



# Weekly Management Report

## January 13, 2023

1. **Memo**                      Burbank Hospitality Association  
Meeting on December 7, 2022  
**Community Development Department**
2. **Memo**                      Update on the National League of Cities Race Equity and  
Leadership Program to Support Racial Equity Work in the  
City of Burbank  
**City Manager Department**
3. **Notice**                      Cancellation of Regular Meeting on January 16, 2023  
and Notice of Special Meeting of the Burbank-Glendale-  
Pasadena Airport Authority on Tuesday,  
January 17, 2023  
**Burbank-Glendale-Pasadena Airport Authority**
4. **Report**                      Airport Commissioners Monthly Report  
**Burbank Airport Commissioners**
5. **Minutes**                      Police Commission Meeting on  
November 16, 2022  
**Police Department**
6. **Minutes**                      Burbank Water and Power Board  
Meeting on December 1, 2022  
**Water & Power Department**
7. **Report**                      November 2022 Operating Results  
**Water & Power Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** January 4, 2023

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Megan Wilke, Administrative Analyst I

**SUBJECT:** Burbank Hospitality Association Meeting – December 7, 2022

- The Board discussed the Universal Preferred Hotel Program for 2022 stating their properties greatly benefited from the ongoing membership. Board Member, Alan Tate asked staff to inquire about obtaining Universal Studios VIP Park passes for hotel general managers to use for VIP clientele. No action was taken at this time. Universal representatives will make a presentation to the Board during the January 2023 meeting.
- Aly Bubbins, the new Hotel Manager of Hotel Burbank was appointed to the vacant seat on the Board.





# MEMORANDUM



## CITY MANAGER'S OFFICE

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**DATE:** January 12, 2023

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Assistant City Manager *Judie Wilke*

**SUBJECT:** Update on the National League of Cities Race Equity and Leadership Program to Support Racial Equity Work in the City of Burbank

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In late 2020, the City began conversations with the National League of Cities (NLC) regarding their Race Equity and Leadership (REAL) Program. NLC created the REAL department to strengthen local government leaders' knowledge and capacity to eliminate racial disparities, heal racial divisions, and build more equitable communities. REAL has three focus areas in which they support cities:

1. Training and technical assistance that builds the capacity of local government leaders to identify racial disparities and effectively challenge and address issues through policy and practice.
2. Network-building opportunities that promote peer-to-peer learning and showcase local government leaders who are advancing efforts through REAL.
3. Showcasing fields of practice that leverage new and existing partnerships and share knowledge and resources across cities to promote innovative solutions to racial equity challenges in local government.

On July 26, 2022, the City Council approved a Classroom Training Agreement with NLC's Racial Equity and Leadership Program (attached). While staff has been meeting with NLC since July, based on commitments, they were not able to officially kick off our Program until the beginning of 2023. As such, this memo is intended to provide an update on where we are, and what is ahead with this exciting journey.

During the month of January, NLC will be meeting with nine City staff members to get a perspective on our racial equity baseline. This feedback is critical because we need to know what is going on currently and get an understanding of what additional

conversations and work needs to be done with respect to equal access and opportunity. Following the interviews, Staff will begin to create a City Core Team who will be tasked with overseeing this Program implementation and ultimately creating a Racial Equity Action Plan that will guide our actions moving forward.

During the months of February, March and April, NLC will be conducting training sessions with Elected/Appointed officials and the Executive Team on communicating effectively as it is important we all have a common language around equity.

During the months of May through February 2024 the Core Team will hold workshops with NLC around normalizing, organizing, and operationalizing. In addition, they will have a train-the-trainer program near the end of 2023 so that the Core Team can continue this valuable work with our employees and City.

Following a culminating symposium in February 2024, the Core Team will present the Racial Equity Action Plan to the City Council. NLC will be retained for an additional 12 hours to help with monthly strategy calls to ensure we are on target to meet the goals of the Action Plan and any other technical assistance that may be necessary.

As we embark on this Program we are excited to make impactful improvements in policies, procedures and culture so we are focusing our future on centralizing equity and community in all that we do and say.

**ATTACHMENT:**

**Classroom Training Agreement with National League of Cities REAL**

## **CLASSROOM TRAINING AGREEMENT**

**DATE:** August 24, 2022

**PARTIES:** "CLIENT"

THE CITY OF BURBANK, a municipal corporation

Designated Official: Name: Judie Wilke  
Title: Assistant City Manager  
Telephone: 818-238-5800

Mailing Address: 275 E. Olive Avenue  
Burbank CA 91502

"INSTRUCTOR"

NATIONAL LEAGUE OF CITIES

Representative: Name: Melissa Jones  
Title: Manager – City and State League Contracts  
Telephone: 202-626-3000

Mailing Address: 660 North Capitol Street NW  
Suite 450  
Washington, DC 20001

**[NOTE – If seeking waivers of insurance or modification of coverage, please consult with Risk Management before going out to bid or issuing a Request for Proposal (RFP)]**

**1.0 Services.** The Instructor, as an independent contractor, agrees to plan and facilitate a virtual training series to support city leadership. The training will offer foundational principles to support Burbank as they explore interactions in the government and, how leaders can best support their staff in racial equity work during 2022, 2023 and 2024 (breakdown in Exhibit B). This Agreement shall expire no later than January 31, 2024, unless terminated earlier in accordance with the provisions of this Agreement or otherwise extended in writing by the parties. The initiation of service by the Instructor will commence upon receipt of a written notice from the Designated Official authorizing Instructor to proceed, and only to the extent of such authorization.

**2.0 Compensation.** Client shall pay for services of Instructor the total fixed price of \$128,425, not to exceed a total of \$130,000. No payment for expenses or labor shall be paid by Client unless it is related to services noted in Section 1 of this Agreement. Any additional increase in the cost of service must have the prior written approval and authorization of the Designated Official.

**3.0 Payment.** Client's payment to Instructor shall be made within thirty (30) days of the date of Instructor's invoice.

**4.0 Independent Contractor.** Instructor is retained and employed by Client only to the extent set forth in this Agreement, and the Instructor's relationship to the Client is that of an independent contractor. Instructor shall be free to dispose of all portions of Instructor's time and activities which Instructor is not obligated to devote to the Client in such a manner and to such persons, firms, or corporations as the Instructor sees fit except as expressly provided in this Agreement. Instructor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for Client's officers or employees.

**5.0 Indemnification.** Instructor shall take all reasonable precautions to prevent the occurrence of any injury, including death, to any person or any damage to any property arising out of the acts or omissions of the Instructor, its agents, employees, or subcontractors.

Instructor shall defend, indemnify and hold harmless the Client and its officers, agents, and employees, against all claims for damages, liability, cost and expense (including without limitation attorney's fees) arising out of or as the result of any work by Instructor or the employees, agents, or subcontractors of the Instructor, in the performance of this Agreement. Instructor's obligations shall survive the termination and/or expiration of this Agreement.

**6.0 Termination of Agreement.** Either party may terminate this Agreement at any time during the term of the Agreement by giving the other party thirty (30) days notice in writing. This Agreement may be extended beyond the term only by the written agreement of both parties prior to the expiration of the term of the Agreement.

**7.0 Insurance.** Instructor shall maintain the following insurance coverage throughout the term of this Agreement, and upon request Instructor shall show Client evidence of such coverage:

**7.1 Automobile Insurance.** If Instructor uses, or intends to use, a personal automobile in the performance of this Agreement, automobile liability insurance with limits of not less than \$100,000.00 per person and \$300,000.00 per accident for bodily injury and not less than \$25,000.00 per accident for property damage. Please attach proof of insurance as required by the Vehicle Code.

Waiver Approved:

\_\_\_\_\_  
City Attorney or designee

\_\_\_\_\_  
Management Services Director or designee

**7.2 Workers' Compensation Insurance.** Workers' Compensation Insurance and Employer's Liability Insurance on any employees of Instructor performing services under this Agreement. **This insurance cannot be waived, but does not apply if Instructor is a sole proprietor and provides a written statement to that effect.**

**7.3 General Liability and Property Damage Insurance.** Unless expressly waived and such waiver is evidenced by the signature of the requisite officers of the client designated in this paragraph, Instructor shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000.00 combined single limit.

Waiver Approved:

\_\_\_\_\_  
City Attorney or designee

\_\_\_\_\_  
Management Services Director or designee

## **8.0 Miscellaneous Insurance Requirements.**

**8.1 Recovery from Instructor's Insurance.** Instructor agrees that in the event of loss due to any of the perils for which it has agreed to provide insurance, the Instructor shall look solely to its insurance for recovery.

**8.2 Failure to Secure.** If Instructor at any time during the term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the Client shall be permitted to obtain such insurance in the Instructor's name or as an agent of the Instructor and shall be compensated by the Instructor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Instructor as compensation under the terms of this Agreement.

**9.0 Assignment.** This Agreement is personal to the Instructor. Any attempt at assignment by the Instructor shall be void unless approved in writing by the Designated Official. Instructor's services pursuant to this Agreement shall be provided by the Representative or directly

under the supervision of the Representative, and Instructor shall not assign another to supervise the Instructor's performance of this Agreement without the prior written approval of the Client, by and through the Designated Official.

#### **10.0            Miscellaneous Terms.**

**10.1            Permits and Licenses.** Instructor, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**10.2            Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of Los Angeles County.

**10.3            Integrated Contract.** This Agreement represents the entire Agreement between the Client and the Instructor. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any exhibit and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

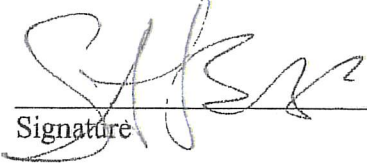
**10.4            Execution Counterparts.** This Agreement may be executed in counterparts and each such duplicate counterpart shall constitute an original, any one of which may be used for any purpose without the production of its duplicate counterpart. Moreover, each counterpart shall be deemed for all purposes to be an original, and all such counterparts together shall constitute one and the same instrument, binding on all Parties hereto. Transmission by facsimile, electronic mail, and/or other validated instantaneous electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart, and shall be valid, binding and effective for all purposes. Notwithstanding the foregoing, the authority under this Section to execute this Agreement with an electronic signature shall be limited to a physical ("wet ink") signature placed on a counterpart to this Agreement by a Party, and transmitted electronically as described in this Section to the other Party.

**10.5.          COVID-19 Vaccination.** Instructor shall comply with the "City of Burbank Executive Order Mandating COVID-19 Vaccination for Contractors" ("Order"), attached and incorporated herein as Exhibit A, while the Order remains in effect. Instructor shall complete the Attestation of Contractor Compliance as required by the Order, and return such attestation to the Client prior to performing any service under this Agreement.

In recognition of the obligations stated in this Agreement, the parties have executed this Agreement on the date indicated above.

