



# Weekly Management Report


## August 30, 2019

- 1. Memo**            Art in Public Places Fund  
**Parks and Recreation Department**
- 2. Synopsis**        Landlord-Tenant Commission Meeting on  
August 5, 2019  
**Community Development Department**
- 3. Minutes**         Burbank Water and Power Board Meeting  
August 1, 2019  
**Water and Power Department**
- 4. Report**           July 2019 Operating Results  
**Water and Power Department**
- 5. Minutes**         Civil Service Board Meeting on  
August 7, 2019  
**Management Services Department**



**Date:** August 22, 2019

**To:** Justin Hess, Acting City Manager

**From:** Marisa Garcia, Acting Parks and Recreation Director 

**Subject:** **CITY MANAGER TRACKING LIST NO. 2227 - ART IN PUBLIC PLACES FUND**

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At the City Council meeting of July 16, 2019, Council requested information on the allowable uses of the Art in Public Places (APP) Fund. This inquiry was made in part because of continuing questions about Burbank Arts for All Foundation using the funding for art or music teachers in the Burbank Unified School District (BUSD) schools.

The Art in Public Places Ordinance (Ordinance) was adopted in 1992 as a development standard that requires development projects with a construction budget over \$500,000 (\$1,500,000 for multi-family residential projects) contribute one percent (1%) towards an art installation. Private developers who do not desire to install on-site art must contribute their 1% obligation to the Public Art Fund. Should the developer choose not to do on-site art, the applicant may recommend to City Council (Council) that up to 50% of the 1% art obligation go toward the Burbank Arts for All Foundation (Foundation), a nonprofit California corporation that benefits BUSD students.

On February 19, 2008, City Council approved a Zone Text Amendment (ZTA) amending Section 10-1-1114(l) (formerly 31-1114(i)) of the Burbank Municipal Code relating to the Art in Public Places Fund. As stipulated in the ZTA, "such funds shall be used subject to Council approval (1) for the financing of art projects including, but not be limited to the acquisition, installation, improvement, maintenance and insurance of art work, that will be located at public buildings or on public grounds as shall be recommended by the Art in Public Places Committee; or (2) if requested by project developers, up to 50% of the 1% obligation may be allowed for arts related programs organized through the Foundation".

In March 2008, the City of Burbank (City) and the Foundation entered into a Memorandum of Understanding (MOU) to allow for certain funds to be used for arts related programs organized through the Foundation. The art funds were only to be used for art related programs as approved by the City's Parks and Recreation Director and could not be used to pay for vehicle or capital costs. In pursuant to the 2008 MOU, funds granted to the Foundation were used for a myriad of projects, ranging from purchasing vocal sheet music, dance videos and new band instruments, setting up an art room, exposing children to sculpture, and musical theater.

At the March 19, 2013 City Council meeting, staff informed Council of its concern with the Foundation's use of Public Art Funds given the original purpose of the Ordinance and the enactment of Proposition 26, which was passed in November 2010. Proposition 26 amended the State Constitution by defining a "tax" so that local governments could not circumvent the restrictions on increasing taxes by simply defining new or expanded taxes as "fees." It included seven exceptions to the definition of a tax. Under this proposition, any government fee must meet one of the enumerated exceptions or the fee would be considered a tax subject to voter approval.

The City Attorney's Office took a closer look at the overall program given the original purpose of the Ordinance and the enactment of Proposition 26. Although allowed by the MOU, funds granted had been used for general arts programs, however most of which had not been in conformance with the Ordinance. The Ordinance states funds must be used to improve the outdoor aesthetic of the City, "humanize the urban environment" or necessarily otherwise contribute to the overall enhancement of public life in a more permanent way.

In April 2013, the City and the Foundation entered into a new MOU stating that the art funds would only be used for durable, if not permanent, installations of art or artistically rendered design elements as specified in the Ordinance and approved by the City's Parks and Recreation Director. The Funds could not be used to pay for programs, services, music programs including instruments, vehicles or capital costs. Capital costs are expenses related to equipment and/or site improvements that would depreciate over time (often referred to as 'capitalized'); and generally have a value of \$5,000 or greater. Staff discussed with the Foundation that it may be possible to partially fund a teacher by using the funds if the students produced some type of art display or installation as part of the class or project. For example, students could be taught about painting murals and a mural to be produced in a public space at the end of the semester for the public to view. Use of these funds to pay for an art teacher would have appropriate restrictions, so as not to jeopardize the Ordinance. The Foundation expressed the ability and willingness in the future to work within the necessary boundaries. However, it should be noted that APP Funds are one-time funds received by private developers, therefore staff discourages the funding of on-going or recurring expenses through this funding source.

Prior to 2013, when funding general arts programs in schools, the connection between the purpose of the funding and the use to which it is put was lost. While the funds granted to the Foundation may have been positively impacting children in schools, the funds did not improve the outdoor aesthetics of the City. The Foundation had previously funded projects that were in direct alignment with the intent of the Ordinance, such as painting murals on school campuses.

Since the adoption of the ZTA only one developer, Warner Bros. has elected to contribute half of their art obligation to the Foundation. Since 2009, City Council has approved a total allocation of Public Art Funds in the amount of \$89,454.65 to the Foundation. Staff understands that funding is limited for arts curriculum in BUSD. The City recognizes the importance of public art in our community and through this partnership, the City is able to support art and art education within BUSD through the APP Ordinance and restrictions of Proposition 26.



# memorandum

**DATE:** August 13, 2019

**TO:** Justin Hess, Acting City Manager

**FROM:** Patrick Prescott, Community Development Director  
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT: Landlord-Tenant Commission Meeting – August 5, 2019**

- Sixteen members of the public attended the meeting. Five of the sixteen people completed a Tenant Information Form and one person completed a Landlord Information Form for assistance in various areas related to: securing rental deposits with proper notices, rental increases, and habitability issues.
  - The Commission answered questions, and provided resources including: Commission Subcommittee involvement, Housing Rights Center information, and handed out Landlord-Tenant Handbooks.
- Susan Lin from the Housing Rights Center addressed the Commission and the public by introducing herself as an outreach coordinator, who provides immediate assistance with landlord-tenant issues and investigates discrimination in housing.
- Konstantine Anthony from the Burbank Tenants Rights Committee announced an open invitation to their “Rent Control Town Hall” meeting on August 19, 2019, at 7:00pm.
- The Commission approved the draft minutes of July 1, 2019.
- The Commission elected Commissioner Stump as Chairperson and Commissioner Small as Vice Chair to serve from September 2019 through August 2020.
- The meeting was adjourned at 7:50 pm.



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
AUGUST 1, 2019**

Mr. Eskandar called the regular meeting of the Burbank Water and Power Board to order at 5:16 p.m. in the BWP Auditorium of the BWP Administration Building, 164 W. Magnolia Boulevard, Burbank, California.

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

**ROLL CALL**

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

**Board Absent:** Mr. Herman

**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. Tunncliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Thompson, Manager Water Engineering/Planning; Mr. Swe, Utility Rates Manager; Mr. Hernandez, Manager Transmission and Distribution Engineering; Mr. Sleiman, Principal Electrical Engineer; Mr. Clark, Electrical Engineer; Mr. Flores, Marketing Manager; Mr. Kidd, Electrical Engineering Associate; Mr. Lippert, Manager Telecommunications; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

Mr. Goldstein addressed the Board. He shared a handout with the Board related to Tesla's Megapack battery storage project. Mr. Goldstein is impressed by this innovative technology that demonstrates where the utility industry is headed.

Ms. Ellis addressed the Board. Ms. Ellis is the Director of Asset Management and Special Projects for SCPPA. She attended the Board Meeting to observe and learn.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

Mr. Smith commented on Tesla's Megapack project. Tesla has caught the attention of the utility industry with this project, and he agreed that it is an interesting development.



**SELECTION OF BWP BOARD CHAIR AND VICE CHAIR**

Mr. Eskandar called for nominations for Board Chair. It was moved by Mr. Brody, seconded by Mr. Ford, and carried 6-0 to approve the nomination of Mr. Smith as Board Chair and Ms. LaCamera as Vice Chair to serve on the BWP Board for Fiscal Year 2019/20.

