Weekly Management Report
June 30, 2023

1.	**Report**	May 2023 Operating Results **Water and Power Department**
2.	**Minutes**	Civil Service Board Meeting on May 3, 2023 **Management Services Department**
3.	**Memo**	Downtown Burbank Partnership (PBID) Meeting on June 1, 2023 **Community Development Department**
4.	**Memo**	Landlord-Tenant Commission Meeting on April 3, 2023 **Community Development Department**
5.	**Memo**	Exceedance of Response Level for Perfluorohexane Sulfonic Acid (PFHxS) in Groundwater Sources **Water and Power Department**

STAFF REPORT

WATER AND POWER

DATE: **July 6, 2023**

TO: Burbank Water and Power Board

FROM: Dawn Roth Lindell, General Manager, Burbank Water and Power

SUBJECT: **May 2023** Operating Results

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

SAFETY

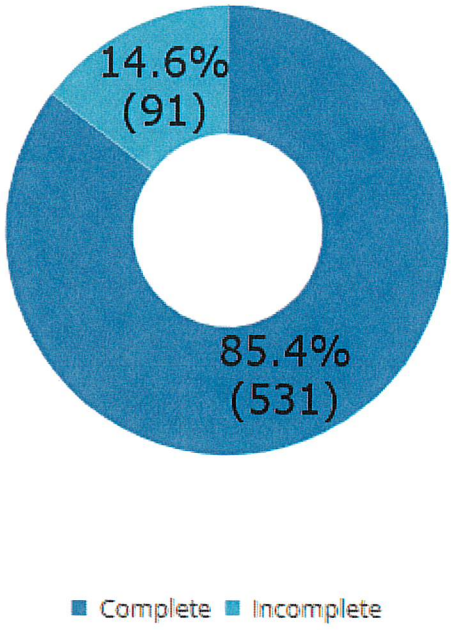
As a progressive and proactive utility, BWP tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **85.4%** of corrective and preventative action items since the start of capturing and tracking in May 2019.

BWP continues to make progress in its efforts to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2023, to present, BWP has received **72 EHS-related reports** to count towards the 2023 annual goal of 250.

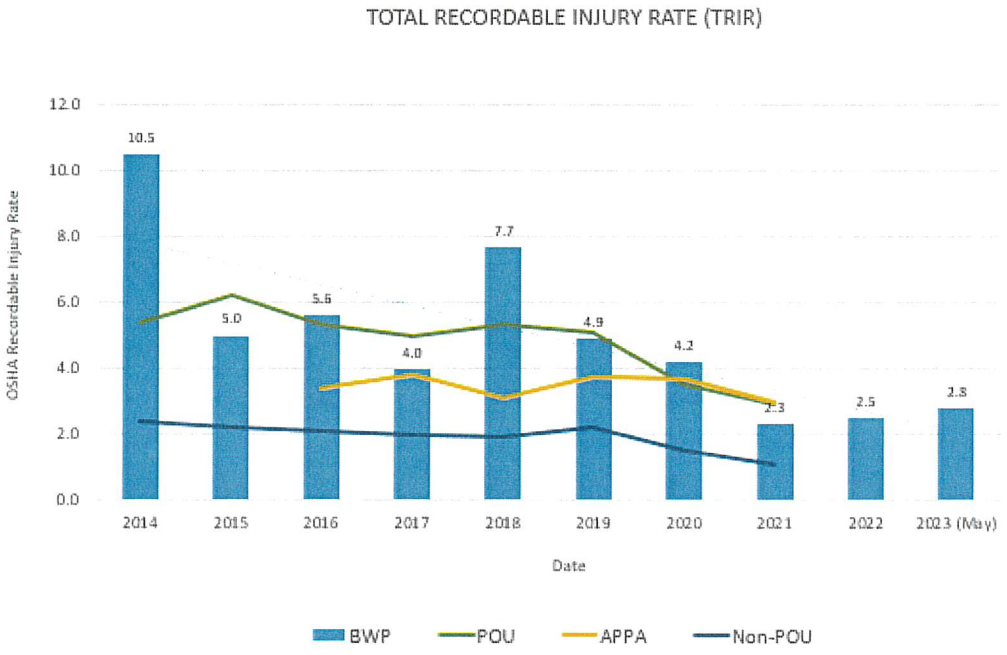
During the month of **May,** BWP experienced **one** OSHA recordable injury. BWP's 12-month rolling average OSHA total recordable incident rate is 2.5.

IE-2305-0007 – A Line Mechanic experienced irritation to the eye after completing prep work for an upcoming crane set. All PPE was worn during work activities. Irritation is believed to have occurred afterward when wiping sweat and debris from the face.

Corrective & Preventative Action Items (May 2019 – Present) (80% Goal):



OSHA Total Recordable Incident Rate (January 2014 – Present):



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
POU - Publicly Owned Utilities - Bureau of Labor Statistics
APPA - American Public Power Association - Average recordable injury rate for similar sized organization
Non-POU - Bureau of Labor Statistics, all non-governmental utility services

Electric Financial Results

In **April,** energy demand was **14%** lower than budget. Net loss was **$2,265,000,** which was **$1,199,000** worse than budgeted. The unfavorable variance was primarily attributed to lower than planned retail sales and higher than planned power supply & transmission expenses, **offset partially by lower than planned operating expenses.**

Fiscal-year-to-date (FYTD) energy demand was **3%** lower than budget. For FYTD **April**, net loss was **$8,579,000** which was **$2,700,000** better than budgeted. The favorable result was primarily attributed to lower than planned operating expenses, a favorable wholesale margin, **and higher interest income than planned,** offset partially by higher than planned retail power supply and transmission expenses and lower retail sales than planned.

For additional details, please see the attached financial statements.

Water Financial Results

In **April,** potable water demand was **6% below** budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance which limits outdoor **watering to two days a week on Tuesday and Saturday from April to October**. Net **income** was **$81,000**, which was **$372,000** better than budgeted. The favorable variance was attributed to lower than planned operating expenses and water supply expenses and higher than planned interest income, **partially** offset by lower than planned retail sales.

FYTD potable water demand was 7% lower than budget. For FYTD **April**, net income was **$2,090,000,** which was **$3,392,000** better than budgeted. The favorable variance was primarily attributed to lower than planned operating expenses and water supply expenses.

For additional details, please see the attached financial statements.

Inflation

In the last year, BWP's net income has been heavily impacted by increasing inflation. U.S. inflation has climbed as high as 9.1%. In many cases, we are seeing expenses for utility-grade items much higher than 9.1%. Below are examples of utility items impacted by inflation:

- Emissions control system upgrade for the Lake One Unit – an increase of 25% from $2 million to $2.5 million
- A renewable solar, plus energy storage project – an increase of 71%, from $35/MWh to $60/MWh
- New substation buildout – an increase of 47% from ~$17M to ~$25M
- Rebuild substation - an increase of 67% from ~$9M to ~$15M
- Transformers – an increase of 100%, and lead time is 1-3 years

- Network core upgrade – an increase of 24% from ~$1.25M to ~$1.56M
- Fiber optic cable – an increase of 20%
- Copper coils for 1-inch service lines – an increase of 100% from $4.33 to $8.65 per foot
- 8-inch ductile iron pipe – an increase of 52% from $17.12 to $26.10 per foot
- 12-inch ductile iron pipe – an increase of 79% from $25.10 to $44.84 per foot
- Fire hydrant – an increase of 41% from $3,151 to $4,457
- Water meter boxes **59%**
- Other increases in materials:
    - Plastic conduit 125%
    - Chlorine gas 207.5%
    - Ammonia gas 100%
    - Plastic 57.7%
    - Metals 35.5%
    - Precast concrete products 12.8%
    - Concrete 9.9%
    - Paving materials: 14%
    - Bleach 72% increase from $1.15 to $1.98 per gallon
    - Aqueous ammonia 123% increase from $930 to $2,073 per ton
    - Liquid Caustic 23% increase from $735 to $907 per ton
    - Sulfuric Acid 83% increase from $.112 to $.206 per pound
    - CEMs gases 12%
    - Oil/Lubrication 40-50%

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **May** 2023, **13.03%** of the budgeted positions were vacant. **This has increased from 12.1% in January 2023.** The vacancy rate was impacted by the citywide hiring freeze during 2020 and 2021. The Management Services Department has worked hard over the past year to address the vacancies. Some vacancies have remained open because we are limited to specific apprentice class sizes. This is expected to trend down to below 10% over the next year. With both MWD and LADWP hiring craft employees at higher wages than we pay, we continue to see some attrition there.

Total Budgeted Positions	352.5
Total Positions Filled	**306.5**
Total Positions Vacant	**46.0**

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **May 2023** compared to **May 2020,** measured in gallons per capita per day (gpcd). The baseline year of 2020 is used to measure the governor's call for a 15% reduction in monthly water use. Although the

governor's request to voluntarily reduce water consumption has been rescinded, we will still continue to track our water use. The table below shows that water use has been reduced in every month during the last 12-month period when compared to 2020 water use.

	Average Monthly Use
May 2020	**141 gpcd**
May 2023	**114 gpcd**

	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	**May 2023**
2020	149	157	162	159	153	136	132	125	126	104	112	**141**
Goal	127	134	138	135	130	116	112	106	107	88	95	**119**
Actual	145	148	146	123	126	112	96	89	102	84	101	**114**
% Diff.	-2.7%	-5.7%	-9.9%	-22.6%	-17.6%	-17.6%	-27.3%	-28.8%	-19.1%	-19.2%	-9.8%	**-19.2%**

Water use, in terms of gpcd, during **May 2023** was **19.2%** less than the **May 2020** baseline. However, we also look at **total** cumulative water use from July 2021 to date, which reduces the influence of monthly comparisons that can be affected by the weather. Our cumulative water use through **May 2023** is **9.0%** less than the baseline. Monthly water use will continue to be tracked.

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the months of **June** 2022 through May **2023**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
22-Jun	88.89%	8,000 gpm	22% / 78%
22-Jul	89.21%	8,029 gpm	26% / 74%
22-Aug	87.83%	7,199 gpm	24% / 76%
22-Sep	79.99%	7,905 gpm	20% / 80%
22-Oct	88.00%	7,920 gpm	14% / 86%
22-Nov	78.24%	7,042 gpm	14% / 86%
22-Dec	64.60%	5,814 gpm	17% / 83%
23-Jan	60.62%	5,456 gpm	17% / 83%
23-Feb	65.47%	5,892 gpm	18%/82%
23-Mar	54.56%	4,911 gpm	20%/80%
23-Apr	68.18%	6,136 gpm	17%/83%
23-May	73.12%	6,581gpm	21%/79%
Ave Blend %-last 12 months			19% /81%

The total system blend percentage represents the total amount of water purchased from the Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important measure of efficiency. The capacity factor may fluctuate based on demand and plant production; the blend percentage measures how much of the total system's demand is made of purchased or produced water. The amount of MWD water needed is determined by demand, availability of BOU water, and O&M outages.

Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance indicators through April.

Since the beginning of this fiscal year, the maintenance and construction section has continuously had at least 3 vacancies, which is 16% of the crew. With the recent departure of 2 journey-level employees, we now have 5 vacancies, which is 26% of the crew. The department has 19 non-supervisory positions, with a goal of 15 journey-level workers and no more than 4 apprentices. However, we continue to lose experienced, journey-level staff to higher-paying utility jobs. We have been unable to attract journey-level workers

and instead have continued to hire unskilled apprentices. As a result, the department currently has 10 apprentices.

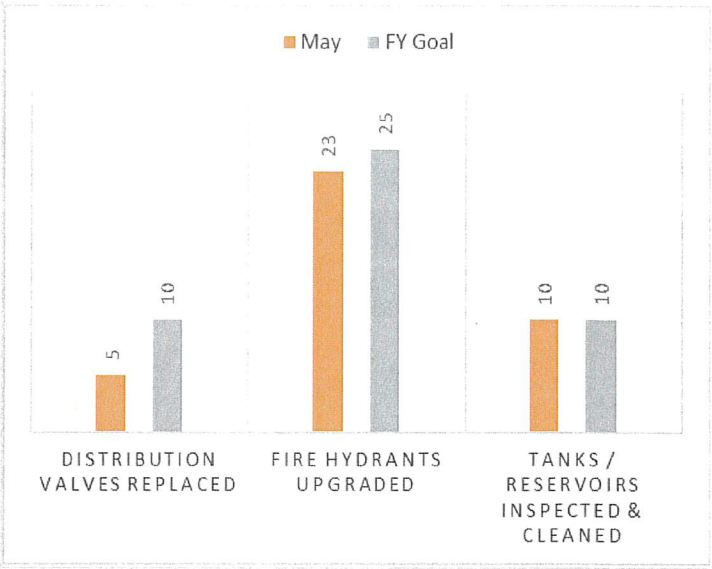
This reduction in skilled workforce:

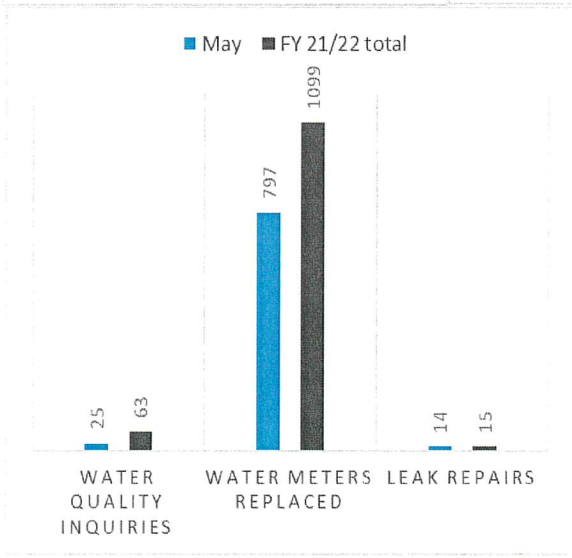
1. Requires us to spend additional time training and reduces the amount of work we can achieve; and
2. Requires us to shift personnel daily between the mainline, meter shop, and service crews to balance tasks and priorities.