**[Signatures on following page]**

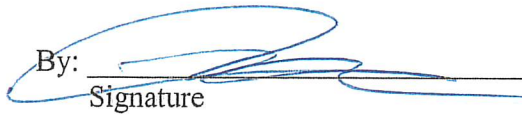
"INSTRUCTOR"

  
Signature

Seantae Byers  
Name (please print)

Sr. Exec Member & Partner  
Title Engagement

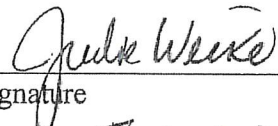
ATTEST:  
Office of the City Clerk

By:   
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

"CLIENT"

  
Signature

Judie Wilke  
Name (please print)

Assistant City Manager  
Title

Approved as to Form  
Office of the City Attorney

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

"INSTRUCTOR"

Signature

Name (please print)

Title

ATTEST:  
Office of the City Clerk

By:

Signature

Zizette Mullins, MMC  
Name (please print)

City Clerk  
Title

"CLIENT"

Signature

Name (please print)

Title

Approved as to Form  
Office of the City Attorney

By:

Signature

Joseph H. McDougall  
City Attorney

Name (please print)

Title

2022 AUG 31 PM 2:59



## EXHIBIT A



### **CITY OF BURBANK EXECUTIVE ORDER MANDATING COVID-19 VACCINATION FOR CONTRACTORS**

To safeguard the health of our employees, customers, and visitors and the Burbank community at large, the City of Burbank mandates that all contractors entering into new contracts with the City that require the contractor to be physically present within indoor City facilities open to the public, or to interact in-person with City employees or members of the public, shall be fully vaccinated against COVID-19. For purposes of this mandate, "contractor" includes any employee, subcontractor, or agent of the contractor.

#### **Effective Date**

This Executive Order shall become effective on January 10, 2022, and remain in effect until repealed by the City Manager.

#### **Procedures**

It is the responsibility of the contractor company to facilitate, monitor, and maintain documentation relating to COVID-19 vaccination compliance for the contractor's staff (including employees, subcontractors, or agents) who visit any indoor City of Burbank facility or interact in-person with any City employee or member of the public, in the performance of a City contract. Proof of compliance with this Executive Order shall be fulfilled by completing the ATTESTATION OF CONTRACTOR COMPLIANCE as outlined on Attachment A.

The City of Burbank recognizes that vaccine exemptions may arise for medical conditions and sincerely held religious beliefs. It is the responsibility of the contractor to establish a process to review, validate, and document qualifying exemption requests for the contractor's staff, employees, subcontractors, and agents. Regardless of individual exemptions, it is the responsibility of the contractor to provide only fully vaccinated individuals to come onsite at any indoor City of Burbank facility or when interacting in-person with City employees or members of the public in the performance of a City contract.

All City of Burbank contractors shall comply with current masking and social distancing requirements, as established by the City of Burbank, the County of Los Angeles, and/or the State of California.

Any contractor feeling sick must stay home. No one shall enter an indoor City facility or interact in-person with City employees or members of the public while experiencing COVID-19 symptoms including, but not limited to, fever, cough, difficulty breathing, body aches, chills, or a new loss of sense of smell or taste.

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If a contractor tests positive for COVID-19 within 48-hours of visiting an indoor City facility or interacting in-person with City employees or members of the public within six feet for a cumulative time of 15 minutes or more in a 24 hour period, it is the contractor's responsibility to notify the City. City staff will perform the appropriate contact tracing process to ensure any known individuals with a potential or actual exposure have been notified for the purpose of assessing his/her actual risk.

#### **Suspension or Termination of this Policy**

The City has declared a local emergency related to COVID-19. Termination of the declared local emergency shall trigger an automatic review by the City Manager to determine whether public health conditions warrant the continuation of this policy. The City Manager may also suspend or terminate this policy prior to the termination of the declared local emergency if the City Manager determines that public health conditions have changed such that the policy is no longer needed. The City Manager shall provide 14 days-notice to the City Council prior to terminating the policy.

ATTACHMENT A



ATTESTATION OF CONTRACTOR COMPLIANCE

Name of Contractor: \_\_\_\_\_

Contract/PO Number \_\_\_\_\_

Name of Contractor's Authorized Representative: \_\_\_\_\_

Contractor phone (       ) \_\_\_\_\_

Email \_\_\_\_\_

The undersigned hereby attests that the Contractor has reviewed and is familiar with the requirements of the City of Burbank Executive Order Mandating COVID-19 Vaccination for Contractors, and that the Contractor shall remain compliance with the requirements thereof for the duration of the City contract referenced herein. The Contractor shall promptly notify the City if the information contained in this attestation changes.

In the performance of the Contract/PO referenced above, the Contractor (check applicable box):

- ☐ Will **NOT** perform any services within indoor City facilities opened to the public, and will **NOT** interact in-person with any City employees or members of the public.
- ☐ Will only utilize fully vaccinated employees, subcontractors, and/or agents to perform services inside indoor City facilities opened to the public, and/or interact in-person with City employees or members of the public in the performance of the contract.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Contractor's Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

For City Use Only: \_\_\_\_\_

Signature of City Representative Accepting Attestation: \_\_\_\_\_

ATTACHMENT A



ATTESTATION OF CONTRACTOR COMPLIANCE

Name of Contractor:

National League of Cities

Contract/PO Number \_\_\_\_\_

Name of Contractor's Authorized Representative: \_\_\_\_\_

Contractor phone (       ) \_\_\_\_\_

Email \_\_\_\_\_

The undersigned hereby attests that the Contractor has reviewed and is familiar with the requirements of the City of Burbank Executive Order Mandating COVID-19 Vaccination for Contractors, and that the Contractor shall remain compliance with the requirements thereof for the duration of the City contract referenced herein. The Contractor shall promptly notify the City if the information contained in this attestation changes.

In the performance of the Contract/PO referenced above, the Contractor (check applicable box):

- ☐ Will **NOT** perform any services within indoor City facilities opened to the public, and will **NOT** interact in-person with any City employees or members of the public.
- ☐ Will only utilize fully vaccinated employees, subcontractors, and/or agents to perform services inside indoor City facilities opened to the public, and/or interact in-person with City employees or members of the public in the performance of the contract.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Contractor's Authorized Representative: \_\_\_\_\_

Date: 8/24/22

For City Use Only:

Signature of City Representative Accepting Attestation: \_\_\_\_\_





## REAL Proposed Scope of Services for Burbank, California

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January 25, 2022

Judy Wilke  
Assistant City Manager  
City of Burbank  
275 East Olive Avenue | Burbank, CA | 91502

Dear Judy,

The National League of Cities (NLC) Race, Equity And Leadership (REAL) department offers a proposed scope of services to support the city of Burbank's interest and commitment to advancing racial equity. Our experience suggests that advancing racial equity requires political will, a commitment to organizational change, and the courage to lead.

We welcome the opportunity to discuss the services proposed. If you have any questions, please do not hesitate to contact me at [mjones@nlc.org](mailto:mjones@nlc.org).

Sincerely,

Melissa Jones  
Manager – City and State League Contracts  
Race, Equity And Leadership  
National League of Cities

## Background

The National League of Cities is an organization comprised of city, town and village leaders that are focused on improving the quality of life for their current and future constituents.

With over 90 years of dedication to the strength, health and advancement of local governments, NLC has gained the trust and support of more than 2,000 cities across the nation. Together, our mission is to strengthen local leadership, influence federal policy and drive innovative solutions.

The mission of REAL is to strengthen local leaders' knowledge and capacity to eliminate racial disparities, heal racial divisions and build more equitable communities. Our goal is to create equitable cities where everyone thrives including people of color. REAL supports the vision of a nation in which every local official is equipped to effectively lead and serve an inclusive, thriving and healthy community.

Our approach is to normalize conversations about race, organize inside and outside of government, operationalize racial equity by using data and community engagement to inform our strategies, and visualizing what a racially equitable community would look and feel like.

The way we do that is through workshops, webinars, coaching and technical assistance. We believe in interactive applied learning experiences that support people in taking practical next steps to advance racial equity. Our focus is on building the internal skill and capacity of local government leaders to implement changes to policy, practice and procedures that lead to more equitable outcomes for all.

We describe here the key contributions REAL will make to support the racial equity work in Burbank, CA:

### **Context Setting**

NLC-REAL will meet with key stakeholders within city government to understand the current context of the city's racial equity work. This will support NLC-REAL in providing workshops and technical assistance that speak to the current context, culture, and needs of each town.

### **Capacity Building & Technical Assistance**

Advancing racial equity in government, like other organizational change efforts, requires skill, commitment, and leadership. REAL will work with leadership to gauge commitment and readiness and offer recommendations for how to prepare jurisdictions to engage in advancing racial equity. REAL will work in partnership with the point of contact to offer technical assistance and coaching between workshops that strengthen the learning within each session. This is best done with the racial equity work group or equity core team but is expected for most participants. REAL will meet with the point of contact to prepare for and debrief each session and to strategize ways for the city's racial equity leadership to remove barriers and create opportunities for practical use of the lessons learned. REAL will also support the city in its development of an Equity Core Team made up of city staff from all departments and multiple levels of leadership. The equity core team will engage in the normalizing, organizing, operationalizing sessions as well as the assignments in between. Some members of the core equity team will engage in the train the trainer sessions alongside other critical skill building roles such as HR specialists and those who provide organizational training and development

### **Community Engagement**

At the heart of all racial equity work is the engagement of residents, especially those most impacted by racial inequities. As a national organization, REAL understands the importance of supporting local government leaders in building relationships with community-based organizations and other partners to create a sustained racial equity movement. Federal and local governments have intentionally and unintentionally created and maintained racial inequities. It is critical that local government leaders take the time to collectively reflect on the ways the government has advanced racial equity and maintained racial inequities. Local government leaders must be willing to acknowledge, apologize, atone, and act to address and repair any harm caused by previous or current policies practices, and procedures. Part of this process requires intentional relationship building with those in the community most impacted by racial inequities based on data. National League of Cities stands ready to support the City in reviewing its current community engagement activities, providing strategic direction on



things such as the development of a community engagement guide, and offering coaching around community engagement skills, principles, and processes. Community engagement is critical to all racial equity work, and it will be an integral part of the racial equity tool application and racial equity action plan development.

### **Racial Equity Training**

The overall Leading for Racial Equity workshop is designed around three key objectives:

1. Develop a shared understanding of racial equity terminology and concepts as well as support local government leaders in sharing the vision for a racially equitable community where all thrive.
2. Comprehend the context of key historical events as they relate to institutional and systemic racism in the United States in order to improve relations between government and community stakeholders
3. Understand and appropriately assess the government's role in promoting racially equitable or inequitable policies, practices, and procedures and leadership behaviors that can help to advance racial equity.

The overall Normalizing Racial Equity workshop is designed around three key objectives:

1. Develop a shared understanding of racial equity terminology and concepts
2. Comprehend the context of key historical events and current implications, as they relate to institutional and systemic racism in the United States
3. Understand the role of government in advancing racial equity

### **Leading for Racial Equity in Local Government**

This workshop will provide local leaders an introductory overview of institutional and structural racism in the United States. This session is specifically designed for leaders who are shepherding racial equity work in their municipalities. It will equip participants with a shared language for racial equity, an understanding of racial equity leadership behaviors, and position leaders to visualize a racially equitable Burbank.

