



Weekly Management Report

January 28, 2022

1. **Minutes** Burbank Water & Power Board Meeting
on January 20, 2022
Water & Power Department
2. **Report** December 2021 Operating Results
Water & Power Department
3. **Memo** Residential Evictions and COVID-19
Assistance to Renters and Small Businesses
Community Development Department
4. **Minutes** Police Commission Meeting
on November 17, 2021
Police Department
5. **Minutes** Civil Service Board Meeting
on January 5, 2022
Management Services Department
6. **Memo** January Report
Burbank Airport Commissioners

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
January 20, 2022**

Mr. Brody called the regular meeting of the Burbank Water and Power Board to order at 5:04 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

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

ROLL CALL

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

Board Absent: Mr. Herman

Staff Present: Ms. Lindell, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunncliff, Assistant General Manager, Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Sleiman, Assistant General Manager, Electrical; Ms. Samra, Assistant General Manager, Power; Ms. Edwards, Manager of Strategy, Planning, and Performance; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Carreon, Customer Service Supervisor; Ms. Sarkissian, Manager Customer Service Operations; Ms. Soloyan, acting Marketing Manager; Ms. Kalomian, Financial Accounting Manager; Mr. Lee, Civil Engineer; Mr. Casillas, acting Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Brody 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 gave an update to the Board on COVID-19 noting 68 positive cases in the months of December and January for BWP.

Ms. Lindell informed the Board on the upcoming budget review that will take place at the next regular Board meeting on Thursday, February 3, 2022. Additionally, Ms. Lindell informed the Board on a few key items that the budget will cover, which include inflation prices affecting chlorine and natural gas. Ms. Lindell continued with informing the Board on BWP's request for a mid-year budget adjustment through the city finance department to City Council, which is driven by the cost of the Lake One repairs, natural gas prices, and with BWP's IPP coal

situation. Ms. Lindell informed the Board on BWP's efforts on position modernizations that will prepare BWP to meet the sustainability challenges and recent increase in development, which will be shown in the budget review by the creation on 5 new positions and upgrading 26 positions.

Ms. Lindell updated the Board on BWP's restructuring by congratulating Mr. Tunnicliff and Ms. Edwards to their new roles at BWP. Ms. Lindell informed the Board that Ms. Edwards would be assuming the role of Assistant General Manager of Sustainability, Marketing, and Strategy, focusing on leveraging BWP's innovation and ability to pave a green future for the community. Additionally, Ms. Lindell informed the Board that Ms. Edwards' section will be responsible for the BWP-wide strategic planning to ensure organizational alignment and driving continuous improvement to keep focus on affordability and for implementing and supporting the over 40 Green House Gas Reduction Plan projects that BWP will undertake once ratified by City Council. Ms. Lindell continued to update the Board on Mr. Tunnicliff's new role of Assistant General Manager of Customer Service Operations focusing on creating an excellent customer service experience by taking the experience to the next level. Ms. Lindell informed the Board that Mr. Tunnicliff's section will be responsible for automating processes and operational improvements.

Lastly, Ms. Lindell informed the Board on BWP's recent approval of the CAPP funds for both electric and water arrearages.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Bardin, and carried 6-0 to approve the meeting minutes of the regular meeting of December 2, 2021.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of October 2021.

Mr. Liu and Ms. Samra responded to board member questions.

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

COVID-19 IMPACT UPDATE

Ms. Carreon presented to the Board an update on the number of customers in arrears and the status of associated debt. Ms. Carreon also reported out on the breakdown of applications for the COVID-19 Low-Income Residential Assistance Program and the CDD Small Business Assistance Program. Staff continues to work with customers impacted by COVID-19 through payment plan arrangements. Ms. Carreon also presented an update on the California Arrearage Payment Program (CAPP).

Ms. Carreon and Ms. Lindell responded to board member questions.

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

APPROVAL OF THE MODIFICATIONS TO BURBANK WATER AND POWER'S LOW-INCOME RESIDENTIAL ASSISTANCE PROGRAM

Ms. Soloyan presented to the Board an update to the Low-Income Residential Assistance Program.

Ms. Soloyan, Ms. Lindell, Mr. Tunncliff, and Ms. Carreon responded to board member questions.

It was recommended by Mr. Brody to not take action on this item at this Board meeting and come back to the Board at a later time.

APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT (PSA) WITH METERSYS TO PERFORM WATER ADVANCED METERING INFRASTRUCTURE PLANNING, SPECIFICATION WRITING, AND PROJECT MANAGEMENT SERVICES

Mr. Lee presented to the Board an agreement with MeterSYS to perform water advanced metering, infrastructure planning, specification writing, and project management services.

Mr. Lee, Mr. Wilson, and Mr. Sleiman responded to board member questions.

It was moved by Mr. Eskandar, seconded by Ms. LaCamera, and carried 5-1 for the BWP Board to authorize the General Manager of Burbank Water and Power, as designee of the City Manager, to execute the PSA and execute any ancillary documents necessary to effectuate the implementation thereof with MeterSYS, not to exceed \$143,149.00, to provide planning, specification writing, and project management services for a new water advanced metering infrastructure (AMI) system and produce a request for proposal for AMI procurement and installation.

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.

LEGISLATIVE UPDATE

Ms. Titus provided a federal and state legislative update. Ms. Titus highlighted legislation that BWP is monitoring.

WATER DIVISION UPDATE

Mr. Wilson responded to an earlier board member question regarding the AMI consulting vendor scoring. Mr. Wilson updated the Board on current precipitation levels and the current levels of the Sierra snowpack.

POWER SUPPLY UPDATE

Ms. Samra provided the Board with an update on the Intermountain Power Plant (IPP) and Lake One unit repair and replacement project. Additionally, Ms. Samra informed the Board on the ongoing low coal supply and budgetary implications from the IPP coal reduction.

Ms. Samra responded to board member questions.

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the Board on Electric Services' site visits and confirmations issued count for both residential and small commercial businesses from 2009 through 2021.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar commented on a recent article from the LA Times regarding the High-Speed Rail project and has asked for a discussion in the future about the impact of the High-Speed Rail on the utility's operations.

Mr. Bardin thanked all the presenters and recalled a recent experience with BWP staff from Electric Services who came out to his home and were professional.

Mr. Ford commented on the drought surcharge and how it is a reminder that BWP cannot get into a bad cash position. Mr. Ford mentioned talks about the drought surcharge around the same time the state may be getting out of a drought and the position it would put BWP in.

Mr. Brody echoed thanks to the presenters for tonight's Board meeting.

Ms. LaCamera was appreciative of the robust conversation at tonight's Board meeting.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next regular Board meeting is scheduled for February 3, 2022, and will be held by video conference/teleconference.

Armando Casillas
Acting Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Robbie Brody, BWP Board Chair



CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

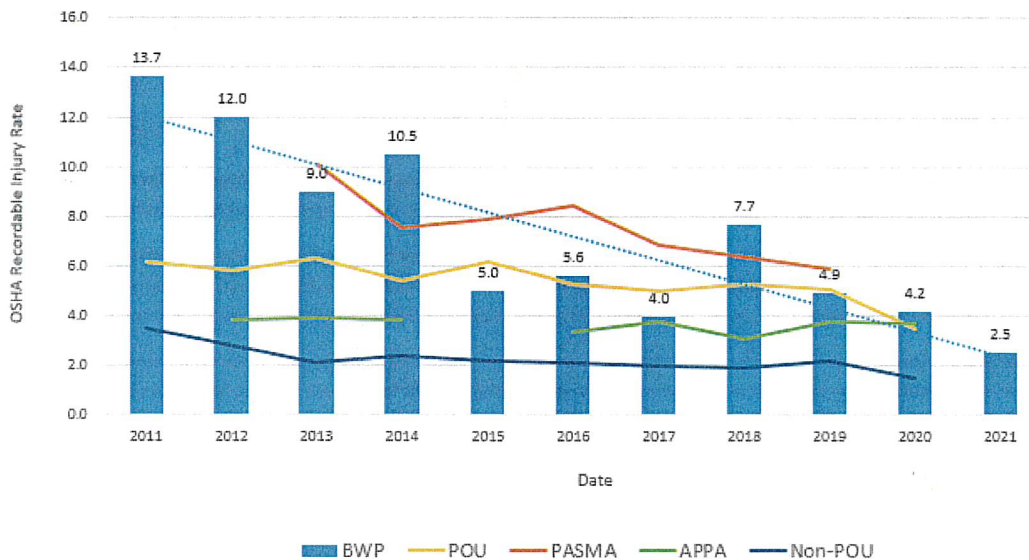
DATE: February 3, 2022
TO: BWP Board
FROM: Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*
SUBJECT: December 2021 Operating Results

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

SAFETY

For this reporting period BWP experienced no OSHA recordable injuries. BWP's 12 month rolling average rate is 2.5

TOTAL RECORDABLE INJURY RATE (TRIR)



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
 PASMA - Public Agency Safety Management Association (Local Utilities only Data)
 POU - Publicly Owned Utilities - Bureau of Labor Statistics
 APPA - American Public Power Authority - Average recordable injury rate for similar sized organization. Category F = 250K - 1MM manhours/year
 Non-POU - Bureau of Labor Statistics, all non-governmental utility services

Electric Financial Results

For the electric fund, November energy demand was 7% below budget. For the month of November, net income (NI) was a loss of \$1,094,000, which was \$33,000 worse than budgeted. The unfavorable result was primarily attributed to higher retail power supply expenses and lower retail sales than planned, offset partially by lower than planned operating expenses.

Fiscal-year-to-date (FYTD) energy usage was 8% below budget. For FYTD November, NI was a loss of \$1,036,000, which was \$3,443,000 worse than budgeted. The unfavorable result was primarily attributed to lower retail sales as a result of COVID-19, higher natural gas prices & transmission expenses, and Lake unit repairs, offset partially by lower operating expenses and the wholesale asset utilization program.

For additional details, please see the attached financial statements.

Water Financial Results

For the water fund, MTD potable water demand was 3% higher than budget. For the month of November, NI was \$443,000, which was \$433,000 better than budgeted. The favorable result was primarily attributed to lower operating expenses and lower water supply expense as a result of using more Valley/BOU water than planned.

FYTD potable water demand was 4% below budget. Recently, the Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. For FYTD November, NI was \$2,437,000, which was \$1,593,000 better than budgeted. The favorable result was primarily attributed to lower water supply expense as a result of using more Valley/BOU water than planned and lower operating expenses, offset partially by lower potable water sales than planned.

For additional details, please see the attached financial statements.

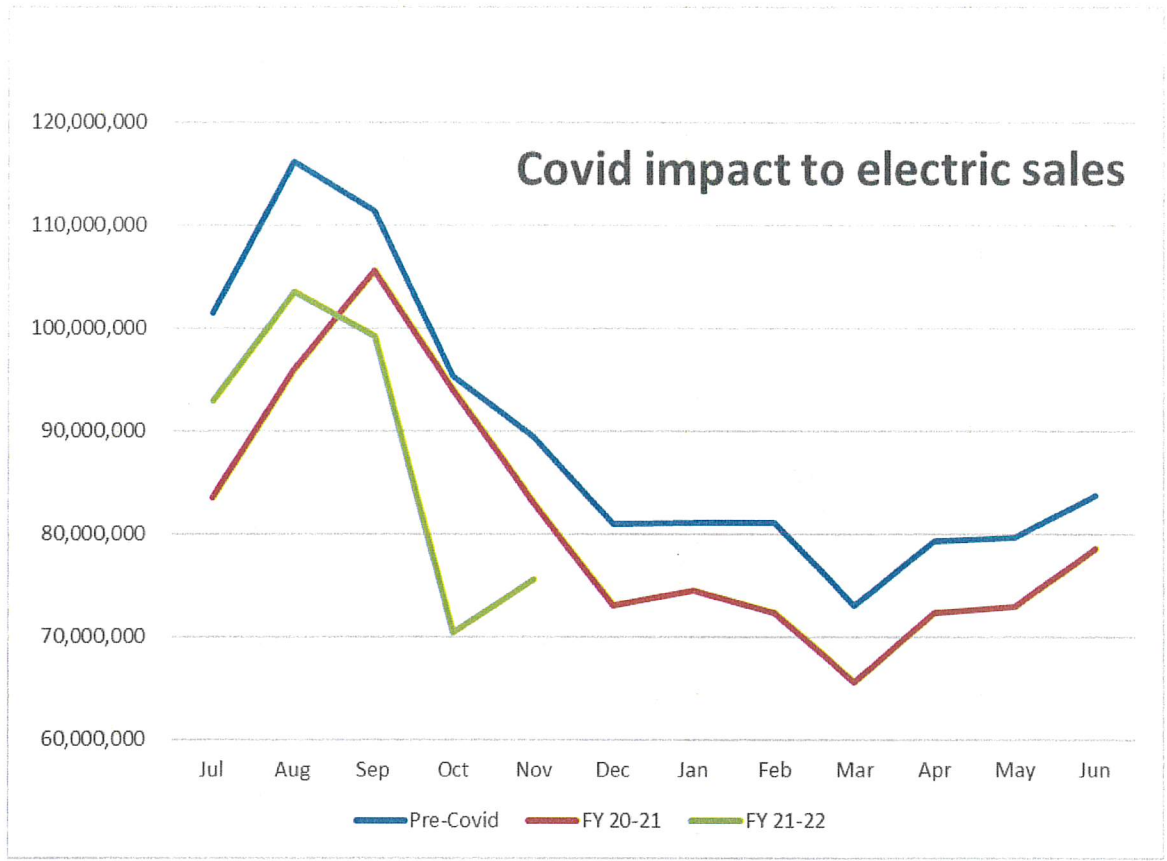
COVID-19 Order Impacts

November's results reflect the twentieth month of the impacts resulting from the COVID-19 pandemic beginning on March 19, 2020. With some Burbank commercial enterprises curtailing operations, this order has impacted commercial demand for water and energy in Burbank.