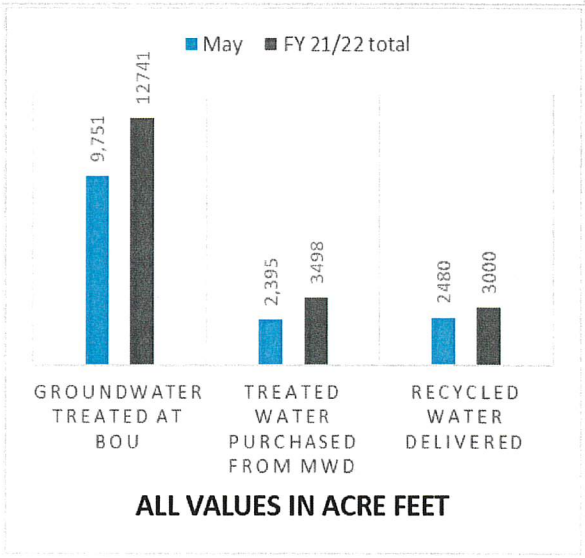
Due to the impact of weather on pipeline production (the first three months of 2023 saw 14.92 inches more rain than the first three months of 2020), **as of May 2023 – pipeline installation is 81% complete, and we are 92% through the fiscal year.** Earlier in the year, we also spent additional staff time for the H2O to Go recycled water program and to water the city hall lawn with recycled water.

Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – essentially bleach). This spreads the shortage risk across two forms of chlorine instead of relying on just one. Although the availability has slightly improved, the price of the chemical remains volatile.

Since June 2021, the cost of chlorine has increased by **207.5%**. For this fiscal year, it increased by **22.5%**. We closely monitor chlorine gas supplies and track them daily.

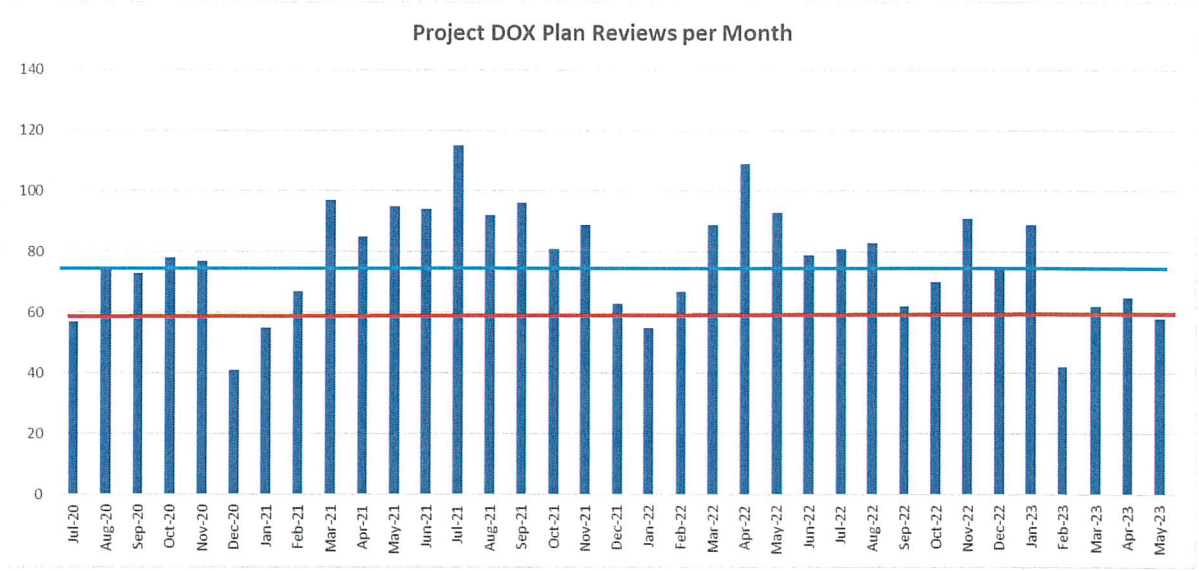




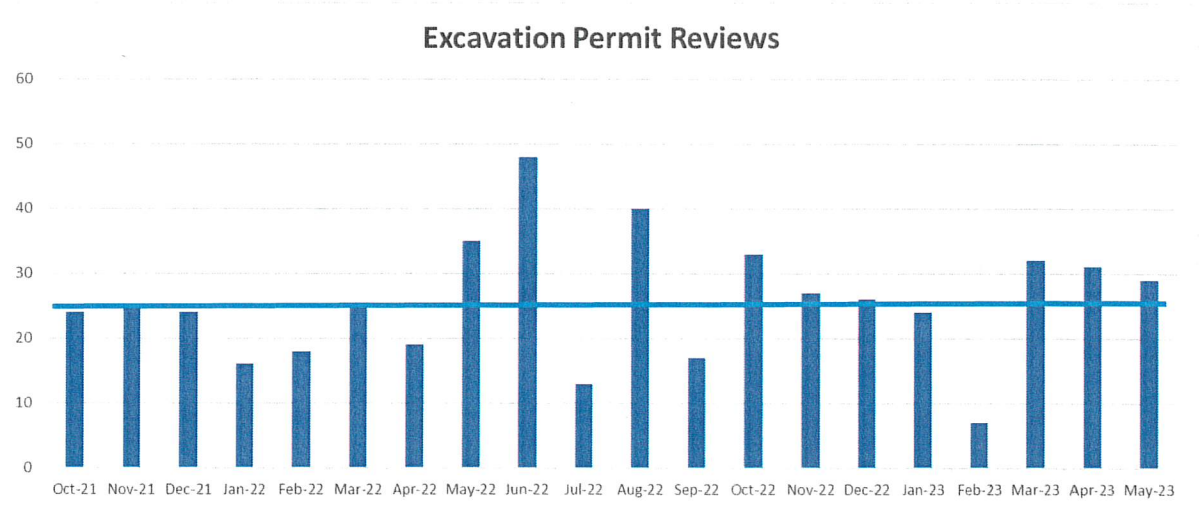


Plan Reviews

The Water Division has seen a significant increase in plan reviews starting with the onset of the COVID-19 pandemic, and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units). **The number of plan reviews decreased from 64 in April 2023 to 57 in May 2023, and the number of excavation permit reviews decreased from 32 in April 2023 to 28 in May 2023.**



*Blue line is the average *Red line is the productivity of an experienced water service planner



Leak Alert Notifications

In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. Full deployment of the system (approximately 26,000 endpoints for water) was completed in 2011.

The 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, called Water Smart, works by receiving hourly water usage from the meter and

analyzing this data to determine if a leak might be present based on continuous usage. In **May 2023**, WaterSmart sent out **724** notifications to customers, including **601** email leak alerts, **113** print leak alerts, **10** text message leak alerts, and **0** voice alerts.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **May 31, 2023,** BWP was unable to receive remote reads for **8,805** water meters out of **26,821** (**33%** of the total) due to failing communication modules, and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, the interim AMR system does not automatically send data back to BWP. Instead, the meters are read once each month and customers with broken communication modules are not able to receive leak alerts.

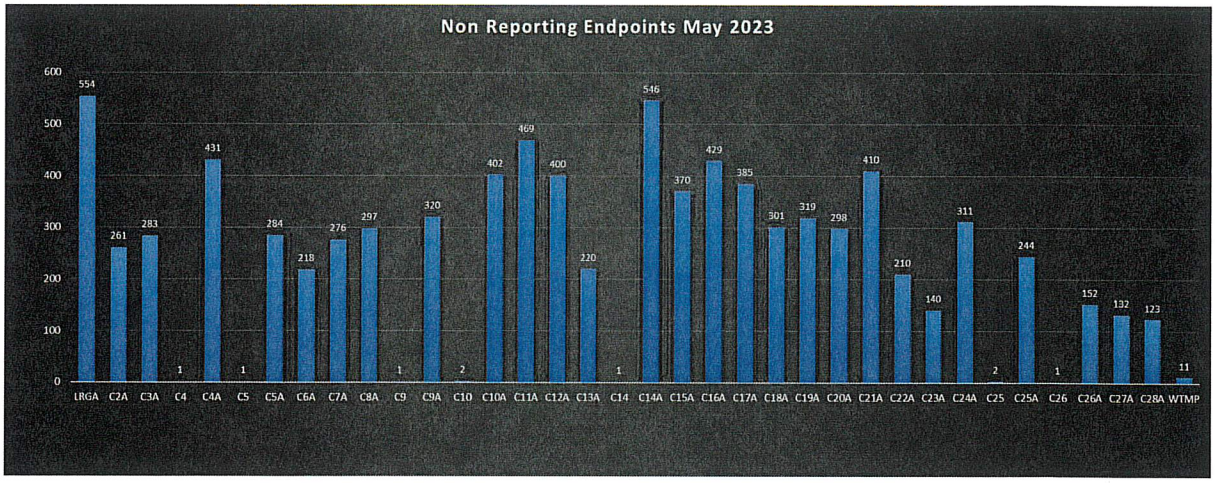
BWP notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications. Due to the continuing failures, BWP continually notifies the affected customers that they are vulnerable to unnoticed leaks causing water damage, and bills that could reach thousands of dollars as well as unnecessary and significant water waste.

The schedule for the AMI project is provided below:

- September 15, 2022 - Release of Request for Proposals (RFP)
- September 30, 2022 - Pre-proposal meeting (virtual)
- October 3, 2022 - Due date for RFP questions
- October 21, 2022 - Due date for response to RFP 2:00 PM
- November 7, 2022 - Interview/negotiation dates
- January 30, 2023 – Notice of award
- **July** 2023 – Notice to proceed (NTP)
- **December** 2023 – Network Installation, Software Integration, Field Testing
- **December** 2023 to **March** 2025 – Full Deployment
- **March** – 2025 – Project Completion

BWP issued an Intent to Award notice to the selected AMI vendor on November 28, 2022 and requested sample contract documents. We received draft contract documents on December 14, 2022. The AMI project consists of three separate contracts – a Master Services Agreement (MSA), Annual Services Agreement (ASA), and a Software as a Service (SaaS) and Spectrum Licensing Agreement. BWP and the City Attorney's Office are in the final stages of contract reviews and pricing negotiation. Subject to final contract approval, BWP is negotiating an increase in the contractual SaaS system uptime at no charge to BWP, adding language in case of the contractor's failure to perform and clearly defining the change order process. BWP has received the AMI vendor's cybersecurity audit certifications and is reviewing them for compliance with established cybersecurity industry standards. These negotiations and due diligence reviews have contributed to the updated schedule noted above. **As of June 12, 2023, two of four AMI contracts have been signed, and the remaining two are expected to be signed in the coming week.**

Non-Reporting AMI Endpoints



BWP meters are assigned to cycles, which are used for billing purposes. Each cycle typically corresponds to the day of the month it is read. The "A" at the end of a cycle indicates it is assigned to be read automatically and if a cycle does not have an "A" attached then it is assigned to be read manually. LRGA is a cycle for reading large commercial meters, and WTMP is a cycle for reading temporary water meters.

Burbank's Path to Sustainable Water Use

Burbank Water and Power is committed to facilitating a sustainable community. Our state faces ongoing drought conditions. The drought and our reliance on imported water makes our water-saving efforts more critical, and BWP wants to ensure our efforts drive lasting change. We have adopted the ADKAR change management model to help us deliver on this transformation and have been planning efforts to help our community make lasting changes. The ADKAR change model describes the steps that need to be taken, starting with awareness, desire, knowledge, ability, and re-enforcement. The table below describes these steps, and the actions BWP has completed and plans on completing.

Step	Completed	Planned
Increasing drought and water conservation awareness	• Digital Currents (2023: January, March, April, May) 2022: January, March, April, May, June, July, August, September, October, November. • Print Currents (February 2023, July 2022, April 2022) • Updated BWP drought webpages • Posted BWP Online Account Manager banners • Posted on social media (Facebook, Twitter, Instagram)	• **Continue to provide drought updates** and water-saving resources to customers through digital and print *Currents* newsletters

- Flyers with watering schedule and conservation programs information
- Bill inserts
- Bill graphics
- Graphic on bill envelope
- MyBurbank advertisement
- Burbank Channel advertisement
- Educational videos (Burbank's water story, drought and conservation programs, and Stage II rules)
- Press release – Stage III
- Parks & Recreation newsletter advertisement
- Burbank Channel advertisement
- Educational video for stage III
- Water city hall turf with recycled water
- Email and letter to commercial, industrial, and institutional (CII) customers about Emergency Water Regulation
- Burbank Bus Shelter advertising
- HeyBurbank feature – July 2022 https://youtu.be/v6Z2aBQVMCU
- Burbank Recycle Center advertisement
- Doorhangers for water waste violations
- Magnolia Blvd banner
- Enforcement notifications via letter for watering violations: Education letter number 1, Education letter number 2, fine of $100, fine of $200, fine of $500
- Outreach efforts to notify customers of the MWD pipeline repair that resulted in no outdoor watering from September 6-20, 2022
- Launched temporary Recycled H2O to Go Program
- Updated community of November 1st water schedule change to one day per week, on Saturday from November to March
- Drought update and water conservation programs were included in the Q1 2023 Print Currents, that went out to customers in February 2023
- Print advertisements were placed at ~540 Burbank retail locations for one month

	starting 01/23/2023 and ended on 02/19/2023 • Advertisement placed in Burbank Bulletin advertisement from January 2023 to February 2023 • Magnets with Burbank's watering schedule are offered at the BWP conservation counter in the BWP lobby • Updated community of April 1st water schedule change to two days per week, on Tuesday and Saturday from April to October • April 2023 digital currents featured articles about the change in irrigation schedule, drought update after historic rain, and water articles directing people to the "Ask the expert" series op-eds on MyBurbank channel.	
Increasing the community's desire to make change	• Automated leak alerts to customers • Report water waste online form – Stage II • Report water waste online form – stage III • Targeted communications on irrigation schedule compliance and high-volume users to customers based on WaterSmart AMI information. • BWP participated in the 2022 National Night Out event in August 2022 and promoted water conservation. • BWP sponsored one of the Starlight Bowl summer concert series and promoted water conservation at the event • Home Improvement Program door-to-door outreach • Participated in a rain barrel distribution event with other cities in September 2022, resulting in 17 residents signing up to receive rain barrels • Updated website and began promoting Turf Removal Rebate Increase to $3 sq. Ft, including video testimonials from BWP customers who participated in the program • Launched Demonstration Gardens grant program for drought-tolerant landscaping and local gardens. BWP has received ~30 inquiries from customers who reached out to learn more about the program.	• Continue exploring options for service-based events, and local community events to promote water conservation

	• Launched a campaign promoting commercial water-saving rebate programs in November 2022. The campaign was promoted until the end of December 2022 • Table tents for restaurants launched in January 2023	
Customer knowledge on how to make change	• Signage and pool cover rebate applications for local shops • Drought flyer with water conservation programs information • Lobby signage with water conservation programs information • Portable signage with water conservation programs information for local events (National Night Out, Starlight Bowl) • Customers' testimonials and resource recommendations on turf replacement • Promoted water conservation and turf replacement classes offered by MWD/Green Gardens Group in BWP newsletters and on social media • Developed a virtual water educational course to educate customers who have received a citation for a Water Waste Violation. The course launched in December 2022.	