### **Normalizing Racial Equity in Local Government**

This series provides an introductory overview for city leaders on the history of institutional and structural racism in America. This training will equip leaders with a shared language for racial equity, examine existing racial disparities and their implications for advancing racial equity.



### **Communicating Effectively about Race for Local Elected Leaders**

This workshop provides participants insight into the role of communication in advancing racial equity. Participants will practice using tools that support them, as local government leaders, in unifying their cities, speaking to racial violence and tragedy, and casting a vision of a better future. We will explore methodologies for countering prevailing narratives that perpetuate stereotypes and misinformation.

### **Organizing Racial Equity in Local Government**

This series is designed for city leaders and the racial equity core team to review the topical issues identified from the previous sessions as well as current issues. City leaders and the racial equity core team will learn and apply the racial equity tool to these priorities and determine an approach for advancing racial equity in their city which will include the development of a racial equity action plan. The racial equity tool includes an intentional focus on disaggregated data to understand those most impacted by racial inequities, community engagement with those most impacted by racial disparities, and development of strategy in partnership with and informed by those most impacted by racial inequities. Great emphasis is placed on supporting staff in strengthening their relationships with community members and sharpening their community engagement skills.

### **Operationalizing Racial Equity in Local Government**

This series explores the implications and impacts of institutional and structural racism. Equity core team members will spend a significant amount of time completing racial equity tool application as they explore structural changes to daily operations, budgeting, communications, community engagement, and decision-making. The culminating session will include the development of a draft racial equity action plan to be presented to City leadership, department directors, and city council for approval and adoption. The racial equity action plan serves as an annual progress report to the community on indicators outlined and sourced directly from the community. The racial equity action plan seeks to assert community informed goals, address root causes of inequities by identifying policy, practice, and procedural changes as well as provide a indicator that measures success.

### **Train the Trainer in Advancing Racial Equity in Local Government**

This series is designed to equip leaders with the know-how to normalize conversations about race within their organization by providing shared language for all staff and partners on racial equity. The goal is for participants to leave with skills and confidence to practice leading the 100 training, ultimately building the internal skill and capacity of the organization to sustain racial equity work and to facilitate future conversations about race effectively.

### **Culminating Symposium**

We recommend a culminating symposium to create an opportunity for the equity core team to share with community members, partner organizations, and city leadership their experience of applying a racial equity tool, the draft racial equity action plan and any recommendations to implement any policies, practices and procedures that advance racial equity. This culminating symposium also creates space for city leadership to acknowledge and thank the equity core team for their commitment and contributions to advancing racial equity in the City.

### **Scope of Work Options**

#### **Capacity Building for City Leadership**

NLC-REAL will plan and facilitate a virtual training series to support city leadership. The training will offer foundational principles to support Burbank as they explore their own interactions in the government and, how leaders can best support their staff in racial equity work.

#### **Option A: Transformational Approach total cost \$116,750**

- i. Leading for Racial Equity for Elected Officials
- ii. Leading for Racial Equity for Department Heads
- iii. Normalizing Racial Equity for Equity Core Team
- iv. Communicating Effectively about Race for Local Elected Leaders
- v. Organizing Racial Equity in Local Government for Equity Core Team
- vi. Operationalizing Racial Equity in Local Government for Equity Core Team
- vii. Train-the-Trainer in Normalizing Racial Equity
- viii. Up to 20 hours of coaching and technical assistance for Burbank Equity Core Team around racial equity tool application.
- ix. Culminating Symposium

#### **Outcomes:**

- a. Draft racial equity vision statement
- b. Ideas for normalizing conversations about race in the City
- c. Narrative summary of application of Racial Equity Tool including recommended community-driven data-informed strategies
- d. Curriculum to use in the jurisdiction with new employees and partner organizations
- e. Draft Racial Equity Action Plan

### Recommendations for Training Boards & Commissions

NLC-REAL understands that the Council would like to include boards and commissions under this scope of services and provide training to all 100 members. It is our highest intent and purpose to build the City of Burbank's internal skill and capacity and we believe that this comprehensive proposal will set Burbank up for success to help sustain their commitment to racial equity. We recommend the following options below as it relates to providing training to Burbank's Boards & Commissions:

1. NLC-REAL recommends finding opportunities to engage boards and commission members in the staff skill building process in lieu of training them. An example of this could look like applying a racial equity tool to the policies, practices, and procedures around Boards and Commissions which would require Burbank Core Equity Team members to engage boards and commissions in the Racial Equity Tool Pilot Project. No additional cost required.
2. Limit training to the vice chairs and chairs only – this would entail delivering a one 6-hr interactive Normalizing Racial Equity workshop up to 50 members (please defer to additional cost below chart).
3. NLC-REAL will support Burbank in building their internal capacity so the City can deliver Normalizing Racial Equity to all 100 Boards & Commissions. The train-the-trainer model will equip the equity core team with the skills needed to deliver future trainings once the current proposed scope of work is completed.

### Option A Cost

	Fees
1. Context Setting (interviews with key stakeholders and kickoff meeting)	\$5,000
Leading for Racial Equity for Elected Officials (7.5 hrs.)	\$9,375
90-minute Webinar Presentation with Each Elected Official	
2. Communicating Effectively About Race for Elected Officials (7.5 hrs.)	\$9,375
90-minute Webinar Presentation with Each Elected Official	





3. Leading for Racial Equity for Department Heads (6 hrs.)	\$7,500
4. Communicating Effectively About Race for Department Heads (3 hrs.)	\$3,750
5. Normalizing Racial Equity for Core Equity Team (12 hrs.)	\$15,000
6. Organizing Racial Equity in Local Government for Equity Core Team (12 hrs.)	\$15,000
7. Operationalizing Racial Equity in Local Government for Equity Core Team (6 hrs.)	\$7,500
8. Train the Trainer Normalizing for Racial Equity (18 hrs.)	\$22,500
9. Up to 20 hours of coaching, and technical assistance for Burbank Core Equity Team and key staff around racial equity tool application and development of racial equity action plan.	\$10,000
10. Culminating Symposium (up to 3 hrs.)	\$3,750
11. Regular strategy calls with lead contact throughout duration of the contract.	\$8,000
Subtotal	\$116,750
Admin (10%)	\$11,675
Grand Total	\$128,425

**Payment Schedule**

1. Initial payment of **\$42,808.33** is due upon signing of this contract.
2. The second payment of **\$42,808.33** is due at the conclusion of Normalizing for Core Equity Team.
3. Final payment of **\$42,808.34** is due upon completion of Culminating Symposium.





January 12, 2023

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

The Airport Authority administrative offices will be closed on Monday, January 16, 2023, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 16, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, January 17, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

Members of the public may observe the meeting telephonically in real time through the following number:

*Dial In: (818) 862-3352*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Special Meeting of Tuesday, January 17, 2023

9:00 A.M.

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

▼ ▼ ▼

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

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

▼ ▼ ▼

*The following activities are prohibited:*

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

▼ ▼ ▼

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

▼ ▼ ▼

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

## AGENDA

Tuesday, January 17, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Executive Committee  
      - (i) December 7, 2022 **[See page 1]**
    - 2) Finance and Administration Committee  
      - (i) November 21, 2022 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee  
      - (i) November 21, 2022 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) December 19, 2022 **[See page 8]**
  - c. Treasurer's Reports
    - 1) July 2022 **[See page 15]**
    - 2) August 2022 **[See page 38]**
    - 3) September 2022 **[See page 61]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Agenda Item Protocol **[See page 89]**
7. ITEMS FOR COMMISSION DISCUSSION
  - a. Public Comment Participation **[See page 95]**



- b. Replacement Passenger Terminal  
Design-Build Agreement Executive Summary

8. ITEMS FOR COMMISSION INFORMATION

- a. November 2022 Passenger and Air Cargo Statistics **[See page 97]**
- b. November 2022 Ground Transportation Statistics
- c. November 2022 Parking Revenue Statistics

9. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. California High Speed Rail Authority (Case No. 34-2022-80003821).

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Director of Public Safety/Chief of Police

10. ITEMS PULLED FROM CONSENT CALENDAR

11. EXECUTIVE DIRECTOR COMMENTS

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

13. ADJOURNMENT

## COMMISSION NEWSLETTER

Tuesday, January 17, 2023

### *[Regarding agenda items]*

#### 5. CONSENT CALENDAR

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

- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meeting of December 7, 2022; approved minutes of the Finance and Administration Committee meeting of November 21, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of November 21, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the December 19, 2022, Commission meeting minutes is attached for the Commission's review and approval.
- c. TREASURER'S REPORTS. The Treasurer's Reports for July 2022, August 2022, and September 2022 are included in the agenda packet. At its meeting on December 19, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. AGENDA ITEM PROTOCOL. A staff report is included in the agenda packet. Staff seeks the Commission's adoption of an updated Resolution No. 496 to establish an agenda item protocol for items submitted to the Commission or a Committee.

#### 7. ITEMS FOR COMMISSION DISCUSSION

- a. PUBLIC COMMENT PARTICIPATION. A staff report is included in the agenda packet. At its January 4, 2023, meeting, the Executive Committee voted unanimously (3-0) to recommend that, with the return to in-person meetings, the Commission continue to allow telephonic public comment participation. The Executive Committee also recommends that Commission meeting agendas be revised to include: (i) a 20-minute public comment period at the beginning of each meeting that prioritizes speakers attending in-person; and (ii) a second public comment period at the end of every meeting.
- b. REPLACEMENT PASSENGER TERMINAL DESIGN-BUILD AGREEMENT EXECUTIVE SUMMARY. No staff report attached. As discussed at the December 19, 2022, Commission meeting, an Executive Summary for the Replacement Passenger Terminal ("RPT") Design-Build Agreement is attached. Mr. Roger Johnson of Jacobs Project Management Inc., Senior Program Manager for the RPT project, will present the summary.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. NOVEMBER 2022 PASSENGER AND AIR CARGO STATISTICS. No staff report attached. The November 2022 passenger count of 520,271 was down 1% compared to November of 2019's 525,279 passengers. Also compared to November of 2019, air carrier aircraft operations in November 2022 were up 1%, while cargo volume was down 18%, at 6.9 million pounds.
- b. NOVEMBER 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of November 2022.
- c. NOVEMBER 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of November 2022.



**BURBANK AIRPORT COMMISSIONERS**

**MONTHLY REPORT**

**TO: Airport Council Liaisons**

Mayor Konstantine Anthony  
Vice Mayor Nick Schultz

**FROM: Burbank Airport Commissioners**

Emily Gabel-Luddy  
Bud Ovrom  
Paul Dyson

**COPIES:** City Manager, City Attorney, City Clerk

**DATE:** January 4, 2023

**SUBJECT:** Monthly Report for December 2022

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**COMMISSION AND FINANCE COMMITTEE MEETING HIGHLIGHTS – December 19, 2022**

**SELECTION OF THE DESIGN-BUILT TEAM FOR THE REPLACEMENT TERMINAL PROJECT (RPT)**

**Historic Milestone:**

On December 19, the Burbank-Glendale-Pasadena Airport Authority took a historic step and awarded a Design-Build Agreement to the Holder Pankow TEC Joint Venture (HPTJV) to design and construct the new 14-gate Replacement Passenger Terminal (and related airfield improvements), authorized the funding for Phase 1 of the project in the amount of \$55 million and approved issuance of a Notice to Proceed.

