



Weekly Management Report

September 29, 2023

- 1. Minutes** Civil Service Board
Meeting on September 6, 2023
Management Services Department

- 2. Summary** Parks and Recreation Board
Meeting on September 14, 2023
Parks and Recreation Department

- 3. Report** Burbank-Glendale-Pasadena Airport Authority
Meeting on October 2, 2023
Burbank-Glendale-Pasadena Airport Authority

- 4. Minutes** Burbank Water and Power Board Meeting
on September 7, 2023
Water and Power Department

- 5. Report** August 2023 Monthly Operating Results
Water and Power Department

- 6. Memo** Landlord-Tenant Commission
Meeting on September 11, 2023
Community Development Department

September 6, 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:

Richard Ramos, Chairperson
Matthew Doyle, Vice-Chairperson
Iveta Ovsepyan

Members not present:

Linda Barnes, Secretary
Jacqueline Waltman

Also present:

Daniel Amaya, Administrative Analyst I
Kimberley, Clark, City Clerk
Xiomara Gamez, Administrative Analyst II
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Alyssa Meredith, Administrative Analyst II
Jina Oh, Chief Assistant City Attorney
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Administrative Analyst II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was noted by the Board there was an error on the title of the agenda item it should have been minutes for August 2, 2023 instead of July 5, 2023. It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of August 2, 2023.

Proposed Amendments to Classification Plan

None.

Recruitment and Selection Report – August 2023

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of September 2023, there was one temporary appointment extension and two temporary assignment extensions. The extensions were being sought on behalf of the Public Works Department, Burbank Water and Power Department, and the City Clerk's Office.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Ovsepyan and carried 3-0 to approve the Appointments and Assignments for the month of September 2023.

Discussion Regarding Cancelling Civil Service Board Meetings with No Action Items

The Board requested staff postpone this item until the October 2023 Civil Service Board meeting.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:41 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Richard Ramos, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, September 14, 2023

Staff Present: Marisa Garcia, Parks, and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Michael Del Campo, Landscape and Forestry Services Superintendent; Paula Ohan, Senior Administrative Analyst; Chad Thompson, Executive Assistant; Alex Acevedo, Senior Recreation Leader

Board Members Present: Ms. Gamiño, Mr. Messerlian, and Ms. Durbin

Board Members Absent: Ms. Ramsey and Mr. DePalo

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Acevedo provided announcements for the P&R programs and facilities.	
2	Presentations	None.	
3	Department Director Report	Ms. Garcia provided an update on the RFP process for Burbank Center Stage	
4	Oral Communications	Seven members of the community spoke during public comment. The public comments were regarding the removal of Aleppo Pine trees.	
5	Response to Oral Communications	Mr. Messerlian thanked everyone who spoke and expressed his support of the Parks and Recreation Department and staff. Ms. Durbin shared that she is not an expert in the subject of trees and will rely on the professionals. Ms. Gamiño thanked everyone and shared the option of attending the Sustainable Burbank Commission.	
6	Written Communications	Two written communications were received.	
7	Park Board Comments	None.	
8	Aleppo Pine Tree Reforestation Update	Ms. Garcia provided a PowerPoint presentation on Burbank's urban forest. Mr. Del Campo shared his education, training, and qualifications and explained the analysis of Aleppo Pine Tree removals.	Discuss, provide feedback, note and file
9	Parks and Facilities Tour Site Schedule	Ms. Ohan provided an overview of the facilities tour that the Parks and Recreation Board will be attending.	Discuss, provide feedback, note and file
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the August 10, 2023, meetings were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed.	It was motioned by Ms. Durbin, seconded by Mr. Messerlian, and carried 3-0 to approve Consent Calendar.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

		<u>Park Patrol Reports</u> The Park Patrol Report for July was noted and filed. <u>Departmental Operations Update</u> Noted and Filed.	
11	Tabled Items	None.	
12	Additional Comments from the Board and staff	Ms. Gamiño thanked the community for sharing their concerns and thanked the Board for hearing and considering their feedback.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 7:25 p.m.	



September 28, 2023

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 2, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

61 Castle Road
Cornwall, CT 06796

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of October 2, 2023

9.00 A.M.

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



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

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



The following activities are prohibited:

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



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



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

AGENDA

Monday, October 2, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) August 28, 2023 ***[See page 1]***
 - 2) Finance and Administration Committee
 - (i) July 10, 2023 ***[See page 5]***
 - (ii) August 28, 2023 ***[See page 8]***
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) August 28, 2023 ***[See page 10]***
 - b. Commission Minutes
(For Approval)
 - 1) September 18, 2023 ***[See page 12]***
 - c. Award of Purchase Order – FAAC Incorporated ***[See page 18]***
 - d. Amendment to Airport Conveyance Equipment Services Agreement Elevators Etc., LP ***[See page 20]***
 - e. Professional Services Agreement
Trifiletti Consulting, Inc. ***[See page 24]***
 - f. Southern California Association of Governments Letter of Support
Airport Passenger Ground and Air Access Study
Caltrans Strategic Partnership Grant – Transit FY 2024-2025 ***[See page 33]***
 - g. Award of Ground Lease – ACE Parking III, LLC ***[See page 36]***

h. Replacement Vehicle Acquisition Authorization

[See page 38]

i. Amendment No. 1 to Professional Services Agreement with Allied Universal Security Services

[See page 40]

6. ITEMS FOR COMMISSION DISCUSSION

a. November 2023 Meeting Schedule

7. ITEMS FOR COMMISSION APPROVAL

a. Replacement Passenger Terminal Project Sustainability Recommendation

8. ITEMS PULLED FROM CONSENT CALENDAR

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)

11. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 2, 2023

[Regarding agenda items]

5. CONSENT CALENDAR

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

- a. **COMMITTEE MINUTES.** Approved minutes of the Operations and Development Committee special meeting of August 28, 2023; approved minutes of the Finance and Administration special meeting of July 10, 2023, and special meeting of August 28, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of August 28, 2023, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the September 18, 2023 Commission meeting minutes are attached for the Commission's review and approval.
- c. **AWARD OF PURCHASE ORDER – FAAC INCORPORATED.** A staff report is included in the agenda packet. At its meeting on September 18, 2023, the Operations and Development Committee voted (3-0) to recommend that the Commission authorize the issuance of a Purchase Order to FAAC Incorporated in the amount of \$462,894.47 to acquire one MILO Live Tactical Qualification Firearms Trainer Firing Range. The proposed acquisition is a multi-year project, and the purchase price includes delivery, installation, setup, and calibration.
- d. **AMENDMENT TO AIRPORT CONVEYANCE EQUIPMENT SERVICES AGREEMENT – ELEVATORS ETC., LP.** - A staff report is included in the agenda packet. At its meeting on September 18, 2023, the Operations and Development Committee voted (3-0) to approve Amendment No. 1 to the Airport Conveyance Equipment Service Agreement ("Agreement") with Elevators Etc., LP to extend the term on a month-to-month basis. By extending the Agreement, Staff will be able to conduct a competitive procurement process for an airport conveyance equipment services provider.
- e. **PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC.** A staff report is included in the agenda packet. At its meeting on September 18, 2023, the Legal, Government and Environmental Affairs Committee voted (2-0, 1 absent) to recommend that the Commission approve a Professional Services Agreement ("Agreement") with Trifiletti Consulting, Inc., to continue providing environmental consulting services in support of the Authority's Memorandum of Understanding with the South Coast Air Quality Management District and the implementation of the voluntary Airport measures identified in the Air Quality Improvement Plan. The proposed Agreement is for the period from November 1, 2023 through October 31, 2024.

- f. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS LETTER OF SUPPORT – AIRPORT PASSENGER GROUND AND AIR ACCESS STUDY CALTRANS STRATEGIC PARTNERSHIP GRANT – TRANSIT FY 2024-2025. A staff report is included in the agenda packet. At its meeting on September 18, 2023, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 absent) to recommend that the Commission authorize a letter of support, copy attached, for the Southern California Association of Governments pursuit of grant funding from Caltrans to undertake an Airport Ground and Air Access Study in 2024.
- g. AWARD OF GROUND LEASE – ACE PARKING III, LLC. A staff report is included in the agenda package. At its meeting on September 18, 2023, the Finance and Administration Committee voted unanimously (3–0) to approve a proposed rent-free Ground Lease with ACE Parking III, LLC.
- h. REPLACEMENT VEHICLE ACQUISITION AUTHORIZATION. A staff report is included in the agenda packet. With regard to the FY 2024 Airport Vehicle Acquisition Update presented to the Operations and Development Committee (“Committee”) at its meeting on September 18, 2023, and subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks the approval of the Commission to:
 - 1) Authorize the acquisition of a 2024 Ford Super Duty F-350 Single Rear Wheel (SRW) Lariat 4 Wheel Drive (4WD) Crew Cab vehicle to replace a 2008 F-450 4 x 2 Utility vehicle in the amount of \$127,632.35 including the outfitting of lights and sirens; and
 - 2) Due to continuing challenges of new vehicle inventory availability due to supply chain issues, long lead times and the need to respond without delay when replacement vehicles become available for purchase or pre-order to secure a production priority spot, authorize Staff to issue future Purchase Orders for any of the remaining five vehicles within the adopted FY 2024 budget appropriations.
- i. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a proposed Amendment No. 1 to the Professional Services Agreement with Universal Protection Service LP dba Allied Universal Security Services for airport security and traffic control services.

6. ITEMS FOR COMMISSION DISCUSSION

- a. NOVEMBER 2023 MEETING SCHEDULE. No staff report attached. The meeting for the Commission and the Operations, Legal and Finance Committees in the month of November are normally scheduled for the third Monday of the month. For this November, the date falls during the week of the Thanksgiving Holiday. Staff is inquiring if the Commission would prefer rescheduling the meetings for the week prior to Monday, November 13, or maintain the current scheduled date of November 20.

7. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT PASSENGER TERMINAL PROJECT – SUSTAINABILITY RECOMMENDATION. No staff report attached. Representatives from Jacobs Project Management Co., Trifiletti Consulting, and Corgan provided to the Executive Committee at its meeting on September 6, 2023, an overview of

certifications and accreditations available and a recommendation to be pursued for the Replacement Passenger Terminal ("RPT") Project. Based on the input received from the Executive Committee, the recommendation for the Replacement Passenger Terminal Project is to: 1) Apply for LEED Certification, 2) Achieve LEED Silver rating at a minimum, and 3) Set an aspirational goal for LEED Gold.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
SEPTEMBER 7, 2023**

Mr. Malotte called the regular meeting of the Burbank Water and Power Board to order at 5:03 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

ROLL CALL

BOARD PRESENT: Mr. Cherry; Mr. Eskandar; Ms. LaCamera; Mr. LeMasters; Mr. Luddy; Mr. Malotte

BOARD ABSENT: Ms. Tenenbaum

STAFF PRESENT: Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Lillio, Chief Financial Officer; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Compton, Assistant General Manager – Chief Technology Officer; Ms. Edwards, Assistant General Manager – Sustainability, Marketing & Strategy; Mr. Sleiman, Assistant General Manager – Electric Systems; Ms. Samra, Assistant General Manager – Power Supply; Mr. Johnstone, Sustainability Officer; Ms. Barrientos, acting Administrative Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Maruca, Legislative Analyst; Ms. Meza, Senior Secretary; Mr. Nahhas, Principal Civil Engineer – BWP; Ms. Soloyan, Marketing Associate; Mr. Saini, Senior Administrative Analyst; Mr. Messineo, Power Production Manager; Mr. D'Aquila, Power Resources Manager; Mr. Canyon, acting Marketing Manager

ORAL COMMUNICATIONS

Mr. Malotte called for oral communications at this time. No one requested to speak.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Lindell began her report to the board by informing the board of recent positive COVID-19 cases as BWP, noting 3 positive cases in September, 16 positive cases in August, and 2 in July.

Ms. Lindell continued her report by informing the board that BWP staff and city staff are working closely together with the airport commission and staff to provide their full support on the terminal replacement project.