Ability to make change	• Increased rebate amounts for:
	  ○ Flow monitoring device - $150
	  ○ High-efficiency clothes washer - $150
	  ○ Rotating sprinkler nozzle - $5
	  ○ Weather-based irrigation controller - $100
	  ○ Soil moisture sensor system - $100
	  ○ Premium high-efficiency toilet - $100
	  ○ Turf Removal Rebate increased from $2 sq/ft to $3 sq/ft.
	• Home Improvement Program additions for sprinkler check and controller programming for common areas of multi-family unit buildings
	• Provide no-cost showerheads and kitchen and bathroom aerators to customers in the BWP lobby
	• Provide no-cost toilet dye tablets to help customers detect toilet leaks
	• Leak assistance grant for income-qualified households
	• Conducted social media giveaway that provided collapsible buckets to capture sink water for use on outdoor plants.
	• Provided soil moisture sensors daily to the first two Recycled H2O to Go participants
	• Innovative Conservation Program (ICP) pilot project enables water usage monitoring and leak detection services for multi-family property owners and tenants
	• Adjustable water nozzles were made available to community members at no cost in February 2023
	• Reducing the cost for customers to make change:
	  ○ Reinitiate Demonstration Garden Grants Program
	  ○ Added additional funding for water efficiency rebates; Turf Removal Rebate increased from $2 per sq ft to $3 per sq ft.
	  ○ Partnered with neighboring cities to have a "Rain Barrel Distribution Event" on January 8, 2023
		Reducing the cost for customers to make change:
		• Continue offering water conservation giveaway items (buckets, soil moisture sensors, adjustable nozzles for hose, etc.) to encourage water use efficiency

	○ Partnered with neighboring cities to have a second "Rain Barrel Distribution Event" on March 19, 2023 ○ Partnered with neighboring cities to have a third "Rain Barrel Distribution Event" on April 22, 2023	

Reinforcement, including progress updates and recognition	• Fill the "Burbank Tank" graphic that staff will update monthly on the BWP website and in Digital Currents • Lawn signs were distributed to homes that completed their home audit beginning January 30th	• Develop a customer recognition program for customers saving water and launch the rewards program by **June** 2023

PROJECT UPDATES

Frederic St. & Naomi St. – Alameda Ave to Willow St.:

This capital improvement project (CIP) is an essential part of the water master plan that outlines what needs to be done to improve the reliability of our water distribution system. Our construction crew is installing this 930-foot section of 12" ductile iron water main that will replace the existing 425-foot 4" cast iron water main on Naomi St. that was installed in 1950 and a 505-foot 6" cast iron water main on Frederic St. that was installed in 1947. The master plan targets the removal of these smaller pipes to be replaced with our standard 8"and12" pipes in residential and commercial zones to improve fire flow and to meet increased water demand.


Providence
Providence
EMERGENCY
Main Entrance
CASE

ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In **May** 2023, Burbank Water and Power (BWP) experienced no sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **810,101** customer minutes.

Reliability Measurement	June 2021 – May 2022	June 2022 – May 2023
Average Outages Per Customer Per Year (SAIFI)	**0.2537**	**0.3750**
Average Outage Time Experienced Per Year (SAIDI)	**14.89 minutes**	**11.12 minutes**
Average Restoration Time (CAIDI)	**58.68 minutes**	**29.64 minutes**
Average Service Availability	**99.997%**	**99.998%**
Average Momentary Outages Per Customer Per Year (MAIFI)	**0.2679**	**0.1935**
No. of Sustained Feeder Outages	**15**	**12**
No. of Sustained Outages by Mylar Balloons	**2**	**0**
No. of Sustained Outages by Animals	**0**	**0**
No. of Sustained Outages by Palm Fronds	**2**	**2**

The predictive-analytics-driven equipment replacement program has been on hold since 2021 due to scarcity of equipment, longer than usual lead times, and low staffing levels. This action will drive reliability numbers slightly lower over time; however, staff believes this is an acceptable impact as maintaining the program would deplete our existing equipment stock and exposes the utility to the risk of not having equipment available if a major disaster occurs. Staff will re-assess commencing with the replacement program once equipment levels are sufficient and lead times are normalized.

Supply Chain

The pandemic has heavily impacted the electric utility industry over the last several years. Pricing and lead times for equipment have increased at an accelerated pace. Below is a list of lead times for the most common distribution equipment:

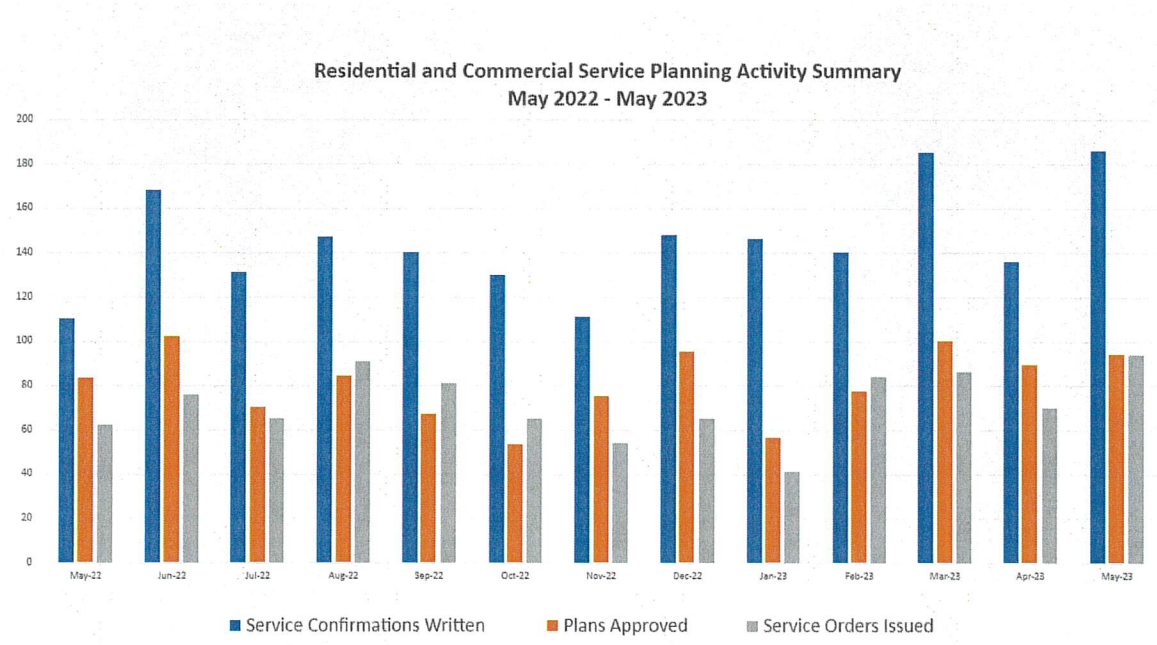
Equipment	Typical Lead Time	Current Lead Time
Transformers	12-16 weeks	150+ weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	50+ weeks
Poles	6-8 weeks	30+ weeks

PROJECT UPDATES

Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing services. In order for a customer to obtain a building permit for their construction, BWP service planners must visit the customer's facility and fill out an electric service confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP service planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes the monthly activity for our residential and commercial service planning group within the T&D engineering section.

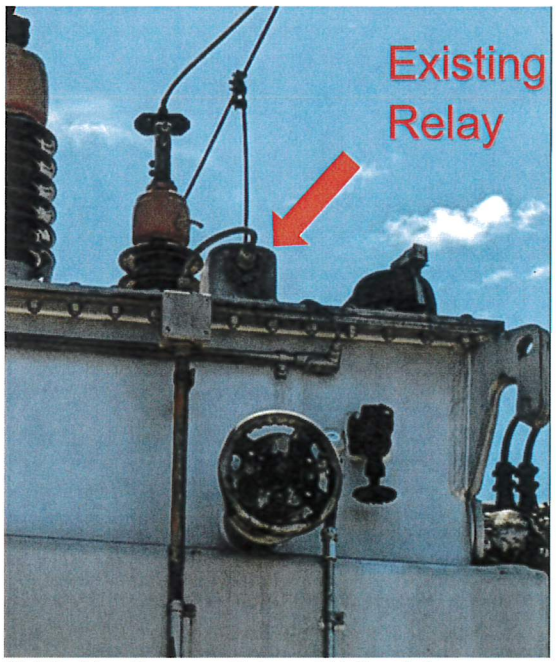
The electrical engineering section is seeing unprecedented development requests, including large site developments, major housing developments, and accessory dwelling units. In the last decade, BWP has energized about 400 new residential units. Based on the current proposed development, BWP is on the path to energizing more than 2,000 new residential units in the next three to four years. This is a tenfold increase in the amount of development. If this level of work is to continue, the electrical engineering section will need to staff accordingly to be able to keep up with the maintenance work that is currently being placed on hold to accommodate the development work and resulting capital projects.



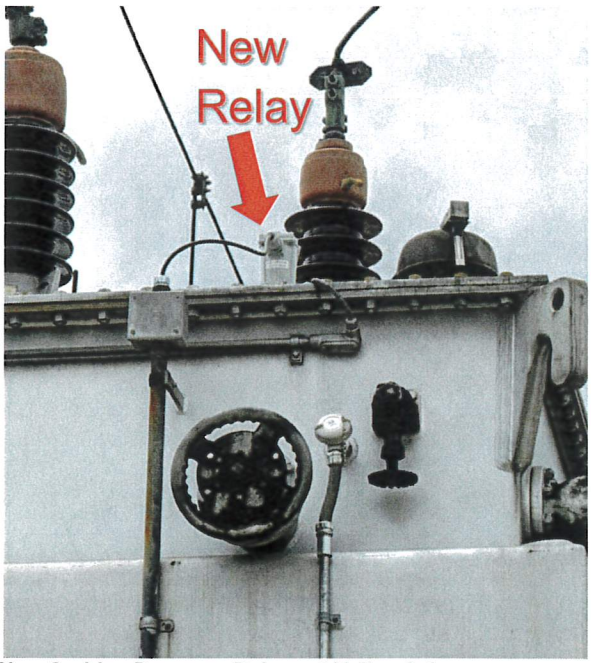
Transformer Sudden Pressure Relay Replacements at Valley Substation

The transformer's sudden pressure relay is a protective device to identify fluctuations in transformer oil or gas pressure due to internal faults. **The existing transformer's sudden pressure relays at Valley Substation Transformer Banks A-1 were not operating to the original design specifications.** To effectively monitor and protect the station transformer from dangerous rapid changes in oil pressure, the new sudden pressure rise relay will send an alarm to our Energy Control Center (ECC) team and trip the transformers offline to minimize mechanical damage to the transformer tank.

BWP completed installing and testing the new sudden pressure relays for the Valley Substation in May 2023. Pictures can be seen below.



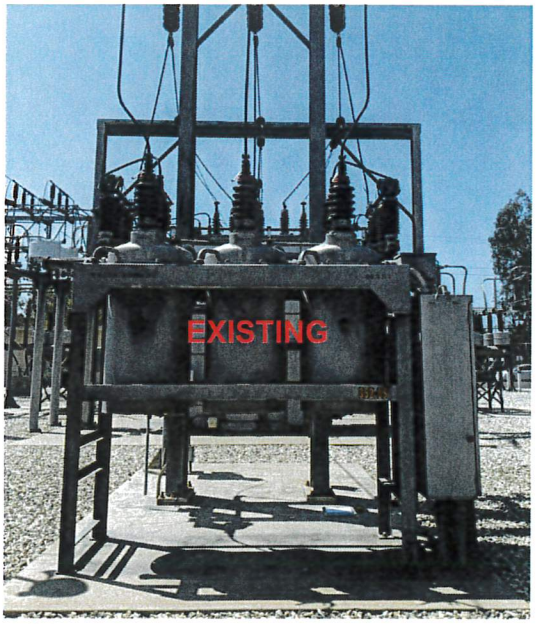
Old Sudden Pressure Relays at Valley A-1



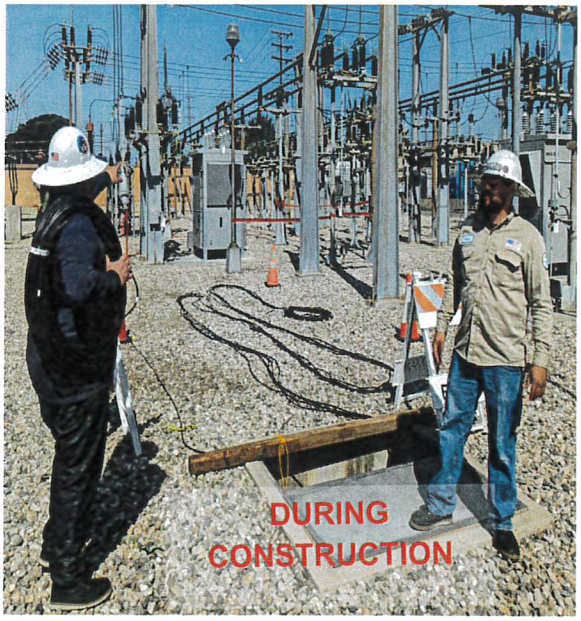
New Sudden Pressure Relays at Valley A-1

34.5kV Circuit Breaker Replacement

The 34.5kV oil-filled circuit breaker (OCB) at Valley Station transformer bank A-1 low side main was replaced after it stopped functioning properly and could not be repaired to meet its original design specification. The breaker was manufactured and commissioned in 1960. The circuit breaker was removed and replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original OCB, which means they better protect equipment and reduce arc flash exposure to construction workers.