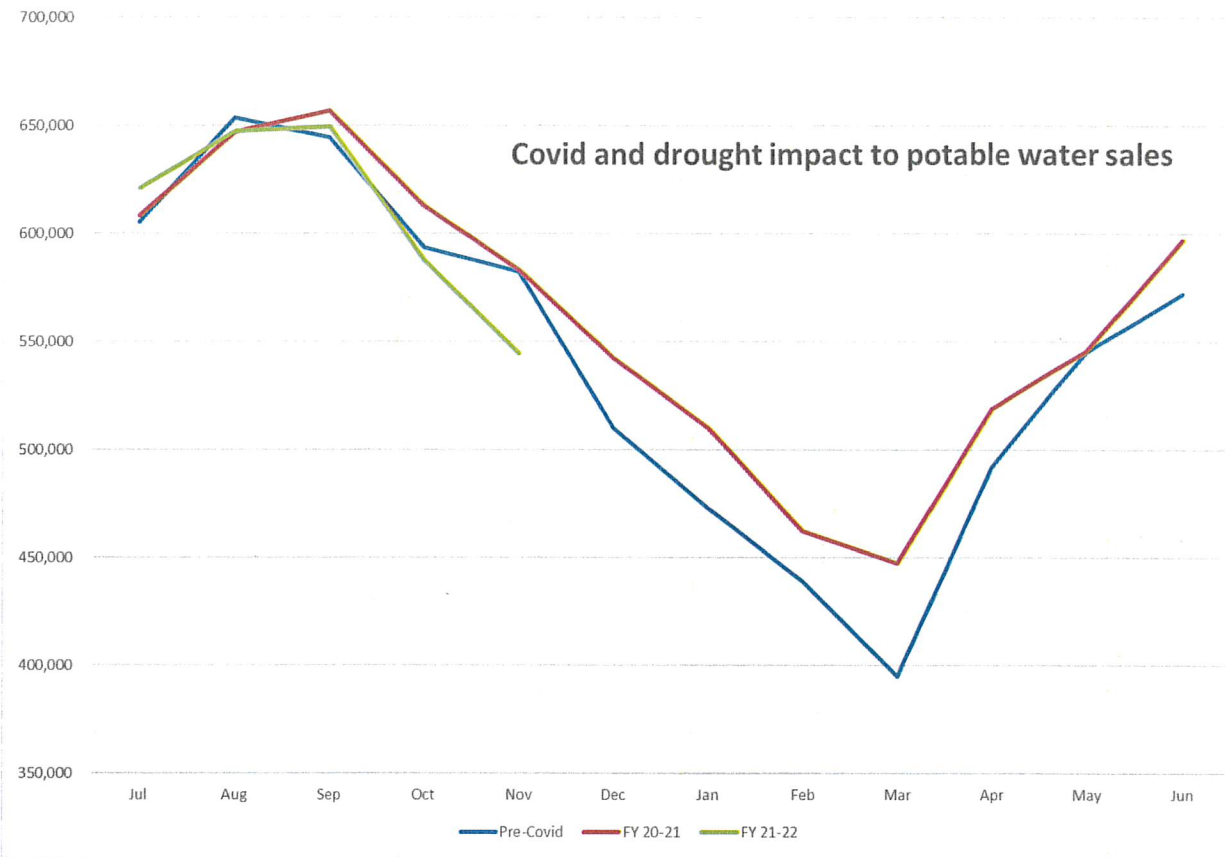
The current year's adopted budget was based on partial economic recoveries from prior year's budget adjustment related to the pandemic. Both energy and water demand are budgeted to increase by 1.2% and 0.5% from the prior fiscal year, respectively. Recent data has shown that the impact of COVID-19 has resulted in a reduction in electric demand and very minimal impact, if there is any, in water demand. Since the beginning of the pandemic, there has been a large increase in customer receivables.

For the electric fund, November energy demand was 7% below budget primarily driven by COVID-19. The chart below shows current fiscal year sales compared to prior fiscal year and pre-COVID. This table has not been adjusted for weather.

November sales were 15% lower compared to October pre-COVID. Fiscal year to date sales were 11% lower compared to the same period pre-COVID.

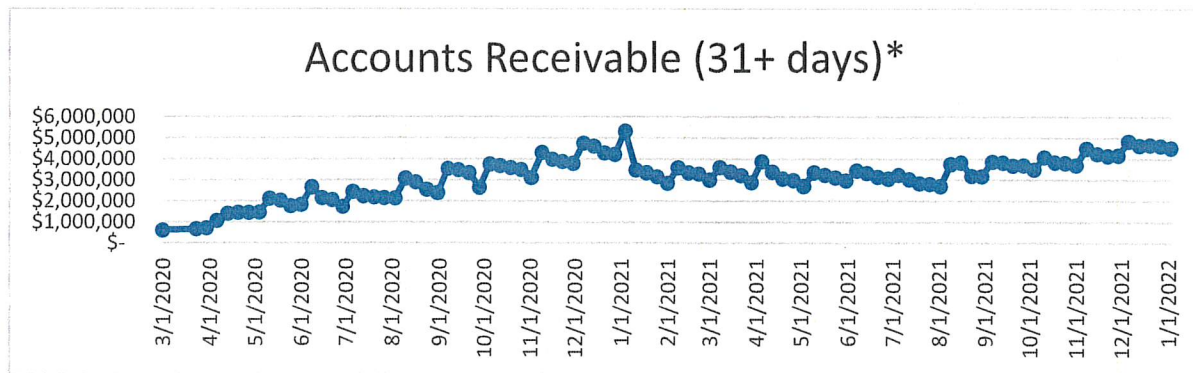


Water sales in general have been minimally impacted by the pandemic. The decrease in commercial sales were offset by an increase in residential demand primarily driven by the pandemic. More recently, the Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. October's water demand was 3% higher than budget and was 6.7% lower compared to October 2020. The chart below shows current fiscal year potable water sales compared to prior fiscal year and pre-COVID. This table has not been adjusted for weather. November sales were 6.5% lower compared to October pre-COVID. Fiscal year to date sales were 1.0% lower compared to the same period pre-COVID.



Accounts Receivables

The chart below shows the drastic increase for receivables that are over 31 days old for BWP’s electric and water funds.



*Excludes in-lieu and utility users tax. The COVID-19 Job Loss Bill Credit Program commenced on December 1, 2020. BWP also began engaging in customer outreach to key commercial accounts on December 17, 2020.

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **December 2020** compared to **December 2021** measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12 Month Average
Dec 2020	135 gpcd	136 gpcd
Dec 2021	134 gpcd	141 gpcd

The drop in the monthly average water use between December 2020 and December 2021 is 16.6%. We will track and report monthly use with the 2020 values to compare with the Governor's order to reduce consumption by 15%.

	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
<u>2020</u>	<u>158</u>	<u>153</u>	<u>135</u>	<u>132</u>			
<u>2021</u>	<u>155</u>	<u>138</u>	<u>134</u>	<u>110</u>			
	<u>-1.9%</u>	<u>-9.8%</u>	<u>-0.7%</u>	<u>16.6%</u>			

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the months of **January 2021 through December 2021**.

	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
21-Jan	69.16%	6,224 gpm	24% / 76%
21-Feb	93.55%	8,402 gpm	25% / 75%
21-Mar	96.00%	8,640 gpm	27% / 73%
21-Apr	86.40%	7,776 gpm	21% / 79%
21-May	92.72%	8,344 gpm	20% / 80%
21-Jun	88.61%	7,975 gpm	31% / 69%
21-Jul	91.93%	8,274 gpm	29% / 71%
21-Aug	84.43%	7,598 gpm	35% / 65%
21-Sep	95.98%	8,638 gpm	23% / 77%
21-Oct	95.98%	8,638 gpm	23% / 77%
21-Nov	92.51%	8,326 gpm	14% / 86%
21-Dec	86.51%	7,786 gpm	16% / 84%
	<i>Ave Blend %-last 12 months</i>		24% / 76%

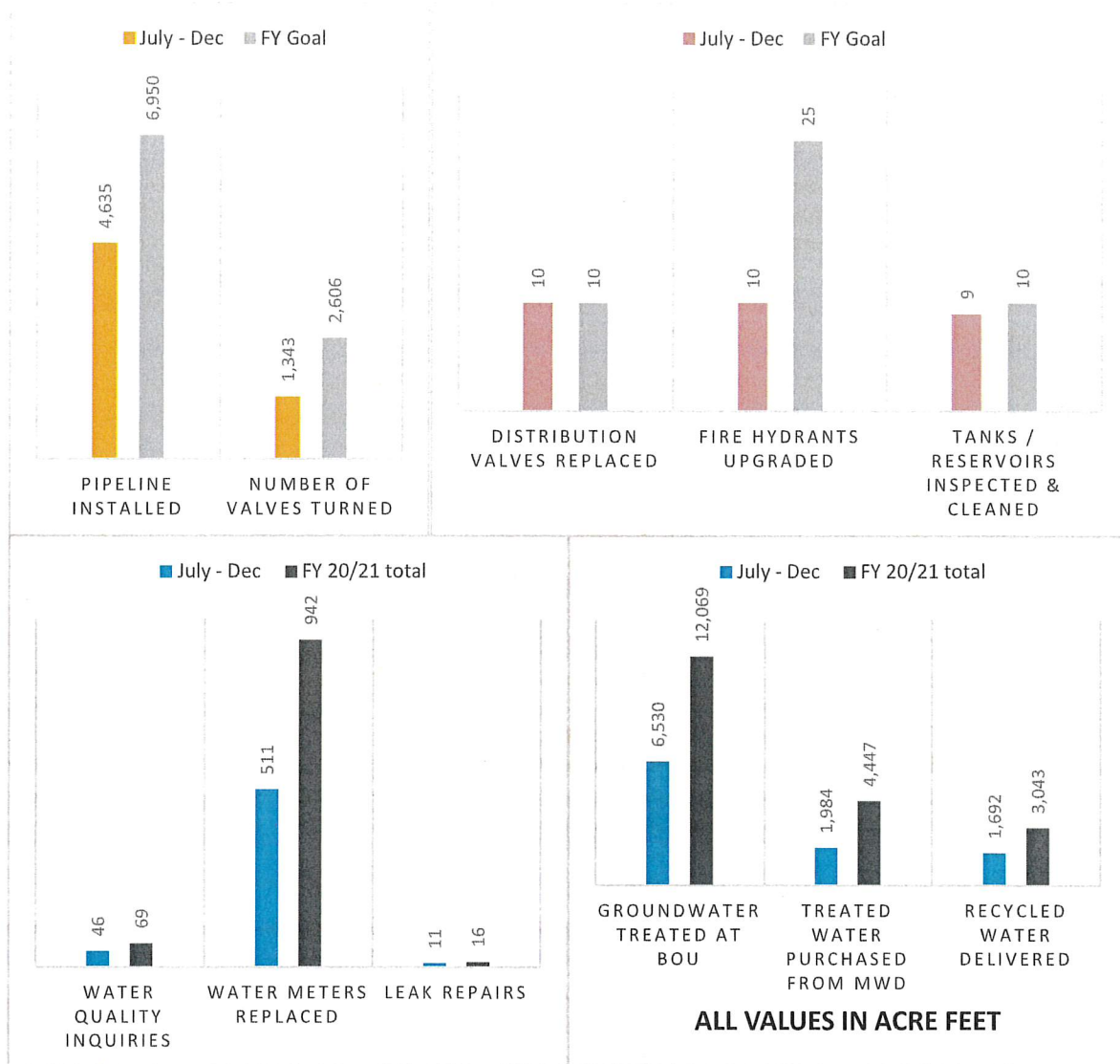
The total system blend percentage represents the total amount of water that was purchased from Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important measure of efficiency. The capacity factor may fluctuate based on demand and plant 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 measures through **December**. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is 53% complete and we are **50%** through the fiscal year.

Chlorine gas deliveries have been sporadic and unreliable. Conditions have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – essentially bleach). This spreads the shortage risk across two forms of chlorine instead of relying on just one. Although the availability has slightly improved, the price of the chemical remains volatile. Since June 2021, the cost of chlorine has increased more than 60%.

We closely monitor chlorine gas supplies and track it daily.



Leak Alert Notifications

In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed throughout the city. The data was “backhauled” or bundled using the Tropos radio system and delivered to database servers that accepted and processed the meter data. Full deployment of the system (approximately 26,000 endpoints) was completed in 2011.

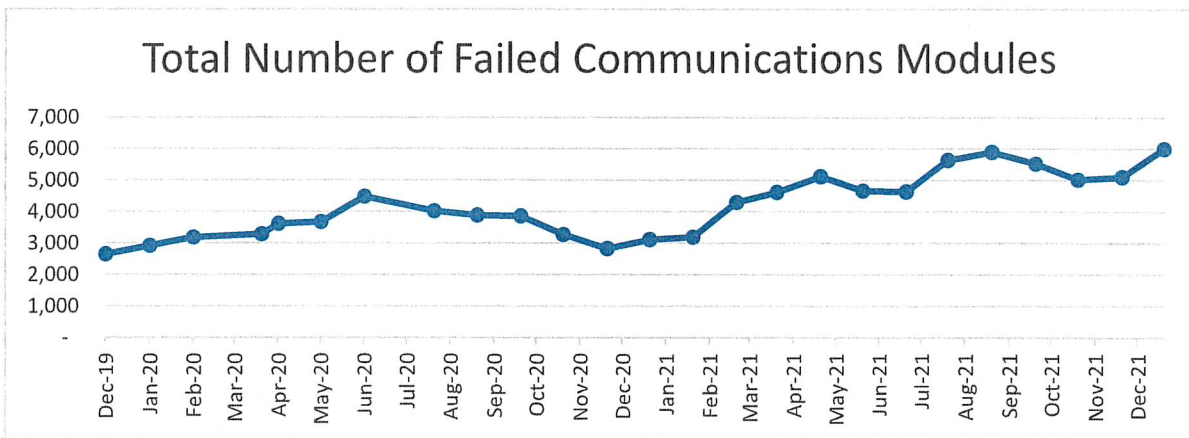
Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, BWP has provided 11,756 leak alerts to customers. Unfortunately, a

high volume of water meter communication modules are not working reliably and replacement units are no longer produced.

As of **December 2021**, BWP was not able to receive remote reads for **6,009** water meters out of 27,060 (**22% of the total**) due to failing communications modules and they had to be read manually. **The graph below shows that since December 2019 the failure rate has averaged 135 failures per month.** In March 2021, staff deployed an interim automatic meter reading (AMR) system to read approximately 800 meters with failed communication modules and we are now able to read them.

BWP previously notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications, and due to continued failures BWP is now in the process of notifying additional customers. The AMR system unfortunately will not enable BWP to notify customers of leaks at all. This will leave customers vulnerable to unnoticed leaks causing water damage, bills that could reach thousands of dollars as well as unnecessary and significant water waste.