Ms. Lindell congratulated staff on their job well done during Tropical Storm Hilary. Staff dealt with outages and other issues – it was a great opportunity for staff to practice the emergency operations center.

Lastly, Ms. Lindell updated the board on the energy cost adjustment charge on customers' bills, noting that the ECAC line item was added as of July 1, 2023. Ms. Lindell cleared up the confusion of ECAC being a new charge, noting that it is not a new charge – customers' bills were higher than usual due to the heat that occurred during July.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Cherry, carried 5 – 0 with Mr. LeMasters abstaining (Ms. Tenenbaum was absent) to approve the meeting minutes of the regular meeting of August 3, 2023.

RECOMMEND TO CITY COUNCIL TO ADOPT A CEQA EXEMPTION FOR EXISTING FACILITIES AND REPLACEMENT OR RECONSTRUCTION AND AUTHORIZE THE GENERAL MANAGER OF BURBANK WATER AND POWER TO NEGOTIATE AND EXECUTE A PROGRESSIVE DESIGN-BUILD CONTRACT WITH W. A. RASIC CONSTRUCTION FOR WATER PIPELINES AND VALVES REPLACEMENT PROJECT

It was moved by Mr. Eskandar, seconded by Mr. Cherry, carried 6 – 0 (Ms. Tenenbaum was absent) to recommend the Burbank City Council to 1) find that the approval of a progressive design-build contract with W. A. Rasic Construction for the design and construction of water pipelines and valves replacement is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15301 (existing facilities) in connection with repair and maintenance of existing facilities and Section 15302 (replacement or reconstruction) involving replacement or reconstruction of existing facilities, and 2) delegate authority to the General Manager of Burbank Water and Power to negotiate, award, finalize, and execute a progressive design-build contract, and 3) delegate authority for approving plans and specifications of the progressive design-build contract to the BWP General Manager, or their designee, in order to retain design immunity.

PROVIDE COMMENTS AND SUPPORT OF THE CHANGE ORDER TO THE CONTRACT WITH DOTY BROS. EQUIPMENT COMPANY (BID SCHEDULE NO. 1498)

It was moved by Mr. Eskandar, seconded by Mr. Cherry, carried 6 – 0 (Ms. Tenenbaum was absent) to recommend the Burbank City Council to 1) approve the proposed change order to the contract with Doty Bros. Equipment Company (Bid Schedule No. 1498), increasing the contract amount from \$1,000,000 to \$3,500,000 for the third contract year from April 12, 2023 through April 11, 2024 and authorize the General Manager of Burbank

Water and Power, as designee of the City Manager, to execute the change order, and 2) give the General Manager of Burbank Water and Power authority to renew Bid Schedule No. 1498 for an additional fourth renewal pursuant to an amendment in form and substance satisfactory to the City Attorney's Office and to execute future change orders in the current or future renewal contract years up to the budgeted amount of the applicable project.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Lillio presented BWP's financial update for the month of June 2023.

Mr. Lillio, Ms. Lindell, Mr. Sleiman, and Ms. Barrientos responded to board member questions.

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

OVERVIEW OF BURBANK WATER AND POWER'S WATER CONSERVATION PROGRAMS

Ms. Soloyan, Marketing Associate, presented on Burbank Water and Power's water conservation programs.

Ms. Soloyan, Ms. Edwards, and Mr. Johnstone responded to board member questions.

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

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

Mr. Casillas provided an update on recent items that BWP has taken to the City Council, the voting outcomes of those items, and future items that BWP has scheduled on the City Council agenda forecast.

Mr. Casillas and Mr. Wilson responded to board member questions.

LEGISLATIVE UPDATE

Mr. Maruca provided a federal and state legislative update. Mr. Maruca highlighted legislation that BWP is monitoring.

CUSTOMER SERVICE UPDATE

Mr. Aquino provided an update on BWP's customer service operations, noting current arrears, available assistance programs, disconnections, customer outreach, quality assurance, and project schedule.

Mr. Aquino responded to board member questions.

WATER DIVISION UPDATE

Mr. Wilson updated the board on BWP's water use monitoring data and current drought conditions based on the current rainfall levels.

Ms. Lindell responded to board member questions.

POWER SUPPLY UPDATE

Mr. Messineo updated the board on the 2024 integrated resource plan efforts, highlighting the stakeholder engagement aspect of the efforts as well as the timeline. Mr. D'Aquila updated the board on the energy and natural gas prices as well as the renewable projects BWP is pursuing.

Mr. Messineo and Mr. D'Aquila responded to board member questions.

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on a recent cable theft at a substation, transformer failure/testing, and on the capacity charge that was recently approved by the board and council in June 2023.

Mr. Sleiman responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

None.

ADJOURNMENT

The meeting was adjourned at 7:12 p.m. The next regular board meeting is scheduled for October 5, 2023, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Christopher Malotte, BWP Board Chair

STAFF REPORT

8A.



WATER AND POWER

DATE: October 5, 2023

TO: Burbank Water and Power Board

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

SUBJECT: August 2023 Operating Results

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

SAFETY

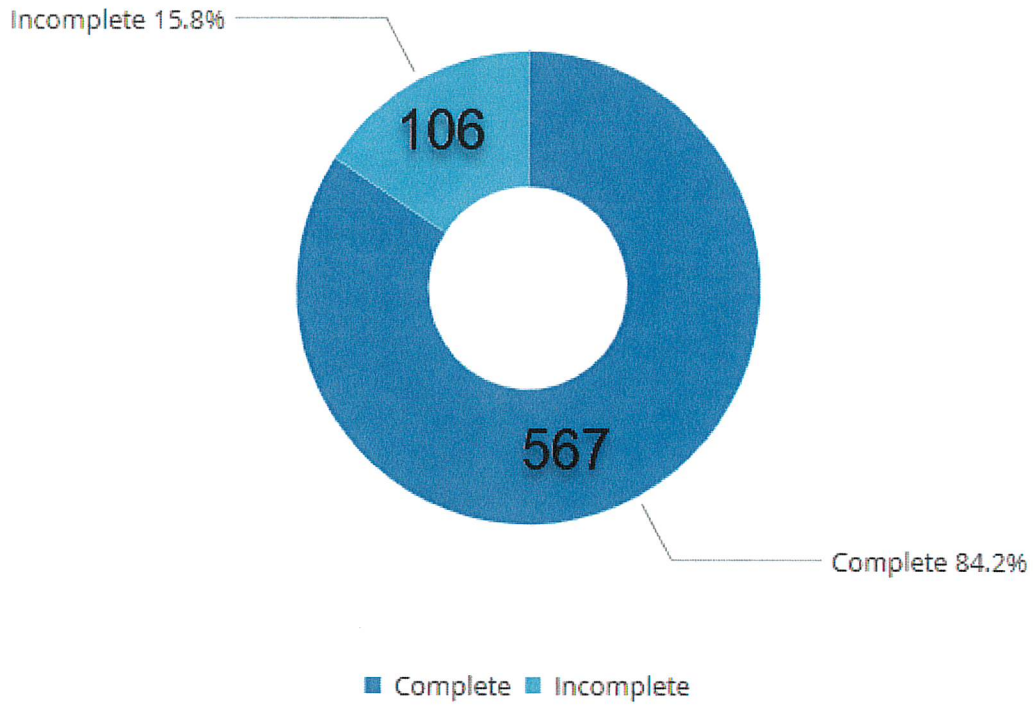
As a progressive and proactive utility, Burbank Water and Power (BWP) tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **84.2%** 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 **142 EHS-related reports** to count towards the 2023 annual goal of 250.

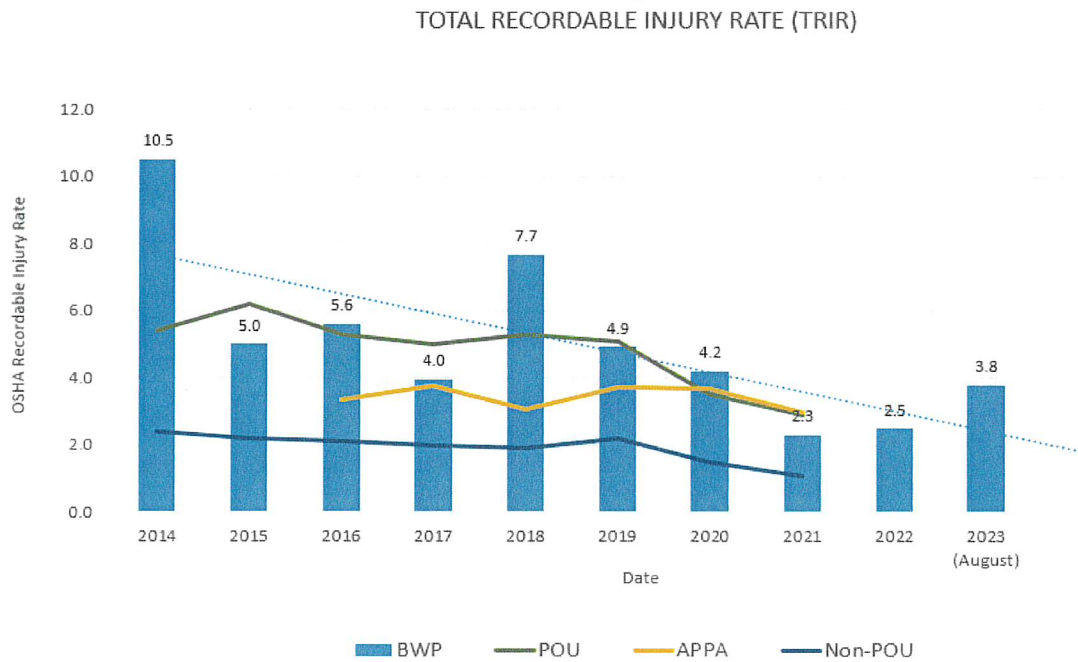
During the month of **August**, BWP experienced **one** OSHA recordable injury. BWP's 12-month rolling average OSHA total recordable incident rate is **3.8**.

IE-2308-0007 – A fleet mechanic experienced pain in the right shoulder blade area while replacing a forklift starter.

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 July, energy demand was 6% lower than budget. Net income was **\$2,775,000** which was **\$4,399,000** more than budgeted. The favorable variance was primarily attributed to lower than planned **operating expenses, power supply and transmission expenses, wholesale margin, and higher than planned interest income.**

For additional details, please see the attached financial statements.

Water Financial Results

In July, potable water demand was 6% lower than 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 **\$860,000**, which was **\$1,101,000** more than budgeted. The favorable variance was 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 **August 2023**, **10.4%** of the budgeted positions were vacant. This has **decreased** 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	356
Total Positions Filled	319
Total Positions Vacant	37

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **August 2023** compared to **August 2020**, measured in gallons per capita per day (gpcd). Similar to the past two years, the baseline year of 2020 is used for consistency. Although the governor's request to voluntarily reduce water consumption has been rescinded, we will still continue to track our water use. Beginning this fiscal year (FY 2023-24), we will track the cumulative water reduction on an annual basis and compare it with FY 2020-21. 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
August 2020	162 gpcd
August 2023	134 gpcd

	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	<u>Aug 2023</u>
<u>2020</u>	159	153	136	132	125	126	104	112	141	149	157	<u>162</u>
<u>Goal</u>	135	130	116	112	106	107	88	95	119	127	134	<u>138</u>
<u>Actual</u>	123	126	112	96	89	102	84	101	114	115	134	<u>134</u>
<u>% Diff.</u>	-22.6%	-17.6%	-17.6%	-27.3%	-28.8%	-19.1%	-19.2%	-9.8%	-19.2%	-22.8%	-14.7%	<u>-17.4%</u>

Water use, in terms of gpcd, during **August 2023** was **17.4%** less than the **August 2020** baseline. For the fiscal year 2023-24, the goal is to reduce cumulative annual water use by 20% using water sustainability programs and education to focus on the efficient use of our water resources.