Original 34kV Oil Circuit Breaker at Valley Bk. A-1



Construction of 34kV Vacuum Circuit Breaker at Valley Bk. A-1

New 34kV Vacuum Circuit Breaker at Valley Transf. Bk. A-1

Decommissioned Pacific Substation Demolition

The Pacific Substation was decommissioned a year ago by eliminating its two sub-transmission lines, which were routed to bypass the substation and form the new Lincoln-Valley 34kV line. BWP hired a contractor to perform the demolition and to remove and scrap all equipment except the brick building. BWP negotiated a no-charge and a possible refund for the demolition, depending on the equipment's condition. The current plan is to use the site for equipment storage and potentially

for battery storage in the future. In May 2023, the Pacific Substation demolition was completed; pictures can be seen below.


Pictures of Pacific substation prior to the demolition


Pictures of Pacific substation during the demolition

Pictures of the Pacific substation after the demolition

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) street light luminaires with light-emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. LED replacements consume approximately 60% less energy. To date, 91.78% of the total street light luminaires have been converted to LEDs, translating to an annualized energy savings of 5,383 MWh or a 58.08% reduction in energy consumption. LED conversions have also reduced the evening load by 1,247 kW, shortening the "neck of the duck curve" and reducing the energy generation BWP needs.

Wireless Telecom Attachments

BWP has entered into four master license agreements to allow communication carriers to attach, install, operate, and maintain communication facilities on street light poles with the public right-of-way.

For the communication carriers to build a new location for a wireless telecom attachment, BWP must first provide an electric service confirmation, which details how the location will be served. Each design must meet the city's aesthetic requirements and BWP's design guidelines. Once BWP approves the plans and a Public Works permit is issued, BWP issues work orders to our field crews for inspection and the electrical and street lighting work. The table below summarizes the activity that has taken place to date:

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
Total	0	**262**	**21**	**24**	**52**

CUSTOMER SERVICE OPERATIONS

Customer Service Representatives (CSR) assist customers by making payment arrangements to reduce the amount in arrears and provide additional resources to help customers manage their finances related to their utility bills. On January 31, 2023, City Council approved (4-1) to resume normal operations by restarting disconnections for residential customers with past due balances beyond 60 days, effective April 3, 2023.

As of June 7, 2023, we have **1,602** customers who have an active payment arrangement, resulting in a reduction of arrears by **$3,585,224. 1,542 arrangements are for residential customers totaling $3,202,546 and 60 arrangements are for commercial customers totaling $382,677. These arrangement amounts are comparable to the volume and amount of payment arrangements seen last month. BWP will continue to encourage payment arrangements to assist our customers in managing their outstanding arrears.**

As of June 5, 2023, the 61 plus day arrears totals $761,015, which is a 47% reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was $1,446,665. As of June 5, 2023, there are 666 residential customers with at least 60 plus days of arrears. This is a 34% reduction in the number of residential customers with arrears beyond 60 days past due from last month. Of these 666 residential customers, 9 receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and 5 customers receive the Burbank Utility Service Subsidy (BUSS).

Staff continues to call these customers to establish payment arrangements. Staff personally calls each Lifeline and BUSS customer before they are scheduled for disconnection in addition to leaving a hang tag at the door of the customer advising them to contact us to avoid disconnection. By taking these additional steps, customers have either made payments or established payment arrangements, which have avoided disconnection. **As of June 7, 2023, no Lifeline or BUSS customers have been disconnected for non-payment.**

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, as of June 8, 2023, staff has disconnected services to **1,001 customers and has collected $374,105 in funds. 285 of these customers also entered into payment arrangements totaling $501,269.**

On August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022, with a 7-0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections and late fees for small commercial customers effective September 1,

2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small commercial customers eligible for disconnection began receiving an official notice on September 6, 2022.

BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022, through **June 6, 2023, 209** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **$257,263. As of June 7, 2023, 48** small commercial customers established payment arrangements totaling **$277,102.** The **48** small commercial customers on payment arrangements are no longer eligible for disconnection as long as they continue to meet the terms of the arrangement.

As of November 2, 2022, 159 small commercial customers had arrears over 60 days and were eligible for disconnection. **As of June 5, 2023, that number has fallen to 93.** This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

Outstanding Debt

As of **June 5, 2023,** the following is the current outstanding debt by **commodity for all customer classes:**

Aging By Service Type					
Service Type	**31-60**	**61-90**	**91+**	**Total**	**% of Total**
ELECTRIC	**$ 1,156,791**	**$ 577,817**	**$ 164,929**	**$ 1,899,538**	**62%**
WATER	**$ 115,589**	**$ 97,817**	**$ 118,948**	**$ 332,354**	**11%**
SEWER	$ 151,966	$ 83,317	$ 76,923	$ 312,206	10%
SOLID WASTE	$ 152,481	$ 115,870	$ 83,781	$ 352,133	11%
FIBER OPTIC	$ 120,090	$ 35,612	$ 19,350	$ 175,052	6%
GENERAL SERVICE	$ 851	$ 715	$ 579	$ 2,146	0%
MISCELLANEOUS	$ -	$ -	$ 18	$ 18	0%
Grand Total	**$1,697,768**	**$911,149**	**$464,528**	**$3,073,445**	**100%**

As of March 20, 2023, the total arrears was $6,158,890 for all commodities. **As of June 5, 2023, this number has dropped to $3,073,445. For all past due balances beyond 61 days, this number fell from $1,432,044 in May to $1,375,677 in June, a 4% reduction.** Total pre-COVID arrears as of January 30, 2020, for all commodities was $1,046,244.60, which included 61 plus day arrears of $280,176.60.

BWP Call Center Call Types & Volume

Customer Contact Types	% of Calls
Balance	**15%**
Disconnect/Reconnect	**13%**
Payment Arrangements	**11%**
Start/Stop/Clean & Show	**9%**
Update Cust Acct Info	**8%**

Month	Call Volume
May-22	3,314
Jun-22	3,311
Jul-22	3,220
Aug-22	4,001
Sep-22	4,436
Oct-22	3,983
Nov-22	3,010
Dec-22	3,037
Jan-23	3,277
Feb-23	3,507
Mar-23	4,252
Apr-23	4,069
May-23	**3,850**

Call volume **decreased by 5.4% in May** compared to the previous month. **In May 2023, staff received 3,850 calls, which is a 14% increase compared to 3,314 in May 2022. This increase is a result of resuming residential disconnections. Customers continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. In May 2023, 11% of calls were customers requesting a payment arrangement, down from 19% in April, and 13% were customers disconnected for non-payment. By comparison, in February 2023, prior to BWP restarting the disconnection process for residential customers, less than 1% of customers called to make payment arrangements.**

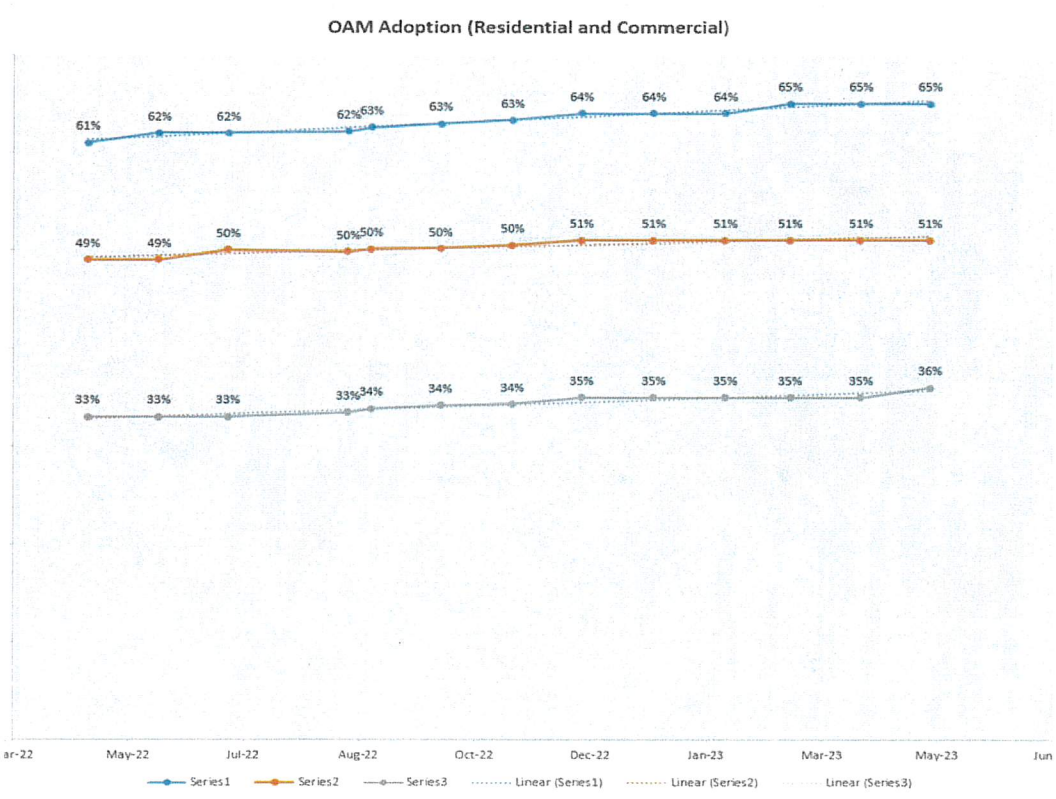
Online Account Manager

The Online Account Manager (OAM) is BWP's online customer portal. Customers can view their utility bills, make payments, change addresses, and enroll in automated bill and payment notifications. The enrollment in the online account manager (OAM) is currently **at 65% of all active accounts**; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 35% of customers who are not currently enrolled in OAM,

86% of those customers are residential. Of all registered OAM accounts, about 82% are paperless customers helping BWP reduce costs, save trees and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and autopay. These initiatives will continue to drive down costs.

BWP continues to market and promote general OAM outreach campaigns utilizing every owned channel, including on-bill messaging, *Currents* (digital and print), social media, and BWP's website. Last fiscal year BWP set a target to reach 66% OAM adoption, and we are working to meet this goal by June 30, 2023. BWP is offering this service to customers who are making payment arrangements, as it can help customers maintain their agreed-upon payment schedules. Since last month, we have added **87** new autopay users. BWP continues to utilize social media via a targeted marketing campaign to increase enrollment.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	34,215	65%
Paperless	27,031	51%
Autopay	18,717	36%

SUSTAINABILITY, MARKETING, AND STRATEGY

Rates Communication

As required by regulation (Prop 218), on April 17, 2023, BWP sent a proposed water, sewer and refuse disposal rate increase communication via the US Postal Service to 52,500 addresses in Burbank and other non-Burbank addresses whose recipient may have a property in Burbank. The mailing was sent prior to the deadline of April 24, 2023, and a mailing confirmation is on record at BWP.

The proposed rate increase communication showed the proposed BWP water rates, and sewer/refuse disposal rates as provided by Public Works Department. Prop 218 does not require showing electric rates.

The next regulatory required public engagement was a public meeting on June 6th, 2023, where City Council heard public comments about the proposed rates. **City Council unanimously approved the rate increase the same evening.**

For the complete rates communication plan, please see the presentation here: http://bit.ly/4389Unf.

BWP'S Energy Efficiency and Water Savings – Fiscal Year to April 30, 2023

BWP manages a comprehensive portfolio of resource efficiency programs for residential and commercial customers focusing on energy efficiency, peak load reduction, water conservation, transportation electrification, and greenhouse gas savings.

BWP is currently at 60% of our demand savings and 50% of our energy efficiency savings targets, compared to 13% and 10% last month respectively. We do not expect to meet our targets by the end of the fiscal year. However, we made great progress towards our goal this month thanks to the onboarding of our new Key Accounts Manager, Marisa Di Domenico, who has been dedicated to assisting business customers and increasing participation in programs like Business Bucks and BWP Energy Solutions Rebates. Over the last three months, staff also re-established vendor agreements and increased marketing of our programs.

BWP's Shade Tree Program provides an arborist visit and delivers shade trees to help customers shade their properties, reduce A/C usage, and clean the air. The program has **delivered 197 trees** since the beginning of the fiscal year.

In addition, the *Home Improvement Program (HIP)* offers energy-water surveys and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. Some of the HIP's services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and properties within the disadvantaged community areas of Burbank.

Furthermore, the program offers energy-water surveys and the installation of efficiency measures for multi-family common area customers. This month, **87** households participated in HIP, and a total of **578** customers have participated in the HIP since the beginning of the fiscal year.

A happy customer and participant of the Home Improvement Program.

BWP's Refrigerator Exchange Program offers income-qualified customers a new Energy Star-certified refrigerator in exchange for their old, inefficient refrigerator. The Refrigerator Exchange Program has had **66** refrigerators exchanged since the beginning of the fiscal year.

Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high efficiency retrofit measures, AC Replace Before It Breaks, and LivingWise kits for 6th graders.

BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP, Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. BWP increased turf replacement rebates by 50%. This month **72** rebates were issued and a total of **555** were issued since the beginning of the fiscal year. Of those, there were **11** turf replacement rebates this month and **76** turf replacement rebates issued since the beginning of the fiscal year.

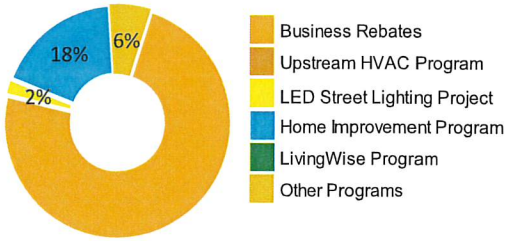
BWP administers the Hydration Station Program for commercial customers. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. MWD funds the Hydration Station Program. The Hydration Station Program has had two hydration stations installed since the beginning of the fiscal year.

Energy Efficiency Savings FYTD 2022-2023 Period ending on 5/31/2023

1% Demand Goal = 2.92 MW

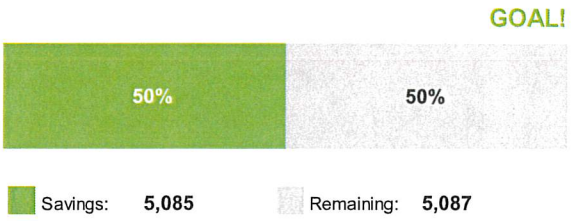
Demand Savings to Date

Savings by Program

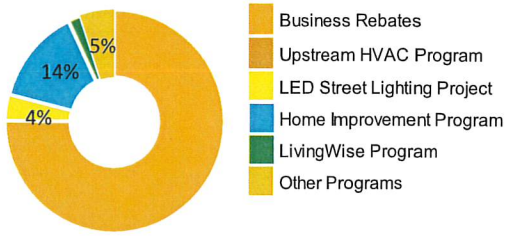


1% Consumption Savings Goal = 10,172 MWh

Savings to Date

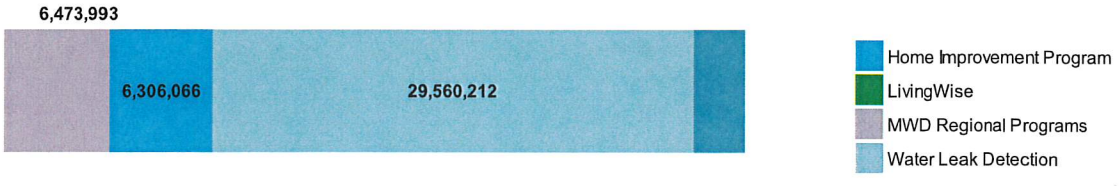


Savings by Program



Water Efficency Program Savings

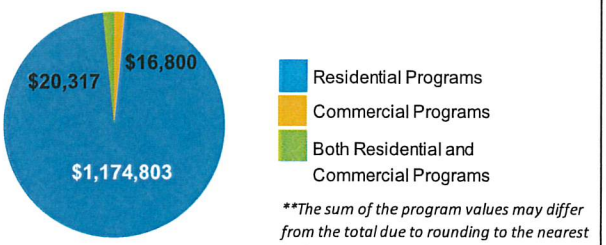
Gallons of Potable Water



45,455,350 Gallons of Water Saved for FY 22/23

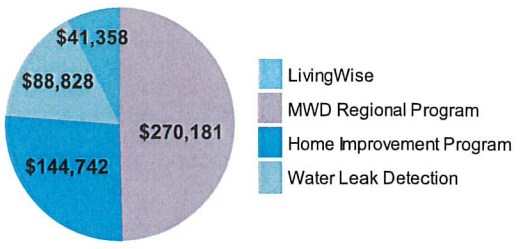
Efficiency Direct Program Costs* FYTD 2022-2023

**Electric Programs: $1,211,919



***The sum of the program values may differ from the total due to rounding to the nearest dollar.*

Water Programs: $545,136



*Direct program costs reflect rebates and payments to program implementers, they do not include marketing and administration costs

Electric Vehicle (EV) Charging Program

BWP plays a key role in facilitating the adoption of transportation electrification through education and the development of programs and initiatives.

The city now has 89 public EV charging ports, including two DC fast chargers and 40 curbside ports. As of November 1, the public charging rate is $0.18 per kWh for all hours at a level two charge. The public charging rate is $0.29 per kWh for DC fast chargers for all hours.

To meet building codes and provide EV charging to drivers with accessibility needs, when adding EV charging ports to existing parking facilities, BWP adds the code-required number of accessible spaces and proper signage for valid ADA placard holders. To date, there are eleven accessible public EV charging ports at the following locations: Burbank Airport (one port), BWP Lake St. Lot (two ports), Community Development/Central Library Lot (two ports), Lakeside Shopping Center (two ports), Burbank Town Center (four ports).

Public Charging Energy Delivery

In May, the per-port average revenue was **$145**.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
June 2021 - Feb 2023	47,394kWh	$8,691	$119	73 ports installed
March - April 2023	62,459	$11,887	$134	89 ports installed
May 2023	**67,921kWh**	**$12,907**	**$145**	Most recent month

New Public EV Charging Station Construction

Due to supply chain issues for electric metering cabinets, the energization of all charging ports has been delayed. In the current fiscal year, BWP will be able to energize at least two projects: stations near John Burroughs High School and Theodore Roosevelt Elementary School. These are the first of eight projects that were delayed to fiscal year 2022/2023 from fiscal year 2021/2022 due to supply chain issues. These eight projects were planned to install 31 new level 2 ports and one new DC fast charging station. On 3/14/2023, 16 more level 2 EV charging ports were made available for public charging. These stations are at Verdugo and Lake, near John Burroughs High School on Keystone St near Verdugo Ave, near Burbank High School on Harvard Rd. across from the entrance to the school, and near Theodore Roosevelt Elementary on Avon St. near Clark Ave. Each site has two ChargePoint dual-port level 2 stations, installed curbside.

Construction for 8 additional level 2 charging ports at George Izay Park began on April 24, 2023 and are expected to be completed in June 2023.

Commercial Rebate Program

BWP currently has reservations for 0 commercial EV charging ports. 64 ports from two commercial rebate projects are currently processing, due to be sent out in June 2023.

No commercial rebates were issued in **May** 2023.

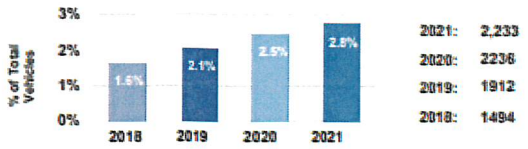
Residential Rebate Program

Seven residential EV rebates were distributed in **May 2023.**

Transportation Electrification 2022-2023 Period ending on 5/31/2023

EV Growth in Burbank*

Total EV/PHEV DMV Vehicle Registrations

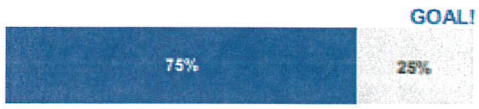


* DMV data as of Jan 01 of the reporting year

Vehicle Rebates

Residential Used EV Rebate

Goal: 40



Given: 30 Remaining: 10

Transportation Electrification Initiatives for FY 2022-2023

Facilitate the Installation of 75 EV Charging Ports to Electrify the Transportation Sector in Burbank

Goal: 75

Completed: 113 In Progress: 0 Remaining: 0

Residential Charging Station Rebates

Goal: 50

Given: 34 In Progress: 0
Remaining: 16

Commercial Charging Station Rebates

Goal: 60

Given: 63 In Progress: 18
Remaining: 0

Public Charging Ports

Goal: 13

Installed: 16 In Progress: 8
Remaining: 0

Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG *Reduced (kg)	Charging Sessions at [1]Peak	[2]Charging Occupancy
	Total Ports	Total Available						
May:	89	89	5,300	67,921	$12,907	39,125	28%	29%
Average:	77	77	5,017	58,677	$11,311	33,800	21%	21%
FY Total:	89	89	55,190	5,300	$67,921	12,907	21%	21%

Source: U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.

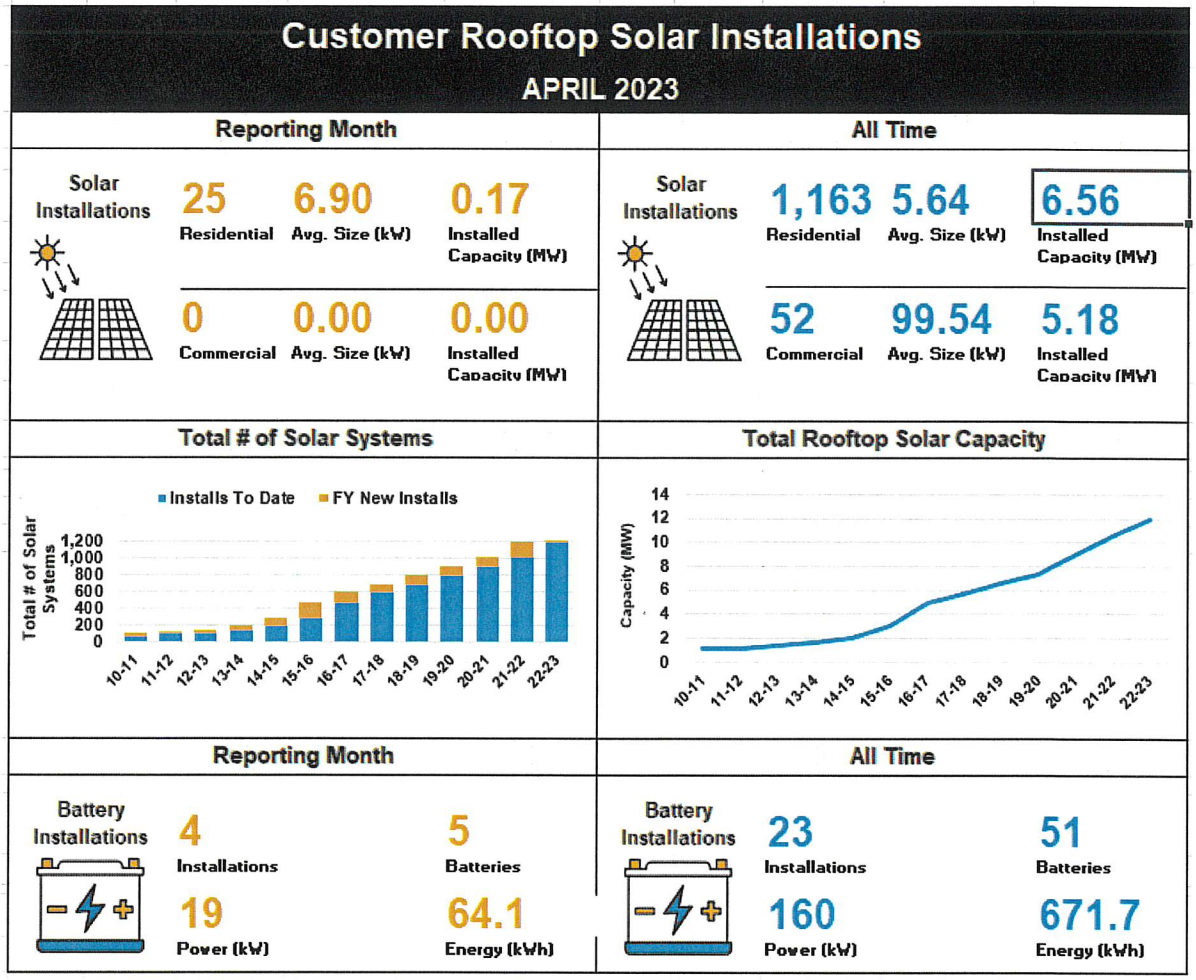
Load Management Opportunity (LMO) Hours

[1]Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

[2]Charging Occupancy is defined as the percentage of time EV's are charging at stations for all available hours in a given month across all charging stations

Rooftop Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. BWP does not provide rebates for installing these systems. However, the 30% Federal Investment Tax Credit makes purchasing solar and/or battery systems more accessible.