Holder and Corgan are leading aviation builders and designers in the country with a portfolio of more than 200 airports projects worldwide. Pasadena-based Pankow is a highly respected pre-construction and construction firm with several programs to engage students/apprenticeships and build careers in construction industry and bring up women into management jobs. Holder and Corgan have completed more than 120 projects together, totaling more than \$9.0 billion dollars. The entire team has competed over 300+ projects. Links to the Team: Holder, Pankow, TEC, (HPTJV) Corgan (architect), CannonDesign (design subconsultant), and Burns & McDonnell (engineering subconsultant), PDA [www.pdaconsultinggroup.com](http://www.pdaconsultinggroup.com). (Minority, Women, DBE subconsultant).

**Background:**

In May 2022, the Authority initiated the design-builder procurement process with the issuance of a Request for Qualifications (RFQ). In July 2022, the Authority approved a shortlist of three teams (from 5 submittals). They were invited to submit a Request for Proposal. The RFP deadline was October 11, 2022 and all three teams submitted.

HolderPankowTEC JV were rated the "Best Value to Authority" proposer. A detailed description of the submission, evaluation and selection process can be found [here](#). The RPT DB was completed within the framework of all federal requirements, including the FAA.

A distinguishing feature of Design Build contracting is built-in flexibility that changes can be made during the design and planning process that occur after the initial award is made.

The Authority vote began Phase 1 of the Design Build process: design and planning for the RPT and airfield improvements. The Terminal building cost is approximately 1/2 of the total estimated cost of \$1.2 billion for the entire project. In the first four months of 2023, HPTECV will be conducting additional public eco-charrettes to identify key levels of sustainability and to develop three architectural concepts accompanied by graphic simulations. The Team (which already reviewed the results) will be informed by the results of five previous public design charrette workshops held in the Burbank, as well as Glendale, Los Angeles and Pasadena — where community members presented their visions focused primarily on safety improvements, design features and amenities that the community and passengers would like to see.

Phase 2 of the RPT - construction - will be initiated after 60% of design is complete and a Guaranteed Maximum Price (GMP) identified, anticipated in April 2024.

**Evaluation Panel:** The Panel members that evaluated both the RFQ submittals and subsequently the RFP proposals were: Frank Miller, CEO BGP Airport Authority; Patrick Prescott, CDD Director, Burbank; Michael Forbes, former Asst. CDD Director, Burbank; Matt Ross, President, AvAirPros, (representing the airlines); and Geoffrey Neumayr, Chief Development Officer SF International Airport, (designer/builder with over 30 years experience).

**Third Party Technical Review and Guidance:** To provide a third party independent technical review of the submittals and coordination with the Evaluation Panel, the Authority retained the services of Ms. Rebekah Gladson, FAIA, AUA, DBIA of XI-3 Corporation. Ms. Gladson has over 30 years of experience with progressive design- build programs and most recently provided similar services to Los Angeles World Airports and University of California, Irvine where she served as Vice-Chancellor.

**Sustainability: the Building, other Operational Components.** HPTECV's initial response to opening commissioners comments was "We want to achieve the highest level of sustainability" whether

measured by LEED, Global Green, Cal Green or other accepted industry standards certification. In developing the highest sustainability level, HPTECJV will develop a framework to cross-check levels of sustainability with other accepted standards, including LEED.

**Project Labor Agreement/Apprentices/Local Business/Labor Hire.** Questions focused on labor/local hire, opportunities for young people, and goals for hiring and focus for procurement of goods and services from our local cities. There is a Project Labor Agreement, which requires apprenticeships, local hire and local business participation. Using federal funds requires local labor/businesses hire for disadvantaged and women businesses; Pasadena-based Pankow Construction brings extensive expertise to meeting these program requirements. Mr. Johnson added, "...these are federal standards — 18.1% is subcontracting opportunities for [disadvantaged business enterprises] businesses; ...28.3% is an aspirational goal for local hire for minority and disadvantaged workers; and 6.3% for women..."

With Pamela Penn, owner and President of PDA Consulting Group, HPTECJV brings a lot of experience. PDA plays an integral part in some of the region's largest and most visible projects (Sofi Stadium, LAX), with small, minority, women, disadvantaged, and disabled Veteran Business inclusion programs along with local workers programs.  
([www.pdaconsultinggroup.com](http://www.pdaconsultinggroup.com)).

**Schedule and Operational Issues.** To track progress of pre-construction Phase 1, Jacobs will establish a "dashboard" at the Commission level for project cost and schedule data with a monthly schedule update. In addition, key personnel in charge of day-to-day of Phase 1 development will be Holder Manager Kevin, current Project Manager for Salt Lake City Airport Terminal redevelopment and Corgan Lead Designer Frank Kelley. These will be key staff for the next 1 1/2 years.

**Contract Issues** Concerns raised by commissioners included length of the contract (1457 pages), release date 3 days in advance of the meeting, lack of a Table of Contents, concern about the legalities and status of a joint venture, the lack of documentation, "unknown site conditions."

The changes between the RFP content and the contract released were not significant and consisted of renegotiation of less than 10 items out of 59 General Conditions, according to Mr. Johnson. Changes included: (1) liability and indemnification with a slight modification to the indemnification clause; (2) resolution of questions about excusable versus compensable delay; (3) added contract language included in several other progressive-design contracts deal with COVID-induced labor and supply chain issues. Regarding "unknown site conditions," Mr. Johnson pointed out it is impossible to do enough soils borings to characterize 100% of the site. "You extrapolate from the boring analysis...you have to have something in for unknown site conditions."

## Vote and Conclusion

Devine - Absent

Williams, Najarian, Gabel-Luddy, Quintero, Hampton - Yes

Wilson, Ovrom - Abstain

Dyson - No

## Schedule

The proposal the Commission reviewed from the Holder Pankow team contained 48 bar chart schedules for different aspects of the project! With the selection of the winning team, the official clock is now ticking! **Design has already begun. Construction will start in September 2023. The anticipated Opening Day is in May 2026!**

A summary of major milestones include:

### Design and Preconstruction

• RPT contract Notice to Proceed (NTP)	December 20, 2022
• Establish design to budget framework	12/20/22 - 01-20-23
• Concept and basis of design	12/20/22 – 04/06/23
• Schematic Design (30% design)	04/07/23 – 08/22/23
• Civil enabling work	04/07/23 – 09/26/23
• Design Development (60% Design)	05/31/23 – 10/23/23
• <b>Guaranteed Maximum Price (GMP)</b>	<b>05/31/23 – 10/2/23</b>
• Construction documents	05/31/23 - 05/15/24

### Construction

• Civil enabling work	09/27/23 – 07/01/24
• Replacement Terminal/Concourse	09/13/23 – 05/26/26
• Garage	09/13/23 – 05/26/26
• Airside apron	03/27/24 - 01/28/26
• Landside/roadways	03/27/24 - 05/26/26
• Central utility plant	03/27/24 – 05/26/26
• Ancillary Buildings	03/27/24 - 05/26/26
• Existing facilities Demolition	05/26/26 - 05/25/27

## Budget

In the traditional Design-Bid-Build project delivery method, an agency would retain an architect to design a building; that design would be put out to bid; and the lowest responsible bidder would be awarded the construction contract. When things start to go wrong, as they often can on large/complex projects, the architect and the contractor typically start pointing fingers of blame at each other – “your design was flawed”, “you built it wrong”, etc.

For this project, the Airport Authority opted to use the more contemporary Design-Build project delivery method. A ‘team’ consisting of the architect, engineer, contractor and



other specialists, are retained as partners to work with the property owner, in this case the Airport Authority, to develop a final design and negotiate a mutually acceptable budget and Guaranteed Maximum Price (GMP). As noted in the schedule above, the GMP for the replacement terminal will be determined when the design is 60% complete.

As Project Manager, Jacobs provided the Authority with its estimate for what the project will cost:

<u>Element</u>	<u>Target (in millions)</u>
Replacement Terminal	\$ 498.2
Parking	225.0
Site work	90.5
Roadways	71.3
Airside	56.4
Support facilities	13.3
Owner's cost	127.1
SE Quadrant – demo and sitework	<u>117.1</u>
<b>Total</b>	<b>\$ 1,248.8 billion</b>

#### **RPT Long-Term Funding Plan**

Funding for the RPT is expected to come from a variety of sources. The mix will depend on the Authority's success in obtaining Federal assistance in the form of grants and loans. The balance will be a combination of Authority cash, on-going revenues and long-term bonds. **No City funds ever go into the operation or construction budgets of the Airport!**

<u>Funding Source</u>	<u>Amount (in millions)</u>
Federal Airport Improvement Program (AIP) - entitlement	\$ 13.5
Federal Airport Improvement Program (AIP) – discretionary	42.2
Federal IJIA Airport Infrastructure Grant (AIG) – formula	40.0
Federal IJIA Airport Terminal Program (ATP) – competitive	35.0
Passenger Facility Charge (PFC)	51.3
Federal TIFIA Loan	242.4
Federal TIFIA Transit-Oriented Development (TOD) Loan	163.8
BGP Airport Authority Cash	100.0
General Airport Authority Bonds (GARBS)	<u>560.5</u>
<b>Total</b>	<b>\$1,248.8 billion</b>

#### **Cost per Enplanement**

When Mr. Miller last attended a Burbank City Council meeting, he discussed the Cost Per Enplanement (CPE) metric. It comes from an FAA tracking system that is determined by adding the total of all airline terminal rents, apron rents and landing fees received by the airport and divided by the year's total enplanements at the airport.

For 2021 the CPE for California airports ranged from a high of \$43.73 at LAX to a low of \$4.05 at BUR. San Diego, Oakland, John Wayne and Sacramento were in the mid-\$20's. One of our excellent financial consultants, PRAG, had previously advised us that as long as we stayed below

LAX, we would be competitive in the trade area. Naturally, we would like to be lower than a major hub international airport!

For the December 19 Finance Committee meeting PRAG ran a very preliminary debt service per enplanement calculation. Based on a projected passenger **enplanements** of 2.75 – 3.50 million passenger per year, our additional debt service per enplanement would be \$24-30 per enplanement. Adding that estimated debt service calculation to our current CPE would put us in the range of \$30-35 CPE. That is **absolutely not** an exact calculation. Those numbers will be constantly evolving over the next couple of years. A new, energy efficient replacement terminal could bring down some of our operating costs of the current very old and inefficient terminal!

In the meantime, this estimate is close enough to give us confidence that we can start down this road of awarding the Design-Build Agreement with the belief that BUR can afford to build a \$1.250 billion replacement terminal and remain price competitive in our trade area.

### **Contract**

All the Commissioners were supportive of the selection of the Holder, Pankow, TCE Joint Venture Team (HPTJV). Unfortunately, there was disagreement when it came time to vote “to award a Design-Build Agreement to HPTJV for the RPT project”.

As noted above, the final vote was 5 yes, 1 no (Dyson), 2 abstentions (Wilson- Pasadena and Ovrom) and 1 absent (Devine-Glendale). Under the terms of the Joint Powers Agreement (JPA), 5 affirmative votes are the minimum required to approve a contract.