**CONSENT CALENDAR**

**MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. Brody, and carried 6-0 to approve the meeting minutes of the regular meeting of June 20, 2019.

**REPORTS TO THE BOARD**

**BWP OPERATIONS AND FINANCIAL REPORTS**

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

Mr. Liu, Mr. Somoano, Mr. Wilson, and Mr. Blevens responded to Board Member questions.

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

**APPROVAL OF CHANGE AND EXTRA WORK ORDER NUMBER TWO FOR THE ANNUAL PAVEMENT REPAIR CONTRACT WITH PAVECO CONSTRUCTION, INC.**

Mr. Thompson presented information for a Change and Extra Work Order Number Two for the contract with Paveco Construction. Increasing this contract by an additional \$300,000 will allow BWP to continue with construction and maintenance pavement activities for water, electric and fiber optic facilities.

It was moved by Mr. Eskandar, seconded by Mr. Panahon, and carried 6-0 to approve a motion authorizing the execution of Change and Extra Work Order Number Two in the amount of \$300,000 for the annual pavement repair contract with Paveco Construction, Inc. under Bid Schedule 1416, bringing the total contract amount to \$1,070,000.

**BWP TO PROMOTE COMMERCIAL ELECTRIC LAWN AND GARDEN EQUIPMENT INCENTIVE AND EXCHANGE PROGRAM, AND AUGMENT THROUGH ZERO-EMISSION BATTERY INCENTIVE**

Mr. Kidd presented information regarding the South Coast Air Quality Management District's (SCAQMD) Commercial Lawn and Garden Equipment Incentive and Exchange Program and BWP's proposal to promote this program and electrification in Burbank by offering customer rebates for electric lawn and garden equipment.

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

It was moved by Mr. Eskandar, seconded by Mr. Panahon and carried 5-1, noting one no vote from Ms. LaCamera, that the Board endorse promoting the SCAQMD Commercial Electric Lawn and Garden Equipment Incentive and Exchange Program and the implementation of a rebate for 50% of the cost of an extra battery, not to exceed \$475.00, for electric lawn and garden equipment procured through the SCAQMD program, at a maximum of 1 rebate per customer account.

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

Mr. Swe presented BWP's proposed time of use (TOU) structure for standard residential electric customers, and discussed the basis for certain TOU design choices and a detailed analysis of customer bill impacts. The proposed timeline and next steps were discussed. Staff plans to conduct various focus groups as part of their research and marketing outreach efforts. Mr. Swe, Mr. Somoano, and Mr. Flores responded to Board Member questions and comments. The Board discussed and provided feedback to staff.

#### **INFORMATION FROM STAFF**

##### **USING TECHNOLOGY TO ENHANCE RELIABILITY AND SAFETY**

Mr. Hernandez presented information on how BWP is using technology to enhance reliability and safety. BWP's system of protective relays and reclosers has reduced customer outage time and has helped eliminate some sustained outages. Protective relays also enhance crew safety by reducing arc flash energy through a specialized maintenance mode.

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

##### **UPDATE ON BWP'S WILDFIRE MITIGATION PLAN**

Mr. Clark presented an update on BWP's Wildfire Mitigation Plan and efforts to comply with state legislative mandates. BWP has hired Dudek, an experienced firm with over 60 years of wildfire protection planning experience, to help develop a wildfire mitigation plan. This plan will be presented to the Board and also to the City Council.

##### **LEGISLATIVE UPDATE**

Ms. Titus presented a federal and state legislative update, touching upon energy and water bills that BWP is monitoring. Ms. Titus also provided a brief update on SCPPA's Annual Legislative and Regulatory Staff Tour which Burbank participated in.

Ms. Titus responded to Board Member questions.

##### **WATER SUPPLY UPDATE**

Mr. Wilson provided a brief update on the MWD water storage levels. The winter season and rainfall has boosted water storage levels this year.

### **POWER SUPPLY UPDATE**

Mr. Bleveans advised that the City Council approved BWP's participation in IPP, with a 20% reduction, at the July 23, 2019 City Council Meeting.

Mr. Bleveans also provided an update on natural gas supply. Mr. Bleveans and Mr. Somoano responded to Board Member questions.

### **COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Brody commented that this month marked his one year anniversary on the Board. He continues to be impressed by staff's presentations and efforts to respond to the Boards questions and comments.

Mr. Panahon congratulated Mr. Smith and Ms. LaCamera on their nominations as Chair and Vice Chair.

Ms. LaCamera thanked the Board for their confidence and she looks forward to serving as Vice Chair.

Mr. Smith commented on the power outage and rolling blackouts which Kauai, HI just experienced. This major failure of system reliability is an example of what can happen when you push too far, too fast without having the engineering in place. In this connection, there was a report released in 2016 on the Blue Cut Fire which resulted in 1200 MW of solar generation going offline. This is another example of the vulnerability of the new systems that are coming online.

Mr. Smith also thanked Ms. Ellis for attending the meeting.

Mr. Somoano mentioned that he will work with the Chair to coordinate plans for CMUA and SCPPA's CEO to attend future Board Meetings.

### **ADJOURNMENT**

The meeting was adjourned at 8:43 pm. The next scheduled Board meeting is September 5, 2019 and will be held in the third floor Boardroom at Burbank Water and Power.

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Lyndsey Kramer  
Recording Secretary

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Jorge Somoano  
Secretary to the Board

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Jordan Smith, Chair, BWP Board





## CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

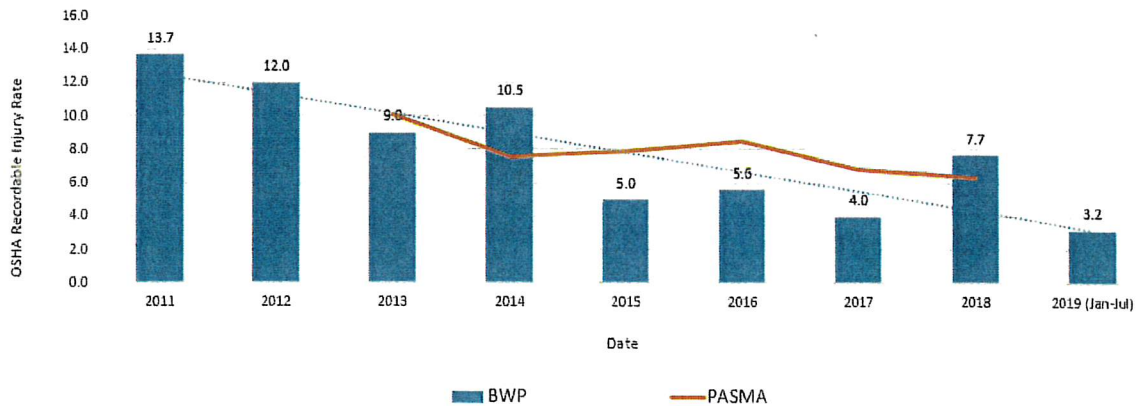
**DATE:** September 5, 2019  
**TO:** BWP Board  
**FROM:** Jorge Somoano, General Manager, BWP *Jorge Somoano*  
**SUBJECT:** July 2019 Operating Results

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

### SAFETY

**For the month of July, BWP experienced zero OSHA recordable injuries. BWP's OSHA recordable rate dropped from 3.6 in June to 3.2 for the end of July.**

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 Financial Results

For the month of July, Potable water usage was 4% (24 million gallons) lower than budgeted and Potable Water Revenues were \$10,000 lower than budgeted. Recycled Water Revenues were \$69,000 lower than budgeted due to the FY 19/20 rate increase going into effect on the August billings. July Water Supply Expenses were \$116,000 lower than budgeted, corresponding to lower demand. July's Gross Margin was \$14,000 lower than budgeted. For July, Other Income/(Expense) includes a one-time payment to CalPERS (for pension) for \$552,896. Net Income was a loss of \$200,000, which was \$14,000 lower than budgeted.