BWP is in the process of developing a new AMI system. Proposals for managing the specification development and bid review have been reviewed and interviews of the top three firms were conducted. The winning firm will also assist with selection of the installation and procurement contractor and manage the bid and procurement phase for the project.



Projects

641 S. Beachwood: Crews worked hard and fast to repair a leak on this 6” cast iron water main. This particular section of pipe had a radial crack, which was repaired with the installation of a full circle repair clamp. During this repair there were no service interruptions to the local residents. Unfortunately, we do have an older system in parts of the city which will continue to have breaks, but fortunately we had a team that quickly responded. This definitely limited the possibility of this turning into a catastrophic event.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In December 2021, BWP experienced five sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,198,324 customer minutes.

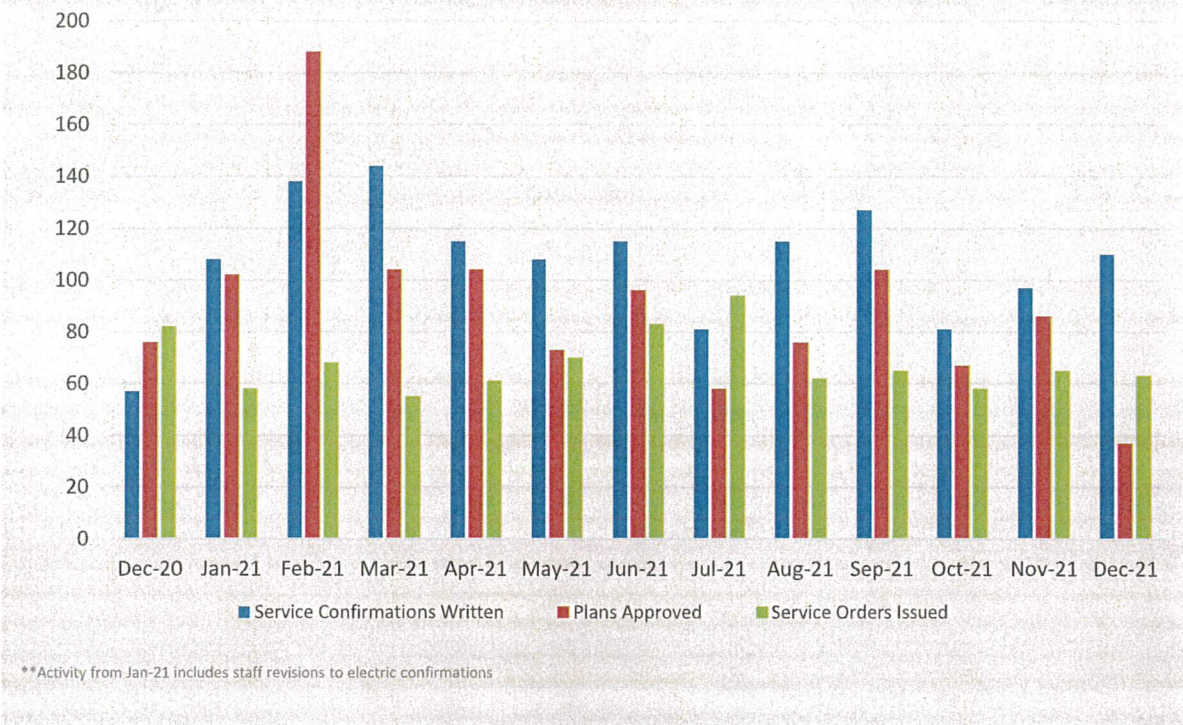
Reliability Measurement	January 2020 - December 2020	January 2021 - December 2021
Average Outages Per Customer Per Year (SAIFI)	0.4238	0.3105
Average Outage Duration (CAIDI)	23.86 minutes	52.83 minutes
Average Service Availability	99.998%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3828	0.2862
No. of Sustained Feeder Outages	14	13
No. of Sustained Outages by Mylar Balloons	3	1
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	2

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 service. 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 typical lead time for an electric service confirmation has been 2-3 days, however due to the recent increase in volume lead times have increased to an average of three to four weeks. The graph below summarizes monthly activity for our residential and commercial service planning group within the T&D engineering section.

**Residential and Commercial Service Planning Activity Summary
December 2020 - December 2021**

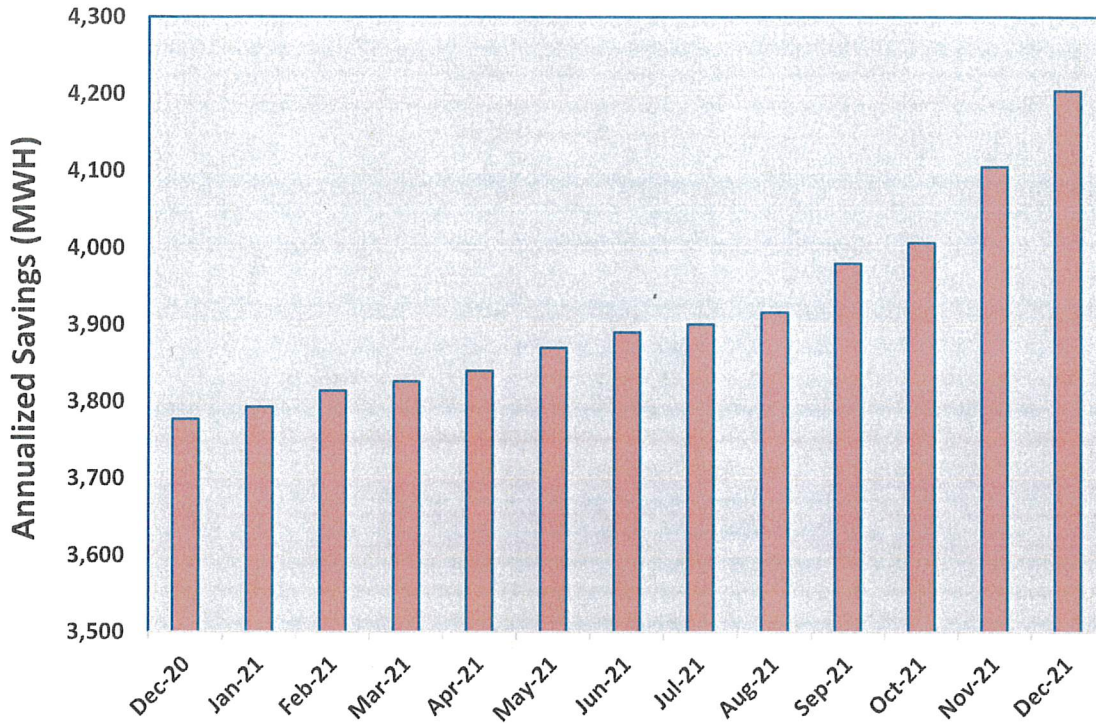


STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) street light luminaires with light-emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. **To date, 77.39% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 4,204 MWh or a 45.37% reduction in energy consumption. LED conversions have also reduced evening load by 974 kW,** which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.

**Annualized Energy Savings
December 2020 - December 2021**



*** Note: Starting October 2021, staff started tracking LED installations based on a more reliable source (GIS database). This change resulted in a savings correction of 156 MWh (increase) in annualized savings, previous months have been adjusted accordingly.

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.

In order 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 as well as BWP’s design guidelines. Once BWP approves the plans and a Public Works permit is issued, BWP issues work orders to our field crews to carry out inspection as well as 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	72	175	13	6	18

AVION Burbank Development Update

The AVION Burbank Development is a large, planned development near the airport currently under construction. The on-site development includes six warehouses, nine office buildings, two retail buildings, and a hotel. This development contributed to a portion of the cost to construct the Ontario Substation as well as the underground conduit on Winona Ave. between Ontario St. and Hollywood Way.

In order to provide electrical service to this development, two new 12 kV distribution feeders have been installed from the Ontario Substation to the project site. To date, all six warehouse buildings and all nine office buildings have been energized. The only remaining services to energize are the two retail buildings seen in the foreground of Figure 1 below. The future hotel (still in plan check) will be built on the empty lot visible in the background to the right. The BWP electric onsite work as well as the on and off-site streetlight work is 95% complete.

The final major portion of the Avion project is the undergrounding of the overhead lines fronting San Fernando. This work will continue over the coming months.



Figure 1 – Aerial photograph looking north-west from Hollywood Way/Tulare (this is Phase 2 of Avion)

Madison Square Garden Dome Project

The Madison Square Garden (MSG) Dome project is a large commercial development. The proposed building is a spherical geodesic dome, approximately 186 feet in diameter and 95 feet in height with approximately 28,664 square feet of floor area on an approximately 1.95-acre vacant site. The project is a prototype facility for MSG Entertainment's creative teams to develop and edit content prior to its ultimate use in Las Vegas productions.

To provide electrical service to this development, two underground 12 kV distribution feeders were extended along Empire Ave. and Avon St. About 200 feet

of new underground conduit was constructed on Avon St. from an existing manhole to the project site. Construction was completed in November 2021, and the project was energized on December 1, 2021.

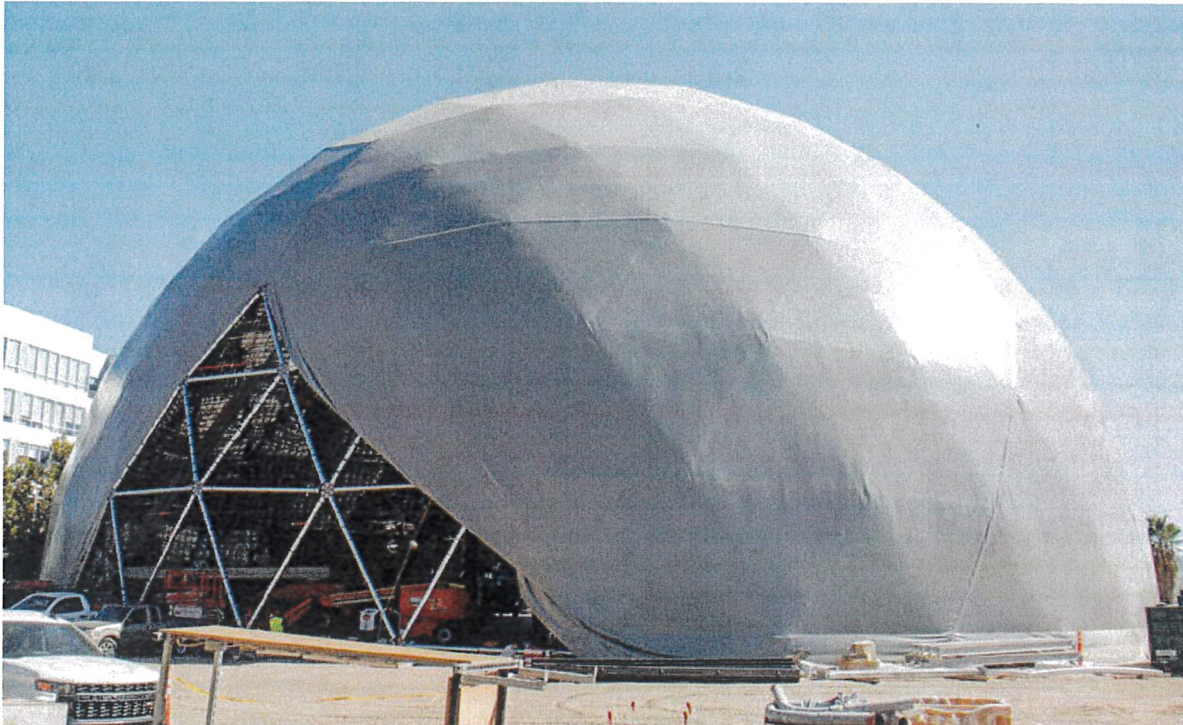


Figure 2 – Construction of dome structure on Empire Ave. and Avon St.

CUSTOMER SERVICE

Customer Service Operations

BWP continues to assist customers through the COVID-19 pandemic. Customer service representatives assist customers, make payment arrangements to reduce the amount in arrears, and provide additional resources to help customers manage their finances related to their utility bill. Various financial programs are offered including the Low-Income Residential Assistance Program (LIRAP), California Arrearage Payment Program (CAPP), and California Water and Wastewater Arrearage Payment Program (CWWAPP). **On January 21, 2022, BWP received the CAPP Credit of \$2,236,319. On January 26, 2022, BWP received the CWWAPP Credit of \$373,517. As of January 24, 2022, the following is the current outstanding debt by commodity before applying CAPP or CWWAP credits:**

Aging By Service Type					
Service Type	31-60	61-90	91+	Total	% of Total
ELECTRIC	\$ 1,189,753	\$ 404,465	\$ 2,747,464	\$ 4,341,681	62%
WATER	\$ 218,635	\$ 107,298	\$ 553,343	\$ 879,276	13%
SEWER	\$ 175,073	\$ 95,863	\$ 516,631	\$ 787,567	11%
SOLID WASTE	\$ 167,637	\$ 98,428	\$ 543,268	\$ 809,333	12%
FIBER OPTIC	\$ 96,650	\$ 19,763	\$ 37,085	\$ 153,498	2%
GENERAL SERVICE	\$ 1,506	\$ 649	\$ 3,031	\$ 5,186	0%
MISCELLANEOUS	\$ -	\$ -	\$ 38	\$ 38	0%
Grand Total	\$1,849,253	\$726,465	\$4,400,861	\$6,976,579	100%

BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	11%
Residential Start	7%
Update Account	6%
Residential Stop	6%
Solid Waste	4%

	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	% Inc/Oct
Call Volume	3,684	3,383	2,897	3,384	3,017	2,799	3,468	3,186	2,594	3,841	3,235	2,845	3,102	9.0%

Call volume **increased by 9% in December**. The majority of the calls were related to balance and residential change of account requests. Customers continue to validate their balance; however, we are not seeing an uptake of customers requesting to set up payment arrangements. As BWP offers residents various financial assistance programs, we will continue to encourage payment arrangements and work with our customers to reduce our arrears.

Online Account Manager

The enrollment in the online account manager (OAM) is currently at **60%** of all active accounts; increases in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 82% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs.

The OAM adoption plan consists of three phases. Phase one was to build awareness and promotion through broad communications. The second phase is to provide targeted messages to segments that have not adopted the OAM. The third phase is to provide incentives to adopt the OAM.