The selection a winning team can be viewed as the ‘fun/exciting’ part of the process. The actual written Agreement is more tedious, because it is the legal authorization and documentation of the understanding between the parties. When/if there are later questions, problems or conflicts during the design-build process, as there often are on large/complex projects, it is this Agreement all parties will turn to resolve those differences.

Ovrom, Dyson and Wilson had several concerns about the Agreement. It is a 1,457-page document that was made available to the Commissioners and the public by posting it on the Authority’s website at 4:35PM on December 15 for a meeting that was to be held at 9AM December 19.

The Agreement did not have an Executive Summary, a Table of Contents or electronic indexing. For example, if you wanted to see the FAA Regulations imposed upon the Airport (assuming you somehow knew they existed, because there was no Executive Summary or a Table of Contents) you would need to scroll thru each of the 1,457 pages until you found it.

Dyson and Wilson had several questions and concerns about the substance of the Agreement. One of the Commissioners indicated she had a ‘hard stop’ at 11:30AM.

Wilson and Ovrom suggested the process be bifurcated - to approve the selection of the Holder Pankow Team at this meeting and direct the Authority’s attorney, Terence Boga, to bring back a better presentation of the contract next week, or after the holidays (a common practice in many cities).

The Executive Committee of the officers (President Emily Gabel-Luddy, Vice President Felicia Williams, Pasadena and Secretary Ara Najarian, Glendale) reiterated their recommendation that the Agreement be approved at this meeting.

They argued that, as policy makers, the Commissioners should rely on and trust the technical staff. Some indicated that even if they had two more weeks or two more months, they would unlikely be able to digest 1,457 pages and felt 'that is staff's job'.

Commissioner Najarian pointed out that Mr. Boga has his law degree from Harvard Law School and has been with the Authority for over 20 years.

Ovrom, Dyson and Wilson commented that they, too, have confidence in staff. Their concern was that with the apparent rush to get it done before Christmas, the presentation of the Agreement was inadequate for some of Commissioners, all of whom have the fiduciary responsibility to review and understand the Agreement – they are the ones required to vote on it.

As noted above, the vote was taken and passed 5-1-2-1. The motion, not a Resolution, covered three points:

- Award a Design-Build Agreement to HPTJV for the RPT Project pursuant to the previously certified EIR
- Authorize Phase 1 funding of the RPT Project in the amount of \$55,000,000
- Authorize the issuance of a Notice to Proceed

When asked if a Super Majority vote (at least 2 affirmative votes from each of the 3 cities) was required by the JPA on a matter of this magnitude, Mr. Boga said it was not. When the voters approved Measure B in 2016, by more than a 2-1 majority, they approved a Development Agreement (DA) between the City and the Airport Authority that spelled out the conditions under which the replacement terminal could be built. The Second Amendment to the JPA does clearly state "...any action to implement the Replacement Terminal Project ... taken by the Commission at a meeting shall require the affirmative vote of a majority of the members of the Commission." This would be a simple majority.

After the meeting was over, Executive Director Miller said he would have staff work with the Commissioners to prepare an Executive Summary, Table of Contents and accessible electronic indexing. Your commissioners will report back to you when that task is completed.



## **November 16, 2022**

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 Coomes.

### **CALL TO ORDER**

Present: Commissioners Coomes, Chapman, Elman, Forouzan, Hacobian, Lu, and McKenna

Also Present: Chief Albanese, Captain Irving, Police Administrator Padgett, Sergeant Fekety, Officer Haratonian, and Executive Assistant Nakamura, Senior Assistant City Attorney Thuyen

### **FLAG SALUTE**

The flag salute was led by Commissioner Chapman.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

### **FIRST PERIOD OF ORAL COMMUNICATIONS**

None

### **RESPONSE TO ORAL COMMUNICATIONS**

None

### **APPROVAL OF MINUTES FROM OCTOBER 19, 2022**

A motion was made by Commissioner Chapman, with a second by Commissioner Elman, to approve the minutes of the October 19, 2022, meeting. Motion carried with seven votes.

### **ITEMS OF BUSINESS**

1. **Discussion and action, if any, on the roles and duties of the Police Commission, pursuant to the discussion at the September 13, 2022, regularly scheduled Council meeting and the September 27, 2022, Joint Council meeting.**

Commissioners recalled the Council suggestions to prepare for and effectively operate as a Police Commission body. The dozen or so recommendations included participating in ride-alongs and training opportunities, and working as a team and improving communication with each other and the Council.

Chair Coomes proposed several items for consideration on how the Commission might operate:

- Effective Practices Framework – handout provided to consider how the Commission works together
- Creating a Consent Agenda – minutes, subcommittee reports - following Council model
- Expand subcommittees
- Consensus model for decision making - gradience of agreement: red (stop – offer alternate proposal), yellow (concerns, but moving forward); green (full agreement)

November 16, 2022

**Meeting of the Burbank Police Commission**

Page 2

- Requests of the Department must come from the whole body
- Social media posts by the Commission via City platforms
- Increasing community engagement

Commissioner Lu made a motion, seconded by Commissioner Elman, to accept the consent agenda process proposed by Chair Coomes. Approved by consensus.

The Consensus model for decision making was adopted and used to verify standing subcommittees:

- Traffic safety – Romik, James, Paul
- Pedestrian safety - Leila, Eva, Paul
- Crime stats – Mike E, James
- Department wellness – Mike E, Paul, Romik
- Executive subcommittee: James, Eva, Romik
- Data and statistics – Leila, Eva, Mike E

**2. Discussion and reporting out on topics presented at the NACOLE Conference**

Commissioner Hacobian reviewed the sessions and takeaways from his attendance at the September 11-15<sup>th</sup> in-person conference in Texas.

Chair Coomes shared a document from the November 2<sup>nd</sup> online NACOLE seminar series titled the Evolution and Growth of Civilian Oversight, highlighting the Effectiveness Practices Framework.

**3. Discussion and action, if any, on the OIR report and recommendations from the Join Council meeting held on September 27, 2022**

Commissioners asked specific questions and expressed opinions on several of the recommendations made in the OIR report. Chief Albanese and Captain Irving provided feedback on the process and rationale behind the Department's responses.

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

12/10 Gun buyback event, 9am – 12 noon in the back of the police station

12/14 Shop with a Cop at Walmart

Chief Albanese provided a brief presentation on fraud related crimes. The Department regularly provides news releases/community bulletins to the public on fraud and scam awareness.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Chair Coomes made a motion, seconded by Commissioner McKenna, to review the draft of the military equipment report that will be prepared for the City Council.

Chair Coomes made a motion, seconded by Commissioner McKenna, to have a presentation by the City's PIO on postings to the City's social media platforms

Commissioner Forouzan made a motion, seconded by Commissioner Elman, to have a report on traffic safety enforcement efforts during the month of December 2022.

November 16, 2022

**Meeting of the Burbank Police Commission**

Page 3

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, January 18, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2035 hours.

Romik Hagobian  
Burbank Police Commission





**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
DECEMBER 1, 2022**

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

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

**ROLL CALL**

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

**BOARD ABSENT:** Ms. LaCamera

**STAFF PRESENT:** Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Ms. Edwards, Assistant General Manager – Sustainability, Marketing & Strategy; Mr. Sleiman, Assistant General Manager – Electric Services; Ms. Samra, Assistant General Manager – Power Supply; Ms. Ohan, acting Administrative Officer – BWP; Mr. Beckett, Water Maintenance and Construction Superintendent; Ms. Akerson, Senior Electrical Engineer; Mr. D'Aquila, Power Resources Manager; Ms. Schnitzius, Senior Secretary; Mr. Casillas, Senior Administrative Analyst

**ORAL COMMUNICATIONS**

Mr. Eskandar 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 updated the board on positive COVID-19 cases at BWP, noting 252 positive cases since March 2020 with 22 positive cases happening in November 2022.

Ms. Lindell informed the board of the selection of Ms. Paula Ohan to temporarily fill the vacancy of Administrative Officer for the next three months. Ms. Lindell also updated the board on Mr. Liu's recent decision to retire from BWP effective December 30, 2022, noting that this is his last board meeting.

Lastly, Ms. Lindell thanked everyone for their service and wished everyone a happy holiday season.

## **CONSENT CALENDAR**

### **MINUTES**

It was moved by Mr. LeMasters, seconded by Mr. Cherry, carried 5 – 0 to approve the meeting minutes of the regular meeting of November 3, 2022, noting Ms. LaCamera absent and Mr. Eskandar abstaining.

### **REPORTS TO THE BOARD**

#### **BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Liu presented BWP's financial update for the month of September 2022 and an update on the electric revenues bond.

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

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

#### **COVID-19 CUSTOMER IMPACT UPDATE**

Ms. Sarkissian presented an update on the number of customers in arrears and the status of associated debt. Staff continues to work with customers impacted by COVID-19 through payment arrangements.

Ms. Sarkissian responded to board member questions.

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

#### **RECOMMENDATION TO CITY COUNCIL TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH ENTERPRISE SOLUTIONS CONSULTING PARTNERS FOR CUSTOMER CLOUD SERVICE MIGRATION SERVICES**

Mr. Aquino presented a recommendation to City Council to approve a professional services agreement with Enterprise Solutions Consulting Partners for customer cloud service migration services.

Mr. Aquino, Ms. Lindell, and Mr. Liu responded to board member questions.

It was moved by Ms. Tenenbaum, seconded by Mr. Malotte, carried 6 – 0 to recommend that the City Council approve and authorize the General Manager of BWP, as designee of the City Manager, to execute a PSA with ESC to provide CIS migration services for an amount not to exceed \$1,100,000, noting Ms. LaCamera absent.

#### **INTRODUCTION OF AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, ARTICLE 15, SECTION 5-3-1504 OF THE BURBANK MUNICIPAL CODE TO UPDATE WATER EFFICIENCY REQUIREMENTS FOR SPECIFIC PLUMBING FIXTURES**

Ms. Soloyan presented the introduction of an ordinance amending title 5, chapter 3, article 15, section 5-3-1504 of the Burbank Municipal Code (BMC) to update the water efficiency requirements for specific plumbing fixtures.

Ms. Soloyan responded to board member questions.

It was moved by Mr. LeMasters, seconded by Mr. Luddy, carried 6 – 0 to recommend the Burbank City Council introduce an ordinance amending title 5, chapter 3, article 15, section 5-3-1504 of the Burbank Municipal Code to update the water efficiency requirements for specific plumbing fixtures.

#### **UPDATE ON BURBANK WATER AND POWER'S BURBANK UTILITY SERVICE SUBSIDY PROGRAM**

Ms. Edwards presented an update on BWP's Burbank Utility Service Subsidy Program.

Ms. Edwards responded to board member questions.

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

#### **INFORMATION FROM STAFF**

##### **UPDATE ON CITY COUNCIL AGENDA ITEMS**

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

Ms. Lindell and Mr. Casillas responded to board member questions.