Burbank Operating Unit (BOU) Water Production

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

Month	BOU	BOU	Total System
	Capacity Factor	Ave. Flow Rate	Blend % MWD/BOU
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	13%/87%
23-Jun	80.69%	7,262gpm	13%/87%
23-Jul	80.13%	7,212 gpm	25%/75%
23-Aug	76.75%	6,908 gpm	25%/75%
<i>Ave Blend %-last 12 months</i>			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 **August**.

Since the beginning of this fiscal year, the maintenance and construction section had 5 vacancies, which was 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 **15 apprentices**. **The five vacancies were recently filled in late August 2023.**

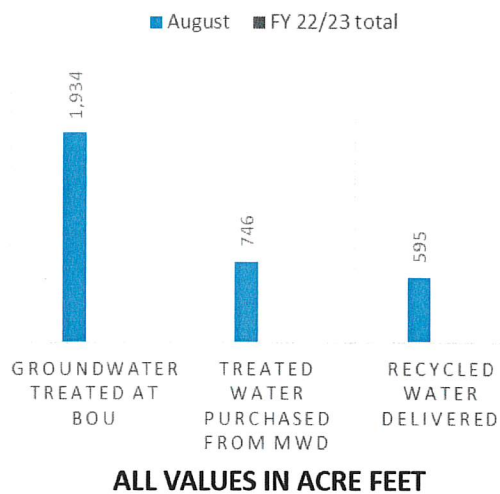
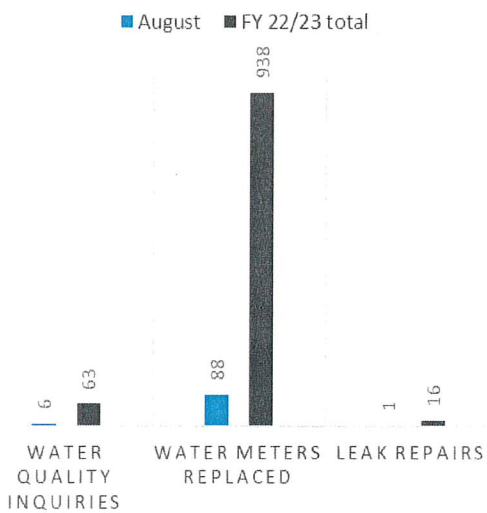
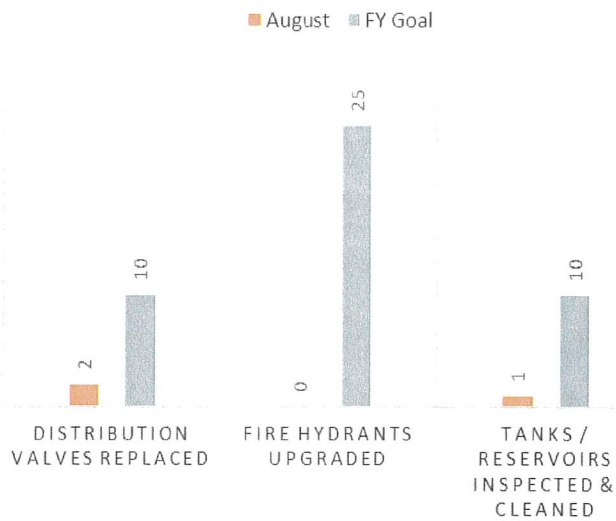
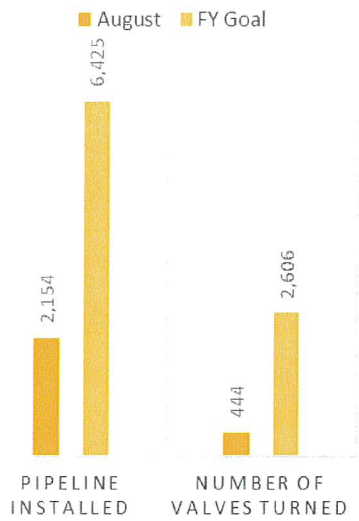
This reduction in skilled workforce:

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.

As of August 2023 – pipeline installation is 34% complete, and we are 17% through the fiscal year.

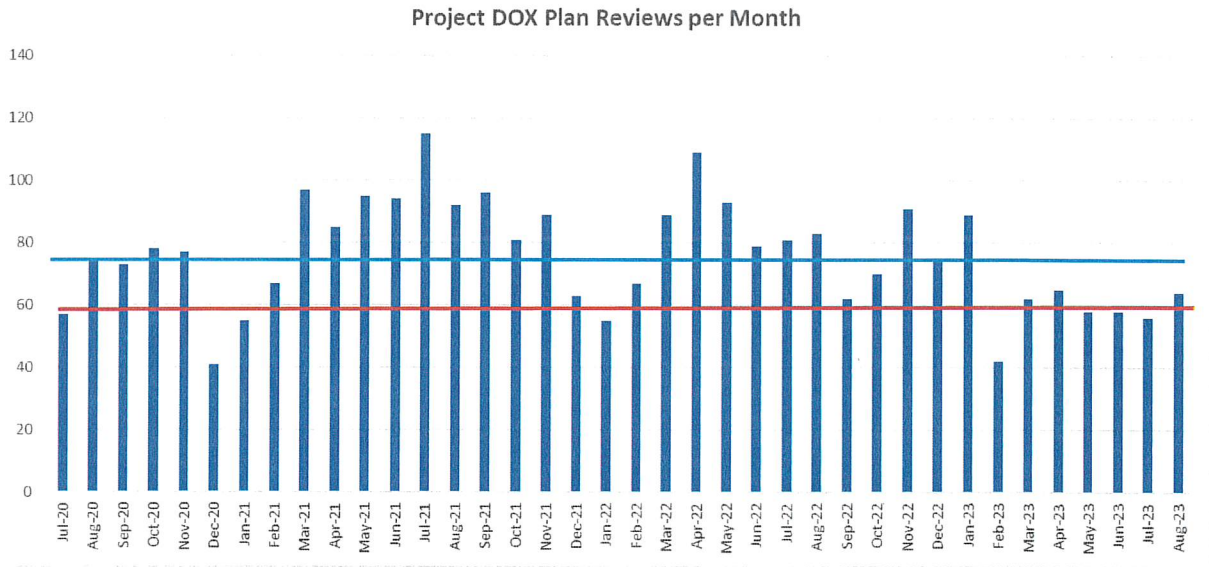
Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – 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.

In July 2023, the cost of chlorine increased by 12.95% from \$2,038 to \$2,300 per ton. We closely monitor chlorine gas supplies and track them daily.

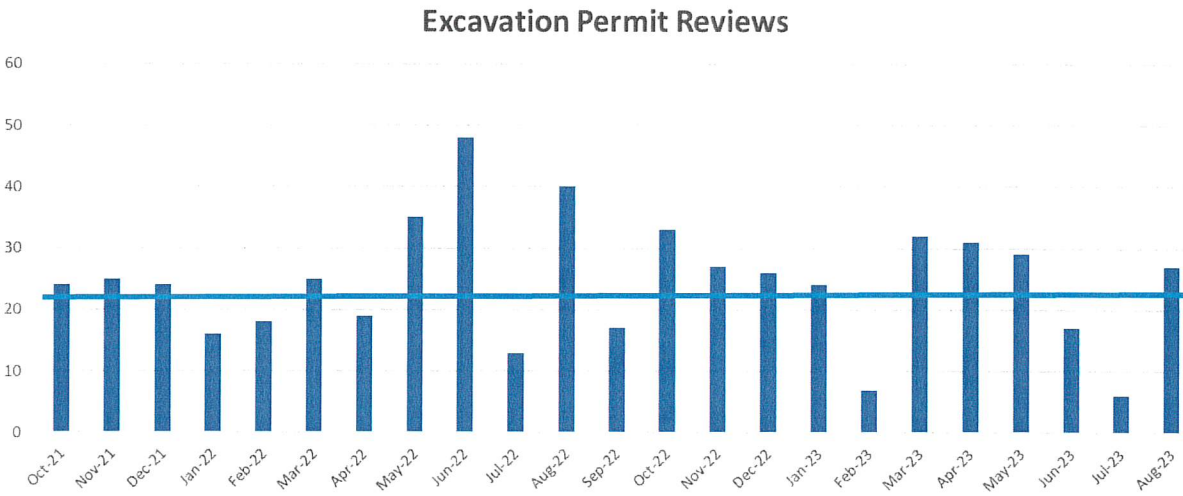


Plan Reviews

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 in August was 64 more than the prior month of 56, and the number of excavation permit reviews increased from 16 in July 2023 to 27 in August 2023.**



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



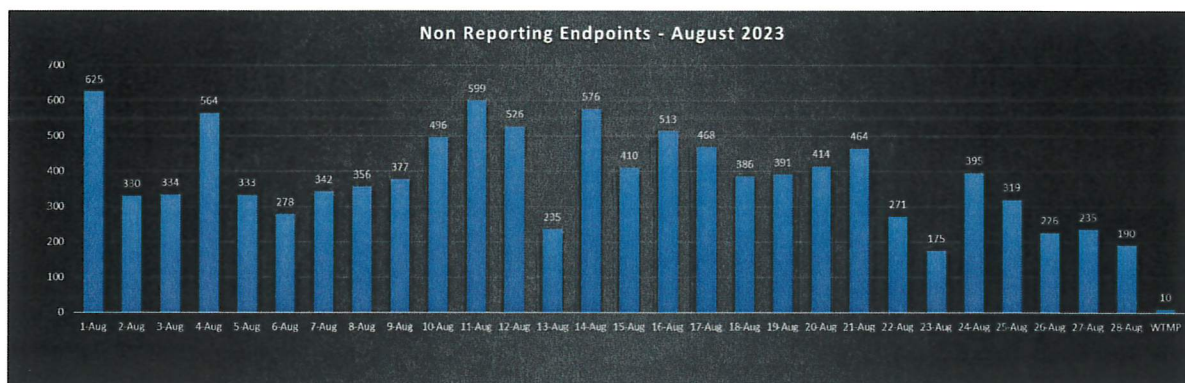
Excavation permits cover construction work in the city right-of-way for projects done by utilities such as gas, electric, fiber optic, water, storm drains and sewers.

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 **August 2023**, WaterSmart sent out **412** notifications to customers, including **330** email leak alerts, **77** print leak alerts, **4** text message leak alerts, and **1** voice alert.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **August 31, 2023**, BWP was unable to receive remote reads for **10,838** water meters out of **26,942** (**40%** 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 remaining schedule for the AMI project is provided below:

- August 2023 – **Project kick-off meeting held on August 24, 2023**
- January 2024 – Network Installation, Software Integration, Field Testing
- January 2024 to April 2025 – Full Deployment
- April– 2025 – Project Completion

Burbank's Path to Sustainable Water Use

Over the previous fiscal year, we successfully implemented conservation programs following the ADKAR model. The ADKAR change model describes the steps that need to be taken to **facilitate change, starting with awareness, and moving on to desire, knowledge, ability, and re-enforcement.**

The ADKAR change model helped drive behavioral changes by increasing awareness and knowledge about drought and water conservation. BWP used digital and print currents (delivered to over 50,000 Burbank addresses), website content, social media, flyers, bill advertisements, and educational videos to raise awareness. Automated leak alerts, water waste reporting on the 311 app, and excessive water use citations drove enforcement.

Creating awareness was not limited to digital outreach; we participated in events like Police and Fire Day, door-to-door outreach with the Home Improvement Program and promoting two rain barrel distribution events.

We further reinforced the initial education and awareness with signage showing water conservation rebates, and flyers with water conservation program information in the BWP lobby. We used customer testimonials to connect with the community, showing the positive impact of water conservation. Access to online classes by MWD on turf replacement, and a virtual water educational course helped increase the public's knowledge on making appropriate behavioral changes.

As evident by the data, the water savings achieved in FY 2022/23 were significantly better than FY 2021/22 – 18.3% versus less than 1%.

After the three driest years in state history, we've just experienced one of the wettest winters. Weather whiplash is abruptly swinging the state from periods of severe and extended drought to record-setting wet seasons. Next year could bring a return to extraordinarily dry conditions. This is a powerful reminder of our new reality and that we must adapt quickly and responsibly to the increasingly variable climate.