### Electric Financial Results

For the month of July, electric loads were 5% lower than budgeted due to conservation. Retail Sales were \$1,463,000 lower than budgeted. July Power Supply Expenses were \$1,438,000 lower than budgeted primarily due to lower energy prices, receiving less renewable energy than planned, lower retail load, and economic dispatch (the managing and optimizing of resources to meet system load). July's wholesale margin was \$141,000 lower than budgeted. July's Gross Margin was \$385,000 lower than budgeted. For July, Other Income/(Expense) includes a one-time payment to CalPERS (for pension) for \$3,434,104. Net Income was a loss of \$2,273,000 which was \$385,000 lower 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. The 2019 allocation of 75% amounts to 3,145,105 acre-feet of water. Reservoir storage, snowpack, precipitation, and releases to meet local deliveries are among several factors used in determining allocations. Even in wet years, a 100% allocation is rare due to Delta pumping restrictions to protect threatened and endangered fish species. The last time the Project was able to allocate 100% was 2006.

### Burbank's Water Use

The table below shows water use in Burbank during July 2019 compared to July 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
July 2018	165 gpcd	137 gpcd
July 2019	154 gpcd	131 gpcd

These figures show annual water use is well below the target yearly 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 May through July. The contract operator performed weekly and monthly sampling for the treatment plant and wells.

	Capacity Factor	Average Flow Rate (FY Total)
May-19	71.8%	6,462 gpm
June-19	66.8%	6,008 gpm
July-19	76.0%	6,840 gpm

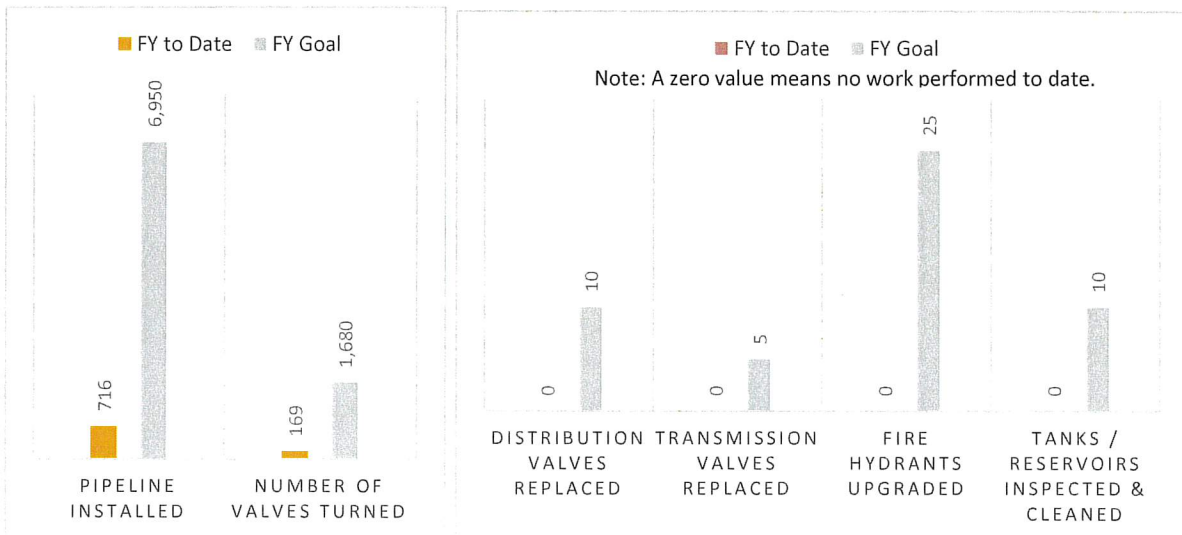
**Project Updates**

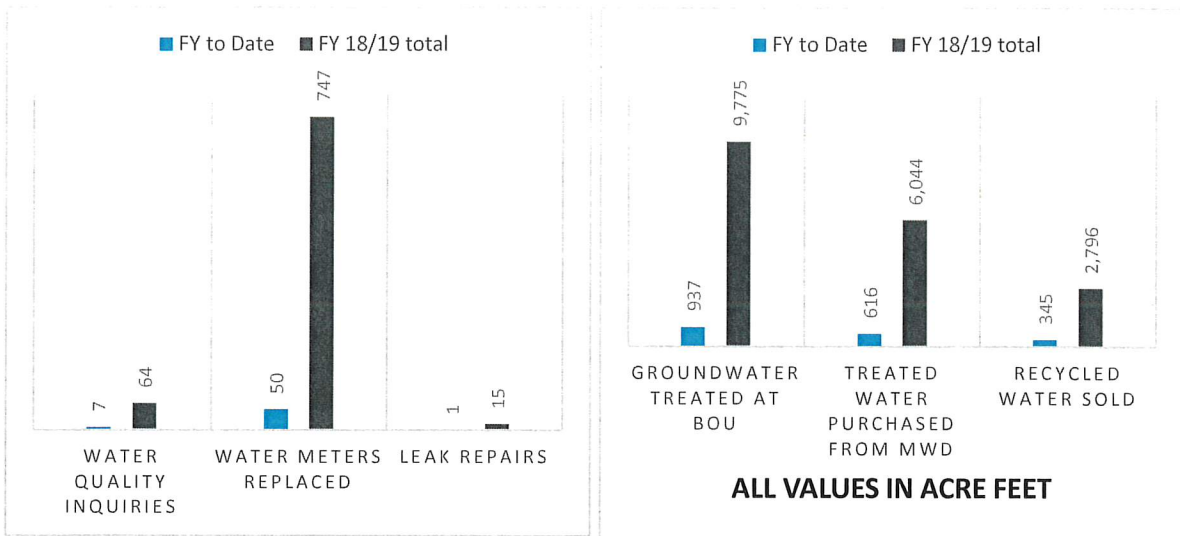
Due to the bountiful 2019 water year, MWD added excess water supply to its storage facilities. The available water exceeded MWD’s capacity to place water into its storage facilities so MWD authorized use from the previously created Cyclic Storage Program to allow Member Agencies to store water in their 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 this calendar year. BWP spread about 2,230 acre-feet of water in the month of July. At our current spreading rate, BWP will spread 7,000 acre-feet by mid to late August. Most of the spreading occurs at the Pacoima Spreading Grounds (35 cubic feet per second) and the remainder at the Lopez Spreading Grounds (10 cubic feet per second).**

**Key Performance Indicators**

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





**3200 W. Riverside Drive**

**An eight-inch by two-inch cast iron cross was removed. The two-inch lateral coming off the cross was a dead-end that was leaking. The cross was replaced with a six-foot long section of eight-inch ductile iron pipe.**