Currently, about 86% of customers that have not adopted the OAM are residential. Therefore, phase two and three will be focused on residential customers to continue to increase adoption. The adoption plan is currently in phase two.

Marketing is promoting OAM utilizing every owned channel, including on-bill messaging, *Digital Currents*, print *Currents*, social media, and BWP’s website.

Channel	Duration/Measurement
Bill Graphics	~40,000 printed bills (two bill cycles)
Social Media	1,093 customers through organic reach
<i>Digital Currents</i> – August 2021	~27,000 residents, 53.4% open rate ¹ 18 unique clicks on the OAM ad
<i>Digital Currents</i> – July 2021	~27,000 residents, 53.4% open rate ¹ 22 unique clicks on the OAM ad

¹ The average email open rate for government agencies is 23%.

Print Currents	OAM ad will run in the November 2021 print issue of <i>Currents</i> .
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Phase two efforts have not yielded a significant increase in OAM active users. To increase adoption, the marketing team believes customers may need incentives to convert to OAM. Phase three was initially targeted to begin in the third quarter of 2021. Marketing researched incentives that other utilities offer their customers for online account registration and paperless billing.

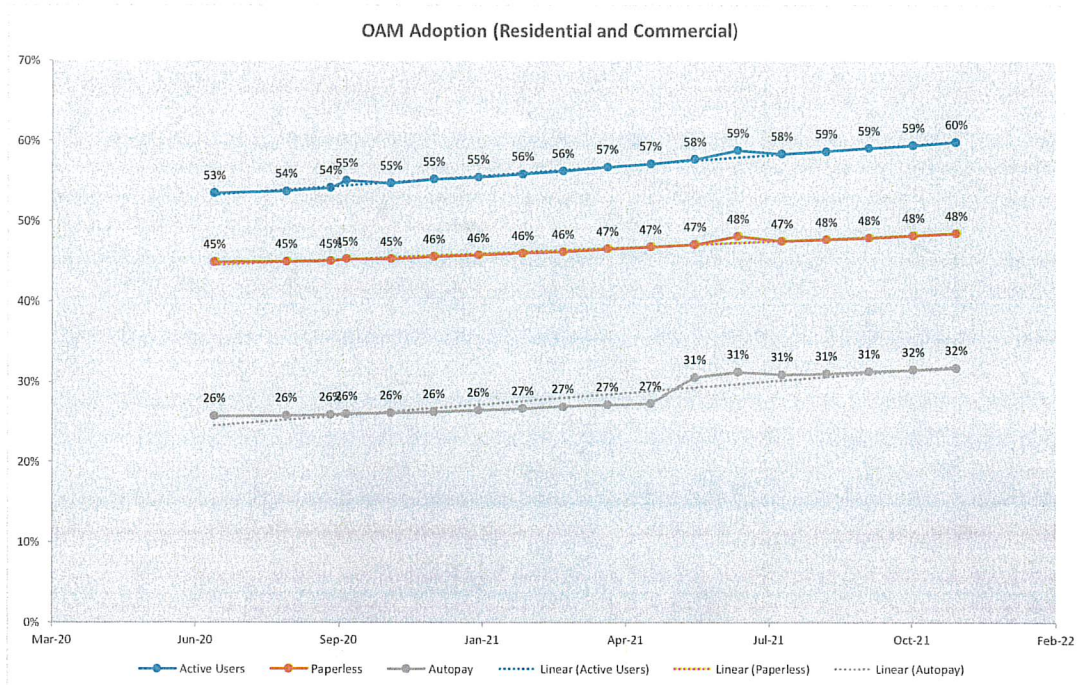
Most neighboring utilities are not currently offering an incentive for online account or paperless billing enrollment, as illustrated in the table below.

Utility	Online Account Incentive	Paperless Billing Incentive
Glendale Water and Power	No	No
Pasadena Water and Power	No	No
LADWP	No	Yes, \$10
Anaheim	No	No
SMUD	No	No
SCE	No	No
PG&E	No	No
SoCal Gas	No	No

While researching, the Marketing team also reviewed a 2021 Customer Service Insights Study conducted by First Quartile Consulting. The study shows that more than half of utility customers have set up online accounts. Utilities with the highest online account adoption have 66% of customers enrolled in an online account.

The Marketing team continues to work on developing a recommendation for an online account management registration incentive. Additionally, the team is developing a supporting marketing and outreach campaign that will launch in **February 2022**.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	31,402	60%
Paperless	25,426	48%
Autopay	16,659	32%

BWP’s Energy Efficiency and Water Savings – Fiscal Year to December 31, 2021

Changes in state and local COVID-19 orders allow services to be performed for efficiency programs requiring home or onsite visits. BWP collaborated with vendors to ensure proper protocols to provide services and comply with health orders.

As a result, the Refrigerator Exchange Program resumed in June 2021. Since resuming service, a total of **51** refrigerators have been exchanged and **3** of those refrigerators were exchanged in **December**. In addition, the Home Improvement Program (HIP) resumed in September 2021, with its new and refreshed program offerings. With the re-launch of these two key efficiency programs, all programs that were temporarily suspended due to COVID-19 are now back in operation; however, with the recent COVID-19 surge, the programs were once again temporarily suspended and will be reevaluated to restart in **February 2022**.

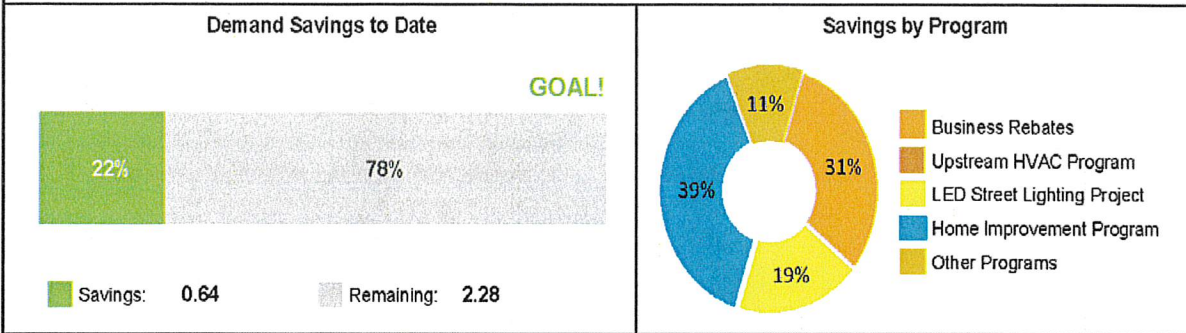
The HIP offers energy-water surveys and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. Some of the HIP new services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and the properties within the disadvantaged community areas of Burbank. Furthermore, the program now offers

energy-water surveys and the installation of efficiency measures for multi-family common area customers.

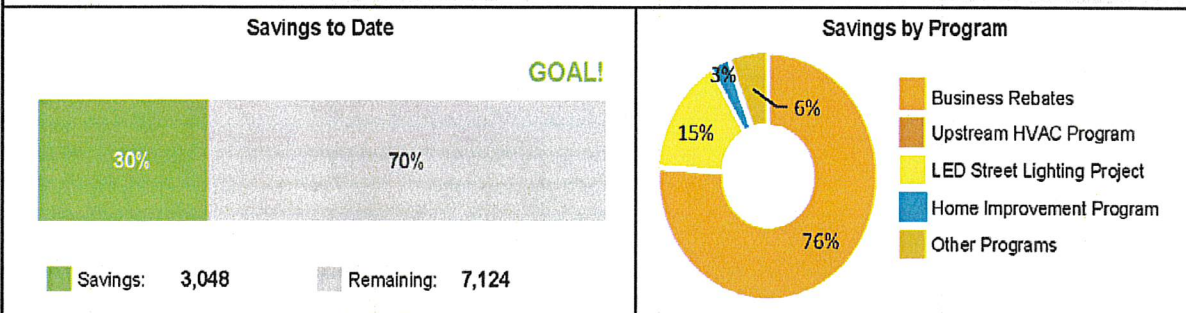
Since resuming service, a total of 112 customers participated in the HIP. HIP participation increased in **December** with **29** participants. HIP participation contributes substantially to the reported savings for the month of **December**. Staff will continue to promote all energy and water efficiency services to increase adoption throughout the year as soon as **the services restart**.

Energy Efficiency Savings FYTD 2021-2022 Period ending on 12/31/2021

1% Demand Goal = 2.92 MW

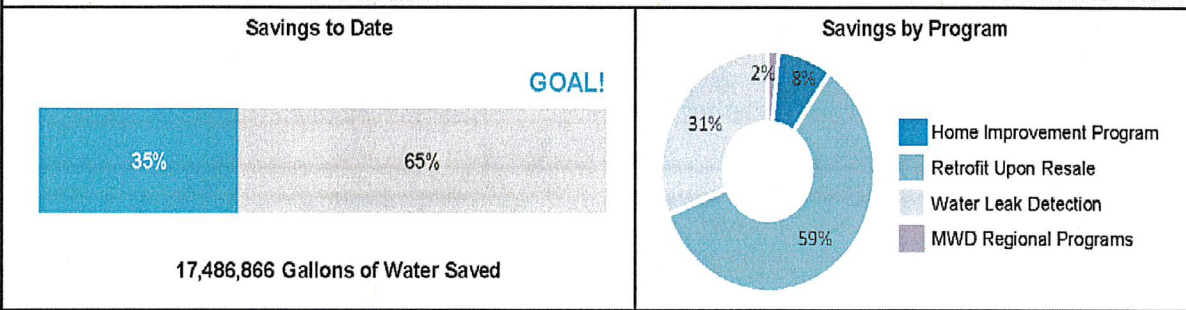


1% Consumption Savings Goal = 10,172 MWh



Water Savings Goal FYTD 2021-2022

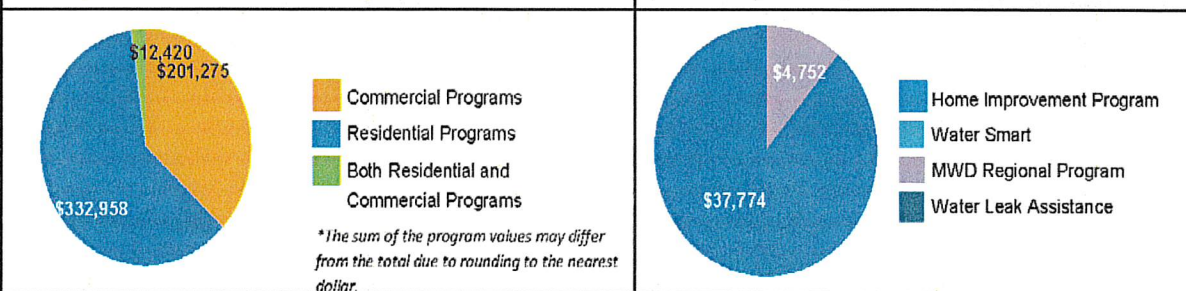
1% (49,630,000 Gallons) Potable Water Savings Goal



Efficiency Investments FYTD 2021-2022

*Electric Programs: \$546,653

Water Programs: \$42,526



Seventy-three public EV charging ports are installed in Burbank, including 2 DC fast chargers and 24 curbside ports. The public charging rate is \$0.1753 per kWh for Level 1 and Level 2 charging stations, and \$0.2817 per kWh for DC fast chargers.

Public Charging Energy Delivery

In **December**, the per port average revenue was **\$96**. Per port monthly revenues continue to stay above \$90, much improved from our average monthly low of \$60 per port March 2020 to February 2021.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
December 2019 - February 2020	28,047 kWh	\$ 4,779	\$ 101	Pre-COVID, all units operational
March 2020 - February 2021	14,211 kWh	\$ 2,724	\$ 60	COVID downturn
March 2021 - May 2021	23,889 kWh	\$ 4,299	\$ 91	COVID recovery period
June 2021 - November 2021	35,203 kWh	\$ 7,000	\$ 96	Post-installation of new ports
December 2021	34,678 kWh	\$ 6,990	\$ 96	Most recent month

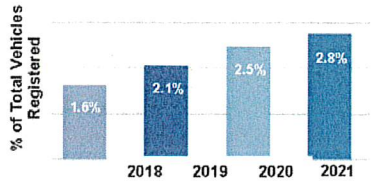
Commercial Rebate Program

The revamped Commercial Electric Vehicle Charging Station Rebate Program launched on October 1st, along with a new webpage found here: <https://www.burbankwaterandpower.com/leadthecharge>.

An application for 24 ports is currently being processed, one of our key accounts has applied for a rebate for an additional 8 charging ports, and staff has received calls from commercial customers interested in applying for as many as 40 ports (the maximum allowed under the new rebate program).

Transportation Electrification 2021-2022 Period ending on 12/31/2021

EV Growth in Burbank*



Total EV/PHEV DMV Vehicle Registrations

2021:	2,233
2020:	2,236
2019:	1,912
2018:	1,494

* DMV data as of Jan 01 of the reporting year

Transportation Electrification Initiatives for FY 2021-2022

Used EV Rebates

Goal: 40



Given: 25 Remaining: 15

Charging Station Rebates*

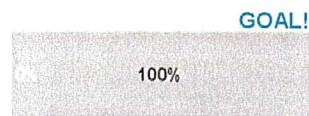
RES. Goal: 50 COM. Goal: 40



Residential: 14 Remaining (Res): 36
Commercial: 0 Remaining (Com): 40

Public Charging Ports*

Goal: 40



Installed: 0 Remaining: 40

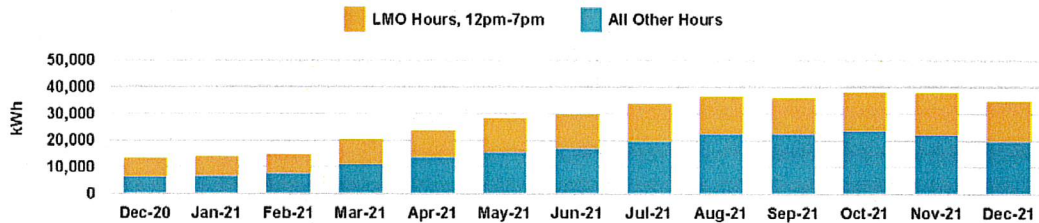
* Facilitate the installation of 75 electric vehicle charging ports to electrify the transportation sector in Burbank.

Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG Reduced*	¹ Peak Charging Sessions	² Charging Occupancy
	Total Ports	Total Available						
December:	73	73	3,863	34,678	\$6,990	22,125	22%	14%
Average:	73	73	3,679	36,067	\$7,165	21,134	20%	14%
FY Total:	73	73	22,073	216,403	\$42,992	126,805	20%	14%

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

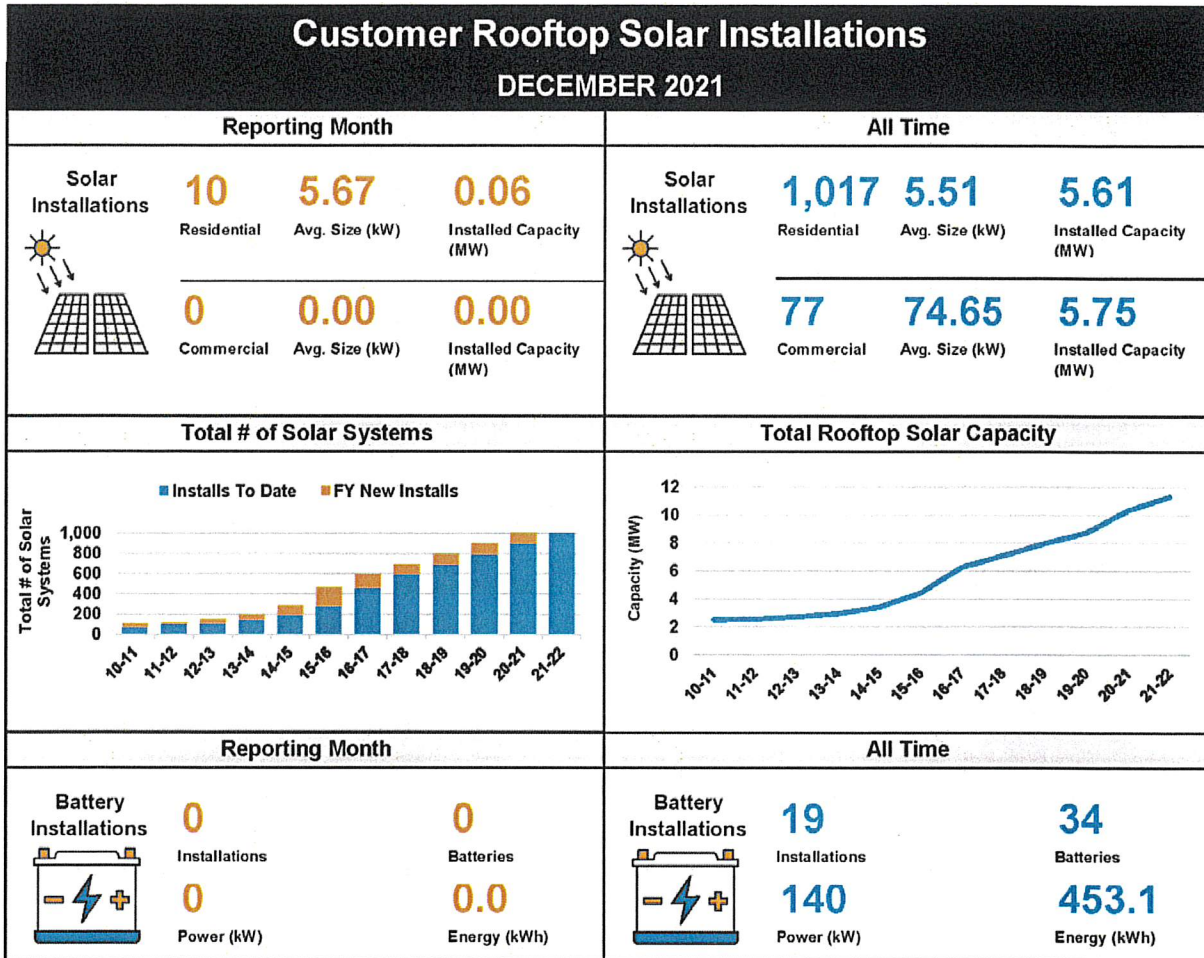
Load Management Opportunity (LMO) Hours



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

Customer owned rooftop solar system installations continue to grow. Burbank Water and Power does not provide rebates for installing these systems. However, overall, lower equipment costs and 26% Federal Investment Tax Credit in 2021 make purchasing solar and/or battery systems more accessible. System capacity and number of installations are tracked monthly and in total below.



TECHNOLOGY

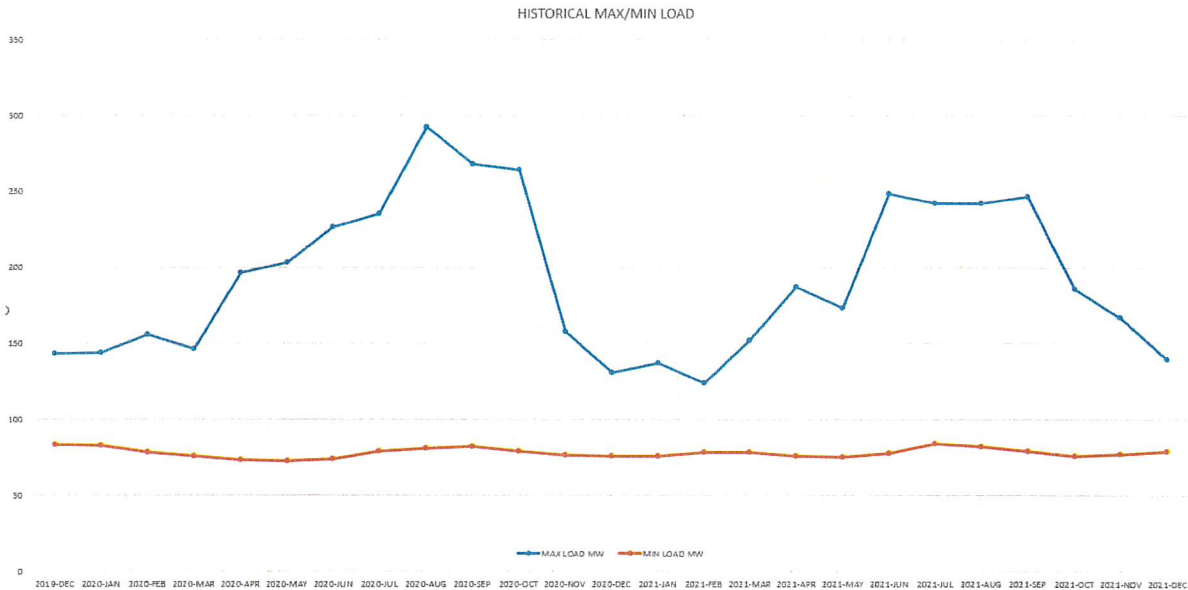
Broadband Services (ONEBurbank)

	December 2021 New Orders	Revenues for December 2021	FYTD 2021-22 Revenues	FYTD Budget
Lit	2	\$146,700	\$883,997	\$810,000
Dark	2	\$174,840	\$1,095,790	\$1,215,000
Total	4	\$321,540	\$1,979,787	\$2,025,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for December 2021 was 139.9 MW at 2:46 PM on December 1, and the minimum load was 79.1 MW at 3:47 AM on December 28.



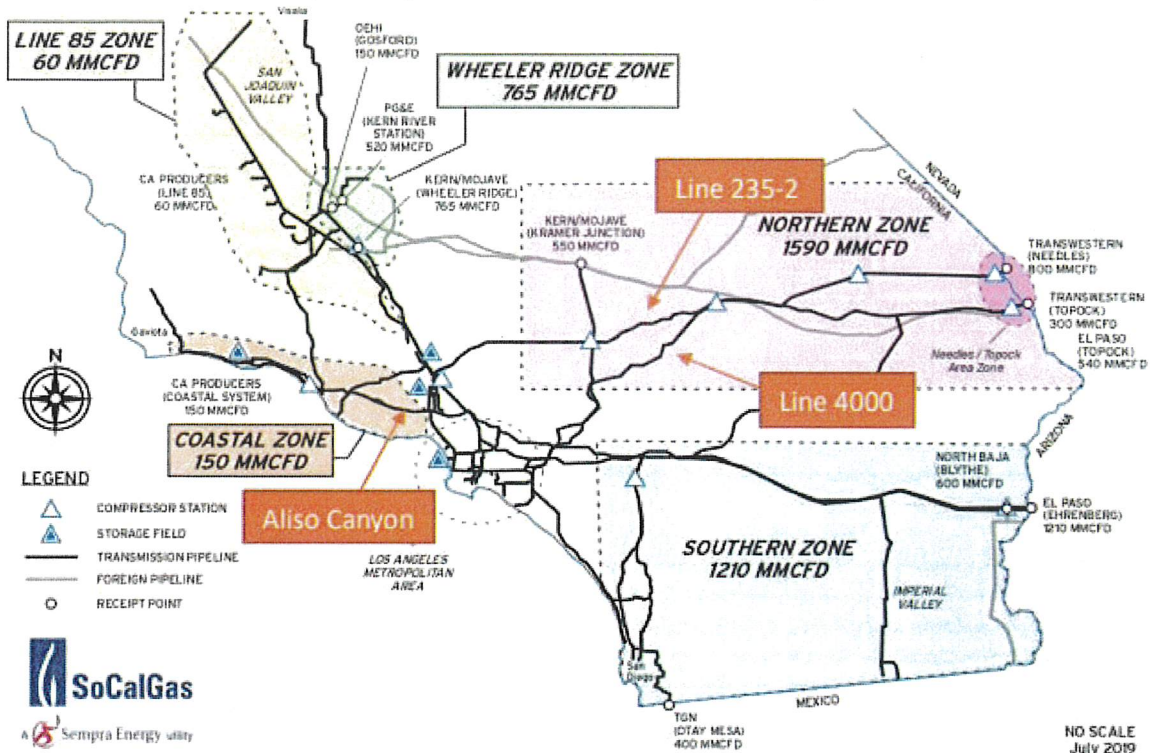
Minimum load values corrected for Sept & Dec 2018.

YEAR	MAX LOAD	MAX DATE
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
2017	322.1 MW	31-Aug-17 16:02

The Burbank power system did not experience any operational issues or natural gas supply issues for December 2021.

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.

Image 1: Receipt Points & Transmission Zone Firm Capacities



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	99%	22.5	718	11,233	3
MPP	90%	668	101,898	7,856	2

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively.

Lake 1 experienced operational concerns in late 2020. As a result, it was removed and shipped to a certified facility in Houston, TX for inspection and repairs. The inspection findings indicated the need to replace multiple components that were worn beyond allowable limits and BWP is now proceeding with a full turbine overhaul. **Revised estimates included a possible February 2022 return to service and a leased turbine remains installed to mitigate risks. The leased turbine was placed online three times during the month of December.**

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	90%	97%	72%
Unit Capacity Factor (240 MW)	57%	68%	50%

MPP was shut down on Friday, December 10, 2021, to perform an offline water wash of the combustion turbine compressor, as well as balance of plant maintenance. MPP was restarted on Monday, December 13, 2021.

MPP was shut down on December 20, 2021 to replace blown fuses on a voltage transformer at the combustion turbine generator. MPP was restarted the same day.

Tieton Hydropower Project (Tieton)

Tieton's 2021 generation season began April 5, 2021 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (BOR). The generation season for 2021 ended on October 18 when water flow was no longer available.

ENVIRONMENTAL

Air Quality

There are no air quality updates at this time.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four storm water samples per reporting year and compare them to statewide regulatory limits. **On December 14, 2021, the second set of storm water samples was collected for the current reporting year and the results are pending.** The results from **previous samples** continue to indicate ongoing compliance issues with metals, specifically zinc and copper. Samples were also collected from the offsite influent that commingles with BWP's storm water discharge. The offsite samples also exceeded the limits for metals.

In order to address the storm water compliance issues, BWP is in the process of implementing a campus storm water 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 environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase have 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. After the final design is completed, bid specifications will be prepared and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim

limits which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board 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 November 17, 2023.

PROJECT UPDATES:

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP continues to be on track to meet RPS compliance requirements for calendar year 2021. The calendar year 2021 goal is 35.75% RPS. BWP staff continues to evaluate renewable resources in order to meet future compliance requirements. **Staff updated the RPS Procurement Plan and Enforcement Program in December 2021, which shows BWP's path forward with RPS compliance.**

Integrated Resource Plan (IRP) Update

BWP is starting to review options for a new IRP which is due to the CEC in 2024. Stakeholder engagement efforts, compliance and costs will be some of the major factors in the 2024 IRP. The first draft of the Request for Proposal (RFP) for the IRP is done. The plan is to release the RFP in spring of 2022 after it has been reviewed by additional staff members and legal.

Transmission Update

BWP is partnering with LADWP on additional renewable contraction and opportunities. BWP will meet with LADWP monthly, to discuss transmission needs.

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 IPP Renewal participants are targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is scheduled to come on-line. On a monthly basis, IPP participants continue to meet to discuss the IPP Renewal, including concerns on facilities development and potential additional resources at the site.

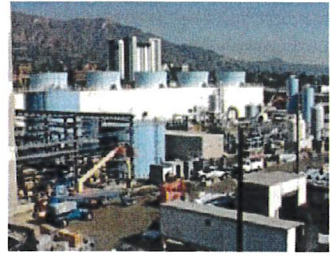
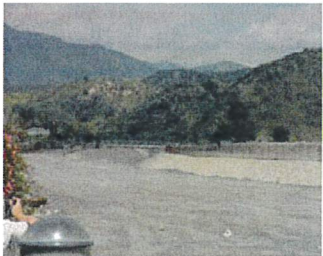
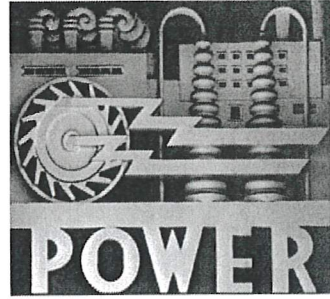
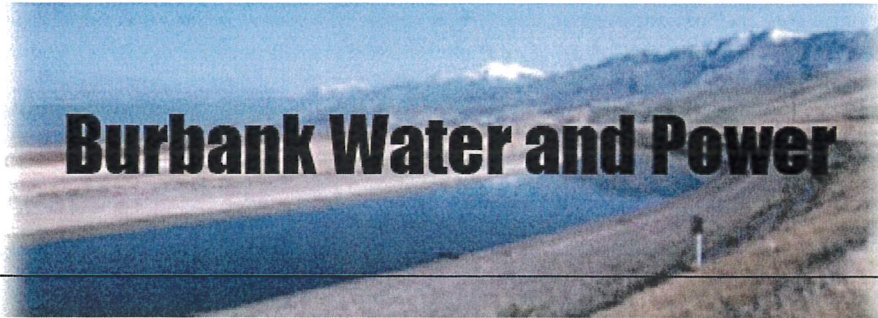
Staff continues to actively work with Intermountain Power Agency on cost increases due to the Hydrogen Betterments Project and coal supply issues. In regard to the coal supply concerns, IPP participants have agreed to limit output of the IPP units to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants minimal needs during the less critical times of the year. This operational change should allow for growth of the existing coal pile sufficient to meet the critical needs of the participants which more typically occur during the third quarter of the calendar year. Updates will be provided as more details are made available.