BWP is committed to facilitating a sustainable community. Our focus will stay on conservation through the message of not wasting water. BWP's water sustainability programs and education will continue to promote sustainable water use, regardless of the current weather conditions. Our core message will be centered around saving water by not wasting water. Saving water has universal appeal, and it applies regardless of season and water system metrics.

Recently we highlighted watering rules that benefit gardens, trees, and general landscaping. Residents were reminded that attended hand watering is allowed any day, before 9 AM and after 6 PM. Communication about hand watering any day of the week,

and tips to water trees were posted on social media channels. Click on the link to see the video: <https://f.io/tzeCZUSY>

In the upcoming months, we plan to launch campaigns to drive interest in drought-resistant landscaping, facilitated by a couple of grant-funded demonstration gardens, which we expect to launch sometime in the Fall into Winter of 2024.

Additionally, we plan to leverage marketing campaign templates developed by the Metropolitan Water District of Southern California to further educate and engage both residential and business customers. MWD routinely updates information to help homeowners, businesses, and institutions like hospitals, and schools identify ways to save water.

An example of a recent outreach by our Key Account Manager (Marisa Di Domenico) to Burbank Unified School District (BUSD) highlights the opportunities that exist with partners like MWD to advance large-scale water conservation in Burbank – WaterWise Consulting provides no-charge irrigation surveys to school districts through funding from the Metropolitan Water District of Southern California (MWD). These surveys and subsequent reports help identify areas of improvement, water cost-saving opportunities, and an inventory of all school irrigation. BUSD has accepted the offer and we look forward to the survey results to better understand water-saving opportunities at BUSD.

The full impact of the above efforts is yet to be determined. However, as of August 31st, the water savings achieved in FY 2023/24 is 16.0%.

PROJECT UPDATES

Water Main Leak – 4520 Valerio / 3100 Damon Way:

Leaks can happen anytime. Here, water crews respond to a leak reported by a customer around midnight. Crews work hard and fast to repair the leak on this 1980 8-inch ductile iron water main. This section of pipe had a small hole in the bottom. The repair was completed by using a full-circle repair clamp. Fortunately, we have a dedicated team that offers a quick response no matter the time of day or the weather conditions. Their quick action prevented a small leak from turning into a catastrophic event.

These essential workers are in the public eye at all times and are the front lines of our public relations and messaging program.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In **August** 2023, Burbank Water and Power (BWP) experienced **five** sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **630,185** customer minutes.

Reliability Measurement	August 2021 – July 2022	August 2022 – July 2023
Average Outages Per Customer Per Year (SAIFI)	0.3172	0.3456
Average Outage Time Experienced Per Year (SAIDI)	12.44 minutes	19.13 minutes
Average Restoration Time (CAIDI)	39.21 minutes	55.36 minutes
Average Service Availability	99.998%	99.996%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.2654	0.1505
No. of Sustained Feeder Outages	13	18
No. of Sustained Outages by Mylar Balloons	2	1
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 expose 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	60+ weeks
Poles	6-8 weeks	30+ weeks

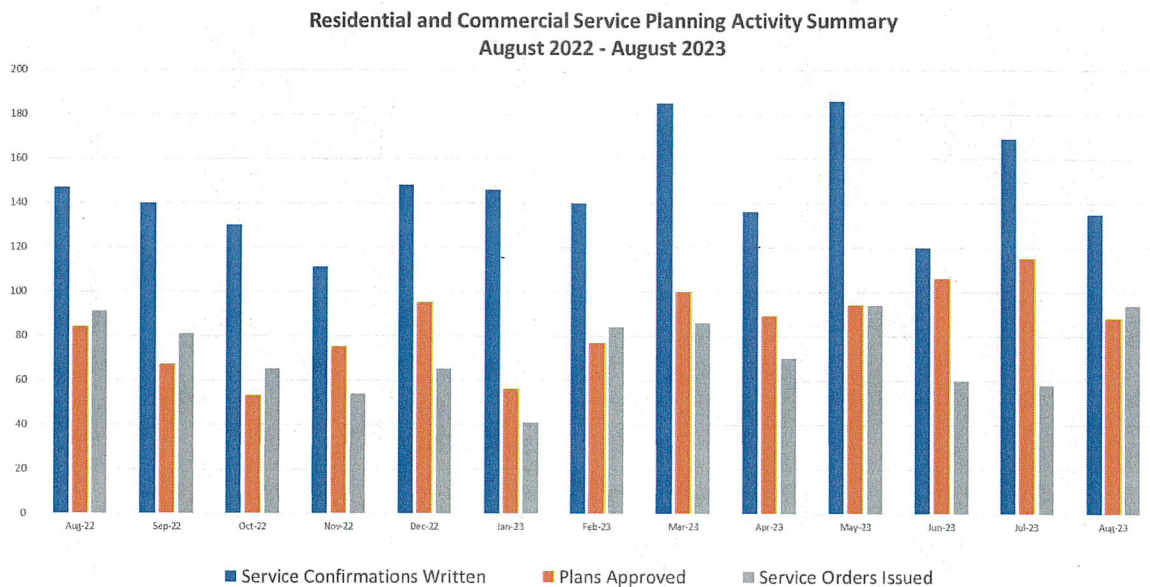
PROJECT UPDATES

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.



**Activity includes staff revisions to electric confirmations

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 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.

The number of street light luminaires converted to LED and their corresponding energy savings have not significantly changed in recent months due to the prior completion of all roadways non-LED conversion to LED throughout the city. The remainder of LED light conversions are associated with decorative posts, which are currently going through the planning and procurement phases. The rollout of LED fixtures for the decorative posts will take place thereafter, which will eventually be reflected in the total number of street light luminaires converted and their associated energy savings.

Four fixtures were converted to LEDs in the month of August 2023, and six total have been converted this fiscal year to date.

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	21	55

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 **September 12, 2023**, we have **1,524** customers who have an active payment arrangement, resulting in a reduction of arrears by **\$3,056,661.48**. **1,484** arrangements are for residential customers totaling **\$2,763,138** and **40** arrangements are for commercial customers totaling **\$293,522**. 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 **August 31, 2023**, the 61-plus day arrears totals **\$604,504**, which is a **58%** reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was \$1,446,665. On April 11, 2023, there were 2,933 residential customers with past-due balances beyond 60 days. As of **August 31, 2023**, there are **667** residential customers with at least 60 plus days of arrears. Of these **667** residential customers, **16** receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and **15** 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 **September 12, 2023**, no Lifeline or BUSS customers have been disconnected for non-payment. However, one Life Support customer was disconnected in error on July 5, 2023. Staff reconnected the services immediately upon recognizing the human error, called the customer and waived disconnection fees.

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, as of **September 12, 2023**, staff has disconnected services to **1,517** customers and has collected **\$553,716** in funds.

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 **August 31, 2023**, **236** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **\$266,539**. As of **August 31, 2023**, **32** small commercial customers established payment arrangements totaling **\$132,022**. The **32** 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 **August 31, 2023**, that number has fallen to **80**.

This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

Outstanding Debt

As of **September 9, 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 Service	951,289	241,637	316,816	1,509,743	64%
Fiber Optic Service	114,764	15,170	24,702	154,636	7%
Water Service	114,173	45,776	120,493	280,441	12%
Sewer Service	93,618	47,437	57,290	198,345	8%
Solid Waste Service	89,635	56,014	63,847	209,496	9%
General Service	695	124	431	1,251	0%
Miscellaneous Service	0	0	18	18	0%
Grand Total	1,364,174	406,158	583,597	2,353,929	100%

As of March 20, 2023, the total arrears were \$6,158,890 for all commodities. As of August 31, 2023, this number has dropped to **\$2,353,929**. For all past due balances beyond 61 days, this number fell from \$1,375,677 in June to **\$989,755 as of August 31**, a **28%** 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%
START/STOP/CLEAN & SHOW	13%
PAYMENT ARRANGEMENTS	7%
UPDATE CUST ACCOUNT INFO	7%
FINANCIAL ASSISTANCE PROGRAM	6%

Month	Call Volume
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
Jun - 23	3,699
Jul - 23	3,794
Aug - 23	5,128
% Inc/Dec	26%

Call volume increased by 26% in August compared to the previous month. This increase is typical and is a result of customers receiving higher than usual bills due to increased temperatures in the month of August. In August 2022, staff took 24% more calls than they took in July 2022.

The call center is continuing to experience increased call volume which is driven by restarting residential disconnections for non-payment in April 2023. In August 2023, staff received 5,128 calls, which is a 28% increase compared to 4,001 in August 2022.

Customers also continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. In August 2023, 7% of calls were customers requesting a payment arrangement and 6% of calls were inquiring about financial assistance. This is a result of customers receiving their notices or being disconnected and attempting to establish a financial plan. 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.

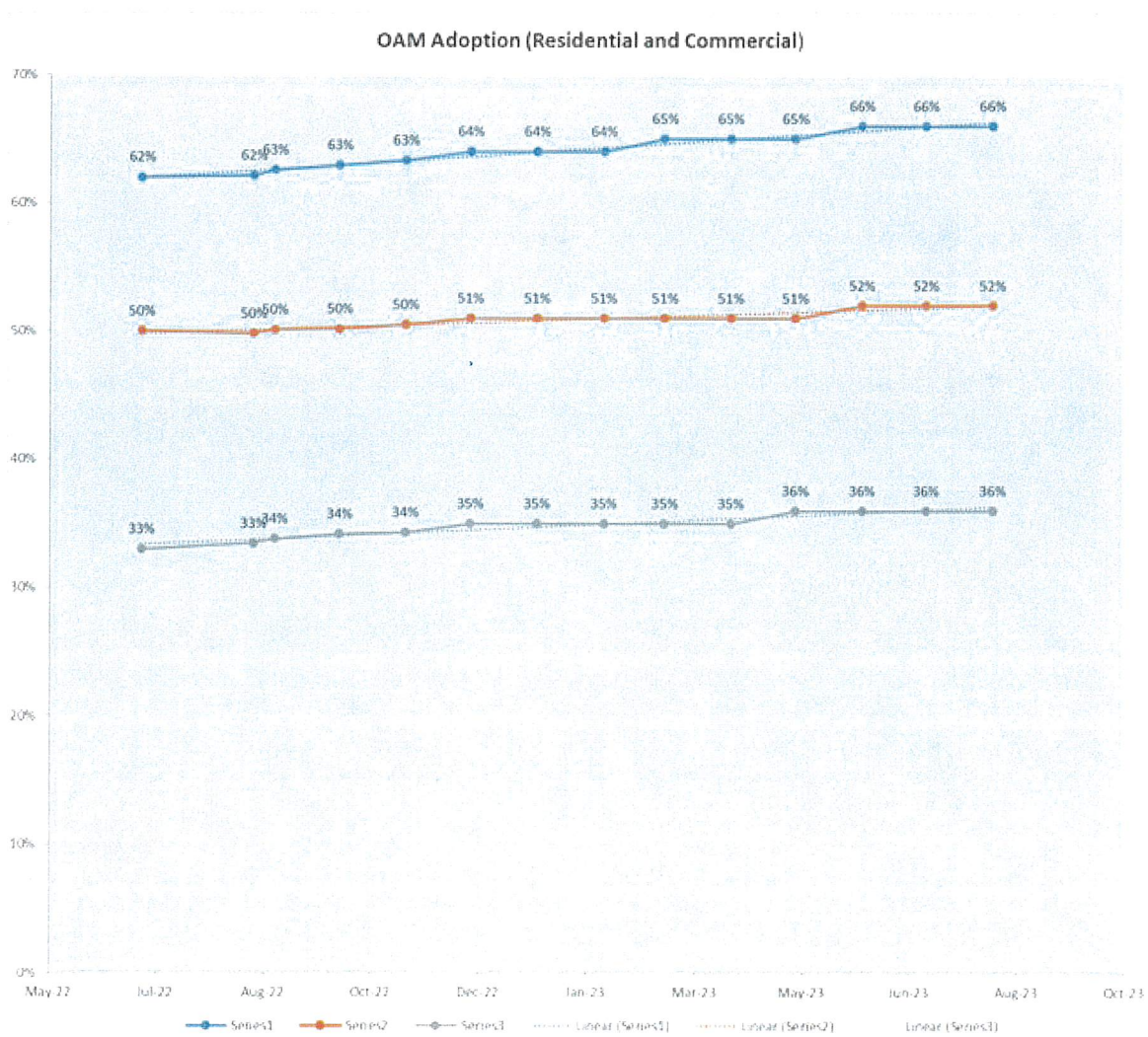
Online Account Manager

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 66% of all active accounts; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 34% of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about 79% 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 **before June 30, 2023, and we have met this goal. We have set a new goal of 70% before July 1, 2024.** 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 **100 new autopay users and a total of 115 customers went paperless.** 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
34,788	66%
27,275	52%
19,061	36%