**ELECTRIC RELIABILITY**

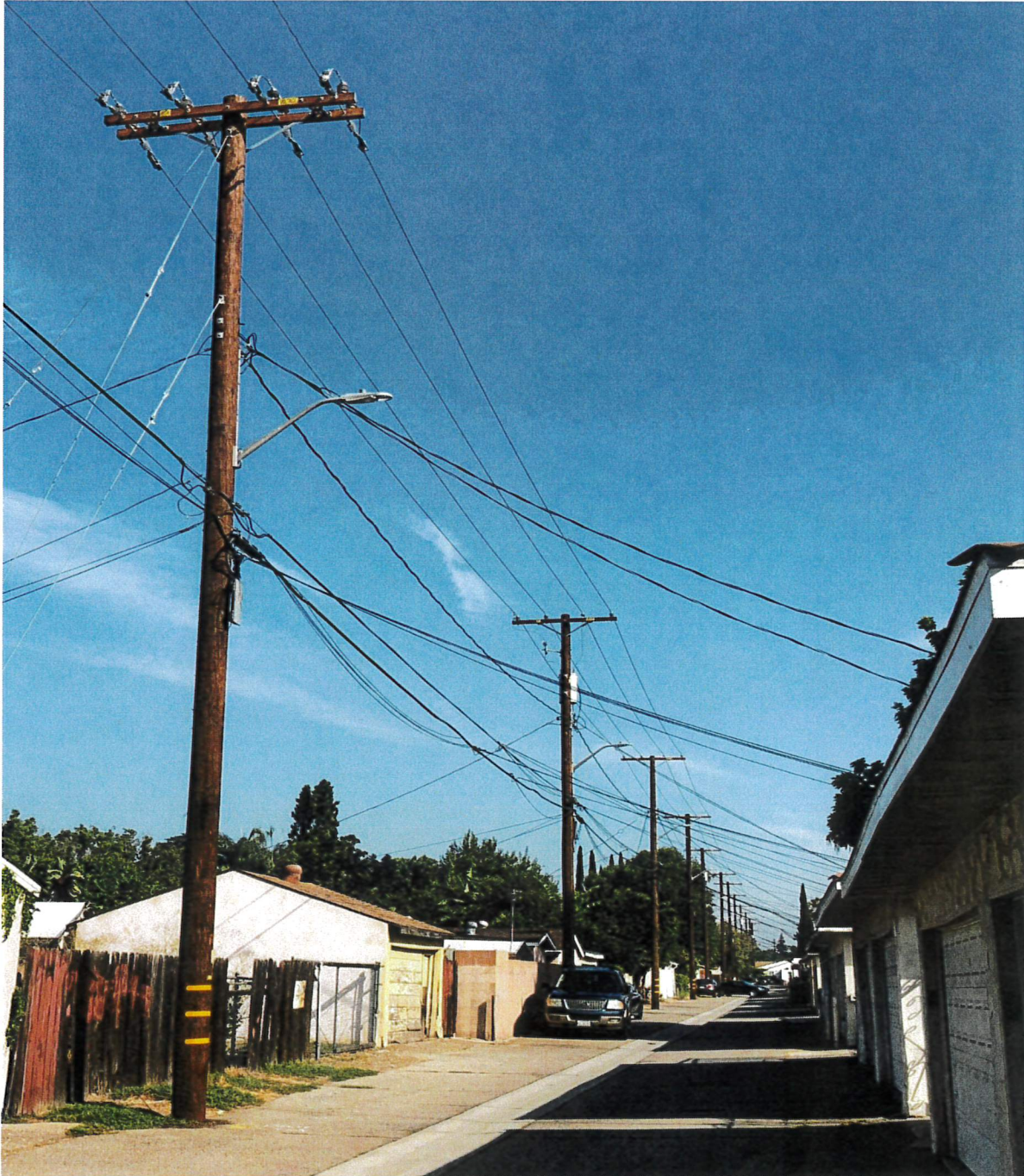
In July 2019, BWP did not experience any sustained feeder outages. In the past twelve (12) months, automatic reclosing has reduced customer outage time by approximately 1,412,293 customer minutes.

Reliability Measurement	August 2017- July 2018	August 2018 - July 2019
Average Outages Per Year (SAIFI)	0.3034	0.4170
Average Outage Duration (CAIDI)	37.81 minutes	37.56 minutes
Average Service Availability	99.998%	99.997%
Average Momentary Outages Per Year (MAIFI)	0.2045	0.3373
No. of Sustained Feeder Outages	9	13
No. of Sustained Outages by Mylar Balloons	3	1
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	3

## PROJECT UPDATES

### Naomi-15 4-12kV Conversion

On July 24, 2019, construction for Naomi-15 4kV to 12kV rebuild was completed. Work included installation of 103 new poles and accessories and over 16,800 new primary and secondary conductors. In addition, 28 new overhead transformers were installed to replace 25 transformers with new sizing using data analytics. While the construction work has been completed, the process of transferring this feeder from 4 kV to 12kV will be completed by early December 2019.



Completed N-15 12kV Alley Work E/O Catalina St.

### **Naomi-17 & 18 4-12kV Conversion**

Construction for this 12kV rebuild has begun. Work includes the systematic installation of 51 poles and accessories, 12 overhead transformers, over 8,100 feet of overhead primary conductor, and over 6,200 feet of overhead secondary conductor. This feeder will be converted to 12kV by early December 2019.

### **34.5kV Circuit Breaker Replacement for Victory A-1 Transformer**

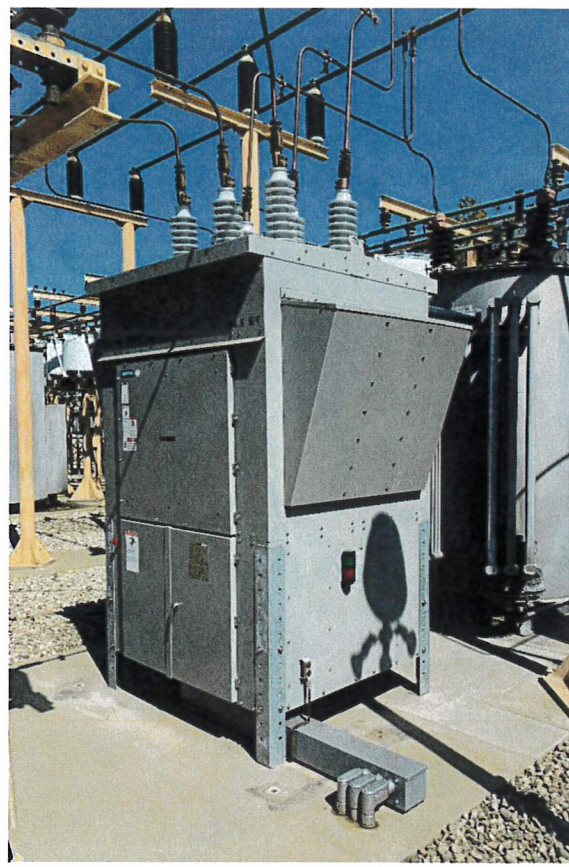
BWP has 120 substation circuit breakers for its 34.5kV sub-transmission system. These circuit breakers start or interrupt the flow of electricity in a circuit. Circuit breakers are essential in preventing equipment damage when an electrical fault occurs.

BWP has a yearly program to replace circuit breakers in poor condition as identified through condition assessment testing. A large number of BWP's 34.5kV circuit breakers are over the age of 40, exceeding their typical life expectancy. While age is commonly used to identify equipment for replacement, it is not the best method. Performance based testing helps to extend a circuit breaker's useful life, while preventing unnecessary capital costs for replacement. In accordance with the Electric Distribution Master Plan, BWP has budgeted annual funds to replace station circuit breakers as deemed necessary through condition assessment to protect electrical equipment and to maintain system reliability.

The 34.5kV oil-filled circuit breaker (OCB) used for isolating the Victory A-1 transformer was not opening as quickly as designed when it was first installed in the 1960s. After performing additional maintenance on this circuit breaker, it was determined that it could not be brought back to its original design specifications. As such, the circuit breaker was removed and replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original OCB allowing it to better protect equipment and reduce arc flash exposure to personnel.



Old 34.5kV OCB



New 34.5kV VCB

## **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, 57.48% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 2,965MWh or a 31.99% reduction in energy consumption. LED conversions have also reduced evening load by 677kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

## CUSTOMER SERVICE

### Online Account Manager

The month of July brought the total number of subscribers of the Online Account Manager (OAM) to the 30k mark. Adoption of the OAM continues to be over 50% of all active accounts. Of all registered accounts, over 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.

Call volume levels are now returning to normal. Through customer feedback, BWP is looking for ways to make improvements that will be part of the next phase of the OAM project including usage data and outage notifications.

Below is the chart outlining activity for the Online Account Manager:

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Total	% of Total*
Registered Accounts	18,498	6,317	3,052	1,742	1,294	30,903	53%
Paperless	17,047	5,704	3,045	1,729	1,288	25,796	49%
Autopay	2,354	2,376	1,170	985	614	13,318	25%

\* Percent as compared to all active BWP accounts.

Below is the chart outlining call volume since the launch of the Online Account Manager:

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	% Inc/Dec
Call Volume	7227	5740	6310	5029	5507	10%

Call Types	% of Calls
Balance	36%
Account/PIN #	11%
Credit Card line	8%
Payment Extension	7%
Other	37%

## Electric Vehicle (EV) Charging Program

45 public EV charging stations are in service, including 2 DC Fast Chargers and 18 curbside stations. As of June 1, 2019, Time of Use (TOU) pricing for public EV charging is 17.36 cents per kilowatt-hour (kWh) for Level 1 and Level 2 off-peak and \$.3069 per kWh on-peak. For the DC Fast Chargers, the charging rate is 28.17 cents per kWh off-peak and \$0.4980 per kWh on-peak. Staff continues to monitor usage and maintenance issues. July revenue is down due to maintenance issues with the DC Fast Charger at the Lakeside Shopping Center, as well as maintenance issues with the network for legacy Chargepoint chargers. The maintenance on the DC Fast Charger is scheduled for the week of August 25, and replacement chargers are being procured for the legacy Chargepoint chargers.

