 47 | 62 | (15) | - 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 January 2020 are at budgeted values. |

**Burbank Water and Power**
**Water Fund (497)**
**Estimated Statement of Changes in Net Assets - Footnotes**
**FYTD January 2020**
**($ 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 | 3,262 | 3,278 | (16) | - FYTD Potable water sales are lower than budget. Rainfall season-to-date was 6.4 inches, 1.9 inches less than the season normal of 8.3 inches. FYTD CDD were 1,108 versus the 15 year average of 1,102. FYTD HDD were 774 versus the 15 year average of 714. |
| B. | Metered Recycled Water in Millions of Gallons | 597 | 611 | (14) | - FYTD Recycled sales are lower than budget. Rainfall season-to-date was 6.4 inches, 1.9 inches less than the season normal of 8.3 inches. FYTD CDD were 1,108 versus the 15 year average of 1,102. FYTD HDD were 774 versus the 15 year average of 714. |
| C. | Potable Water | 17,509 | 17,772 | (263) | - The WCAC impact decreased potable water revenues by $173k YTD. Without this adjustment, potable revenues would be flat. |

| | FYTD Actual |
|---|---|
| WCAC Revenue | $7,720 |
| WCAC Expenses | $7,547 |
| **WCAC revenue deferral/(accrual)** | **$173** |

| | | | | | |
|---|---|---|---|---|---|
| D. | Other Revenue | 434 | 433 | 1 | - Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate. |
| E. | Water Supply Expense | 7,547 | 7,928 | 381 | - The favorable variance in FYTD Water supply expense is primarily driven by lower demand, lower MWD fixed charges than planned, and savings as a result of water delivered through the inter-connect with LADWP. |
| F. | Operations & Maintenance - Potable | 4,194 | 4,836 | 642 | - The favorable variance is primarily attributable to budgetary savings due to vacant positions and the timing of expenditures for professional services. |
| G. | Other Income / (Expense) | (322) | (280) | (41) | - Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and other assets, which tend to fluctuate. July 2019 includes a one-time pension payment to CalPERS of $671k. |

## Estimated January 2020 Budget to Actual P&L Variance Highlights - Water Fund
## ($ in 000's)

| | Variance Month-to-Date | | |
|---|---|---|---|
| | Favorable Items | Unfavorable Items | Budget to Actual Variance |
| **MTD NET INCOME (LOSS): ($284)** | | (73) | $ (73) |
| **MTD GROSS MARGIN VARIANCE** | | | |
| Potable Revenues | | (82) | (82) |
| Recycled Revenues | 36 | | 36 |
| Other Revenue | | (16) | (16) |
| Water Supply Expense | | (11) | (11) |
| **Total** | 36 | (109) | (73) |

## Estimated January 2020 Budget to Actual P&L Variance Highlights - Water Fund
## ($ in 000's)

| | Variance Fiscal Year-to-Date | | |
|---|---|---|---|
| | Favorable Items | Unfavorable Items | Budget to Actual Variance |
| **FYTD NET INCOME: $1,762** | $ 1,280 | | $ 1,280 |
| **FYTD GROSS MARGIN VARIANCE** | | | |
| Potable Revenues | | (263) | (263) |
| Recycled Revenues | | (1) | (1) |
| Other Revenue | 1 | | 1 |
| Water Supply Expense | 381 | | 381 |
| **Total** | 382 | (264) | 118 |
| **FYTD O&M AND OTHER VARIANCES** | | | |
| Potable O&M | 642 | | 642 |
| Recycled Water O&M | 62 | | 62 |
| Allocated O&M | 190 | | 190 |
| Depreciation Expense | 265 | | 265 |
| All Other | 3 | | 3 |
| **Total** | 1,162 | - | 1,162 |

**Water Fund (497)**
**Estimated Statement of Changes in Cash and Investment Balances [a]**
**($ in 000's)**

| | Jan-20 | Dec-19 | Sep-19 | Jun-19 | Recommended Reserves | Minimum Reserves |
|---|---|---|---|---|---|---|
| **Cash and Investments** | | | | | | |
| General Operating Reserves | $ 17,397 | $ 16,341 | $ 13,174 | $ 11,555 [b] | $ 12,630 | $ 8,070 |
| Capital Reserve Fund | 2,220 | 2,220 | 2,220 | 2,220 | 5,200 | 1,300 |
| Sub-Total Cash and Investments | 19,617 | 18,561 | 15,394 | 13,775 | 17,830 | 9,370 |
| Customer Deposits | (1,135) | (1,214) | (1,252) | (1,454) | | |
| Cash and Investments (less commitments) | **18,482** | **17,347** | **14,142** | **12,321** | **17,830** | **9,370** |

[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.