SUSTAINABILITY, MARKETING, AND STRATEGY

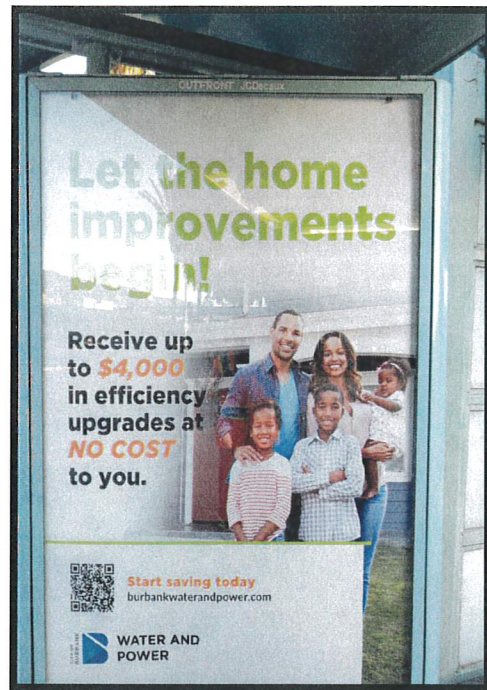
Rates Communication

In the month of August, we continued to support awareness and education around the new rates, specifically the ECAC (Energy Cost Adjustment Charge) line item in customer bills. A short video was distributed through social media and placed on our website to explain the bill changes. Additional materials are under development for release in September.

As mentioned previously, as part of our “aftercare” phase, we plan to refresh BWP’s financial help outreach with updated content, and easier-to-navigate applications, keeping awareness top of mind throughout the community. With the year’s hot months upon us, we expect residents to see elevated electricity costs, and financial help for some residents may become a necessity.

In the coming months, we will be publishing articles and information about BWP’s other programs and rebates, specifically BUSS (Burbank Utility Service Subsidy, and Lifeline), water and electric conservation, rebates, and conservation programs, including electrification (EVs and building electrification).

As an example of amplifying the rebates BWP offers, we launched a series of bus shelter ads throughout Burbank. These high-visibility large-format ads are intended to attract attention across all demographics. QR codes placed in the ads, provide an instant link to information about rebates. These ads are run at no cost, as part of the City of Burbank’s allotted space in exchange for system wide access for the vendor managing the ad space.



We will continue to support educational tools to help residents understand the impact of rate increases through 2025. At the request of City Council, additional rate information was made available to the public with a bill calculator, on BWP's website. The bill calculator allows customers to estimate their expected bill after the rate increases take place. The calculator covers two (2) fiscal years, consistent with the approved rate schedule. The rate calculator can be found here:

<https://www.burbankwaterandpower.com/bill-calculator>.

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

BWP'S Energy Efficiency and Water Savings

This month, two programs have been or will be suspended due to circumstances beyond BWP's control.

The *Refrigerator Exchange Program* is now suspended due to the vendor not responding to multiple communication attempts and BWP has reason to believe the company has been sold and their appliance recycling business is no longer operational. BWP staff called each of the 22 customers who have applied for refrigerator replacements to explain the situation and offer an alternative rebate through the BWP residential rebate program.

BWP's AC Replace it Before it Breaks Program is now temporarily active; however, the program will end on October 2, 2023. The vendor BWP uses to administer the program is reducing their regional operations and can no longer provide services

to BWP. Participating contractors must complete all work by October 2, 2023. In addition, customer permits must be closed by November 15, 2023. All participating contractors have been informed of these deadlines and are responsible for informing their customers about these dates.

BWP continues to manage 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.

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, 42 households participated in HIP, resulting in annual savings of 24.5 kW in demand, 46,579 kWh of energy, and 544,843 gallons of water.**



A happy customer and participant of the Home Improvement Program.

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**

received requests for 10 trees towards the end of the month. The program delivered 0 trees this month.

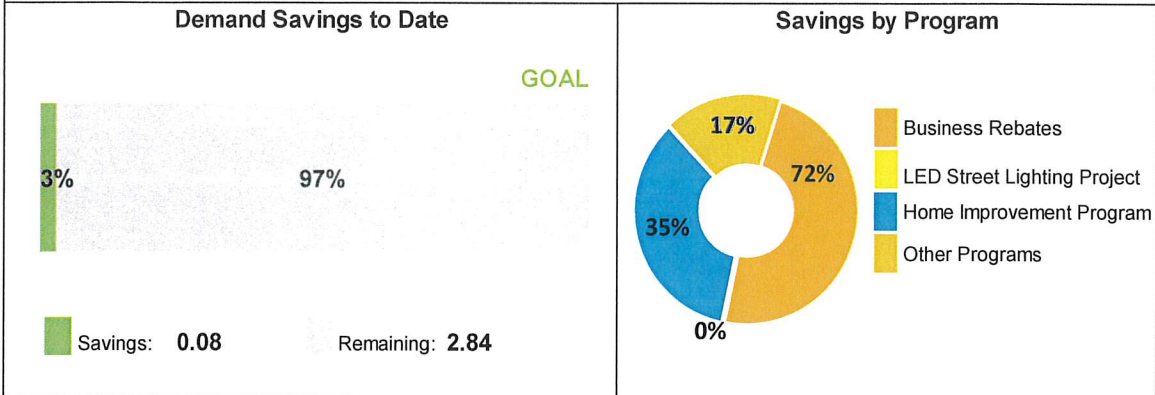
Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high efficiency retrofit measures and LivingWise energy/water efficiency education and kits for 6th graders.

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. This month 57 rebates were issued and a total of 77 were issued throughout the fiscal year. Of those, there were 8 turf replacement rebates this month and 12 turf replacement rebates issued since the beginning of the fiscal year.

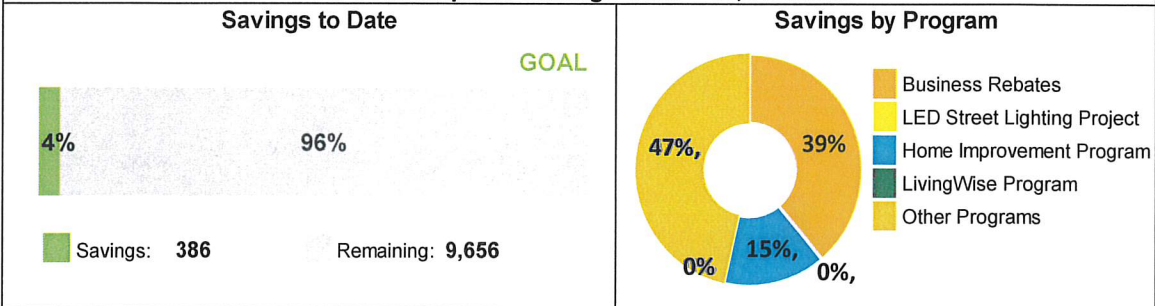
In addition, BWP administers the Hydration Station Program for commercial customers with funding from MWD. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. The program had 0 hydration stations installed this month.

Energy Efficiency Savings FYTD 2023-2024 Period ending on 8/31/2023

1% Demand Goal = 2.93 MW

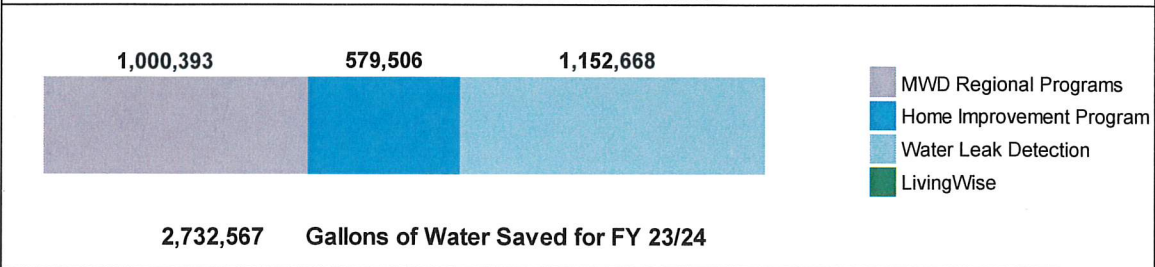


1% Consumption Savings Goal = 10,042 MWh



Water Efficiency Program Savings

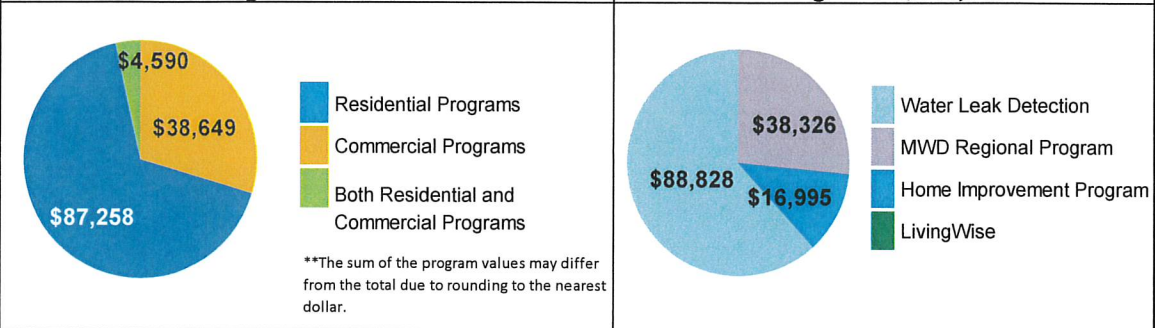
Gallons of Potable Water



Efficiency Direct Program Costs* FYTD 2023-2024

**Electric Programs: \$130,497

Water Programs: \$144,149



*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 **93** 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.

New Public EV Charging Station Construction

Construction for 8 additional level 2 charging ports at the Buena Vista Library began on 8/14/2023 and is expected to complete by 10/14/2023.

Permits are approved for 4 additional level 2 ports at McCambridge park.

Charging Station Maintenance

The DCFC at the Lakeside Shopping Center is currently non-operational. The station is now obsolete and will no longer be able to accept payment, BWP staff is working to procure a replacement DCFC.

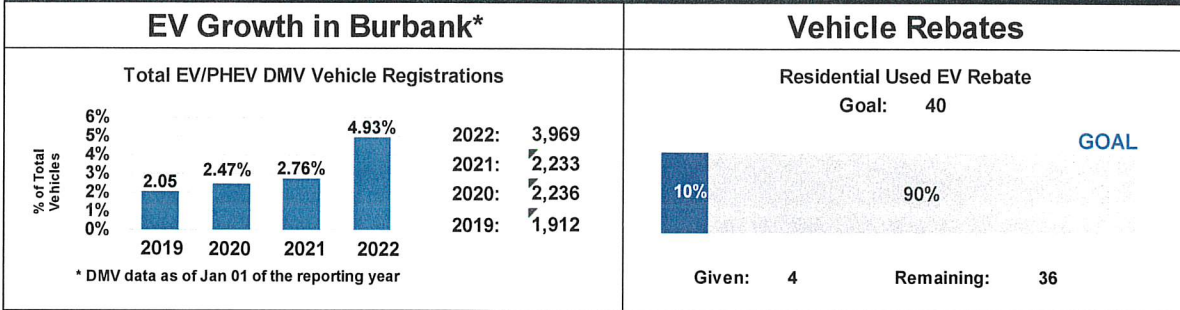
Commercial Charging Station Rebate Program

Zero commercial charging station rebates were issued in August 2023 and zero have been distributed this fiscal year to date.