TECHNOLOGY

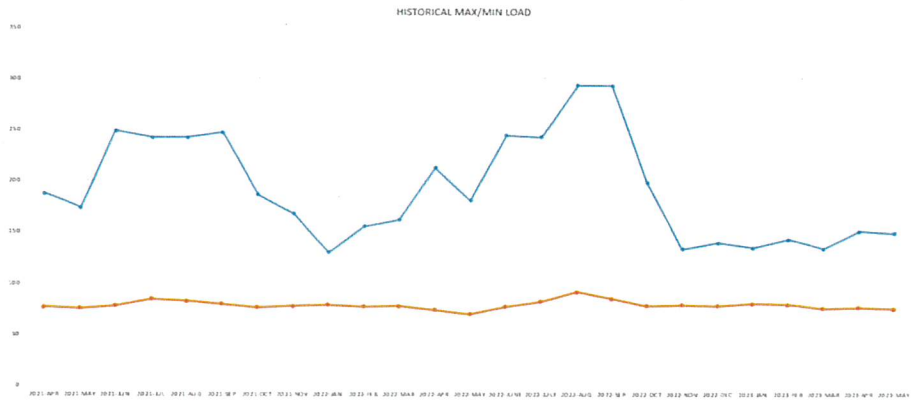
Broadband Services (ONEBurbank)

	May 2023 New Orders	Revenues for May 2023	FYTD 2022-23 Revenues	FYTD Budget
Lit	2	$162,378	$1,805,787	$1,466,665
Dark	1	$187,090	$2,061,641	$2,199,998
Total	3	$349,468	$3,867,428	$3,666,663

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for **May 2023** was **148.5 MW** at **4:30 PM** on **May 17, 2023,** and the minimum load was **74.6 MW at 4:03 AM** on **May 14, 2023.**



YEAR	MAX LOAD	MAX DATE
2023	150.5 MW	21-April-23 16:04
2022	292.8 MW	06-September-22 15:58
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41

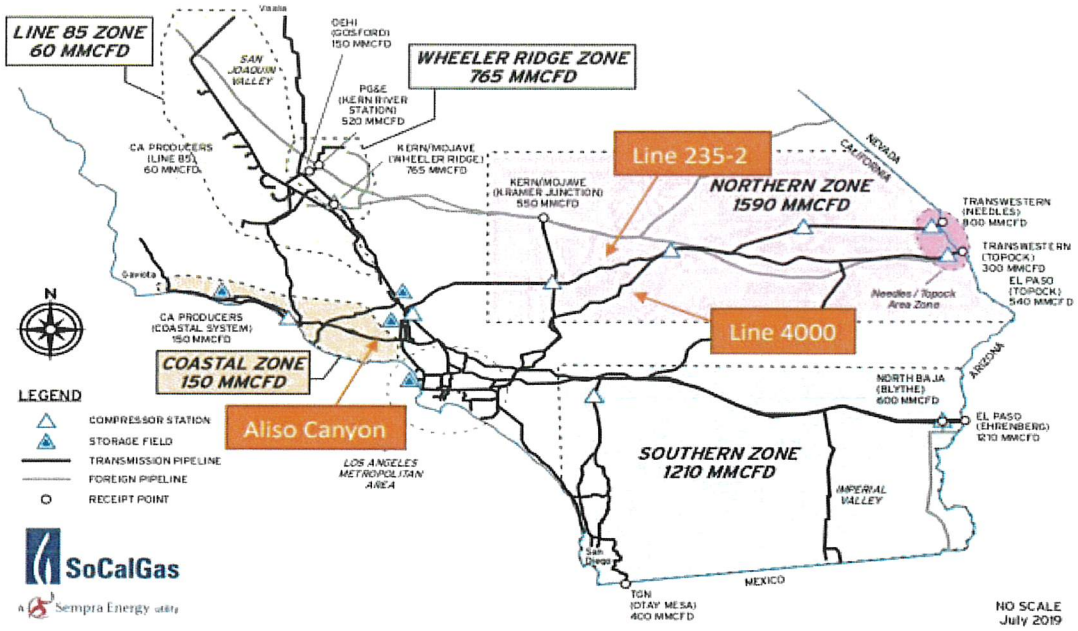
Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical 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. As a result, BWP has not had issues with obtaining adequate gas supplies to operate its natural gas-fired generators; however, the supplies have been at a much higher price than normal due to national and global issues and increases in demand. Limited supply, coupled with high demand, has caused natural gas prices to increase significantly.

Following the Russia and Ukraine conflict, Russia implemented sharp reductions in exports of natural gas to Europe. According to the Energy Information Administration (EIA) report, U.S. liquefied natural gas exports to Europe exceeded Russia's exports in the third quarter. This is the first time this has occurred in history. For the first eight months of 2022, U.S. gas exports were 14% higher than in 2021. For the first 8 months of 2022, power generation, residential and commercial sectors demand caused U.S. demand to increase by 4%. U.S. storage levels were well below the 5-year average at the end of September 2022. U.S. natural gas prices reached their highest level since the summer of 2008 due to tight supply-demand balance and low storage levels. LNG exports are expected to increase another 4% next year, adding to the current U.S. supply/demand issue.

From the Federal Energy Regulatory Commission (FERC) October 2022 West Natural Gas Market Report, the table (below) shows that natural gas prices in 2022 are about three times higher than in 2019 and 2020. The price of natural gas jumped due to extreme winter (2021) weather followed by the Russia-Ukraine conflict, and these higher prices are expected to continue into 2023 and will continue to have a negative impact on BWP's budget. BWP continues to hedge (procure natural gas at fixed prices for future delivery) to minimize the risk and exposure to extreme pricing; however, the higher prices increase BWP's cost of generation, impact market prices for power, and have negative impacts on the budget.

We are keeping a close eye on labor issues and inflationary pressures and will provide an update as we get more information. We are also monitoring Senate Bill 1486, which would limit operations at Aliso Canyon post-2027. BWP is a member of the Southern California Generation Coalition (SCGC), which continues to follow and participate in the CPUCs efforts to evaluate alternatives that would minimize or eliminate the use of Aliso Canyon. SCGC (including Burbank) continues to express concerns about reliability and the need to maintain the Aliso Canyon storage facility unless or until an alternative is identified that can supply the product and services that it provides.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Gas prices continue to increase as a result of limited resources and limited storage. Since 2020, gas prices have increased significantly, to **3** times the value in 2020. This is a decrease over the last month due to the mild temperatures and an increase in short-term storage.

Calendar Year	$/MMBtu
2017	$3.41
2018	$5.14
2019	$4.08
2020	$3.01
2021	$6.99
2022	$9.27
2023	$9.00
Increase since 2020	3X

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	619%	0	0	0	0
MPP	82%	611	106,073	7,679	1

Olive 1 and 2 remained in dry storage, with a 274-day notice required to restart one unit and a 365-day notice required to restart both units. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively.

Lake 1 was not placed online during the month of **May.** Lake 1 was unavailable April 30, 2023, until May 12, 2023, due to a planned maintenance outage. During this outage, a borescope inspection was performed on the combustion turbine, as well as other routine maintenance and inspections.

Magnolia Power Project (MPP)

	May	FYTD	YTD
Availability	**100%**	**96%**	**96%**
Unit Capacity Factor (240 MW)	**59%**	**74%**	**68%**

There were no outages at MPP during the month of May 2023. Preparations are under way for the upcoming planned outage. MPP will be shut down on June 23, 2023, to perform an offline water wash of the combustion turbine compressor. Balance of plant maintenance will also be performed during this outage. MPP is scheduled to be restarted on June 26, 2023.

Tieton Hydropower Project (Tieton)

Generation began on April 10, 2023; **Both generators are currently operating near full output and the reservoir is at 100%.**

ENVIRONMENTAL

Air Quality

Air quality tests took place at the Landfill Gas Microturbine unit 3 on June 8, 2023, the Magnolia Power Plant and the Lake unit on June 20, 2023, to June 23, 2023. Air quality testing is required by the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four stormwater samples per reporting year and compare them to statewide regulatory limits. On November 8, 2022, December 27, 2022, January 4, 2023, and January 9, 2023, the required four stormwater samples were collected for the current reporting year of July 1, 2022, to June 30, 2023. Although the sample results continue to indicate ongoing compliance issues with the Industrial General Permit metals effluent limitations, specifically iron, zinc, and copper, the results are below the Time Schedule Order interim effluent limitations. Samples were also collected from

the offsite influent that commingles with BWP's stormwater discharge. The offsite samples also exceeded the limits for metals.

In order to address the stormwater compliance issues, BWP is in the process of implementing a campus stormwater improvement project. BWP initially completed the proposed project's California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration in 2019. However, recent amendments to the CEQA guidelines now require an update to the CEQA Initial Study/Mitigated Negative Declaration. The updated Initial Study/Mitigated Negative Declaration CEQA public review period ended on July 22, 2022, and responses to comments on the document **have been** prepared. **The BWP Board approved a recommendation to City Council to adopt a resolution to approve the proposed project CEQA Mitigated Negative Declaration, the Mitigation, Monitoring and Reporting Program, and authorizing the BWP General Manager to execute the Notice of Determination during the June 1, 2023 meeting. City Council approved this recommendation on June 13, 2023.** The environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase has taken longer than originally expected due to the complexity of the project as well as other factors, including the onset of a pandemic. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. The project's final design is complete, permitting is ongoing, bid specifications will be prepared, and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits, which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board (LAWQCB) on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by March 28, 2025, as required by the amended TSO. BWP submitted a TSO amendment request to the LAWQCB. The amendment consists of consolidating the BWP and MPP facilities into one TSO, requesting coverage for copper, and updating the project schedule. The TSO amendment public review process ended on July 21, 2022, and no comments were received. The amended TSO was finalized on July 31, 2022 and was received in August.

BWP has been utilizing engineers' estimates which are revised annually to establish the appropriate budgets for the campus stormwater improvement project. Based on the most recent project cost estimate, an additional $3.2 million is being proposed to the BWP budgets for FY 23/24 and FY 24/25. The project scope has not changed, and the increase is entirely attributable to significant market increases. The total BWP budget for the project is proposed to increase from $3.2 million to $6.4 million. BWP also verified the accuracy of the latest engineers' estimates by reviewing recent bids from other entities who are currently approaching construction of similar projects received.

PROJECT UPDATES

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP met the calendar year 2022 goal of 38.5% RPS, and we will meet the 41.25% RPS for 2023. BWP staff continues to evaluate renewable resources to meet future compliance requirements. Staff updated the RPS Procurement Plan and Enforcement Program in December 2021, which shows BWP's path forward with RPS compliance. Staff is currently working on additional renewable contracts to maintain RPS compliance for future years. Prices for long-term renewables have increased approximately 30-1000% due to supply chain issues as well as an increase in demand as load-serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually. We continue to experience challenges with negotiations for a new long-term contract for renewables. **Staff is currently negotiating contracts for 3 sources of renewables. First, BWP is in the final stages of buying the balance of its portfolio content category (PCC) 2-term contracts. One is a small hydro project (PCC 1) located in Northern California that would add approximately 1.5-2% RPS annually for a term of 15 years. This project is for BWP alone. We are currently drafting an exclusivity agreement and will begin negotiating the contract language. If successfully negotiated, deliveries would be expected starting mid-2024. BWP (via SCPPA joint procurement) entered into an exclusivity agreement on June 5th and started negotiations on a 40 MW share of a solar project in Utah. There are some potential challenges with the joint procurement timeline that could impact the success of the project and/or delay the start date, but we are working with the parties to resolve those.** If negotiations are successful and result in contract execution, this project would add approximately 10% RPS annually for BWP. We continue to look for short-term as well as other long-term projects to meet future RPS obligations.

Integrated Resource Plan (IRP) Update

BWP has selected a vendor for the IRP as well as a stakeholder team. Six IRP STAG (Stakeholder Technical Advisory Group) meetings have taken place since the IRP kick-off. These meetings provided background on BWP's resources, operations, and resource planning to set the foundation for future IRP-related discussions. The first community stakeholder meeting was on April 20, 2023 at the BWP auditorium. There are two additional community stakeholder meetings scheduled for July 13th and August 10th. The IRP is due to the CEC on January 1, 2024. Stakeholder engagement efforts, compliance, and costs will be some of the major factors in the 2024 IRP. The IRP development and stakeholder engagement process is expected to take 6-12 months to complete.

BWP plans to hold at least **8** STAG meetings from December – **August** and 3 community stakeholder meetings in 2023. The first meeting took place on December 15, 2022. BWP is soliciting feedback on the IRP, and the IRP survey is posted here: https://www.burbankwaterandpower.com/2024-irp

Transmission Update

BWP is partnering with LADWP on additional renewable contracts and opportunities. BWP will continue to meet with LADWP monthly to discuss transmission needs. BWP is working with LADWP on the update to the Open Access Transmission Tariff (OATT) process. As of March 2023, LADWP has suspended this OATT process and any potential rate increases will be postponed further. LADWP has not provided any updates on the status of this effort since that time. Staff plans to attend all LADWP transmission stakeholder meetings to represent BWP's concerns.

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 and power generation at IPP. In the medium term, the IPA is targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is scheduled to come online. On a monthly basis, IPP participants continue to meet to discuss the IPP renewal, including concerns about facilities development and potential additional resources at the site.

Staff continues to actively work with Intermountain Power Agency (IPA) on cost increases due to the Hydrogen Betterments Project and coal supply issues. The cost of the IPP renewal project has increased significantly, from $2.5 billion in 2019 to $3.6 billion in August 2022. BWP's share was $86.5 million in 2019 and is now $141 million (this does not include interest). Staff will continue to track costs and report on them, as new data becomes available. Updated project costs will be provided in July or August.

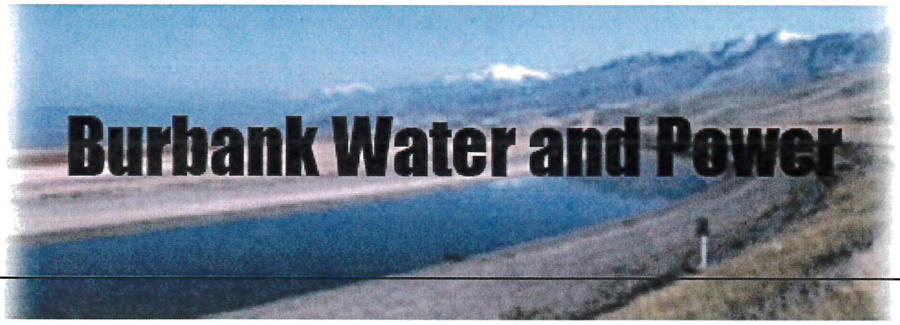
Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units, to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. Per discussions with IPA, IPP will only run on one unit from now through June 2023 (unless there is a critical market event), allowing the coal pile to grow. Based on current coal supply projections, IPA plans to run two units from July 2023 – September 2023, during the critical summer peak months.

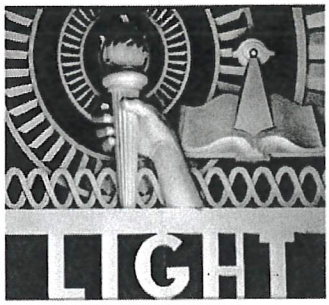
Power Production

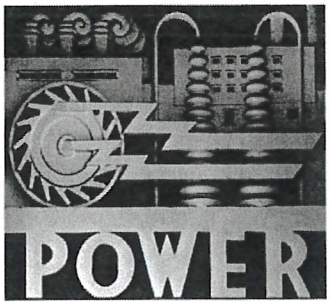
Lake One Power Plant Emissions Retrofit Project

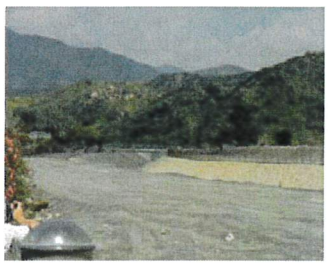
Engineering work is complete, and the ammonia injection skid is currently being fabricated. The tempering air blowers are expected to be delivered in early July. The dual-function catalyst was delivered on April 24, 2023. The South Coast Air Quality Management District permit for the project is expected to be received during the second quarter of 2023. The construction outage is currently scheduled for October 2023. Substantial completion of the project is expected on or before January 1, 2024.