Month of usage	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Parking Occupancy	Charging Occupancy
<b>July 2019</b>	<b>19,804</b>	<b>\$3,765</b>	<b>8,318</b>	<b>14.9</b>	<b>22%</b>	<b>19%</b>	<b>16%</b>
June 2019	24,374	\$4,303	10,237	18.9	21%	26%	23%
May 2019	25,756	\$4,783	10,818	19.3	21%	26%	22%
April 2019	26,501	\$4,981	11,131	20.5	21%	25%	20%
Mar 2019	24,810	\$4,507	10,420	18	20%	21%	17%
Feb 2019 <sup>5</sup>	20,127	\$3,277	8,453	17	23%	21%	17%
Jan 2019	20,706	\$3,511	8,696	16	22%	22%	18%
Dec 2018	22,889	\$3,991	9,613	18	21%	24%	19%
Nov 2018 <sup>4</sup>	22,145	\$3,879	9,301	18	20%	25%	20%
Oct 2018 <sup>3</sup>	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018 <sup>3</sup>	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%
July 2018	19,352	\$3,909	8,128	23	19%	28%	24%
Jun 2018 <sup>1</sup>	18,561	\$3,697	7,796	22	20%	29%	24%
May 2018	20,512	\$3,695	8,615	24	19%	32%	27%
Apr 2018	20,643	\$3,729	8,670	25	20%	30%	25%
Mar 2018	19,414	\$3,459	8,154	22	21%	26%	22%
Feb 2018	19,884	\$3,666	8,351	25	21%	30%	25%
Jan 2018	24,790	\$4,927	10,412	29	21%	30%	24%
Dec 2017	24,402	\$4,757	10,249	28	21%	30%	24%
Nov 2017 <sup>2</sup>	21,410	\$3,996	8,992	26	21%	29%	24%
Oct 2017	23,000	\$4,828	9,660	27	20%	32%	27%
Sep 2017	20,755	\$4,307	8,717	25	20%	31%	25%
Aug 2017	22,207	\$4,669	9,327	26	23%	31%	26%
July 2017	22,981	\$4,845	9,652	27	22%	30%	25%

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

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

<sup>3</sup> Includes 16 new public Level 2 chargers installed mid-September.

<sup>4</sup> Includes the new DC Fast Charger and the removal of 2 chargers due to the Burbank Town Center project.

<sup>5</sup> Includes 4 new Ontario Substation curbside chargers installed mid-February.

## **Rooftop Solar**

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

<b>Month</b>	<b>Number of Solar Systems Installed This Month</b>	<b>Number of Solar Systems Installed FYTD</b>	<b>Total Solar Systems in Burbank</b>	<b>Total Solar Kilowatts</b>
<b>July 2019*</b>	<b>6</b>	<b>6</b>	<b>805</b>	<b>8,012</b>
June 2019	12	100	799	7,962
May 2019	10	88	787	7,889
April 2019	8	78	777	7,833
March 2019	11	70	769	7,788
February 2019	5	59	758	7,707
January 2019	15	54	753	7,677
December 2018	10	39	738	7,530
November 2018	6	29	728	7,375
October 2018	9	23	722	7,351
September 2018	5	14	713	7,289
August 2018	5	9	708	7,256
July 2018*	4	4	703	7,227
June 2018	8	99	699	7,112
May 2018	5	91	690	6,946
April 2018	9	86	685	6,911
March 2018	7	77	676	6,868
February 2018	5	70	669	6,832
January 2018	4	65	664	6,808
December 2017	9	61	660	6,777
November 2017	11	52	651	6,713
October 2017	13	41	640	6,630
September 2017	8	28	627	6,446
August 2017	15	20	619	6,405
July 2017*	5	5	604	6,302

\* Start of new fiscal year.

## TECHNOLOGY

### Broadband Services (ONE Burbank)

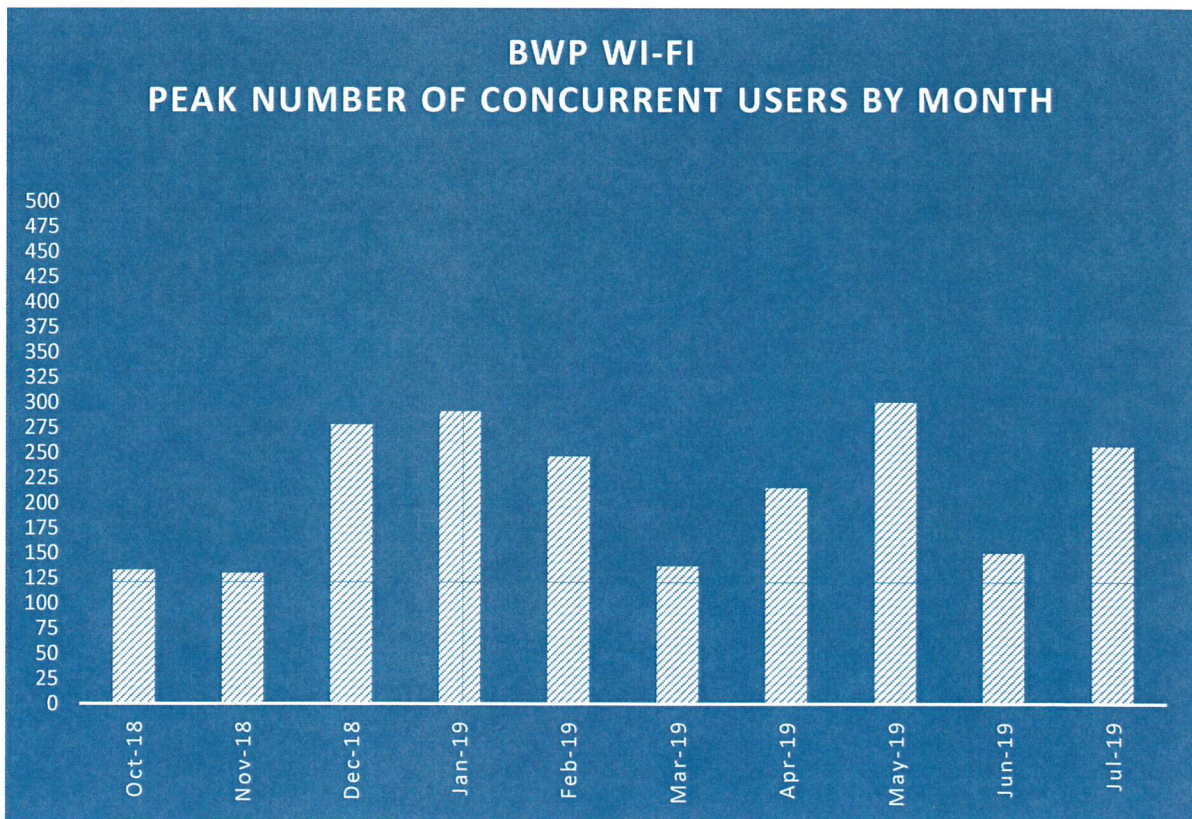
	July 2019 New Orders	Revenues for July 2019	FYTD 2019-20 Revenues	FYTD Budget
Lit	2	\$116,419	\$116,419	\$128,333
Dark	1	\$191,015	\$191,015	\$192,500
Total	3	\$307,434	\$307,434	\$320,833

### BWP WiFi

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

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

Before these improvements, the number of peak users reported included active users as well as user devices that had disconnected from the network. Now, BWP is able to report just the number of users that are truly active and communicating to the internet (email, browsing, streaming, etc.) The reports going forward will provide a clearer and more accurate picture to gauge actual usage of BWP WiFi.