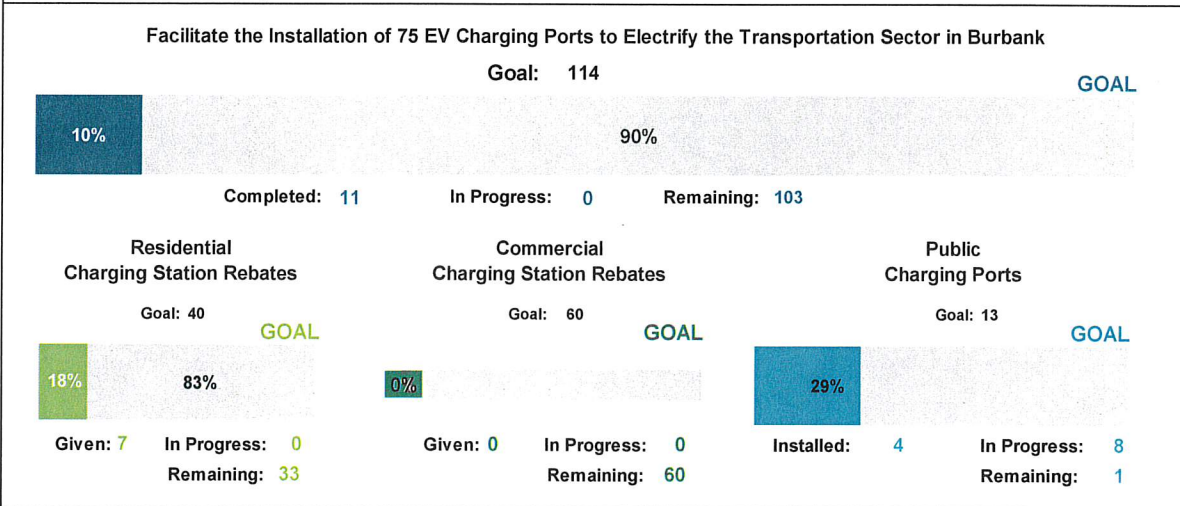
Residential Charging Station Rebate Program

Five residential EV charging station rebates were distributed in August 2023 and a total of seven have been distributed this fiscal year to date.

Transportation Electrification 2023-2024 Period ending on 8/31/2023



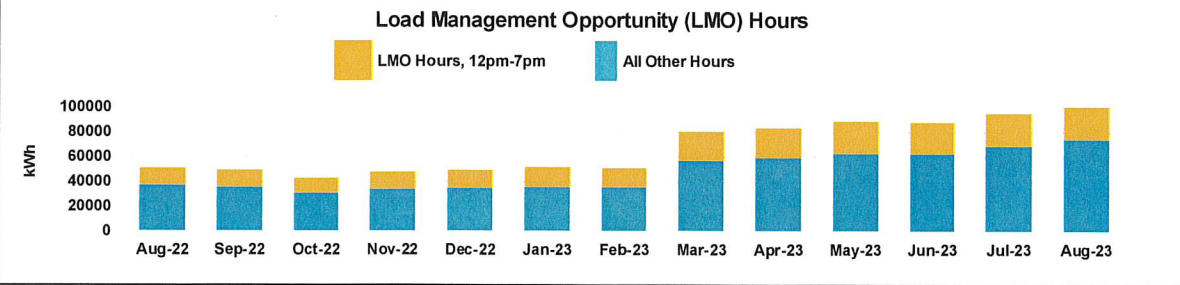
Transportation Electrification Initiatives for FY 2023-2024



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						
August:	93	92	6,299	80,775	\$16,845	46,529	27%	23%
Average:	93	93	6,022	77,543	\$15,637	44,667	28%	23%
FY Total:	93	93	12,044	155,086	\$31,274	89,335	28%	23%

* 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.

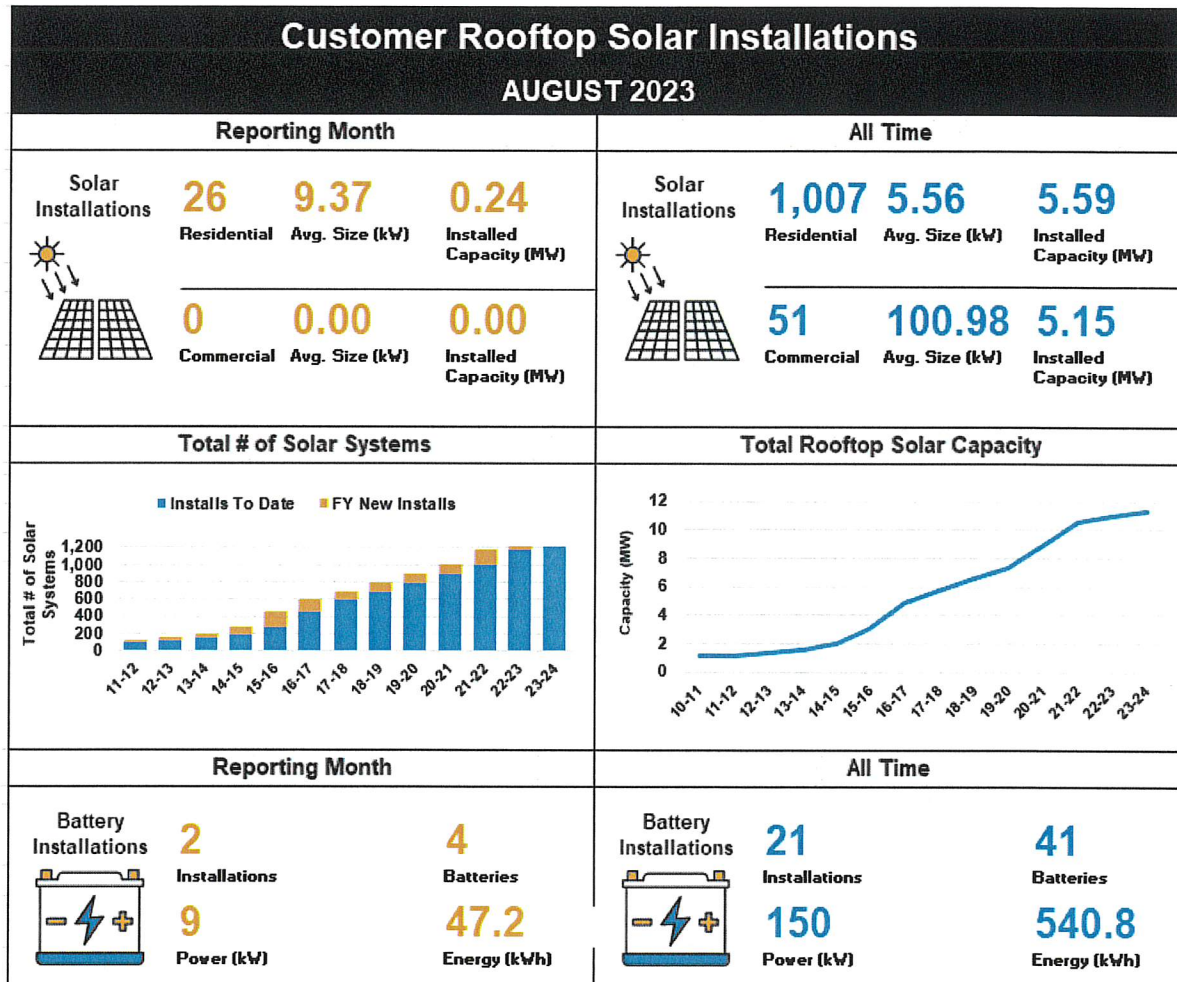


¹Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

²Charging 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

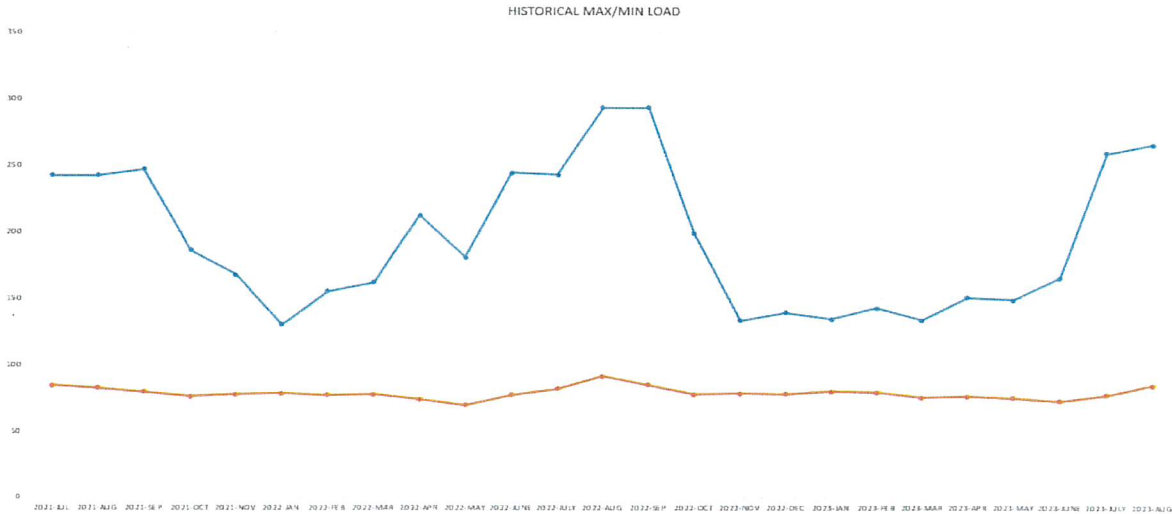
Broadband Services (ONEBurbank)

	August 2023 New Orders	Revenues for August 2023	FYTD 2023-24 Revenues	FYTD Budget
Lit	2	\$156,173	\$319,160	\$352,000
Dark	0	\$179,665	\$360,555	\$381,334
Total	2	\$335,838	\$679,715	\$733,334

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for August 2023 was **265.2 MW** at **3:35 PM** on **August 28, 2023**, and the minimum load was **84.1 MW** at **2:33 AM** on **August 21, 2023**.



YEAR	MAX LOAD	MAX DATE
2023	265.2 MW	28-Aug -23 15:35
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.

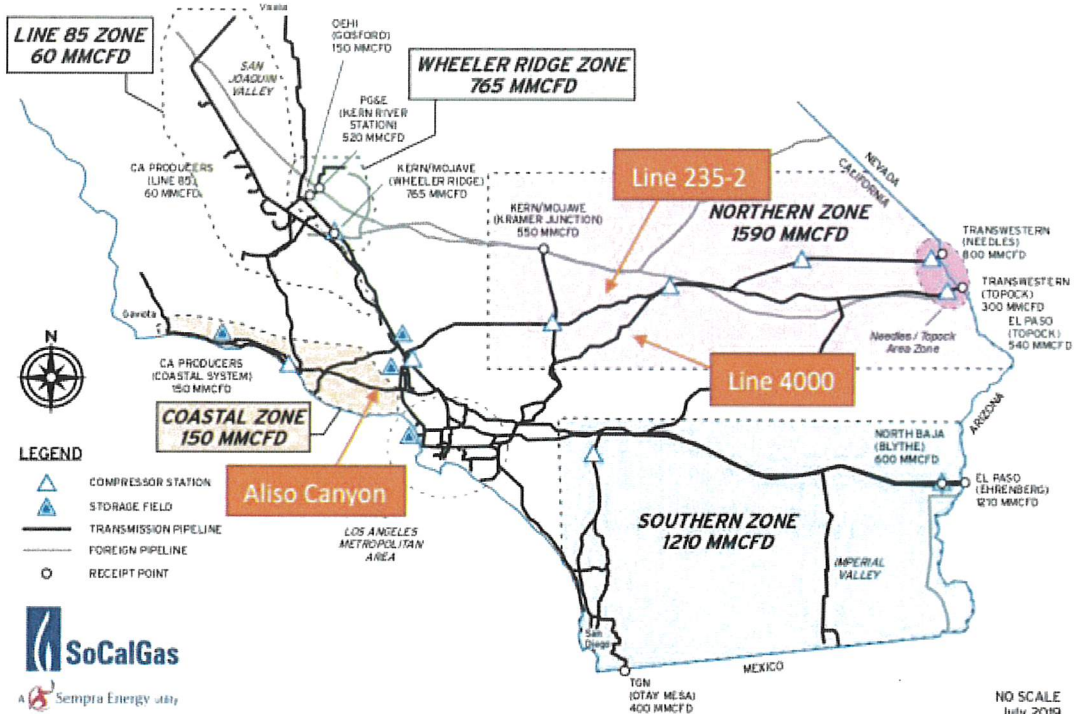
Limited supply, coupled with high demand, has caused natural gas prices to increase significantly since 2020.