Power Production

Lake One Power Plant Emissions Retrofit Project

A bid specification for the Lake One Power Plant Emissions Retrofit Project was completed on December 1, 2021. The Request for Proposals (RFP) package is currently with Purchasing and the City Attorney's Office for review. Once the RFP package has been reviewed, it will be routed for City Manager for approval and released for bidding. It is estimated that the RFP will be released for bidding during the first quarter of 2022.

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
November-21**

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

MTD and FYTD November 2021

(\$ In 000's except MWh Sales)

MTD Actual FY 20-21	MTD Budget FY 20-21	MTD Budget FY 20-21	MTD Budget FY 20-21	MTD Budget FY 20-21	MTD Budget FY 20-21	YTD Actual FY 20-21	YTD Budget FY 20-21	YTD Actual FY 20-21	YTD Budget FY 20-21	YTD Actual FY 20-21	YTD Budget FY 20-21	%	
												Variance	Variance
75,456	81,466	81,466	(6,010)	(7%) (a)	NEL MWh	463,978	503,000	463,978	503,000	463,978	503,000	(39,022)	(8%) (A)
					Retail								
\$ 11,779	\$ 11,930	\$ 11,930	\$ (152)	(1%)	Retail Sales	\$ 71,394	\$ 76,497	\$ 71,394	\$ 76,497	\$ 71,394	\$ 76,497	\$ (5,104)	(7%)
600	566	566	34	6%	Other Revenues	2,159	2,832	2,159	2,832	2,159	2,832	(673)	(24%) (B)
9,110	8,361	8,361	(749)	(9%) (b)	Retail Power Supply & Transmission	50,312	47,418	50,312	47,418	50,312	47,418	(2,893)	(6%) (C)
3,269	4,135	4,135	(867)	(21%)	Retail Margin	23,241	31,911	23,241	31,911	23,241	31,911	(8,669)	(27%)
					Wholesale								
346	3,637	3,637	(3,291)	(90%)	Wholesale Sales	8,516	23,296	8,516	23,296	8,516	23,296	(14,781)	(63%)
317	3,574	3,574	3,258	91%	Wholesale Power Supply	7,304	22,947	7,304	22,947	7,304	22,947	15,643	68%
30	63	63	(33)	(53%)	Wholesale Margin	1,212	349	1,212	349	1,212	349	863	247%
3,299	4,199	4,199	(900)	(21%)	Gross Margin	24,453	32,259	24,453	32,259	24,453	32,259	(7,806)	(24%)
					Operating Expenses								
775	954	954	180	19% (c)	Distribution	3,646	4,981	3,646	4,981	3,646	4,981	1,334	27% (D)
134	140	140	6	5%	Administration/Safety	714	669	714	669	714	669	(46)	(7%)
229	285	285	56	20% (d)	Finance, Fleet, & Warehouse	788	1,355	788	1,355	788	1,355	567	42% (E)
513	519	519	6	1%	Transfer to General Fund for Cost Allocation	2,566	2,594	2,566	2,594	2,566	2,594	28	1%
358	502	502	144	29% (e)	Customer Service, Marketing & Conservation	2,065	2,775	2,065	2,775	2,065	2,775	710	26% (F)
288	330	330	42	13%	Public Benefits	1,691	2,116	1,691	2,116	1,691	2,116	425	20% (G)
137	135	135	(2)	(2%)	Security/Oper Technology	1,151	706	1,151	706	1,151	706	(444)	(63%) (H)
93	124	124	31	25% (f)	Telecom	499	643	499	643	499	643	144	22% (I)
118	202	202	84	42% (g)	Construction & Maintenance	557	1,018	557	1,018	557	1,018	461	45% (J)
1,725	1,881	1,881	155	8%	Depreciation	8,976	9,403	8,976	9,403	8,976	9,403	427	5%
4,371	5,073	5,073	702	14%	Total Operating Expenses	22,654	26,258	22,654	26,258	22,654	26,258	3,605	14%
\$ (1,072)	\$ (874)	\$ (874)	\$ (198)	(23%)	Operating Income(Loss)	\$ 1,800	\$ 6,001	\$ 1,800	\$ 6,001	\$ 1,800	\$ 6,001	\$ (4,202)	(70%)

**Burbank Water and Power
Electric Fund (496)**

**Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD November 2021**

(\$ in 000's)

	MTD Budget		YTD Actual		YTD Budget		%
	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	
\$	(1,072)	\$ (874)	\$ (198)	\$ 1,800	\$ 6,001	\$ (4,202)	(70%)
	75	66	9	382	331	51	15%
	182	26	156	(1,821)	(2,529)	708	28% (K)
	(279)	(279)	-	(1,397)	(1,397)	-	0%
	(22)	(187)	165	(2,836)	(3,595)	759	21%
	(1,094)	(1,061)	(33)	(1,036)	2,407	(3,443)	(143%)
Net Income	187	1,215	(1,027)	1,281	6,073	(4,792)	(79%) (L)
Net Change in Net Assets	\$ (907)	\$ 153	\$ (1,061)	\$ 244	\$ 8,479	\$ (8,235)	(97%)

1. This report may not foot due to rounding.

2. () = Unfavorable.

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

4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension), revenues and expenses related to Low Carbon Fuel Standard credits, 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 November 2021
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	75,456	81,466	(6,010)	NEL is 7.4% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature in November was 79.7°F, compared to the 15-year average high temperature of 76.3°F. The average low temperature was 48.3°F, compared to the 15-year average low temperature of 47.2°F. MTD CDD were 51 versus the 15-year average of 35.
b.	Retail Power Supply & Transmission	9,110	8,361	(749)	The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
c.	Distribution	775	954	180	The favorable variance is primarily attributable to the timing of capital labor and work for others and vacancies.
d.	Finance, Fleet, & Warehouse	229	285	56	The favorable variance is primarily attributable to vacancies and the timing of software purchases.
e.	Customer Service, Marketing & Conservation	358	502	144	The favorable variance is primarily attributable to vacancies and the timing of professional services and software purchases.
f.	Telecom	93	124	31	The favorable variance is primarily attributable to the timing of private contractual services.
g.	Construction & Maintenance	118	202	84	The favorable variance is primarily attributable to the timing of capital labor and work for others, custodial services, and building ground maintenance and repairs.
h.	Other Income/(Expense)	182	26	156	The favorable variance is primarily attributable to the timing of expenses related to Low Carbon Fuel Standard credits.
i.	Capital Contributions (AIC)	187	1,215	(1,027)	The unfavorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD November 2021
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	463,978	503,000	(39,022)	- NEL is 8% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The YTD average high temperature was 84.4°F, compared to the 15-year average high temperature of 84.4°F. The YTD average low temperature was 56.7°F, compared to the 15-year average low temperature of 57.8°F. YTD CDD were 1,048 versus the 15-year average of 1,119.
B.	Other Revenues	2,159	2,832	(673)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate. The unfavorable variance is also attributable to the moratorium on fees in light of the COVID-19 pandemic.
C.	Retail Power Supply & Transmission	50,312	47,418	(2,893)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Distribution	3,646	4,981	1,334	- The favorable variance is primarily attributable to more capital labor and work for others than planned, vacancies and the timing of private contractual services.
E.	Finance, Fleet, & Warehouse	788	1,355	567	- The favorable variance is primarily attributable to vacancies and the timing of software purchases and professional services.
F.	Customer Service, Marketing & Conservation	2,065	2,775	710	- The favorable variance is primarily attributable to vacancies and the timing of professional services.
G.	Public Benefits	1,691	2,116	425	- Lifeline discounts of \$243k are recorded as a reduction to retail sales but are budgeted as an expense. The balance of the variance is attributable to lower than planned electric retail sales.
H.	Security/Oper Technology	1,151	706	(444)	- The unfavorable variance is primarily attributable to the timing of capital labor and work for others and to the timing of software and hardware purchases.
I.	Telecom	499	643	144	- The favorable variance is primarily attributable to the timing of expenditures for private contractual services and vacancies.
J.	Construction & Maintenance	557	1,018	461	- The favorable variance is primarily attributable to the timing of capital labor and work for others, custodial services, and building ground maintenance and repairs.
K.	Other Income/(Expense)	(1,821)	(2,529)	708	- The favorable variance is primarily attributable to higher than planned miscellaneous revenue from the sale of scrap materials, inventory, and assets and the timing of expenses related to Low Carbon Fuel Standard credits.
L.	Capital Contributions (AIC)	1,281	6,073	(4,792)	- The unfavorable variance is attributable to the timing of AIC projects.

November 2021 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME/(LOSS): \$(1,094)</u>	\$ -	\$ (33)	\$ (33)
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(152)	(152)
Power Supply and Transmission:			
- Lower retail load	132	-	132
- Lower than planned renewables cost and other	114	-	114
- Higher transmission	-	(36)	(36)
- Higher energy prices	-	(497)	(497)
- New minimum for IPP	-	(358)	(358)
- Lower O&M	128	-	128
- Retail load management and economic dispatch	79	-	79
- SCPPA True-up and prior period adjustments	-	(311)	(311)
Other Revenues	34	-	34
Wholesale Margin	-	(33)	(33)
Total	<u>\$ 487</u>	<u>\$ (1,387)</u>	<u>\$ (900)</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	180	-	180
Administration/Safety	6	-	6
Finance, Fleet, & Warehouse	56	-	56
Customer Service, Marketing & Conservation	144	-	144
Public Benefits	42	-	42
Security/Oper Technology	-	(2)	(2)
Telecom	31	-	31
Construction & Maintenance	84	-	84
Depreciation expense	155	-	155
All other	170	-	170
Total	<u>\$ 869</u>	<u>\$ (2)</u>	<u>\$ 867</u>

November 2021 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME/(LOSS): \$(1,036)	\$ -	(3,443)	\$ (3,443)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(5,104)	(5,104)
Power Supply and Transmission			
- Lower retail load	858	-	858
- Lower than planned renewables cost and other	1,064	-	1,064
- Lower transmission	329	-	329
- Higher energy prices	-	(3,103)	(3,103)
- New minimum for IPP	-	(586)	(586)
- Lower O&M	770	-	770
- Lake unit repairs	-	(2,750)	(2,750)
- Retail load management and economic dispatch	835	-	835
- SCPPA True-up and prior period adjustments	-	(311)	(311)
Other Revenues	-	(673)	(673)
Wholesale Margin	863	-	863
Total	\$ 4,719	\$ (12,526)	\$ (7,807)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	1,334	-	1,334
Administration/Safety	-	(46)	(46)
Finance, Fleet, & Warehouse	567	-	567
Customer Service, Marketing & Conservation	710	-	710
Public Benefits	425	-	425
Security/Oper Technology	-	(444)	(444)
Telecom	144	-	144
Construction & Maintenance	461	-	461
Depreciation expense	427	-	427
All other	787	-	787
Total	\$ 4,854	\$ (490)	\$ 4,363

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

	Nov-21	Oct-21	Sep-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments											
General Operating Reserve	\$ 73,809	\$ 73,747	\$ 70,437 ^(b)	\$ 73,156	\$ 70,186	\$ 65,223	\$ 65,133 ^(b)	\$ 52,719 ^{(d)(e)}	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPFA ^(f)	3,762	3,762	3,762	3,740	4,210	6,021	3,769	17,163	16,817		
Sub-Total Cash and Investments	<u>87,571</u>	<u>87,509</u>	<u>84,199</u>	<u>86,896</u>	<u>84,396</u>	<u>81,244</u>	<u>78,902</u>	<u>79,882</u>	<u>94,137</u>	<u>73,010</u>	<u>42,770</u>
Customer Deposits	(9,642)	(7,544)	(7,870)	(4,245)	(2,722)	(3,083)	(1,486)	(1,811)	(5,641)		
Public Benefits Obligation	(8,738)	(8,620)	(8,584)	(8,128)	(8,198)	(8,287)	(7,826)	(6,990)	(6,069)		
Pacific Northwest DC Intertie	-	-	-	-	-	(45)	(48)	(62)	(2,218)		
Low Carbon Fuel Standard ^(g)	(2,775)	(2,850)	(2,855)	(2,998)	(2,470)	(3,273)	(3,364)	(3,642)	(2,267)		
IPP Decommission	(2,000)	(2,000)	(2,000)	(2,000)	-	-	-	-	-		
Cash and Investments (less Commitments)	<u>64,416</u>	<u>66,495</u>	<u>62,889</u>	<u>69,523</u>	<u>71,005</u>	<u>66,556</u>	<u>66,149</u>	<u>67,376</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

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

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

(d) Includes early redemption of the 2010A Electric Bonds (\$7.63M).

(e) Includes a \$2.5M loan to the Water Fund for the purchase of cyclic storage water.

(f) Includes a one-time payment to CalPERS (for pension) in the amount of \$2.75M.

(g) Includes a \$4.4M drawdown to pay SCPFA for June and July power invoices, \$4.6M for August and September power invoices, and \$2.3M for December and January power invoices.