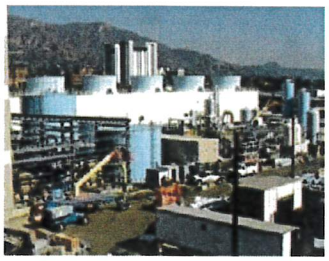
The new emissions control system will allow Lake One to remain in compliance with upcoming air quality requirements. The project consists of designing, engineering, permitting, constructing/installing, commissioning, and testing the new emissions system. This project is planned to conclude in the first half of 2023.











Financial Report
April-23

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD April 2023
($ in 000's except MWh Sales)

MTD Actual FY 22-23	MTD Budget FY 22-23	$ Variance	% Variance		YTD Actual FY 22-23	YTD Budget FY 22-23	$ Variance	% Variance
73,184	84,970	(11,786)	(14%) [a]	NEL MWh	871,877	895,757	(23,880)	(3%) [A]
				Retail				
$ 11,896	$ 13,550	$ (1,654)	(12%)	Retail Sales	$ 141,286	$ 145,013	$ (3,727)	(3%)
445	573	(128)	(22%) [b]	Other Revenues (3)	5,104	5,728	(624)	(11%) [B]
10,216	9,430	(786)	(8%) [c]	Retail Power Supply & Transmission	108,136	102,893	(5,243)	(5%) [C]
2,125	4,693	(2,568)	(55%)	**Retail Margin**	38,255	47,849	(9,594)	(20%)
				Wholesale				
79	1,643	(1,564)	(95%)	Wholesale Sales	20,735	33,975	(13,240)	(39%)
85	1,610	1,525	95%	Wholesale Power Supply	18,294	33,296	15,001	45%
(6)	33	(39)	(118%)	**Wholesale Margin**	2,441	680	1,761	259%
2,119	4,726	(2,607)	(55%)	**Gross Margin**	40,696	48,528	(7,833)	(16%)
				Operating Expenses				
652	1,077	424	39% [d]	Distribution	8,992	10,836	1,844	17% [D]
87	238	152	64% [e]	Administration/Safety	1,206	1,463	258	18% [E]
295	358	63	18% [f]	Finance, Fleet, & Warehouse	3,690	3,566	(123)	(3%)
535	538	3	1%	Transfer to General Fund for Cost Allocation	5,374	5,384	9	0%
317	473	156	33% [g]	Customer Service	3,230	5,096	1,866	37% [F]
87	219	132	60% [h]	Marketing & Sustainability	1,293	2,193	900	41% [G]
50	398	348	88% [i]	Public Benefits	1,481	3,976	2,495	63% [H]
134	123	(11)	(9%)	Security/Oper Technology	2,100	1,322	(778)	(59%) [I]
101	130	29	22% [j]	Telecom	1,169	1,328	159	12% [J]
271	225	(46)	(21%) [k]	Construction & Maintenance	1,903	2,253	350	16% [K]
1,635	1,831	197	11%	Depreciation	16,567	18,313	1,746	10%
4,164	5,611	1,446	26%	Total Operating Expenses	47,004	55,730	8,726	16%
$ (2,045)	$ (885)	$ (1,160)	(131%)	**Operating Income/(Loss)**	$ (6,308)	$ (7,202)	$ 894	12%

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD April 2023

($ in 000's)

MTD Actual FY 22-23	MTD Budget FY 22-23	$ Variance	% Variance		YTD Actual FY 22-23	YTD Budget FY 22-23	$ Variance	% Variance
$ (2,045)	$ (885)	$ (1,160)	(131%)	**Operating Income/(Loss)**	$ (6,308)	$ (7,202)	$ 894	12%
				Other Income/(Expenses)				
500	87	413	476% [l]	Interest Income	1,601	868	733	84% [L]
191	138	54	39% [m]	Other Income/(Expense) [4]	(531)	(1,281)	751	59% [M]
(911)	(406)	(506)	(125%) [n]	Bond Interest/ (Expense)	(3,341)	(3,664)	322	9% [N]
(220)	(181)	(39)	(22%)	Total Other Income/(Expense)	(2,271)	(4,077)	1,806	44%
(2,265)	(1,065)	(1,199)	(113%)	**Net Income**	(8,579)	(11,279)	2,700	24%
7	601	(594)	(99%) [o]	Capital Contributions (AIC)	529	6,011	(5,482)	(91%) [O]
$ (2,258)	$ (464)	$ (1,793)	(386%)	**Net Change In Net Assets**	$ (8,051)	$ (5,268)	$ (2,782)	(53%)

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 revenues and expenses related to Low Carbon Fuel Standard credits, damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

Burbank Water and Power
Electric Fund (496)
Statement of Changes In Net Assets - Footnotes
MTD April 2023
($ In 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	73,184	84,970	(11,786)	- NEL is 14% lower than budget due primarily to conservation. The average high temperature in April was 73°F, compared to the 15-year average high temperature of 75°F. The average low temperature was 49°F, compared to the 15-year average low temperature of 51°F. MTD CDD were 29 versus the 15-year average of 46.
(b)	Other Revenues	445	573	(128)	- 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	10,216	9,430	(786)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
(d)	Distribution	652	1,077	424	The favorable variance is primarily attributable to vacancies and the timing of professional services and work for others.
(e)	Administration/Safety	87	238	152	- The favorable variance is primarily attributable to the timing of professional services and memberships and dues.
(f)	Finance, Fleet, & Warehouse	295	358	63	- The favorable variance is primarily attributable to vacancies and the timing of professional services.
(g)	Customer Service	317	473	156	The favorable variance is primarily attributable to vacancies, work for others and the timing of software & hardware support, offset by the timing of other professional services.
(h)	Marketing & Sustainability	87	219	132	The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(i)	Public Benefits	50	398	348	- The favorable variance is primarily attributable to vacancies and lower than planned program spending.
(j)	Telecom	101	130	29	- The favorable variance is primarily attributable to one vacancy and the timing of private contractual services, special departmental supplies and software & hardware support.
(k)	Construction & Maintenance	271	225	(46)	- The unfavorable variance is primarily attributable the timing of custodial services.
(l)	Interest Income	500	87	413	- The favorable variance is primarily attributable to interest earned on the funds from the 2023 Electric Revenue Bonds.
(m)	Other Income/(Expense)	191	138	54	- The favorable variance is primarily attributable to income from mutual aid assistance.
(n)	Bond Interest Expense	(911)	(406)	(506)	- The unfavorable variance to budget is attributable to the timing of the bond issuance which was budgeted in October 2022.
(o)	Capital Contributions (AIC)	7	601	(594)	- The unfavorable variance is attributable to the timing of AIC projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD April 2023
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	871,877	895,757	(23,880)	- NEL is 3% lower than budget. The FYTD average high temperature was 75°F, compared to the 15-year average high temperature of 78°F. The FYTD average low temperature was 50°F, compared to the 15-year average low temperature of 52°F. FYTD CDD were 1,310 versus the 15-year average of 1,215.
(B)	Other Revenues	5,104	5,728	(624)	- 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. The unfavorable variance is also attributable to the moratorium on fees through April 2023 in light of the COVID-19 pandemic.
(C)	Retail Power Supply & Transmission	108,136	102,893	(5,243)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	8,992	10,836	1,844	- The favorable variance is primarily attributable to vacancies and the timing of professional services and privare contractual services, offset by work for others.
(E)	Administration / Safety	1,206	1,463	258	- The favorable variance is primarily attributable to the timing of private contractual services, professional services and training.
(F)	Customer Service	3,230	5,096	1,866	- The favorable variance is primarily attributable to vacancies, work for others and the timing of professional services and bad debt writeoffs.
(G)	Marketing & Sustainability	1,293	2,193	900	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services, professional services and rebates.
(H)	Public Benefits	1,481	3,976	2,495	- The favorable variance is attributable to vacancies and lower than planned programs spending.
(I)	Security/Oper Technology	2,100	1,322	(778)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others, offset by vacancies and the timing of spending on professional services.
(J)	Telecom	1,169	1,328	159	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services and professional services, offset by work for others and the timing of special departmental supplies.
(K)	Construction & Maintenance	1,903	2,253	350	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services, building grounds maintenance & repair and special departmental supplies, offset by higher than planned work from other departments.
(L)	Interest Income	1,601	868	733	The favorable variance is primarily attributable to interest earned on the funds from the 2023 Electric Revenue Bonds.
(M)	Other Income/(Expense)	(531)	(1,281)	751	- The favorable variance is primarily attributable to the sale of excess nitrous oxide reclaim trading credits and revenue collected for joint pole activities.
(N)	Bond Interest Expense	(3,341)	(3,664)	322	- The favorable variance to budget is attributable to the timing of the bond issuance which was budgeted in October 2022.
(O)	Capital Contributions (AIC)	529	6,011	(5,482)	- The unfavorable variance is attributable to the timing of AIC projects.

April 2023 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): $(2,265)	$ -	$ (1,199)	$ (1,199)
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(1,654)	(1,654)
Power Supply and Transmission:			
- Lower retail load	381	-	381
- Lower than planned renewables cost and other	308	-	308
- Higher transmission	-	(17)	(17)
- Higher energy prices	-	(1,908)	(1,908)
- New minimum for IPP and Hydrogen Betterment	-	(180)	(180)
- Lower O&M	635	-	635
- Retail load management and economic dispatch	-	(13)	(13)
- Timing True-up and prior period adjustments	8	-	8
Other Revenues	-	(128)	(128)
Wholesale Margin	-	(39)	(39)
Total	1,332	(3,939)	(2,607)
MTD O&M AND OTHER VARIANCES			
Distribution	424	-	424
Administration/Safety	152	-	152
Finance, Fleet, & Warehouse	63	-	63
Customer Service	156	-	156
Marketing & Sustainability	132	-	132
Public Benefits	348	-	348
Security/Oper Technology	-	(11)	(11)
Telecom	29	-	29
Construction & Maintenance	-	(46)	(46)
Depreciation expense	197	-	197
All other	-	(36)	(36)
Total	1,501	(93)	1,407

April 2023 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): $(8,579)	$ 2,700	-	$ 2,700
FYTD GROSS MARGIN VARIANCE			
Retail Sales	-	(3,727)	(3,727)
Power Supply and Transmission			
- Lower retail load	311	-	311
- Lower than planned renewables cost and other	1,196	-	1,196
- Higher transmission	-	(208)	(208)
- Higher energy prices	-	(15,823)	(15,823)
- New minimum for IPP and Hydrogen Betterment	-	(3,194)	(3,194)
- Lower O&M	6,075	-	6,075
- Retail load management and economic dispatch	2,710	-	2,710
- SCPPA True-up and prior period adjustments	3,690	-	3,690
Other Revenues	-	(624)	(624)
Wholesale Margin	1,761	-	1,761
Total	$ 15,743	$ (23,576)	$ (7,832)
FYTD O&M AND OTHER VARIANCES			
Distribution	1,844	-	1,844
Administration/Safety	258	-	258
Finance, Fleet, & Warehouse	-	(123)	(123)
Customer Service	1,866	-	1,866
Marketing & Sustainability	900	-	900
Public Benefits	2,495	-	2,495
Security/Oper Technology	-	(778)	(778)
Telecom	159	-	159
Construction & Maintenance	350	-	350
Depreciation expense	1,746	-	1,746
All other	1,815	-	1,815
Total	$ 11,433	$ (901)	$ 10,532

Electric Fund (496)

Statement of Changes in Cash and Investment Balances [a]

($ in 000's)

	Apr-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves Low	Recommended Reserves High	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 54,602	$ 49,826	$ 60,650	$ 57,746	$ 69,212	$ 73,156	$ 72,715	$ 108,323 [d]	$ 47,391 [d]
Capital & Debt Reduction Fund	- [d]	10,000	10,000	10,000	10,000	10,000	-	-	-
BWP Projects Reserve Deposits at SCPPA	4,574	4,507	4,489	4,459	3,794	3,740	-	-	-
Sub-Total Cash and Investments	59,176	64,333	75,139	72,205	83,007	86,896	72,715	108,323	47,391
Customer Deposits	(10,527)	(10,487)	(10,432)	(9,906)	(9,939)	(4,245)	-	-	-
Public Benefits Obligation	(11,248)	(11,010)	(11,013)	(10,258)	(9,315)	(8,128)	-	-	-
Low Carbon Fuel Standard [b]	(3,619)	(3,652)	(3,184)	(3,451)	(3,464)	(2,999)	-	-	-
IPP Decommission	-	-	-	- [c]	(2,000)	(2,000)	-	-	-
Cash and Investments (less Commitments)	**33,782**	**39,184**	**50,510**	**48,590**	**58,288**	**69,523**	**72,715**	**108,323**	**47,391**

[a] The Statement of Cash Balances may not add up due to rounding.

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

[c] Reversal of IPP decommission reserve.