The table (below) shows that natural gas prices in 2023 are about 2.5 times higher than in 2020. The price of natural gas jumped due to extreme winter (2021) weather followed by the Russia-Ukraine conflict and peaked in late 2022. In 2023, natural gas prices have decreased; however, they remain higher than 2020 prices, which 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, even though short-term spot natural gas prices have declined, prices for future delivery remain higher than normal. These higher prices increase BWP's cost of generation, impact market prices for power, and have negative impacts on the budget.

On August 31, 2023, California Public Utilities Commission (CPUC) unanimously voted to increase the maximum storage level allowed at the Aliso Canyon natural gas storage facility from 41.16 billion cubic feet (Bcf) to 68.6 Bcf on an interim basis to help secure energy reliability and protect against high natural gas and electric prices. This is an increase of about 67% and equates to about 80% of the maximum capacity of the storage facility. This decision was made prior to Southern California Gas Company's peaking winter period, in an effort to avoid the extreme prices observed from mid-December 2022 through mid-January 2023, where prices averaged approximately \$30/MMBtu and exceeded \$50/MMBtu. Having additional natural gas in Aliso Canyon to supplement pipeline supplies is expected to reduce the chances of this reoccurring.

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 CPUC's 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 products and services that it provides.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Since 2020, gas prices have increased significantly to 2.5 times the value in 2020. This is a slight decrease over the last month however, with summer demand, the prices started to go the other direction.

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$7.39
Increase since 2020	2.46X

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	95%	70	2,276	10,965	12
MPP	100%	744	139,182	7,714	0

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 placed online twelve times during the month of August.

Magnolia Power Project (MPP)

	August	FYTD	YTD
Availability	100%	100%	97%
Unit Capacity Factor (240 MW)	78%	79%	70%

There were no outages at MPP during the month of August 2023. MPP was shut down on September 22, 2023, to perform an offline water wash and borescope inspection of the combustion turbine. Balance of plant maintenance activities were also performed during this outage. MPP restarted on September 25, 2023.

Tieton Hydropower Project (Tieton)

Generation began on April 10, 2023; Tieton generated 6,925 MWh in August. The Rimrock reservoir is currently at 56% full.

ENVIRONMENTAL

Air Quality

The semi-annual Lake unit relative accuracy test audit is scheduled to be performed on October 2, 2023. The Magnolia Power Plant triennial source test is scheduled to be performed on October 23, 2023, and the annual Landfill Flare source test is scheduled to be performed on October 25, 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 August 20, 2023, the first sample was collected for the current reporting year of July 1, 2023, to June 30, 2024.** 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 are also collected from the offsite influent that commingles with BWP's stormwater discharge. Previous 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 are being prepared, and it is anticipated that a request for proposals (RFP) will be issued for the construction activities in August 2023. 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 is currently working on additional renewable contracts to maintain RPS compliance for future years.

Prices for long-term renewables have increased approximately 30-100% 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 continues negotiating contracts for 2 sources of renewables. One is a small hydro project located in Northern California that would add approximately 2% RPS annually for a term of 15 years. This project is for BWP alone. If negotiations are successful and result in contract execution, deliveries could start in 2024.

BWP (via a Southern California Public Power Authority joint procurement) continues negotiating a 38 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. Staff has completed negotiations of the term sheet (major terms and conditions to be incorporated into Power Purchase Agreement (PPA)) and has begun negotiating the PPA. As a result of reaching an agreement on the term sheet, the exclusivity agreement was extended 180 days to negotiate the PPA. If negotiations are successful and result in contract execution, this project would add approximately 10% RPS annually for BWP. BWP has begun negotiations on a 2024 supply of Portfolio Content Category 1 (PCC1) (in state delivered as produced without substitution of energy) renewables in the amount of up to 35,000 MWh which is about 3.5% RPS for 2024 compliance.

We continue to look for additional short-term as well as other long-term projects to meet future RPS obligations; however, supplies for delivery in the balance of 2023, 2024, and 2025 are low and the renewable premiums have jumped considerably in the last few weeks. For 2023 delivery, the premium continues to increase and has reached an all-time high (in the mid-\$70 range per PCC1 renewable energy credit). To be clear, this is just the premium for the renewable attributes and does not include the cost of the associated energy.

Integrated Resource Plan (IRP) Update

BWP continues to work with its vendor on the IRP as well as the stakeholder team. Eight IRP STAG (Stakeholder Technical Advisory Group) meetings and three public stakeholder meetings have taken place since the IRP kick-off in December. These meetings provided background on BWP's resources, operations, and resource planning to set the foundation for future IRP-related discussions. 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. A draft report is expected to be provided to the board in the next 1-2 months.

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 attended the June LADWP transmission stakeholder meetings and plans to attend all future 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.

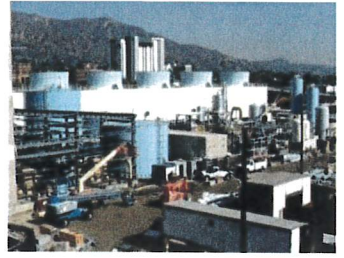
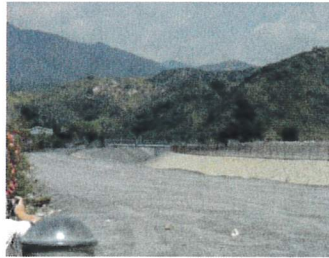
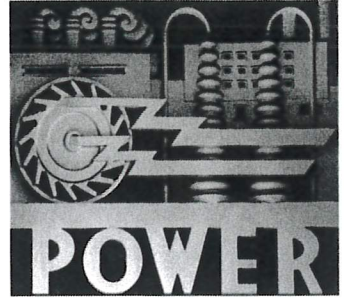
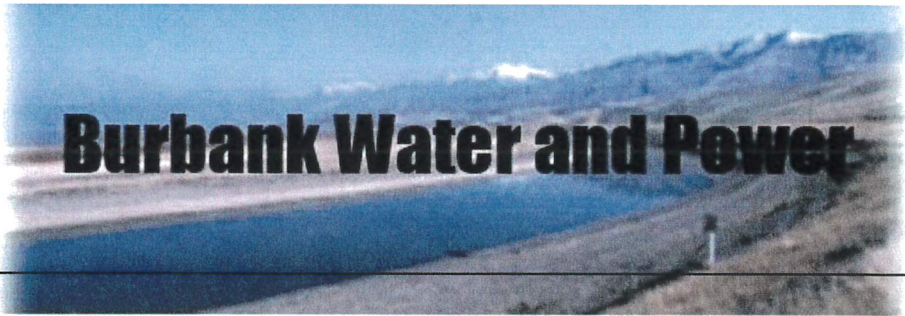
Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units, to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. As of July 1, 2023, IPP generators have been running at minimum load and have allowed participants to operate their share of the resource within their specific coal allocation. Two-unit operation will continue through October 2023.

Power Production

Lake One Power Plant Emissions Retrofit Project

Preparations are underway for the upcoming construction outage to install the new emissions control system. The construction outage is currently scheduled for October 2023. The South Coast Air Quality Management District permit for the project is expected to be received before the start of the construction outage. 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
July-23**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD July 2023
(\$ in 000's except MWh Sales)**

MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
105,448	111,696	(6,248)	(6%) ^(a)	NEL MWh	105,448	111,696	(6,248)	(6%) ^(a)
				Retail				
\$ 16,668	\$ 16,775	\$ (108)	(1%)	Retail Sales	\$ 16,668	\$ 16,775	\$ (108)	(1%)
787	571	216	38% ^(b)	Other Revenues ⁽³⁾	787	571	216	38% ^(b)
10,480	11,847	1,367	12% ^(e)	Retail Power Supply & Transmission	10,480	11,847	1,367	12% ^(e)
6,975	5,499	1,476	27%	Retail Margin	6,975	5,499	1,476	27%
				Wholesale				
4,494	5,401	(907)	(17%)	Wholesale Sales	4,494	5,401	(907)	(17%)
3,772	5,293	1,521	29%	Wholesale Power Supply	3,772	5,293	1,521	29%
722	108	614	568%	Wholesale Margin	722	108	614	568%
7,697	5,607	2,090	37%	Gross Margin	7,697	5,607	2,090	37%
				Operating Expenses				
763	980	217	22% ^(d)	Distribution	763	980	217	22% ^(d)
109	139	30	22% ^(e)	Administration/Safety	109	139	30	22% ^(e)
408	539	132	24% ^(f)	Finance, Fleet, & Warehouse	408	539	132	24% ^(f)
535	584	49	8%	Transfer to General Fund for Cost Allocation	535	584	49	8%
149	524	375	72% ^(g)	Customer Service	149	524	375	72% ^(g)
79	248	169	68% ^(h)	Marketing & Sustainability	79	248	169	68% ^(h)
69	587	518	88% ⁽ⁱ⁾	Public Benefits	69	587	518	88% ⁽ⁱ⁾
325	187	(138)	(74%) ^(j)	Security/Oper Technology	325	187	(138)	(74%) ^(j)
110	200	91	45% ^(k)	Telecom	110	200	91	45% ^(k)
95	288	193	67% ^(l)	Construction & Maintenance	95	288	193	67% ^(l)
1,589	1,780	191	11%	Depreciation	1,589	1,780	191	11%
4,230	6,056	1,827	30%	Total Operating Expenses	4,230	6,056	1,827	30%
\$ 3,467	\$ (449)	\$ 3,916	872%	Operating Income/(Loss)	\$ 3,467	\$ (449)	\$ 3,916	872%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD July 2023**

(\$ in 000's)

MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance
\$ 3,467	\$ (449)	\$ 3,916	872%
733	387	346	89% ^(m)
(700)	(787)	87	11%
(725)	(775)	50	6%
<u>(692)</u>	<u>(1,175)</u>	<u>483</u>	<u>41%</u>
2,775	(1,624)	4,399	271%
3,388	1,415	1,973	139% ⁽ⁿ⁾
<u>\$ 6,163</u>	<u>\$ (209)</u>	<u>\$ 6,372</u>	<u>3052%</u>

YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance	
\$ 3,467	\$ (449)	\$ 3,916	872%	
Operating Income/(Loss)				
Other Income/(Expenses)				
Interest Income	733	387	346	89% ^(m)
Other Income/(Expense) ⁽⁴⁾	(700)	(787)	87	11%
Bond Interest/ (Expense)	(725)	(775)	50	6%
<u>Total Other Income/(Expense)</u>	<u>(692)</u>	<u>(1,175)</u>	<u>483</u>	<u>41%</u>
Net Income				
Capital Contributions (AIC)	3,388	1,415	1,973	139% ⁽ⁿ⁾
<u>\$ 6,163</u>	<u>\$ (209)</u>	<u>\$ 6,372</u>	<u>3052%</u>	

1. This report may not foot due to rounding.

2. () = Unfavorable.