##### **LEGISLATIVE UPDATE**

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

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

##### **WATER DIVISION UPDATE**

Mr. Wilson provided the board with a discussion on the city's water system. Mr. Wilson then informed the board of the recent memorandum of understanding that was delivered to the Bureau of Reclamation. Mr. Wilson then updated the board on the city's water allocation for 2023, highlighting current and future water use. Lastly, Mr. Wilson updated the board on BWP's current water use monitoring.

Mr. Wilson, Mr. Aquino, Ms. Samra, and Ms. Lindell responded to board member questions.

##### **POWER SUPPLY UPDATE**

Ms. Samra updated the board on the 2024 integrated resources plan efforts, highlighting the stakeholder engagement aspect of the efforts as well as the timeline. Ms. Samra then informed the board of the changes in the power supply budget from the fiscal year 2023 to the fiscal year 2024. Lastly, Ms. Samra introduced Mr. D'Aquila, who updated the board on renewable resources, noting the need to secure more renewable resources in order to meet Senate Bill 100 mandate. Mr. D'Aquila also updated the board on a few renewable resources project that are currently in active negotiations.

Ms. Samra, Ms. Lindell, and Ms. Edwards responded to board member questions.

### **ELECTRIC SERVICES UPDATE**

Mr. Sleiman introduced to the board Ms. Akerson, who updated the board on current projects going on throughout the city.

Mr. Sleiman and Ms. Akerson responded to board member questions.

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

Mr. Malotte commented on his recent experience going through the home improvement program. Mr. Malotte congratulated Mr. Liu on his recent retirement announcement.

Mr. Luddy echoed Mr. Malotte's comment on Mr. Liu and thanked him for his service.

Mr. Eskandar commented on a possible rebate for smart light switches. Mr. Eskandar highlighted Mr. Liu's time with BWP from the difficult times to the easy times and all that Mr. Eskandar has learned from Mr. Liu throughout the years.

### **ADJOURNMENT**

The meeting was adjourned at 8:36 p.m. The next regular board meeting is scheduled for January 19, 2023, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

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Armando Casillas  
Recording Secretary

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Dawn Roth Lindell  
Secretary to the Board

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Philippe Eskandar, BWP Board Chair





8A.

## CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

**DATE:** January 19, 2023  
**TO:** Burbank Water and Power Board  
**FROM:** Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*  
**SUBJECT:** November 2022 Operating Results

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

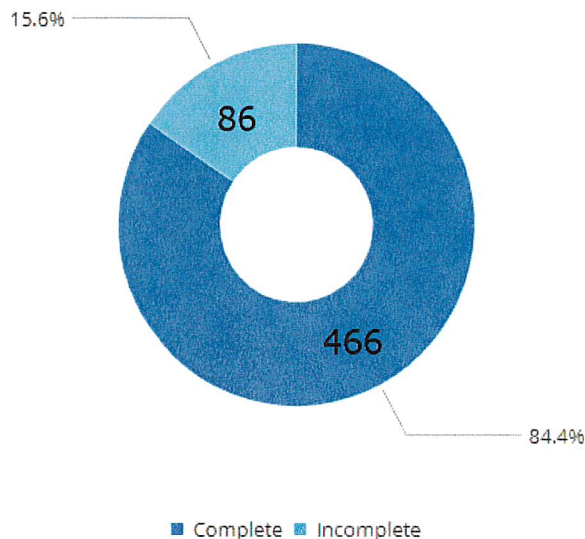
### SAFETY

As a progressive and proactive utility, BWP tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure in order to avoid injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. For this reporting period, BWP has closed 86% of corrective and preventative action items.

BWP continues to make progress on its efforts to improve employee engagement, as measured by incident, near miss and observation reporting. By reporting these events, we create opportunities to learn and prevent harm to people, the environment and property. For this reporting period, BWP has received 197 EHS-related reports for 2022 to count towards the annual goal of 300.

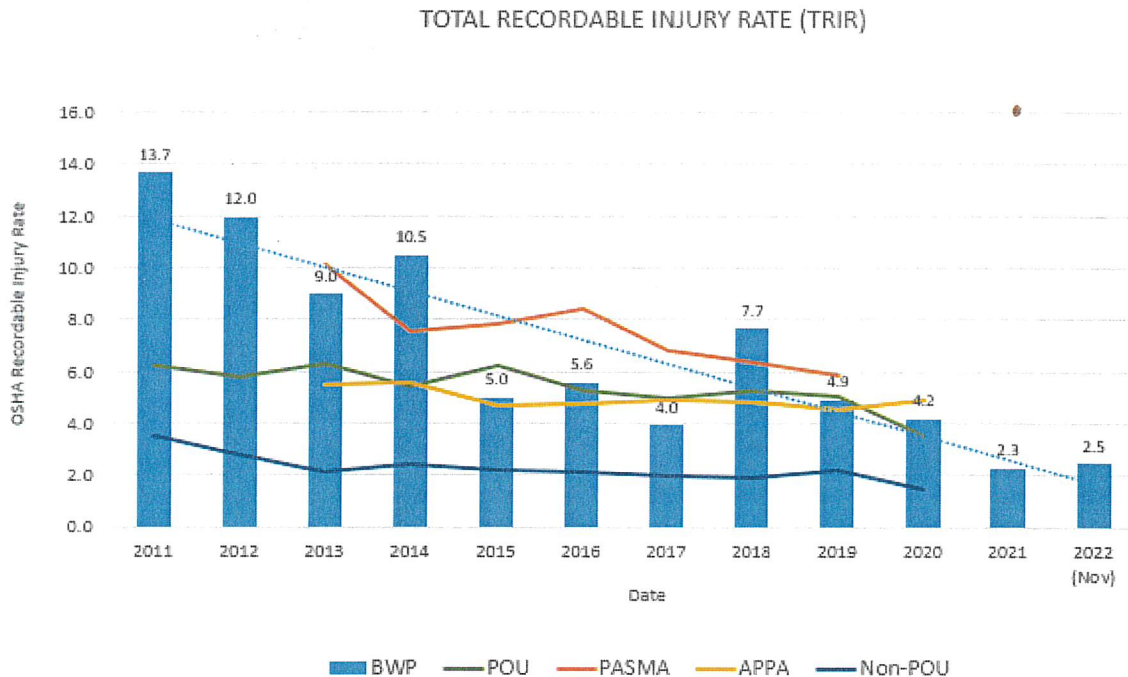
For November 2022, BWP experienced three OSHA recordable injuries. BWP's 12-month rolling average OSHA total recordable incident rate is 2.5.

#### Corrective & Preventative Action Items (80% Goal):





## OSHA Total Recordable Incident Rate:



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

## Electric Financial Results

In **October**, the electric fund energy demand was **7% below budget**, primarily driven by conservation and slightly lower than average temperatures. **Net income** was **\$1,911,000**, which was **\$2,279,000 better than budgeted**. The **favorable** variance was primarily attributed to **lower than planned retail power supply and transmission expenses and lower than planned operating expenses**, offset by lower than planned **retail sales**.

Fiscal-year-to-date (FYTD) energy demand was **2% above budget**, primarily due to warmer than normal weather. For FYTD **October**, net income was a gain of **\$4,664,000**, which was **\$5,737,000 better than budgeted**. The favorable result was primarily attributed to lower than planned operating expenses, higher than planned retail sales with a favorable wholesale margin, offset by higher than planned retail power supply and transmission expenses.

For additional details, please see the attached financial statements.

### **Water Financial Results**

In **October**, for the water fund, potable water demand was **8%** lower than budgeted. **This was due primarily to the ongoing response to the Governor's 15% water reduction request and Burbank being in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October.** Net income was **\$611,000**, which was **\$476,000** better than budgeted. The favorable variance was primarily attributed to lower than planned operating and water supply expenses.

FYTD potable water demand was **7%** lower than budget. For FYTD **October**, net income was **\$2,389,000** which was **\$1,425,000** better than budgeted. The favorable variance was attributed to lower than planned operating expenses and water supply expense, offset by lower than planned operating revenues.

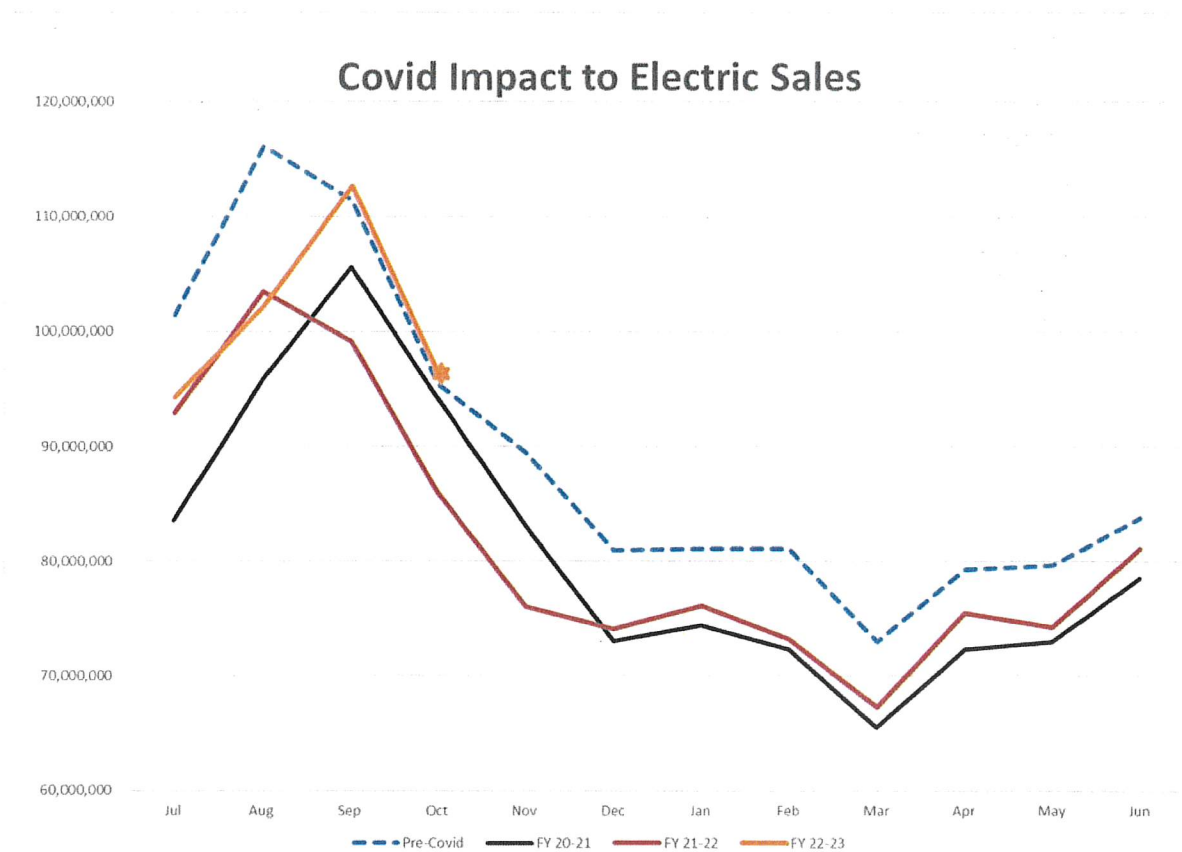
For additional details, please see the attached financial statements.