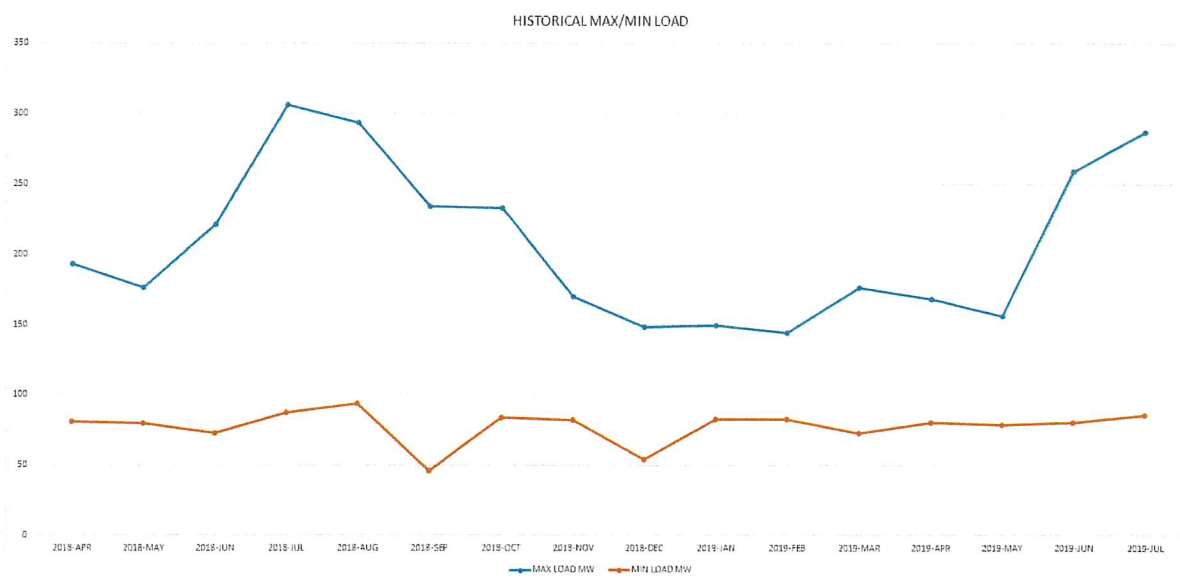
## Cyber Security Update – July 2019

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 July 2019 was 286.8 MW at 4:06 PM on Wednesday, July 24, and the minimum load was 85.5 MW at 4:41 AM on Sunday, July 7.



YEAR	MAX LOAD	MAX DATE
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
2014	316.68 MW	16-Sep-14 15:52:04

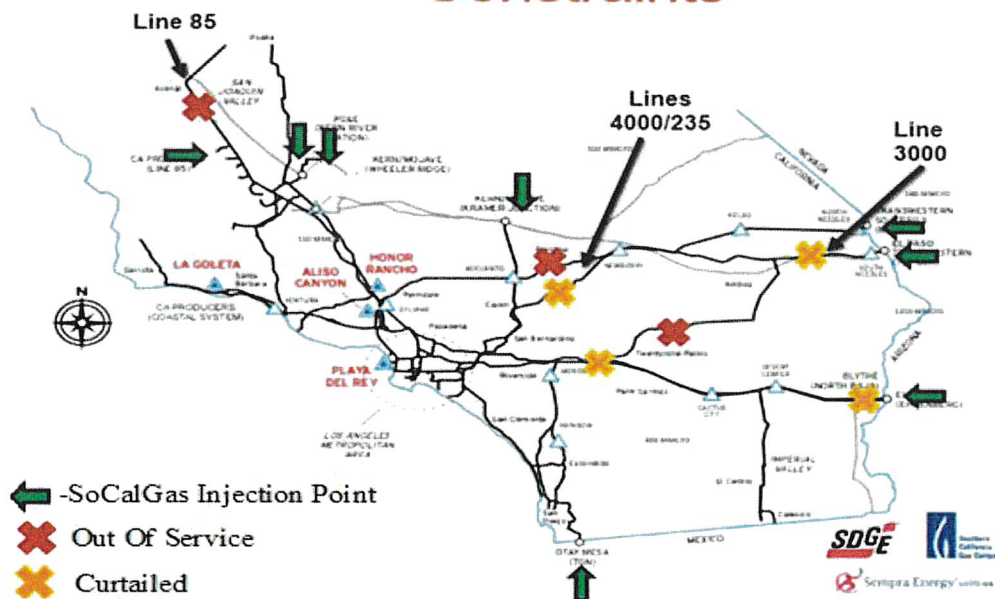
The Burbank power system did experience higher than average temperatures July 23-26 and did not experience any natural gas supply issues for July 2019.

Los Angeles Department of Water and Power (LADWP) joined the Reliability Coordinator (RC) West on July 1, 2019. As part of LADWP's Balancing Authority

area, BWP is part of this switch. BWP has fulfilled all of LADWP's requests for the additional information that LADWP requires to make this change and there is no reliability impact to BWP from the change in Reliability Coordinators.

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 resulting from the CPUC's July 23, 2019 Aliso Canyon Withdrawal Protocol restricting the use of the Aliso Canyon. The CUPC's updated withdrawal protocol is still restrictive, but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from it if curtailment was imminent, but now can occur at a much lower OFO order. This will likely reduce the number and severity of single day gas price blowouts.

## SoCalGas System Receipt Points and Constraints



### Line 235-2

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

During additional progressive restorations of pressure and the associated leak surveys, non-hazardous leaks were detected on July 15, 2019 (leak #11) and two leaks on July 18, 2019 (leaks #12 and #13) in remote areas of the desert, which

requires additional remediation on Line 235-2. The required authorizations are in process for the Bureau of Land Management and California Department of Fish and Wildlife for the leak repair work sites.

The latest preliminary estimated return to service date is August 29, 2019 at a reduced pressure. This date is preliminary, and it may change as more information is obtained. Once Line 235-2 is returned to service, SoCalGas will inspect Line 235-2 again.

Line 4000

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

Line 3000

Line 3000 (largely a 1957 vintage pipeline) returned to service at reduced operating pressure on September 17, 2018, allowing receipts from the Topock area. The full scope of the Line 3000 project to date included more than 10 miles of non-consecutive pipeline replacements, coating remediation, and cathodic protection insulator installations at more than 246 job sites that span approximately 125 miles, traversing challenging terrain and overcoming significant environmental challenges.

SoCal Gas Storage Capacity

With regard to Aliso Canyon, there were 22 days of withdrawal from January through March 2019. SoCalGas only gives a total storage inventory report. Over the spring and into the early summer, they have been injecting into all of their storage facilities including Aliso Canyon.

**ELECTRICITY GENERATION:**

**BWP Generating Facilities**

<b>Unit</b>	<b>Availability</b>	<b>Operating Hrs</b>	<b>MWH (Net)</b>	<b>NO<sub>x</sub>, lbs.</b>
<b>Olive 1</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Olive 2</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Lake 1</b>	<b>100%</b>	<b>102</b>	<b>3,410</b>	<b>669</b>
<b>MPP</b>	<b>100%</b>	<b>744</b>	<b>144,499</b>	<b>5,575</b>

Olive 1 and 2 remained in dry storage, with a 45-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. Lake One was placed online thirteen times during the month of July 2019, which is an average number of runs for this unit during the month of July.

## Magnolia Power Project (MPP)

	July	FYTD	YTD
Availability	100%	100%	96%
Unit Capacity Factor (240 MW)	81%	81%	74%

There were no plant trips or other outages at MPP during July 2019.

SoCal Gas issued a natural gas curtailment for MPP beginning August 16 at 6:00 am and concluded August 19 at 6:00 pm. This was to perform a mandatory pipeline integrity inspection of Line 3000 West. This curtailment coincides with a scheduled MPP maintenance outage, however results in a 24-hour extension of the MPP outage. BWP has planned for this curtailment and does not expect any impact to electric reliability in Burbank.

## 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. Tieton generated 4,046 MWhs in July, which is below the average of 7,580 MWhs for July. This is due to a low snow pack season last winter, which is the snow melt water source for Rimrock Reservoir that supplies Tieton.