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

**Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD November 2021
(\$ In 000's except Gallons)**

MTD Actual FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance		YTD Actual FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
417	405	12	3% ^(a)	Water put into the system in Millions of Gallons	2,389	2,490	(101)	(4%) ^(A)
74	75	(1)	(2%) ^(a)	Metered Recycled Water in Millions of Gallons	499	483	16	3%
\$ 2,318	\$ 2,320	\$ (2)	(0%)	Operating Revenues	\$ 13,251	\$ 13,850	\$ (599)	(4%)
305	306	(1)	(0%)	Potable Water	2,036	1,921	114	6%
139	120	18	15%	Recycled Water	709	602	107	18%
<u>2,761</u>	<u>2,747</u>	<u>15</u>	<u>1%</u>	Other Revenue ⁽³⁾	<u>15,996</u>	<u>16,373</u>	<u>(378)</u>	<u>(2%)</u>
847	993	146	15% ^(b)	Total Operating Revenues	5,270	6,272	1,002	16% ^(B)
<u>1,915</u>	<u>1,754</u>	<u>161</u>	<u>9%</u>	Water Supply Expense	<u>10,725</u>	<u>10,101</u>	<u>624</u>	<u>6%</u>
				Gross Margin				
				Operating Expenses				
615	770	155	20% ^(e)	Operations & Maintenance - Potable	3,300	3,874	574	15% ^(C)
143	139	(4)	(3%)	Operations & Maintenance - Recycled	783	694	(89)	(13%) ^(D)
155	230	75	33% ^(d)	Operations & Maintenance - Shared Services	886	1,136	249	22% ^(E)
143	144	0	0%	Transfer to General Fund for Cost Allocation	717	718	1	0%
<u>345</u>	<u>373</u>	<u>28</u>	<u>8%</u>	Depreciation	<u>1,726</u>	<u>1,863</u>	<u>137</u>	<u>7%</u>
1,401	1,655	254	15%	Total Operating Expenses	7,412	8,285	873	11%
<u>514</u>	<u>99</u>	<u>415</u>	<u>419%</u>	Operating Income/(Loss)	<u>3,313</u>	<u>1,816</u>	<u>1,497</u>	<u>82%</u>
				Other Income/(Expenses)				
16	11	5	46%	Interest Income	69	53	16	29%
56	49	8	15%	Other Income/(Expense) ⁽⁴⁾	(232)	(286)	53	19%
(143)	(148)	(5)	(4%)	Bond Interest/(Expense)	(713)	(740)	27	4%
(71)	(89)	18	20%	Total Other Income/(Expenses)	(877)	(973)	96	10%
443	11	433	4112%	Net Income/(Loss)	<u>2,437</u>	<u>844</u>	<u>1,593</u>	<u>189%</u>
9	33	(23)	(71%)	Capital Contributions (AIC)	399	163	236	144%
\$ 453	\$ 43	\$ 410	949%	Net Change in Net Assets	\$ 2,835	\$ 1,007	\$ 1,829	182%

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 November 2021
(\$ 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	417	405	12	- Potable water demand was slightly above budget. The average high temperature in November was 79.7°F, compared to the 15-year average high temperature of 76.3°F. The average low temperature was 48.3°F, compared to the 15-year average low temperature of 47.2°F. MTD CDD were 51 versus the 15-year average of 35.
b.	Water Supply Expense	847	993	146	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
c.	Operations & Maintenance - Potable	615	770	155	- The favorable variance is primarily attributable to the timing of professional and vacancies.
d.	Operations & Maintenance - Shared Services	155	230	75	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD November 2021
(\$ in 000's except Gallons)**

Foot. note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	2,389	2,490	(101)	- Potable water demand was below budget most likely due to conservation. The FYTD average high temperature was 84.4°F, compared to the 15-year average high temperature of 84.4°F. The FYTD average low temperature was 56.7°F, compared to the 15-year average low temperature of 57.8°F. FYTD CDD were 1,048 versus the 15-year average of 1,119.
B.	Water Supply Expense	5,270	6,272	1,002	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
C.	Operations & Maintenance - Potable	3,300	3,874	574	- The favorable variance is primarily attributable to the timing of professional and private contractual services and vacancies.
D.	Operations & Maintenance - Recycled	783	694	(89)	- The unfavorable variance is primarily attributable to more labor on recycled O&M than planned and the timing of professional services.
E.	Operations & Maintenance - Shared Services	886	1,136	249	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.

November 2021 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$443</u>	\$ 433	\$ -	\$ 433
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(2)	(2)
Recycled Revenues	-	(1)	(1)
Other Revenue	18	-	18
Water Supply Expense	146	-	146
Total	164	\$ (4)	\$ 161

FYTD O&M AND OTHER VARIANCES

Potable O&M	155	-	155
Recycled Water O&M	-	(4)	(4)
Allocated O&M	75	-	75
Depreciation Expense	28	-	28
All Other	18	-	18
Total	\$ 276	\$ (4)	\$ 272

November 2021 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME: \$2,437</u>	\$ 1,593	\$ -	\$ 1,593
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(599)	(599)
Recycled Revenues	114	-	114
Other Revenue	107	-	107
Water Supply Expense	1,002	-	1,002
Total	<u>\$ 1,223</u>	<u>\$ (599)</u>	<u>\$ 624</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	574	-	574
Recycled Water O&M	-	(89)	(89)
Allocated O&M	249	-	249
Depreciation Expense	137	-	137
All Other	97	-	97
Total	<u>\$ 1,058</u>	<u>\$ (89)</u>	<u>\$ 969</u>

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

	Nov-21	Oct-21	Sep-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments											
General Operating Reserves	15,514	\$ 15,097	\$ 14,287 ^(b)	\$ 12,181	\$ 15,066	\$ 13,972	\$ 10,972 ^(c)	\$ 8,395 ^{(d)(e)}	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	17,734	17,317	16,507	14,401	17,286	16,192	13,192	10,615	13,775	17,830	9,370
Customer Deposits	(1,013)	(944)	(1,021)	(1,125)	(1,151)	(1,311)	(1,133)	(1,227)	(1,454)		
Cash and Investments (less commitments)	\$ 16,721	\$ 16,373	\$ 15,487	\$ 13,276	\$ 16,136	\$ 14,882	\$ 12,060	\$ 9,388	\$ 12,321	\$ 17,830	\$ 9,370

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

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

^(c) Includes early redemption of the 2010A Water Bonds (\$2.07M).

^(d) Includes a \$2.5M loan from the Electric Fund for the purchase of cyclic storage water.

^(e) Includes a one-time payment to CalPERS (for pension) in the amount of \$440k.

MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: January 12, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director
BY: Maribel Leyland, Housing Authority Manager 

SUBJECT: City Manager Tracking List Item #2449 Residential Evictions
and COVID-19 Assistance to Renters and Small Businesses

At the City Council meeting of December 7, 2021, Council Member Springer asked for information on evictions for residential renters in the City. In addition, staff was asked to provide COVID-19 assistance information for residential renters and small business owners to a member of the public. The requested information is summarized below.

EVICTIONS

On September 30, 2021, the California State Residential Eviction Order expired. That law superseded local eviction orders and put in place temporary protections for residential renters unable to pay rent due to the COVID-19 pandemic. With that order ending last September, beginning October 1, 2021, landlords were able to proceed with eviction proceedings for past due rent. However, renters were informed to protect themselves from eviction for unpaid rent due to COVID-19 hardship by applying to the State Rental Assistance program at [Housingiskey.com](https://www.housingiskey.com). That California COVID-19 Rent Relief program is an official State of California sponsored program. Households are able to get up to 100% of their rental debt paid if eligible. As of the writing of this report, the State website indicates applications are still being accepted.

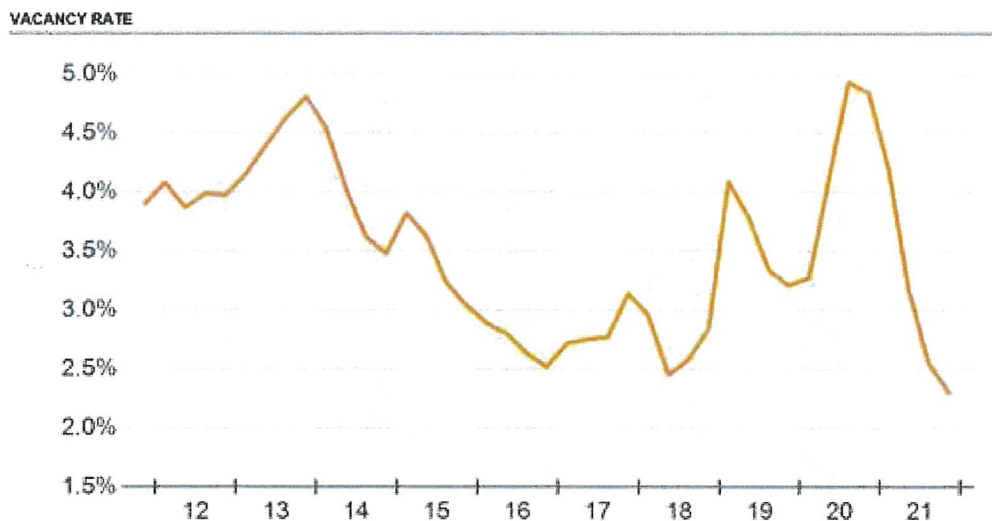
Eviction Cases

Current state law requires landlords prove that they have attempted to recoup outstanding rent due through the state rental assistance program before an eviction can proceed. Therefore, it is too soon to know how many evictions are proceeding through the court system. Furthermore, with the court system still in limited capacity due to the pandemic, eviction data may not be available any time soon.

The only data currently available on evictions in the City are the cases that have come before the Landlord Tenant Commission. In the two-year period between January 1, 2020 – December 31, 2021, 36 cases came before the Commission “related” to evictions. It is important to note that these were not all eviction notice cases, rather the 36 cases varied, and included: questions on the eviction process; requests for information; clarifications on the state and local eviction orders, etc. to name a few of the inquires. Those 36 cases represent less than .5% of the total renter households in the City (approximately 22,000 renter households; about half of the total housing units).

Housing Data – Vacancy and Rental Rates

Staff has reviewed recent housing data and there are two interesting points to note. Data shows that residential rental vacancy rates are the lowest they have been in 10 years. It is currently at 2.3%, down from 5% in 2020. Households may have vacated units (unaware of protections) at the height of the pandemic due to Covid layoffs, but vacancy rates then recovered, probably due to the eviction orders going into effect and housing stabilizing. As noted in the chart on the next page, prior to the pandemic, the vacancy rate ranged between 2.5% and below 5%.



In addition, another indicator of housing stabilization is that rents have not increased as fast as housing prices. Rent stabilization is due in large part to AB 1482, the Tenant Protection Act of 2019 that went into effect January 1, 2020, for certain properties. However, housing staff has also heard that many local landlords proactively made the decision to not raise rents, even within the allowable state cap, due to the pandemic. On the other hand, according to Redfin, housing prices in November 2021 were up 19.6% compared to last year, selling for a median price of \$1.1M. As the economy begins to recover, rental rates may begin to increase within the allowable limits of AB 1482.

Los Angeles County Eviction Order Update

On September 28, 2021, the Los Angeles County Board of Supervisors adopted the Los Angeles County COVID-19 Tenant Protections Resolution, which extended certain protections previously in effect under the County’s Eviction Moratorium. Under this order,

Burbank commercial and residential tenants may have protections under the county ordinance, but that decision will be determined by the courts.

The LA County COVID-19 Tenant Protections provide affirmative defenses against evictions for residential and certain commercial tenants through January 31, 2022, unless repealed or extended by the Board. Under these protections, residential and certain commercial tenants may not be evicted for COVID-19 related nonpayment of rent as well as no-fault reasons, denying entry to a landlord, nuisance, or unauthorized occupants or pets – if related to COVID-19. The County is currently evaluating if that order will be extended past the current end date of January 31, 2022.

City of Burbank Commercial Eviction Order Update

The City of Burbank Commercial Eviction Ordinance that protected certain commercial tenants from eviction for the non-payment of rent caused by COVID-19 expired on September 30, 2021. Eligible commercial tenants impacted by COVID-19 may also be able to rely on the Los Angeles County's emergency moratorium but ultimately, in an eviction action, a court will decide.

Eligible commercial tenants that were protected from eviction via the City commercial eviction moratorium have six (6) months from the expiration of the City's commercial order (September 30, 2021) to pay back due rent; until March 31, 2022. Commercial tenants can obtain more information on the rent repayment period and commercial tenant resources, on the City's COVID-19 website at <https://www.burbankca.gov/business>.

COVID-19 ASSISTANCE TO RESIDENTIAL RENTERS AND SMALL BUSINESSES

On March 27, 2020, the federal government provided a Coronavirus Aid, Relief and Economic Security (CARES) Act stimulus of \$2.2 trillion to prevent, prepare, and respond to COVID-19, including \$5 billion in Community Development Block Grant (CDBG) funding. Burbank's CDBG allocation of these funds was \$614,764 in 2020. The funding was utilized to provide loans to small businesses in Burbank through the Small Business Assistance Loan Program, as well as rental relief for households through the Rental Assistance Program. Burbank received an allocation of CARES Act CDBG funding in the amount of \$1,227,261 in 2021. Program utilization is summarized below.

Emergency Rental Assistance Program

A total of \$645,000 was utilized (CDBG CARES and L.A. County Measure H funds) to provide emergency rent assistance (\$800-\$1,000 per month for up to three (3) months) and utility payments to 420 low-income renters. The City's partner in administering the program was Family Promise of the Verdugos (FPV). The funds were expended in July 2021. Even though these program funds have been exhausted, FPV continues to assist eligible Burbank residential renters with rent assistance by providing technical assistance to the state rent assistance program available via HousingIsKey.com.

Small Business Loan Program

The first round of the Small Business Program resulted in 21 Micro Loans and 1 Small Business Loan totaling \$115,000. The second round of loans to date are 37 Small

Business Loans and 31 Micro Loans. A total of \$1,025,000 has been disbursed in Round 2. There is a current balance of \$154,700 that will fund approximately 10 more loans. It is anticipated that all funds will be expended by June 30, 2022.

STATE OF CALIFORNIA ASSISTANCE TO RENTERS AND HOMEOWNERS – HOUSING IS KEY INITIATIVE

The CA COVID-19 Rent Relief program provides financial assistance for unpaid rent to eligible renters and landlords who have been impacted by COVID-19 as described earlier in this memo. Furthermore, mortgage assistance is also available to homeowners impacted by the pandemic. Both programs are summarized below, and details can be obtained at the Housing is Key website - <https://housing.ca.gov/>.

State Rental Assistance Program

The rental assistance program provides financial assistance for unpaid rent to eligible renters and landlords who have been impacted by COVID-19. Both renters and landlords can apply for assistance. The program can help eligible households with both past due and future rent payments - https://housing.ca.gov/covid_rr/index.html.