### **COVID-19 and Drought Impacts**

On March 19, 2020, the COVID-19 pandemic impacted the commercial demand for energy in Burbank and has resulted in a continuous reduction of electric demand.

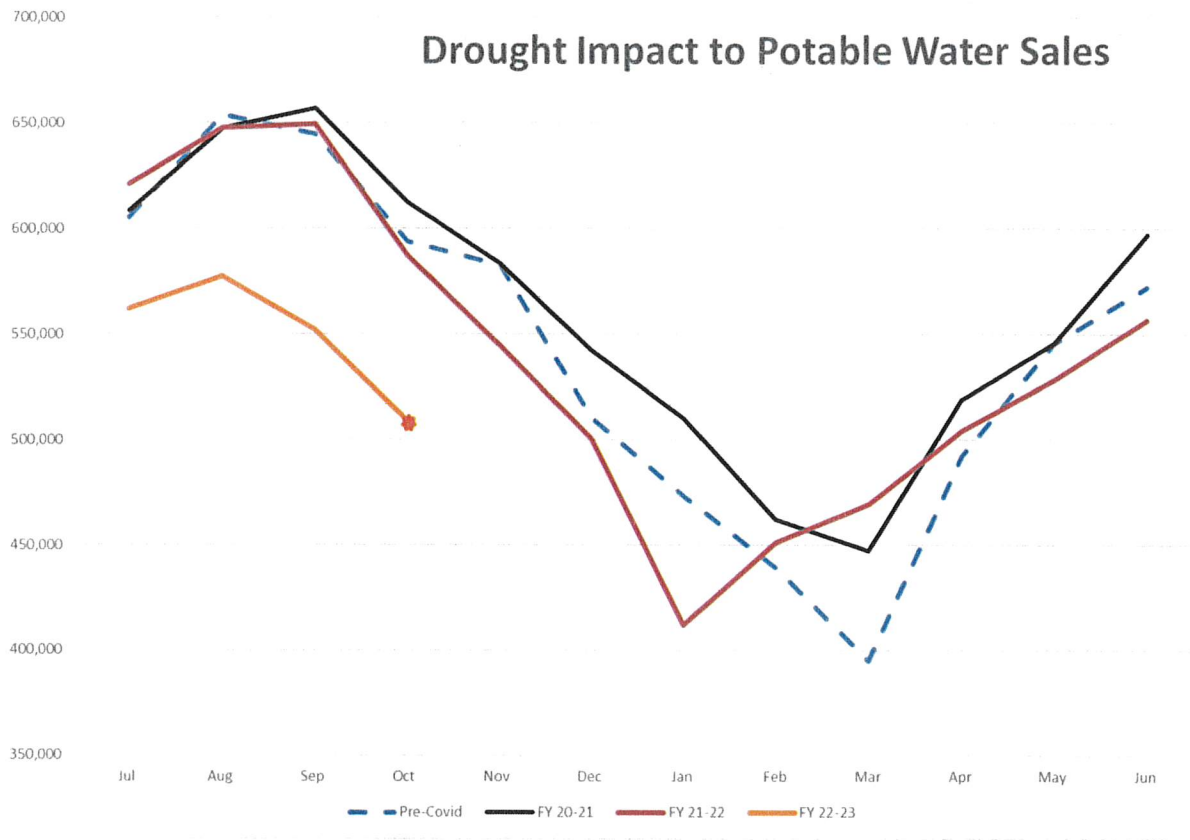
The chart below for the electric fund shows current fiscal year sales compared to prior fiscal years and pre-COVID. **October** sales were **1% higher** compared to October pre-COVID. **However, the increase was primarily driven by an above normal heat wave.** Fiscal year-to-date sales were **4%** lower compared to the same period pre-COVID.





The Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. **October** sales were **14%** lower compared to **October** pre-COVID. This is attributable to **the ongoing drought response** – not due to COVID. Fiscal year-to-date sales were **12.% lower** compared to the same period pre-COVID. Water sales in general have been minimally impacted by the pandemic, where the decrease in commercial sales was offset by an increase in residential demand.

The chart below shows current fiscal year potable water sales compared to prior fiscal years and pre-COVID.



## Inflation

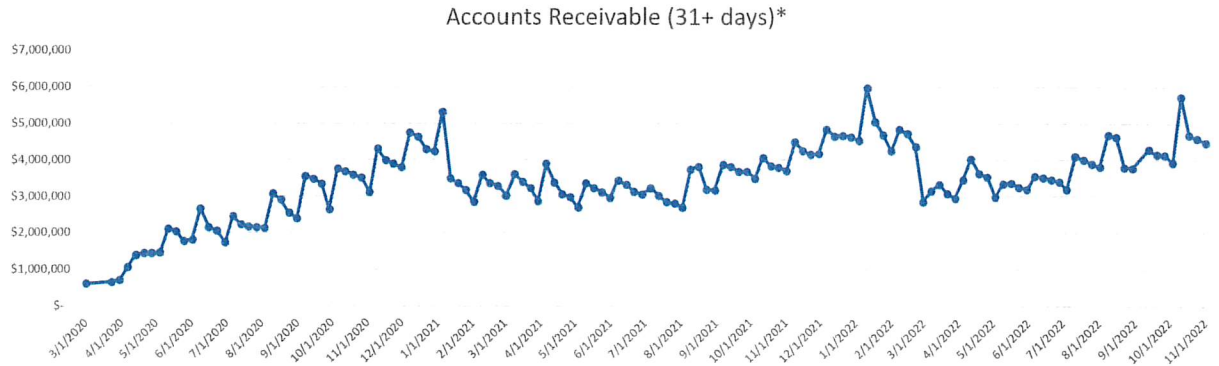
In the last year, BWP's net income has been heavily impacted by increasing inflation. U.S. inflation has climbed as high as 9.1%. In many cases, we are seeing expenses for utility-grade items much higher than 9.1%. Below are examples of utility items impacted by inflation:

- Emissions control system upgrade for the Lake One Unit – an increase of 25% from \$2 million to \$2.5 million
- A renewable solar, plus energy storage project - increase of 71%, from \$35/MWh to \$60/MWh
- New substation buildout - increase of 47% from ~\$17M to ~\$25M
- Rebuild substation - increase of 67% from ~\$9M to ~\$15M
- Copper coils for 1-inch service lines - increase of 64% from \$6.09 to \$9.98 per foot
- 8-inch ductile iron pipe – increase of 42% from \$20.79 to \$29.59 per foot
- Other increases in materials:
  - Plastic conduit 125%
  - Chlorine gas **193%**
  - Plastic 57.7%
  - Metals 35.5%

- Water meter boxes 25%
- Precast concrete products 12.8%
- Concrete 9.9%

### Accounts Receivables

The chart below shows the change in receivables that are over 30 days old for BWP's electric and water funds.



\*Excludes in-lieu and utility users' tax.

### WATER DIVISION

#### Burbank's Water Use

The table below shows water use in Burbank during **November 2022** compared to **November 2020** measured in gallons per capita per day (gpcd). The baseline year of 2020 is used to measure the governor's call for a 15% reduction in monthly water use.

	Average Monthly Use
November 2020	136 gpcd
November 2022	112 gpcd

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2020</b>	125	126	104	112	141	149	157	162	159	153	136	132
<b>Goal</b>	106	107	88	95	119	127	134	138	135	130	116	112
<b>2022</b>	106	128	127	131	133	145	148	146	123	126	112	
	-15.2%	1.6%	22.1%	17.0%	-5.7%	-2.7%	-5.7%	-9.9%	-22.6%	-17.6%	-17.6%	

Water use, in terms of gpcd, during **November 2022** was **17.6%** less than the **November 2020** baseline. However, we also look at the cumulative water use since July 2021, which looks at the long-term trend and ignores monthly variations. Our cumulative water use through November 2022 is 5.6% less than baseline. Monthly water use will be tracked and reported versus 2020 values and continue to monitor the response to the Governor's order to reduce water consumption by 15%. All values are compared with the standard of 2020 water consumption.

### **Burbank Operating Unit (BOU) Water Production**

The table below provides the operational data for the BOU for the months of **December 2021** through **November 2022**.

Month	BOU	BOU	Total System
	Capacity Factor	Ave. Flow Rate	Blend % MWD/BOU
21-Dec	86.51%	7,786 gpm	16% / 84%
22-Jan	80.41%	7,237 gpm	20% / 80%
22-Feb	82.55%	7,429 gpm	20% / 80%
22-Mar	84.87%	7,638 gpm	20% / 80%
22-Apr	93.03%	8,373 gpm	12% / 88%
22-May	91.64%	8,247 gpm	15% / 85%
22-Jun	88.89%	8,000 gpm	22% / 78%
22-Jul	89.21%	8,029 gpm	26% / 74%
22-Aug	87.83%	7,199 gpm	24% / 76%
22-Sep	79.99%	7,905 gpm	20% / 80%
22-Oct	88.00%	7,920 gpm	14% / 86%
22-Nov	78.24%	7,042 gpm	14% / 86%
<i>Ave Blend %-last 12 months</i>			19% / 81%