## ENVIRONMENTAL

### Air Quality

On June 28, 2019, BWP submitted two application packages to the Southern Coast Air Quality Management District (SCAQMD) in order to renew the two existing Title V Operating Permits; one is for Lake One and the other is for MPP. Once the SCAQMD reviews the application packages and issues draft permits, the draft permits will go to the Environmental Protection Agency (EPA) for a 45-day review period. After the 45-day review period is completed, final permits will be issued to BWP for Lake One and MPP to continue operations. The permits will cover another five-year operating period.

On July 17, 2019 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, which will allow MPP to operate at a lower minimum load output (MW) while still complying with existing requirements. Upgrades cannot be installed until a revised permit is approved and this process is being managed independently of the five-year permit renewal.

## Storm Water

The Stormwater Resources Control Board, Industrial General Permit, requires industrial facilities to collect, at a minimum, four storm water samples per reporting year (July 1- June 30) and compare them to statewide regulatory limits. **BWP has not taken any storm water samples during the current reporting year of 2019-2020 (began in July 2019) due to a lack of rain. The analytical results from the storm water samples taken during the 2018-2019 reporting year continue to indicate elevated levels of metals (specifically iron, copper and zinc). Therefore, BWP continues to investigate additional best management practices to enhance storm water quality.**

## PROJECT UPDATES:

### Power Resources

#### Transmission Update

Los Angeles Department of Water and Power (LADWP) implemented a new Open Access Transmission Tariff (OATT) effective September 1, 2017. The new OATT rates affect BWP's cost for services purchased from LADWP under the Balancing Authority Area Services Agreement (BAASA). Changes to the BAASA's cost of services resulting from the new OATT became effective on February 1, 2018.

Annual cost for services				
Service	FY 18/19 Under	FY 18/19 If	Variance	% Increase
	New OATT rates	Old OATT Rates		
BAASA Regulation & Frequency Response	\$871,952	\$604,350	(\$267,602)	44.3%
BAASA Contingency Reserves	<u>\$3,462,962</u>	<u>\$3,224,186</u>	<u>(\$238,776)</u>	<u>7.4%</u>
	\$4,334,914	\$3,828,536	(\$506,378)	13.2%

Staff is currently evaluating the new OATT, its impacts, and next steps.

Negotiations with LADWP, for several existing Transmission Service Agreements, including those associated with Hoover Dam and IPP generation resources are ongoing.

### 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. The CEC plans to bring the determination to its November 2019 business meeting for adoption, which will formally close the 2019 IRP filing process for BWP.

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

BWP communicated our recommendation for a path forward regarding IPP repowering on June 20 to the BWP Board. The 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.

BWP presented these recommendations to the City Council on July 23; Council approved, with a vote of 4-1.

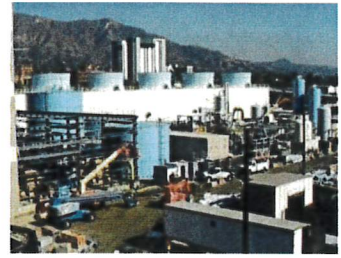
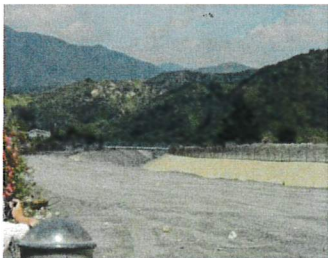
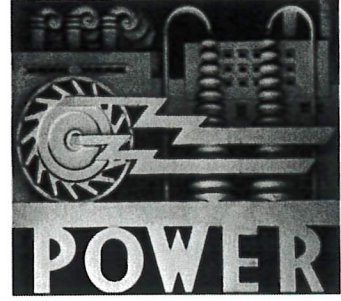
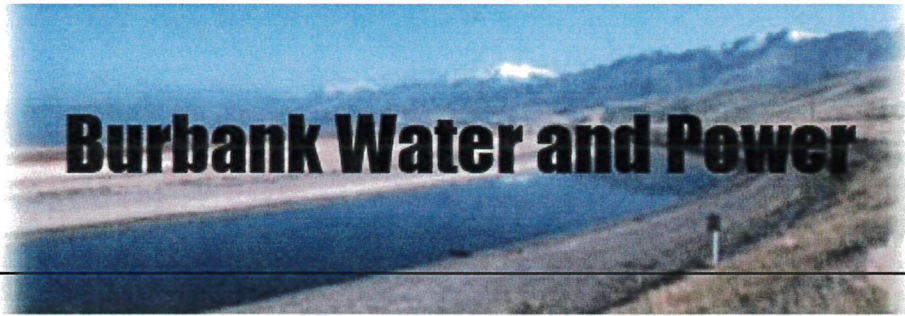
BWP informed the Intermountain Power Agency (IPA) and LADWP, in its capacity as IPP Operating Agent, of our decision to participate in the repowering project at a reduced level, in advance of the August 3, 2019 deadline.

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

#### **Power Generation**

##### **Landfill Gas to Energy Project**

The project remains on schedule and within budget. On July 8, 2019, the air permit was received from the SCAQMD. The permit conditions were found to be consistent with BWP's expectations. Engineering work is nearing completion, as the final mechanical and electrical designs were approved by the City Building and Safety Division. Approval of the civil/structural plans and calculations is still pending. New electrical switchgear has been delivered to the site, so underground electrical work and switchgear replacement work will proceed ahead of schedule along with foundation work, once all permits are received.



**Estimated Financial Report  
July-19**

UNAUDITED

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

	MTD FY 19-20	MTD Jul-19 Budget	\$ Variance <sup>(3)</sup>	% Variance		FYTD FY 19-20	FYTD Jul-19 Budget	\$ Variance <sup>(3)</sup>	% Variance	
	108,073	114,022	(5,949)	(5%) <sup>(a)</sup>	NEL MWh	108,073	114,022	(5,949)	(5%) <sup>(a)</sup>	
<b>Retail</b>										
\$	15,862	\$ 17,326	\$ (1,463)	(8%)	Retail Sales	\$ 15,862	\$ 17,326	\$ (1,463)	(8%)	
	368	587	(219)	(37%)	Other Revenues <sup>(4)</sup>	368	587	(219)	(37%)	
	10,345	11,783	1,438	12% <sup>(b)</sup>	Retail Power Supply & Transmission	10,345	11,783	1,438	12% <sup>(b)</sup>	
	5,886	6,130	(244)	(4%)	<b>Retail Margin</b>	5,886	6,130	(244)	(4%)	
<b>Wholesale</b>										
	490	8,198	(7,708)	(94%)	Wholesale Sales	490	8,198	(7,708)	(94%)	
	426	7,993	7,567	95%	Wholesale Power Supply	426	7,993	7,567	95%	
	64	205	(141)	(69%)	<b>Wholesale Margin</b>	64	205	(141)	(69%)	
	5,950	6,335	(385)	(6%)	<b>Gross Margin</b>	5,950	6,335	(385)	(6%)	
<b>Operating Expenses</b>										
	961	961	-	0%	Distribution	961	961	-	0%	
	118	118	-	0%	Administration/Safety	118	118	-	0%	
	222	222	-	0%	Finance, Fleet, & Warehouse	222	222	-	0%	
	507	507	-	0%	Transfer to General Fund for Cost Allocation	507	507	-	0%	
	446	446	-	0%	Customer Service, Marketing & Conservation	446	446	-	0%	
	392	392	-	0%	Public Benefits	392	392	-	0%	
	166	166	-	0%	Security/Oper Technology	166	166	-	0%	
	144	144	-	0%	Telecom	144	144	-	0%	
	183	183	-	0%	Construction & Maintenance	183	183	-	0%	
	1,575	1,575	-	0%	Depreciation	1,575	1,575	-	0%	
	4,713	4,713	-	0% <sup>(c)</sup>	Total Operating Expenses	4,713	4,713	-	0% <sup>(c)</sup>	
\$	1,237	\$ 1,622	\$ (385)	24%	<b>Operating Income/(Loss)</b>	\$ 1,237	\$ 1,622	\$ (385)	(24%)	





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

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	108,073	114,022	(5,949)	NEL is 5% lower than budget due to conservation. For the month of July, average high temperature was 86.9°F, compared to the normal of 87.0°F. MTD CDD were 300 versus the 30 year average of 305.
b.	Retail Power Supply & Transmission	10,345	11,783	1,438	The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page A-4 for additional details.
c.	Total Operating Expenses	4,713	4,713	-	Expenses for July 2019 are estimated at budgeted values.