Program Highlights

- ✓ Free financial assistance is available to landlords and renters who need help with unpaid or future rent or utilities.
- ✓ Income-eligible applicants may qualify regardless of immigration status and will not be required to show proof of citizenship.
- ✓ All applicant information is kept private and will not be shared.
- ✓ Applications will be accepted on an ongoing basis. Priority assistance will be given to income eligible households most at-risk of eviction.

State Mortgage Assistance Program

The California Mortgage Relief Program is also part of the state's Housing is Key initiative. The program utilizes federal Homeowner Assistance Funds to help homeowners get caught up on their housing payments. The program is free, and the funds do not need to be repaid. The program is open to all eligible Californians who are currently experiencing pandemic-related hardships and have fallen behind on their housing payments. Eligible applicants must be at or below 100% of their county's Area Median Income, own a single-family home, condo or permanently affixed manufactured home and have faced a pandemic-related financial hardship after January 21, 2020, and meet minimum qualifications. Additional information can be obtained at the program website - <https://camortgagerelief.org/>.

For more information about the different types of financial help available through the state of California, community members should visit www.COVID19.ca.gov.

November 17, 2021

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Coomes, Elman, Forouzan, Hacobian, Lu, and Turner
In Chamber: Chair Chapman

Also Present: In Chamber: Chief Albanese and Executive Assistant Nakamura

Additional Staff: Lieutenant Green, Sergeants Brimway and Gordon,
Detectives Kendrick and Sanchez

Via Videoconference: Council Liaison Schultz, Police Administrator Padgett

FLAG SALUTE

The flag salute was led by Lieutenant Green.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commission members reported out on events and meetings attended.

The Outreach Subcommittee have made efforts to address street racing via a PSA in partnership with West Coast Customs and providing information via BWP bills; partnering with the BPD on their social media platforms; creating a shared Commission calendar to list events in the community.

Commissioner Forouzan reminded viewers to participate in the Department's community survey.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission was Dory Foster, of Together We Can, who commented on the PSA to be produced by West Coast Customs on street racing awareness.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Dory for her comments.

APPROVAL OF MINUTES FROM OCTOBER 20, 2021

A motion was made by Commissioner Coomes, with a second by Commissioner Lu, to approve the minutes of the October 20, 2021, meeting. Approved by consensus.

ITEMS OF BUSINESS

- 1) **Presentation and discussion on procedures, interventions, and challenges faced by officers responding to domestic violence incidents**

Lieutenant Derek Green defined domestic violence (DV); California laws governing DV; BPD policies for investigatory steps, standards of arrests, reporting, and assistance to victims;

training; and Dispatch responsibilities when a call is received. Detective Kristiana Sanchez described the investigative procedures to contact victims to verify statements, preparing cases for filing, and the challenges of some uncooperative/reluctant victims or witnesses when preparing the case and what officers face when responding to the scene.

The Domestic Abuse Response Team (DART) is an LAPD program which provides a co-response model with officers and victim advocates. While the BPD is has had success with its Mental Health co-response team, having a dedicated DV team is not justified at this time with the low rate of DV incidents in the City.

Commissioner Coomes provided further resources for DV victims:

- Family Services Agency of Burbank, CARE Program (Community Awareness Response through Education) (818) 845-7671
- San Fernando Valley Domestic Abuse Response Team (DART), includes restraining order workshops (818) 374-0078
- Center for the Pacific Asian Family (800) 339-3940
- Chicana Service Action Center (800) 548-2722
- Haven Hills (818) 887-6589
- Jewish Family Services of Los Angeles (818) 505-0900
- National Domestic Violence Hotline (800) 799-SAFE (7233)
- 211 (Infoline)

2) General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

Chief Albanese announced the following:

- Community survey is open until November 22nd
- Four recruits graduated from the Academy on November 5th
- One recruit will graduate on December 17th
- With Captain Cremins, attended a tour of Tiny Homes in North Hollywood (transitional housing)

Chief Albanese requested to agendize a presentation by our Records Manager on the NIBRS (National Incident Based Reporting System) crime reporting system, which becomes effective on January 1, 2022.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

For the January 2022 meeting, there will be presentations on NIBRS and CA Senate Bill 2.

For the February 2022 meeting, the results of the Community Survey will be presented.

NEXT MEETING DATE

Commissioners agreed that the December meeting would be dark. The next scheduled meeting of the Police Commission will be January 19, 2022.

November 17, 2021
Meeting of the Burbank Police Commission
Page 3

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1930 hours.

Africa Turner, Secretary
Burbank Police Commission

s

January 5, 2022
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

Roll Call

Members present: Iveta Ovsepyan, Chairperson
Jacqueline Waltman, Vice-Chairperson
Linda Barnes
Matthew Doyle

Members not present: Richard Ramos, Secretary

Also present: Daniel Amaya, Administrative Analyst I
Sean Aquino, Administrative Officer - BWP
Erin Barrows, Recreation Services Manager
Grace Coronado, Senior Administrative Analyst
Brady Griffin, Human Resources Manager
Mark Hatch, BFFCOU President
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Administrative Analyst II
Jessica Sandoval, Executive Assistant
Kris Smith, Dep Dir Parks, Recreation & Community Svcs
Roxana Tabibi, Recreation Supervisor
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Doyle and carried 4-0 to approve the minutes of the regular meeting of December 1, 2021.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – December 2021

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of January 2022, there was one provisional appointment extension and two temporary appointment extensions. The extensions were being sought on behalf of the Parks and Recreation Department, Management Services Department, and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month January 2022.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:49 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Iveta Ovsepyan, Chairperson

DATE _____

Richard Ramos, Secretary

DATE _____

MEMORANDUM

TO: Airport Council Liaisons
Mayor Jess Talamantes
Vice Mayor Konstantine Anthony

FROM: Burbank Airport Commissioners
Don Brown
Emily Gabel-Luddy
Bud Ovrom

COPIES: City Manager, City Attorney, City Clerk

DATE: January 26, 2022

SUBJECT: Monthly Report for January, 2022

COMMISSION MEETING HIGHLIGHTS

- **Passenger Statistics Report**

Passenger Activity Level is probably one of the most important performance metrics at any airport. Each month the Authority's staff provides the Commission and public with a detailed breakdown of the passengers, including total passengers, passengers by airline, passengers per plane (load) and passengers as compared to other airports in the region. In February we will provide the City with a 'deep dive' into these numbers for all of 2021.

In the meantime, it is noteworthy that the November 2021 passenger count of 483,145 was down 'only' 8.02% compared to the pre-pandemic November 2019 number of 525,279. It is even more noteworthy that the upward trend line makes it appear possible that December 2021 could be at, or close to, the pre-pandemic December 2019. Stay tuned for the year-end statistics next month!!

- **Report on Replacement Passenger Terminal Ad Hoc Committee**

The "Program Charter" and the "Strategic Program Management Manual" are expected deliverables from prime consultant, AECON, by the end of the month; and the ad hoc committee will do initial review. The "Charter" is a document with overall vision/principles. The SPM Manual will form the basis for the RFQ. The Authority approved a Strategic Program

Management Manual to help make up for time lost during COVID causing suspension of all contracts (the Authority restarted all contracts in October). And the Authority will eventually consider and approve these working documents.

- **Procurement Communications Policy**

In the near future, the Airport Authority will begin the process of designing and building an approximately \$1.2 billion replacement passenger terminal and all of the parking, administrative offices, taxiways, aprons, etc that go with it. A great many architects, engineers, contractors, consultants and others will be anxiously looking to see how they can get some of that business!

At the suggestion of Bud Ovrom, the Authority's legal counsel, Terence Boga, drafted, the Legal Committee (Emily Gabel-Luddy) recommended and the full Commission unanimously approved a new formal policy regarding communications between those vendors and the Authority's staff and Commissioners. The major components include:

- Once the RFQ/RFP goes out, any inquiries or requests for clarifications shall be submitted in writing through the Authority's e-procurement website portal, PlanetBids, via the Q&A tab. Thereafter, all questions and answers will be publicly available for everyone to see at that website.
- During the period from the RFQ/RFP issuance to the placement of a contract award recommendation on an agenda for consideration at a public meeting, respondents shall not discuss the solicitation with Commissioners or staff, other than the Authority's designated procurement administrator.
- During the period from commencement of lease award, or lease renewal negotiations, to the placement of the lease on an agenda for consideration at a public meeting, a prospective or existing tenant shall not discuss the lease with Commissioners or with any staff member, other than the Authority's designated negotiator.

During the discussion, the Commissioners asked Mr. Boga to add language that would provide consequences for violations. Mr. Boga will come up with more appropriate wording, but the intent is:

- Any vendor who is found to be in violation of this policy may be disqualified from any further consideration in the process.
- Commissioners shall be given guidance that any communications with vendors is strictly prohibited.

At a time when there is often a loss of public confidence on how such major infrastructure projects are awarded and/or managed, the BGP Airport Authority has made a very clear policy determination to

institute a forthright and 'above the board' policy. This new policy will apply not only to the replacement terminal project, but all such business done by the Airport Authority.

Other:

- Southwest Airlines inaugurated direct flights to Albuquerque, New Mexico starting January 17
- Parking revenue as of November 2021 has recovered to 80% of 2019 and is trending up and **positive for the City budget!**

Executive Director's Report

Retirement: Board recognized Mark Hardyment who retired as Director of Noise and Environmental at BUR

5G/BUR Airport: a controversial issue at some airports that concerns 5G technology and its possible interference with digital above-ground data for pilots in the air. BUR is working with control tower and the FAA. Airlines are not altering their flight schedules. The level of concern in the media is not identified as an issue at our airport. Staff will bring additional information.

COMMITTEES

Finance and Administration

- **Infrastructure Investment and Jobs Act (IIJA)**
We reported last month that BUR was allocated \$7,956,710 from the first round of money from the new federal infrastructure funds.

Now everyone wants to know how much **total** money we will ultimately receive! All of the federal rules, regulations and eligibility criteria have not yet been published. For planning purposes, our financial consultants ran some **estimates** based on the facts we have so far. We know that the IIJA provided for \$25 billion over the next 5 years to be divided between the 422 US airports (\$20 billion) and the FAA (\$5 billion).

The money for airports is divided between a formula based on 1) enplanements and cargo and 2) competitive grants. For the formula based funds our consultants estimated BUR could receive \$8,040,000 per year for the next 5 years. Using that same estimated approach, the regional distribution might look like:

LAX	\$392,530,000
John Wayne	58,350,000
Ontario	48,490,000
Burbank	40,200,000
Long Beach	30,230,000

Burbank has more enplanements than Ontario, but Ontario has **much** more cargo. Again, just because we **could** get this much based on a formula does not mean we would necessarily get it. Each project submitted for funding would still need to meet federal eligibility criteria.

When you have an estimated construction cost of \$1.2 billion, \$40 million is not a 'game changer', but every contribution is going to help and be much appreciated.

The competitive grants are even harder to predict. The total allocation for competitive grants is \$1 billion per year for 5 years. Medium Hub airports (of which Burbank is one) will get 15% of that \$1 billion, or \$150 million. There are 69 Medium Hub airports that will all be competing for that \$150 million. Burbank is a **SAFETY** project. We hope that safety will be given a high priority! We will also be looking to our Congressional representatives, particularly Congressman Adam Schiff and US Senator Alex Padilla. Senator Padilla represents the entire State and all of these airports, but he is from neighboring Pacoima and has been using the Hollywood Burbank Airport for decades! Both Padilla and Schiff have long been friends and supporters of the Burbank Airport and we will be looking to them now more than ever.

- **Budget Status**

Each month the Finance Committee reviews the financial performance of the Airport Authority. Financial reporting always lags a little, so at the January meeting the Committee was looking at the results as of the end of October. As could be predicted for the passenger activity level reported above, the airport's finances are continuing to be in good shape compared to the Budget that was adopted in June, 2020.

For the month of October:

- actual cash receipts exceeded budget by \$2,405,170
- actual cash disbursements were only \$345,878 over budget, despite the higher activity
- total cash receipts exceeded total cash disbursements by \$2,059,292 for the month
- for the first 4 months of the Fiscal Year receipts exceeded disbursements by \$11,079,101

We will provide a more in-depth analysis of the Airport's financial condition after we pass the mid-year point at the end of December. The summer months and the holidays are always good for the Airport due to leisure travel/tourism. The upcoming Super Bowl will probably extend that trend through February. It won't be until the Third Quarter that we have a clearer picture of what the 'new normal' might be like with more people working from home and Zoom meetings, and the resultant impact on air business travel.

- **Fund Balances**

Because of years of frugal financial management, BUR has accumulated a cash reserve of \$200 million! Having strong reserves is a key financial metric used by 3rd parties (investors, rating agencies, stakeholders) to assess operating and financial health. To be able to better compare results across small and large airports, fund balances in the airport industry are typically measured as “days cash on hand” (cash divided by annual operating expenses).

Authority staff has been informally considering using \$100 million to help pay for the replacement terminal and keeping \$100 million in the general operating cash reserve. However, before locking in that position, the Authority had one of its financial consultants, PRAG, do a comparative study of 70 airports of different sizes to determine what could be considered a ‘best practice’.

For all the airports PRAG looked at, the median cash reserves was 642 ‘days cash on hand’. The FAA classifies airports as Large, Medium, Small and Non hubs, so PRAG also looked at (among other things) reserves by airport size:

	days cash on hand
Large Hubs	642
Medium Hubs	707
Small Hubs	496
Non Hubs	396

BUR is classified as a Medium Hub. Even if we spend \$100 million on the Replacement Terminal and keep ‘only’ \$100 million in cash reserves, that \$100 million would be equal to 730 ‘days cash on hand’ and would compare favorably to the 642 days median for all airports and the 707 days average for Medium Hub airports. Accordingly, the Authority will formalize the reserve at 730 ‘days cash on hand’ and be comfortable releasing \$100 million for the replacement terminal.

This analysis by an outside financial consultant reaffirms the Burbank Commissioners’ assessment that the Airport Authority has been financially well managed over the years and our commitment to continue with that high standard going forward.

Legal, Government and Environment

- Approved/recommended full Board approval for amended services contract for Conway Consultants, to increase their engagement in the RTP. This recommendation will go to the full Authority Board. Conway is instrumental in the overall pursuit of the replacement terminal project at this early stage (before RFQ is issued) and holds a key role and responsibility.

- Approved/recommended full Board approval for an updated automobile license plate reader consistent with privacy protections/data retention required by the State.

Operations and Development

(no report this month)