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as 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 July 2023
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	105,448	111,696	(6,248)	- NEL is 6% lower than budget primarily due to conservation and is partially offset by higher than average temperatures in July. The average high temperature in July was 91°F, compared to the 15-year average high temperature of 87°F. The average low temperature was 63°F; this is in line with the 15-year average low temperature of 63°F.
(b)	Other Revenues	787	571	216	- 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	10,480	11,847	1,367	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
(d)	Distribution	763	980	217	The favorable variance is primarily attributable to vacancies.
(e)	Administration/Safety	109	139	30	- The favorable variance is primarily attributable to the timing of professional services and safety program spending.
(f)	Finance, Fleet, & Warehouse	408	539	132	- The favorable variance is primarily attributable to vacancies.
(g)	Customer Service	149	524	375	The favorable variance is primarily attributable to vacancies and to the timing of software & hardware support and professional services.
(h)	Marketing & Sustainability	79	248	169	The favorable variance is primarily attributable to vacancies and to the timing of rebates and professional services.
(i)	Public Benefits	69	587	518	- The favorable variance is primarily attributable to the timing of program spending.
(j)	Security/Operations Technology	325	187	(138)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others, and to the timing of software & hardware support and memberships & dues.
(k)	Telecom	110	200	91	- The favorable variance is primarily attributable to one vacancy and to the timing of private contractual services and professional services.
(l)	Construction & Maintenance	95	288	193	- The favorable variance is primarily attributable to vacancies and to the timing of custodial services, building grounds maintenance and repair, and private contractual services.
(m)	Interest Income	733	387	346	- The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns.
(n)	Capital Contributions (AIC)	3,388	1,415	1,973	- The favorable variance is attributable to the timing of AIC projects.

July 2023 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	<u>Variance Month-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>MTD NET INCOME/(LOSS): \$2,775</u>	\$ 4,399	\$ -	\$ 4,399
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(108)	(108)
Power Supply and Transmission:			
- Lower retail load	34	-	34
- Lower than planned renewables cost and other	150	-	150
- Lower transmission	135	-	135
- Lower O&M	979	-	979
- Retail load management and economic dispatch	69	-	69
Other Revenues	216	-	216
Wholesale Margin	614	-	614
Total	<u>2,197</u>	<u>(108)</u>	<u>2,090</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	217	-	217
Administration/Safety	30	-	30
Finance, Fleet, & Warehouse	132	-	132
Customer Service	375	-	375
Marketing & Sustainability	169	-	169
Public Benefits	518	-	518
Security/Operations Technology	-	(138)	(138)
Telecom	91	-	91
Construction & Maintenance	193	-	193
Depreciation expense	191	-	191
All other	532	-	532
Total	<u>2,448</u>	<u>(138)</u>	<u>2,310</u>

Electric Fund (496)
Statement of Changes in Cash and Investment Balances ^(a)
(\$ in 000's)

	Jul-23	Jun-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserve	\$ 42,460 ^(b)	\$ 52,200	\$ 49,826	\$ 60,650	\$ 57,746	\$ 69,212	\$ 73,156	\$ 82,003	\$ 123,004 ^(b)	\$ 53,814 ^(b)
Capital & Debt Reduction Fund	-	- ^(b)	10,000	10,000	10,000	10,000	10,000	-	-	-
BWP Projects Reserve Deposits at SCPPA	4,805	4,580	4,507	4,489	4,459	3,794	3,740	-	-	-
Sub-Total Cash and Investments	47,075	56,780	64,333	75,139	72,205	83,007	86,906	82,003	123,004	53,814
Commitments										
Customer Deposits	(10,873)	(10,976)	(10,487)	(10,432)	(9,906)	(9,939)	(4,245)	-	-	-
Public Benefits Obligation	(10,592)	(10,710)	(11,010)	(11,013)	(10,258)	(9,315)	(8,128)	-	-	-
Low Carbon Fuel Standard ^(c)	(3,268)	(3,286)	(3,652)	(3,184)	(3,451)	(3,464)	(2,996)	-	-	-
IPP Decommission	-	-	-	-	- ^(d)	(2,000)	(2,000)	-	-	-
Sub-Total Cash and Investments (less Commitments)	22,342	31,808	39,184	50,510	48,590	58,288	69,523	82,003	123,004	53,814
Bond Proceeds										
Bond Proceeds on Deposit with Trustee	108,528	120,107	126,658	-	-	-	-	-	-	-
Total Cash and Investments and Bond Proceeds (less Commitments)	130,868	151,913	165,842	50,510	48,590	58,288	69,523	82,003	123,004	53,814

^(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.

^(e) Includes a one-time payment of the unfunded pension liability to CalPERS in the amount of \$1,031k.

^(f) Includes an annual payment to CalPERS of \$5,770k to pay down the Electric unfunded liability.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD July 2023
(\$ in 000's except Gallons)**

MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
438	463	(26)	(6%) ^(a)	Water put into the system in Millions of Gallons	438	463	(26)	(6%) ^(a)
128	108	20	18% ^(b)	Metered Recycled Water in Millions of Gallons	128	108	20	18% ^(b)
				Operating Revenues				
\$ 2,999	\$ 3,104	\$ (105)	(3%)	Potable Water	\$ 2,999	\$ 3,104	\$ (105)	(3%)
656	559	98	17%	Recycled Water	656	559	98	17%
121	129	(9)	(7%) ^(c)	Other Revenue ⁽³⁾	121	129	(9)	(7%) ^(c)
<u>3,776</u>	<u>3,792</u>	<u>(16)</u>	<u>(0%)</u>	Total Operating Revenues	<u>3,776</u>	<u>3,792</u>	<u>(16)</u>	<u>(0%)</u>
1,164	1,543	379	25% ^(d)	Water Supply Expense	1,164	1,543	379	25% ^(d)
<u>2,613</u>	<u>2,249</u>	<u>364</u>	<u>16%</u>	Gross Margin	<u>2,613</u>	<u>2,249</u>	<u>364</u>	<u>16%</u>
				Operating Expenses				
754	1,078	325	30% ^(e)	Operations & Maintenance - Potable	754	1,078	325	30% ^(e)
95	155	60	39% ^(f)	Operations & Maintenance - Recycled	95	155	60	39% ^(f)
156	382	227	59% ^(g)	Operations & Maintenance - Shared Services	156	382	227	59% ^(g)
146	137	(9)	(7%)	Transfer to General Fund for Cost Allocation	146	137	(9)	(7%)
<u>368</u>	<u>381</u>	<u>13</u>	<u>3%</u>	Depreciation	<u>368</u>	<u>381</u>	<u>13</u>	<u>3%</u>
<u>1,519</u>	<u>2,134</u>	<u>616</u>	<u>29%</u>	Total Operating Expenses	<u>1,519</u>	<u>2,134</u>	<u>616</u>	<u>29%</u>
<u>1,094</u>	<u>115</u>	<u>979</u>	<u>855%</u>	Operating Income/(Loss)	<u>1,094</u>	<u>115</u>	<u>979</u>	<u>855%</u>
				Other Income/(Expenses)				
105	39	66	172% ^(h)	Interest Income	105	39	66	172% ^(h)
(129)	(157)	28	18%	Other Income/(Expense) ⁽⁴⁾	(129)	(157)	28	18%
(210)	(237)	27	11%	Bond Interest/(Expense)	(210)	(237)	27	11%
<u>(234)</u>	<u>(355)</u>	<u>122</u>	<u>34%</u>	Total Other Income/(Expenses)	<u>(234)</u>	<u>(355)</u>	<u>122</u>	<u>34%</u>
<u>860</u>	<u>(241)</u>	<u>1,101</u>	<u>457%</u>	Net Income/(Loss)	<u>860</u>	<u>(241)</u>	<u>1,101</u>	<u>457%</u>
18	53	(35)	(66%)	Capital Contributions (A/C)	18	53	(35)	(66%)
<u>\$ 878</u>	<u>\$ (188)</u>	<u>\$ 1,066</u>	<u>567%</u>	Net Change in Net Assets	<u>\$ 878</u>	<u>\$ (188)</u>	<u>\$ 1,066</u>	<u>567%</u>

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 July 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	438	463	(26)	- Water use during July 2023 was 6% below budget due primarily to conservation. Burbank remains 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	128	108	20	- Recycled water usage was higher than planned likely due to higher than average temperatures.
(c)	Other Revenue	121	129	(9)	- 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	1,164	1,543	379	- 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	754	1,078	325	- The favorable variance is primarily attributable to vacancies, and the timing of professional services and private contractual services.
(f)	Operations & Maintenance - Recycled	95	155	60	- The favorable variance is primarily attributable to lower than planned work from other departments and lower than planned electricity for water pumping.
(g)	Operations & Maintenance - Shared Services	156	382	227	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(h)	Interest Income	105	39	66	- 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.

July 2023 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	<u>Variance Month-to-Date</u>		
	<u>Favorable</u> <u>Items</u>	<u>Unfavorable</u> <u>Items</u>	<u>Budget to</u> <u>Actual</u> <u>Variance</u>
<u>MTD NET INCOME (LOSS): \$860</u>	\$ 1,101	\$ -	\$ 1,101
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(105)	(105)
Recycled Revenues	98	-	98
Other Revenue	-	(9)	(9)
Water Supply Expense	379	-	379
Total	<u>477</u>	<u>\$ (113)</u>	<u>\$ 364</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	325	-	325
Recycled Water O&M	60	-	60
Allocated O&M	227	-	227
Depreciation Expense	13	-	13
All Other	113	-	113
Total	<u>\$ 738</u>	<u>\$ -</u>	<u>\$ 738</u>

Water Fund (487)
Statement of Changes in Cash and Investment Balances^(a)
(\$ in 000's)

	Jul-23	Jun-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserves ^(c)	\$ 23,231 ^(a)	\$ 23,924	\$ 19,370	\$ 17,959	\$ 13,899	\$ 12,759	\$ 12,161	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327 ^(b)
Capital Reserve Fund	-	- ^(b)	2,220	2,220	2,220	2,220	2,220	-	-	-
Sub-Total Cash and Investments	23,231	23,924	21,590	20,179	16,109	14,979	14,401	18,878	28,316	11,327
Commitments										
Customer Deposits	(482)	(511)	(398)	(389)	(397)	(1,052)	(1,125)	-	-	-
Sub-Total Cash and Investments (less Commitments)	22,739	23,413	21,192	19,790	15,712	13,927	13,276	18,878	28,316	11,327
Bond Proceeds										
Bond Proceeds on Deposit with Trustees	18,440	19,465	20,126	20,798	22,101	23,159				
Total Cash and Investments and Bond Proceeds (less Commitments)	41,179	42,878	41,317	40,588	37,813	37,086	13,276	18,878	28,316	11,327

(a) The Statement of Cash Balances may not add up due to rounding.
(b) New financial reserve policy was adopted by City Council on April 25, 2023.
(c) Payment for the purchase of physical solution water is expected to be made in FY 23-24.
(d) Includes a one-time payout of the unfunded pension liability to CalPERS in the amount of \$1.46k.
(e) Includes an annual payment to CalPERS of \$1,041k to pay down the Water unfunded liability.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 25, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – September 11, 2023

- A total of two members of the public attended the in-person meeting. No one joined over Zoom for oral communications. One member had in-person questions and comments for the Commission related to the upcoming report on AB 1482.
- The Commission made a motion to update the Frequently Asked Questions (FAQ) Document in the upcoming Landlord-Tenant meeting on October 2, 2023.
- The Commission provided updates on seven intake forms received in the last month related to eviction notices, lease agreements, common area utilities, habitability issues, relocation assistance, security deposit, notice to vacate, and rent increases. Additionally, the Commission provided follow-up on two open cases from prior months.
- The housing staff gave a summary of the AB 1482 study session that took place on August 8, 2023 and provided an overview of the agenda items that would be covered in the upcoming report on the study session held on Tuesday, September 12, 2023.
- The Commission approved the draft minutes of August 5, 2023.
- Housing staff reminded the Commissioners of the Boards and Commission Appreciation Reception that would be held on September 12, 2023 at 4:30 p.m.
- The Chair of the Commission, Ingalsbee, proposed a new agenda item on Legislative Updates. After a motion, four members approved and one opposed.

- The meeting adjourned at 07:45 p.m.