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

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME/(LOSS): (\$2,273)</u></b>		\$ (385)	\$ (385)
 <b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales		(1,463)	(1,463)
Power Supply and Transmission			
- Lower energy prices	619		619
- Lower than planned renewables	356		356
- Lower retail load	232		232
- Economic dispatch, the managing and optimizing of resources to meet system load	231		231
Other Revenues		(219)	(219)
Wholesale Margin		(141)	(141)
<b>Total</b>	<u>1,438</u>	<u>(1,823)</u>	<u>(385)</u>

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

	Jul-19	Jun-19	Mar-19	Dec-18	Sep-18	Jun-18	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 57,389 <sup>(f)</sup>	\$ 65,284 <sup>(b)</sup>	\$ 71,956	\$ 76,141	\$ 75,814	\$ 78,993	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	16,817	16,817	16,713	16,648	16,541	16,492		
Sub-Total Cash and Investments	84,206	92,101	98,669	102,789	102,355	105,485	73,010	42,770
Capital Commitments			-	(266)	(5,530)	(6,740) <sup>(c)</sup>		
Customer Deposits	(5,522)	(5,641)	(5,471)	(5,266)	(3,339)	(5,432)		
Public Benefits Obligation	(6,468)	(6,069)	(6,408)	(6,359)	(6,341)	(5,549)		
Pacific Northwest DC Intertie	(2,198)	(2,218)	(3,175)	(5,113)	(6,406)	(7,455)		
Low Carbon Standard Fuel <sup>(d)</sup>	(2,267)	(2,267) <sup>(e)</sup>	(1,140)	(1,242)	(1,242)	(1,251)		
Cash and Investments (less Commitments)	67,751	75,906	82,474	84,542	79,496	79,059	73,010	42,770

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

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

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

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

<sup>(e)</sup> Includes the sale of \$1.146M of LCFS credits.

<sup>(f)</sup> Includes one-time payment to CalPERS (for pension) in the amount of \$3,434,104, and payment of annual required contribution of \$5,704,748.

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

**Estimated Statement of Changes in Net Assets <sup>(1)</sup>  
MTD and FYTD July 2019  
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Jul-19 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 19-20	FYTD Jul-19 Budget	\$ Variance <sup>(2)</sup>	% Variance
506	530	(24)	(4%) <sup>(a)</sup>	Water put into the system in Millions of Gallons	506	530	(24)	(4%) <sup>(a)</sup>
111	111	(1)	(0%)	Metered Recycled Water in Millions of Gallons	111	111	(1)	(0%)
<b>Operating Revenues</b>								
2,825	2,835	\$ (10)	(0%) <sup>(b)</sup>	Potable Water	2,825	2,835	\$ (10)	(0%) <sup>(b)</sup>
386	456	(69)	(15%) <sup>(c)</sup>	Recycled Water	386	456	(69)	(15%) <sup>(c)</sup>
11	62	(51)	(82%) <sup>(d)</sup>	Other Revenue <sup>(3)</sup>	11	62	(51)	(82%) <sup>(d)</sup>
3,223	3,353	(130)	(4%)	Total Operating Revenues	3,223	3,353	(130)	(4%)
1,194	1,310	116	9% <sup>(e)</sup>	Water Supply Expense	1,194	1,310	116	9% <sup>(e)</sup>
2,029	2,043	(14)	(1%)	Gross Margin	2,029	2,043	(14)	(1%)
<b>Operating Expenses</b>								
691	691	-	0%	Operations & Maintenance - Potable	691	691	-	0%
137	137	-	0%	Operations & Maintenance - Recycled	137	137	-	0%
207	207	-	0%	Allocated O&M	207	207	-	0%
172	172	-	0%	Transfer to General Fund for Cost Allocation	172	172	-	0%
370	370	-	0%	Depreciation	370	370	-	0%
1,577	1,577	-	0% <sup>(f)</sup>	Total Operating Expenses	1,577	1,577	-	0% <sup>(f)</sup>
<b>Other Income/(Expenses)</b>								
21	21	-	0%	Interest Income	21	21	-	0%
(514)	(514)	-	0%	Other Income/(Expense) <sup>(4)</sup>	(514)	(514)	-	0%
(159)	(159)	-	0%	Bond Interest/(Expense)	(159)	(159)	-	0%
(651)	(651)	-	0%	Total Other Income/(Expenses)	(651)	(651)	-	0%
(200)	(186)	(14)	(7%)	Net Income/(Loss)	(200)	(186)	(14)	(7%)
40	40	-	0%	Aid in Construction	40	40	-	0%
(159)	(146)	\$ (14)	(9%)	Net Change in Net Assets (Net Income)	(159)	(146)	\$ (14)	(9%)

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. For July 2019, includes one-time payment to CalPERS (for pension) in the amount of \$552,896.

Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
MTD July 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	506	530	(24)	- Potable water sales are lower due to lower demand. Burbank received no rainfall in July, as compared to the monthly normal of 0.04 inches. For the month of July, average high temperature was 86.9°F, compared to the normal of 87.0°F. MTD CDD were 300 versus the 30 year average of 305.
b.	Potable Water Revenue	2,825	2,835	(10)	- The WCAC impact increased potable water revenues by \$128k MTD. Without this adjustment, potable water revenues would be unfavorable by 5%.
					MTD Actual
					<u>\$1,065</u>
					\$1,194
					<u><u>(\$128)</u></u>
c.	Recycled Water Revenue	386	456	(69)	- Recycled Water Revenue is lower due to the FY 19/20 rate increase going into effect on the August billings.
d.	Other Revenue	11	62	(51)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
e.	Water Supply Expense	1,194	1,310	116	- Water supply expense corresponds with lower demand.
f.	Total Operating Expenses	1,577	1,577	-	- Expenses for July 2019 are at budgeted values.

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

	<b>Variance Month-to-Date</b>		<b>Budget to Actual Variance</b>
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	
<b><u>MTD NET INCOME (LOSS): (\$200)</u></b>		<b>(14)</b>	<b>(14)</b>
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Recycled Revenues		(69)	(69)
Other Revenue		(51)	(51)
Potable Revenues		(10)	(10)
Water Supply Expense	116		116
<b>Total</b>	<b><u>116</u></b>	<b><u>(130)</u></b>	<b><u>(14)</u></b>

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

	Jul-19	Jun-19	Mar-19	Dec-18	Sep-18	Jun-18	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserves	\$ 11,030 <sup>(d)</sup>	\$ 11,248 <sup>(b)</sup>	\$ 5,800	\$ 12,471	\$ 12,419	\$ 10,925	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	13,250	13,468	8,020	14,691	14,639	13,145	17,830	9,370
Customer Deposits	(31)	(12)	(1,266)	(1,170)	(1,084)	(607)		
Capital Commitments <sup>(c)</sup>	-	-	-	-	(140)	(140)		
<b>Cash and Investments (less commitments)</b>	<b>13,219</b>	<b>13,456</b>	<b>6,754</b>	<b>13,521</b>	<b>13,415</b>	<b>12,397</b>	<b>17,830</b>	<b>9,370</b>

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

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

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

<sup>(d)</sup> Includes one-time payment to CalPERS (for pension) in the amount of \$552,896, and payment of annual required contribution of \$912,149.





**August 7, 2019  
4:30 p.m.**

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

**Roll Call**

Members present: Jacqueline Waltman, Chairperson  
Linda Barnes, Secretary  
Miguel Porras

Members not present: Matthew Doyle, Vice-Chairperson  
Iveta Ovsepyan

Also present: Sean Aquino, Administrative Officer - BWP  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
Katie Picha, Administrative Analyst II  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Julianne Venturo, Ast Management Services Director

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Election of Officers**

MOTION CARRIED: It was moved by Mr. Poras, seconded by Ms. Barnes and carried 3-0 to postpone the election of officers until the September 2019 Civil Service Board meeting.

**Approval of Minutes**

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

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – July 2019**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

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

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Porras and carried 3-0 to approve the Appointments and Assignments for the month of August 2019.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 4:50 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_