[d] New financial reserve policy was adopted by City Council on April 25, 2023.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD April 2023
($ In 000's except Gallons)

MTD Actual FY 22-23	MTD Budget FY 22-23	$ Variance	% Variance		YTD Actual FY 22-23	YTD Budget FY 22-23	$ Variance	% Variance
321	341	(20)	(6%) [a]	Water put into the system in Millions of Gallons	3,617	3,878	(260)	(7%) [A]
69	81	(12)	(15%) [b]	Metered Recycled Water in Millions of Gallons	736	819	(83)	(10%) [B]
				Operating Revenues				
$ 1,988	$ 2,159	$ (171)	(8%)	Potable Water	$ 22,929	$ 24,905	$ (1,976)	(8%)
341	386	(45)	(12%)	Recycled Water	3,799	3,875	(77)	(2%)
121	113	8	7% [c]	Other Revenue [3]	1,594	1,126	468	42% [C]
2,450	2,657	(208)	(8%)	Total Operating Revenues	28,322	29,906	(1,584)	(5%)
798	939	142	15% [d]	Water Supply Expense	8,926	10,685	1,759	16% [D]
1,652	1,718	(66)	(4%)	**Gross Margin**	19,396	19,221	174	1%
				Operating Expenses				
755	839	85	10% [e]	Operations & Maintenance - Potable	7,266	8,388	1,122	13% [E]
78	145	68	47% [f]	Operations & Maintenance - Recycled	1,296	1,466	171	12% [F]
210	349	139	40% [g]	Operations & Maintenance - Shared Services	2,402	3,384	982	29% [G]
148	148	-	0%	Transfer to General Fund for Cost Allocation	1,479	1,479	-	0%
371	370	(0)	(0%)	Depreciation	3,668	3,704	36	1%
1,561	1,852	291	16%	Total Operating Expenses	16,110	18,421	2,311	13%
91	(134)	225	168%	**Operating Income/(Loss)**	3,285	801	2,485	310%
				Other Income/(Expenses)				
132	13	118	880% [h]	Interest Income	860	134	725	540% [H]
74	45	29	64% [i]	Other Income/(Expense) [4]	101	(81)	182	226% [I]
(216)	(216)	0	0%	Bond Interest/(Expense)	(2,156)	(2,156)	0	0%
(10)	(157)	147	93%	Total Other Income/(Expenses)	(1,195)	(2,102)	907	43%
81	(291)	372	128%	**Net Income/(Loss)**	2,090	(1,302)	3,392	261%
9	57	(48)	(85%) [j]	Capital Contributions (AIC)	66	570	(504)	(88%) [J]
$ 90	$ (234)	$ 324	138%	**Net Change in Net Assets**	$ 2,156	$ (732)	$ 2,888	395%

1. This report may not foot due to rounding.
2. ( ) = Unfavorable
3. Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD April 2023
($ 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	321	341	(20)	- Water use during April 2023 was 6% below budget due to conservation. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October.
(b)	Recycled Water Usage in Millions of Gallons	69	81	(12)	- Recycled water usage was lower than planned due to lower demand, likely due to lower than average temperatures.
(c)	Other Revenue	121	113	8	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Water Supply Expense	798	939	142	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
(e)	Operations & Maintenance - Potable	755	839	85	- The favorable variance is primarily attributable to vacancies and the timing of professional services offset by less than planned capital work.
(f)	Operations & Maintenance - Recycled	78	145	68	- The favorable variance is primarily attributable to vacancies, the timing of professional services and a decreased need for electricity for water pumping.
(g)	Operations & Maintenance - Shared Services	210	349	139	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(h)	Interest Income	132	13	118	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns.
(i)	Other Income/(Expense)	74	45	29	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(j)	Capital Contributions (AIC)	9	57	(48)	- The unfavorable variance is attributable to the timing of AIC projects.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD April 2023
($ 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	3,617	3,878	(260)	- The unfavorable variance is attributable to the two-week moratorium on all outdoor watering in September 2022 related to a shutdown for repair of MWD's Colorado River pipeline. Additionally, Burbank is currently in Stage III of the Sustainable Water Use Ordinance.
(B)	Recycled Water Usage in Millions of Gallons	736	819	(83)	- Recycled water usage was lower than planned due to lower demand as a result of higher than average rainfall. FYTD Burbank received 26.16 inches of rainfall compared to the FYTD normal of 13.53 inches.
(C)	Other Revenue	1,594	1,126	468	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	8,926	10,685	1,759	The favorable variance is a result of lower demand and using more Valley/BOU water than planned which is less costly than imported MWD water.
(E)	Operations & Maintenance - Potable	7,266	8,388	1,122	- The favorable variance is primarily attributable to vacancies and the timing of professional services.
(F)	Operations & Maintenance - Recycled	1,296	1,466	171	The favorable variance is attributable primarily to lower than planned costs for electricity for recycled water pumping due to lower sales.
(G)	Operations & Maintenance - Shared	2,402	3,384	982	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(H)	Interest Income	860	134	725	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns.
(I)	Other Income/(Expense)	101	(81)	182	Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(J)	Capital Contributions (AIC)	66	570	(504)	- The unfavorable variance is attributable to the timing of AIC projects.

April 2023 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): $81	$ 372	$ -	$ 372
MTD GROSS MARGIN VARIANCE			
Potable Revenues	-	(171)	(171)
Recycled Revenues	-	(45)	(45)
Other Revenue	8	-	8
Water Supply Expense	142	-	142
Total	150	$ (216)	$ (66)
FYTD O&M AND OTHER VARIANCES			
Potable O&M	85	-	85
Recycled Water O&M	68	-	68
Allocated O&M	139	-	139
Depreciation Expense	-	(0)	(0)
All Other	147	-	147
Total	$ 438	$ (0)	$ 438

April 2023 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: $2,090	$ 3,392	$ -	$ 3,392
FYTD GROSS MARGIN VARIANCE			
Potable Revenues	-	(1,976)	(1,976)
Recycled Revenues	-	(77)	(77)
Other Revenue	468	-	468
Water Supply Expense	1,759	-	1,759
Total	$ 2,227	$ (2,053)	$ 174
FYTD O&M AND OTHER VARIANCES			
Potable O&M	1,122	-	1,122
Recycled Water O&M	171	-	171
Allocated O&M	982	-	982
Depreciation Expense	36	-	36
All Other	907	-	907
Total	$ 3,218	$ -	$ 3,218

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

	Apr-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves Low	Recommended Reserves High	Minimum Reserves
Cash and Investments									
General Operating Reserves	$ 22,102	$ 19,370	$ 17,959	$ 13,889	$ 12,759	$ 12,181	$ 16,504	$ 24,755 [b]	$ 9,902 [b]
Capital Reserve Fund	- [b]	2,220	2,220	2,220	2,220	2,220	-	-	-
Sub-Total Cash and Investments	22,102	21,590	20,179	16,109	14,979	14,401	16,504	24,755	9,902
Customer Deposits	(398)	(398)	(389)	(397)	(1,052)	(1,125)	-	-	-
Cash and Investments (less commitments)	**$ 21,704**	**$ 21,192**	**$ 19,790**	**$ 15,712**	**$ 13,927**	**$ 13,276**	**$ 16,504**	**$ 24,755**	**$ 9,902**

[a] The Statement of Cash Balances may not add up due to rounding.

May 3, 2023
4:30 p.m.

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

Roll Call

Members present:	Jacqueline Waltman, Chairperson Richard Ramos, Vice-Chairperson Matthew Doyle, Secretary Linda Barnes Iveta Ovsepyan
Also present:	Daniel Amaya, Administrative Analyst I Russell Freesland, Plan Check Manager David Lasher, Administrative Analyst II Betsy McClinton, Management Services Director Jina Oh, Chief Ast City Attorney Mario Osuna, Ast CD Director-Building Official Rene Sanchez, Acting Human Resources Manager Jessica Sandoval, Executive Assistant Julianne Venturo, Ast Management Services Director Veronica Wachowiak, Acting Administrative Analyst II

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Ramos and carried 5-0 to approve the minutes of the regular meeting of April 5, 2023.

Proposed Amendments to Classification Plan

None.

Recruitment and Selection Report – April 2023

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of May 2023, there was one temporary appointment extension and two temporary assignment extensions. The extensions were being sought on behalf of the Management Services Department and the Community Development Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Ramos and carried 5-0 to approve the Appointments and Assignments for the month of May 2023.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:05 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Jacqueline Waltman, Chairperson

_____DATE_____
Matthew Doyle, Secretary

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: June 27, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepian, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – June 1, 2023

- Marcos Fuentes, Senior Transportation Planner with the City's Community Development Department Transportation Division provided an update on the first phase of the Downtown Burbank San Fernando Blvd. Reconfiguration Project. In January 2023, the Council approved the one–way reconfiguration of San Fernando Blvd.

- Staff provided an update on the one-time mid-year funding allotment of **$1.05 Million** for Downtown. Funds will be utilized to cover several maintenance and revitalization projects as well as products to enhance events and outdoor dining. Project plans are underway with most work expected to be completed by December 2023.
  The first project, which was the re-wrapping of the K-rails was finalized just in time for the Arts Festival.

- Kurt Patino from the Burbank International Film Festival made a presentation regarding the upcoming event on September 21-24, 2023. Mr. Patino requested $10,000, however, the Board approved $5,000 for the event requesting that the event utilize more businesses in Downtown Burbank in 2024.

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: June 27, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – June 5, 2023

- Fifteen members of the public attended the in-person meeting. No one attended online for oral communications. Eight members of the public had in-person questions and comments for the Commission related to rent increases, lease agreements, notices to vacate, habitability concerns, proper notice to enter a property, AB 1482, small claims, and unlawful detainers. The Commission provided information and resources to the landlords and tenants.

- The Commission discussed updating the Frequently Asked Questions (FAQ) Document. They agreed to add multiple questions and answers to this document related to the Consumer Price Index (CPI), eviction notices (unlawful detainers), the sale of units, rent increases, leases, notices to vacate, and relocation assistance. This document is currently being updated with new information for review at the July 2023 meeting.

- The Commission provided updates to eight intake forms received in the last month related to: eviction notices, lease agreements, rent payments, habitability concerns, and rent increases. Additionally, the Commission provided follow-up on 6 open cases from prior months.

- Housing staff informed the public that a new CPI has been released and will take affect with rent increases in August 2023. Commission Chair Pelayo reminded the public that rent can be increased by 5% plus CPI or 10% whichever is less per AB 1482.

- The Commission approved the draft minutes of May 1, 2023.

- The meeting adjourned at 8:33 p.m.

MEMORANDUM

CITY OF BURBANK **WATER AND POWER**

DATE: June 23, 2023

TO: Justin Hess, City Manager

FROM: Dawn Roth Lindell, General Manger, Burbank Water and Power
BY: Richard Wilson, Assistant General Manager - Water

Dawn Lindell Digitally signed by Dawn Lindell Date: 2023.06.23 17:14:44 -07'00'

SUBJECT: Notification to Council of Exceedance of Response Level for Perfluorohexane Sulfonic Acid (PFHxS) in Groundwater Sources

RECOMMENDATION

On June 21, 2023, BWP learned that PFHXS was detected at one of our eight wells at a concentration that exceeded the response level established by the Division of Drinking Water (DDW). BWP recommends that City Council be notified immediately of the exceedance of the response level for PFHxS in one of our eight untreated groundwater wells. **PFHxS was removed by our treatment process and was never detected in Burbank's drinking water.**

BACKGROUND

PFHxS is one chemical in a large class of chemicals known as per- and polyfluoroalkyl substances (PFAS) that are widely used, long lasting chemicals that break down very slowly over time and have been called "forever chemicals". This class of chemicals are used in numerous commercial products to offer water and stain-repellent properties and in fire-fighting foams. They do not occur naturally. These compounds persist in the environment and in biological organisms. Scientific studies have shown that exposure to some PFAS in the environment may be linked to harmful health effects in humans and animals.

The purpose of this memorandum is to notify City Council of the exceedance of the response level for PFHxS as established by the Division of Drinking Water (DDW) and to outline the actions that must be taken to comply with DDW's public notification requirements.

DISCUSSION

Pursuant to Health and Safety Code Section 116378 that governs the monitoring of PFAS, Burbank Water and Power is required to inform City Council of concentrations of PFAS that exceed the response level in our drinking water sources.

- The response level for PFHxS is greater than 20 parts per trillion (ng/L).[1]
- The sample results for PFHxS were 23 parts per trillion (ng/L).

PFHxS has existed in our groundwater for quite some time and we began monitoring for it beginning in 2019 before the response level was established. We were required to begin reporting exceedances of the response starting October 31, 2022, and this is the first time that one of our wells exceeded the response level for PFHxS.

It is important to note that the response level exceedance was for raw (untreated) water samples and PFHxS was removed by our treatment plant and was never detected in Burbank's drinking water. Therefore, no additional steps are required because our treatment process removes PFHxS from the water.

Actions

1. Although no additional steps are required, the well for which the sample exceeded the response level was immediately taken out of service and will remain out of service until we meet with DDW on June 29, 2023 to ensure that these new monitoring and notification requirements are clearly understood. We will inform council when the well is restarted. When it is placed back into service, PFHxS continues to be removed by our treatment process and remains undetectable in the treated water and it is safe to drink.
2. After meeting with DDW, but before July 21, 2023, the attached draft public notice will be:
    - Mailed to all customers receiving a bill;
    - Sent by email to all customers with known email addresses;
    - Posted on BWP's web site; and
    - Published in a local newspaper and/or on social media
3. Burbank's treatment plant removes numerous contaminants from our groundwater wells including PFHxS. Although the treatment process is effective at removing PFAS, the treatment plant received its operating permit many years before PFAS were identified as a contaminant. We are working with State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) to amend our operating permit to include the removal of per- and polyfluoroalkyl substances (PFAS) from our groundwater sources so that the existing treatment methods and sampling regimens for PFAS are included in our permit.

[1]Response levels are concentrations of a contaminant in our drinking water sources (in this case, our groundwater) for which DDW may recommend additional steps, beyond notification requirements, to reduce exposure to the contaminant. Response levels are established in conjunction with notification levels for contaminants that may be considered candidates for establishing maximum contaminant levels (i.e., legally enforceable limits), but have not yet undergone or completed the regulatory standard setting process prescribed for the development of maximum contaminant levels and are not drinking water standards.

cc: Javier Martinez, Manager, Production and Operations
Nareh, Ghevondian, Water Quality Analyst
Armand Canyon, Acting Marketing Manager
Sean Aquino, Assistant General Manager – Customer Service