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

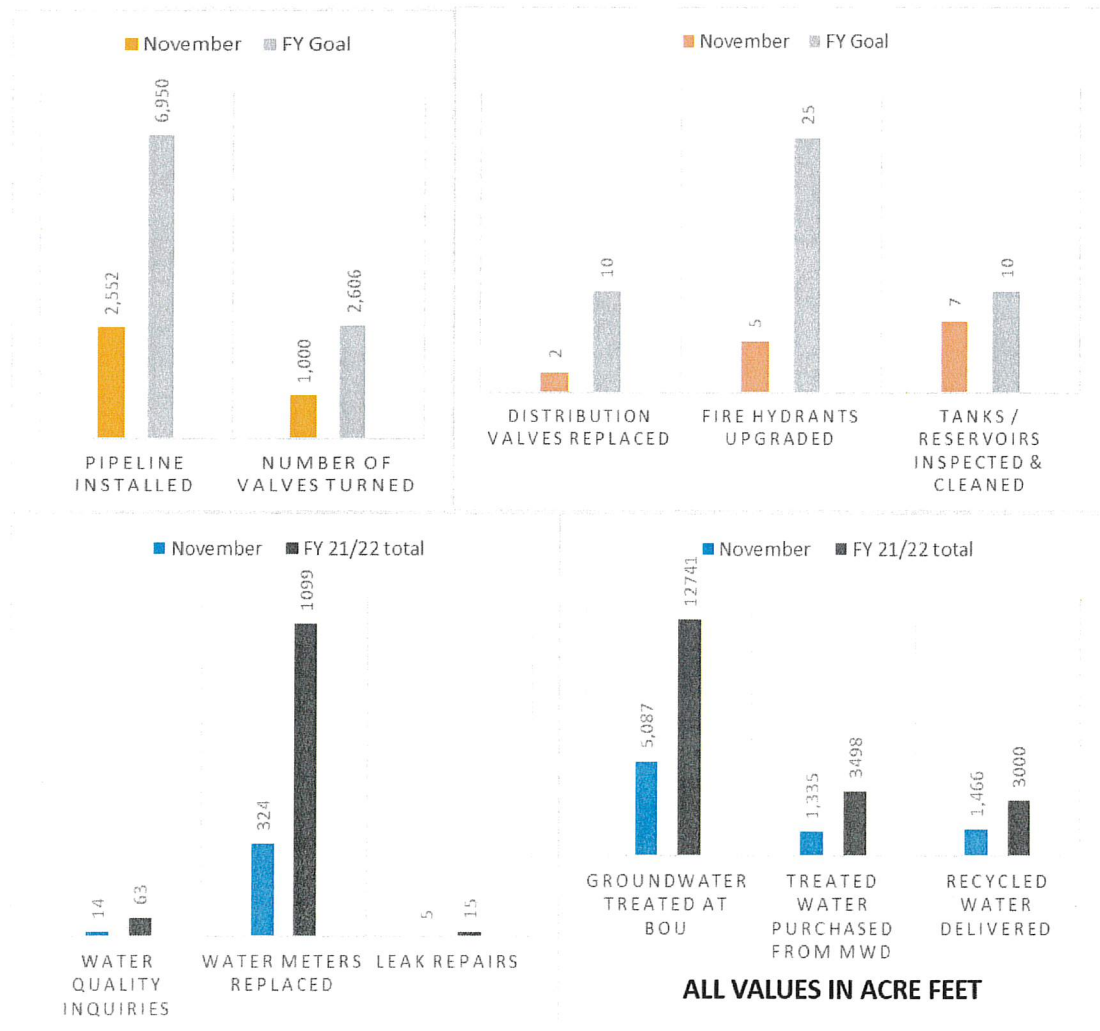


## Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance measures through **November**. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is **37%** complete, and we are **42%** through the fiscal year.

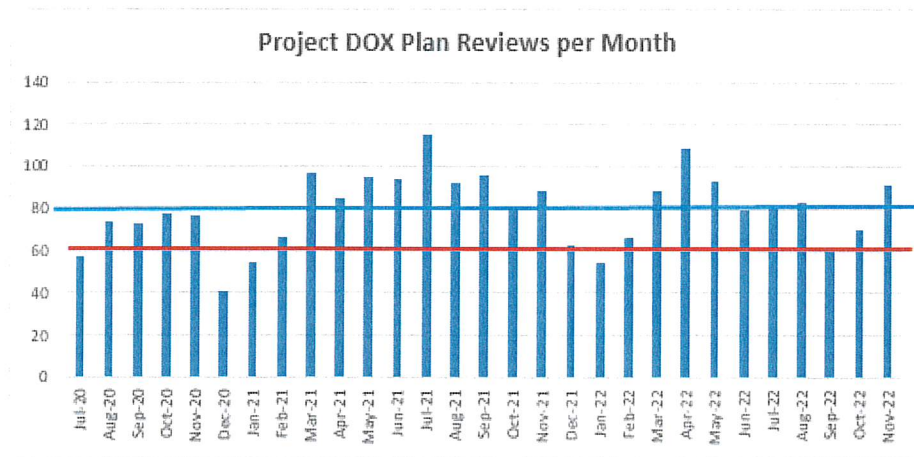
Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – essentially bleach). This spreads the shortage risk across two forms of chlorine instead of relying on just one. Although the availability has slightly improved, the price of the chemical remains volatile. Since June 2021, the cost of chlorine has increased by **193%**. For this fiscal year, it increased by 25%.

We closely monitor chlorine gas supplies and track them daily.

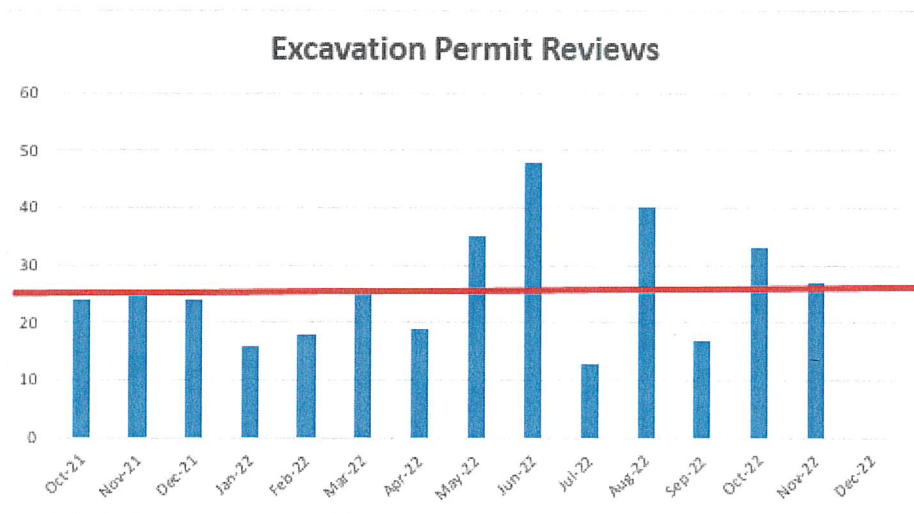


## Plan Reviews

The water division has seen a significant increase in plan reviews starting with the onset of the COVID-19 pandemic and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units).



\*Blue line is the average \*Red line is the production capacity of an experienced planner



## Leak Alert Notifications

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

The benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This



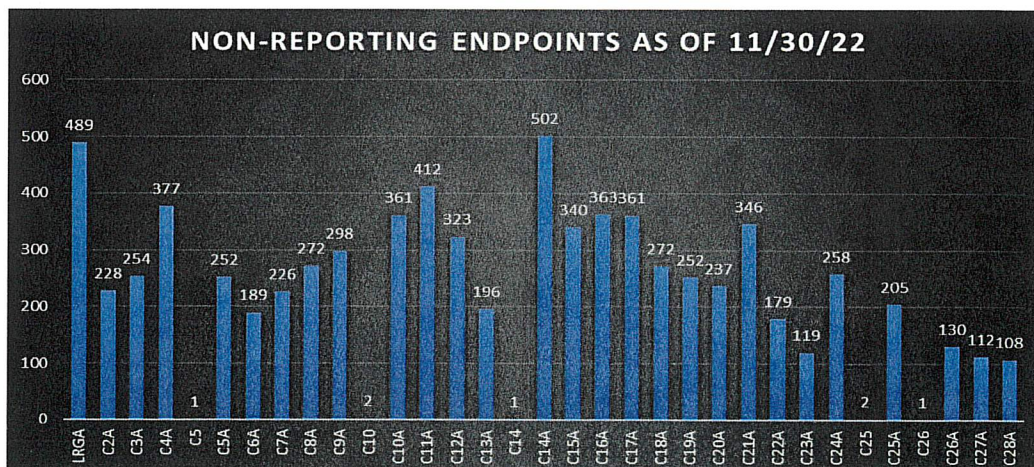
service, called Water Smart, works by receiving hourly water usage from the meter and analyzing this data to determine if a leak might be present based on continuous usage. In **November 2022**, WaterSmart sent out **933** notifications to customers, including **762** email leak alerts, **153** print leak alerts, **17** text message leak alerts, and **1** voice alerts.

Unfortunately, a high volume of water meter communication modules are not working reliably and replacement units are no longer produced. As of **November 30, 2022**, BWP was not able to receive remote reads for **7,753** water meters out of 27,090 (**29%** of the total) due to failing communications modules and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, we cannot receive the continuous communication that enables us to notify these customers of leaks.

BWP 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 the continuing failures, BWP continually notifies the affected customers. The AMR system does 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.

The schedule for the AMI project is provided below:

- September 15, 2022 - Release of Request for Proposals (RFP)
- September 30, 2022 - Pre-proposal meeting (virtual)
- October 3, 2022 - Due date for RFP questions
- October 21, 2022 - Due date for response to RFP 2:00 PM
- November 7, 2022 - Interview/negotiation dates
- January 30, 2023 – Notice of award
- February 1, 2023 – Notice to proceed (NTP)
- August 1, 2023 – Network Installation, Software Integration, Field Testing
- August 2023 to September 2024 – Full Deployment
- December 31 – 2024 – Project Completion





## **Burbank's Path to Sustainable Water Use**

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

	Completed	Planned
Increasing drought and water conservation awareness	<ul style="list-style-type: none"> <li>• Digital Currents (<b>2022</b>: January, March, April, May, June, July, August, September, October, November. <b>2021</b>: August, September, October, November, December)</li> <li>• Print Currents (April 2022, November 2021, July 2022)</li> <li>• BWP drought webpages</li> <li>• BWP Online Account Manager banners</li> <li>• Social media (Facebook, Twitter, Instagram)</li> <li>• Flyers with watering schedule and conservation programs information</li> <li>• Bill inserts</li> <li>• Bill graphics</li> <li>• Graphic on bill envelope</li> <li>• MyBurbank advertisement</li> <li>• Burbank Channel advertisement</li> <li>• Educational videos (Burbank's water story, drought and conservation programs, and Stage II rules)</li> <li>• Press release – Stage III</li> <li>• Parks &amp; Recreation newsletter advertisement</li> <li>• Burbank Channel advertisement</li> <li>• Educational video for stage III</li> <li>• Water city hall turf with recycled water</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight how BWP employees are saving water in their own daily activities to promote water conservation in Digital Currents in Q1 2023.</li> <li>• Burbank Bulletin advertisement for January 2023.</li> <li>• Other physical advertising options in Burbank, such as at Burbank parks and local retail locations, anticipated to launch in January 2023.</li> </ul>

	<ul style="list-style-type: none"> <li>• Email and letter to commercial, industrial, and institutional (CII) customers about Emergency Water Regulation</li> <li>• Burbank Bus advertising</li> <li>• HeyBurbank feature – July 2022 <a href="https://youtu.be/v6Z2aBQVMCU">https://youtu.be/v6Z2aBQVMCU</a></li> <li>• Burbank Recycle Center advertisement</li> <li>• Doorhangers for water waste violations</li> <li>• Magnolia Blvd banner</li> <li>• Enforcement notifications via letter for watering violations: Education letter number 1, Education letter number 2, fine of \$100, fine of \$200, fine of \$500</li> <li>• Outreach efforts to notify customers of the MWD pipeline repair that resulted in no outdoor watering from September 6-20, 2022</li> <li>• Launched temporary Recycled H2O to Go Program</li> <li>• Updating community of November 1<sup>st</sup> water schedule change to one day per week, on Saturday from November to March.</li> </ul>	
Increasing the community's desire to make change	<ul style="list-style-type: none"> <li>• Automated leak alerts to customers</li> <li>• Report water waste online form – Stage II</li> <li>• Report water waste online form – stage III</li> <li>• Targeted communications on irrigation schedule compliance and high-volume users to customers based on WaterSmart AMI information</li> <li>• BWP participated in the 2022 National Night Out event in August 2022, and promoted water conservation at the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Table tents for restaurants launching in January 2023.</li> <li>• Exploring options for service-based events, and local community events to promote water conservation.</li> </ul>

	<ul style="list-style-type: none"> <li>• BWP sponsored one of the Starlight Bowl summer concert series and promoted water conservation at the event.</li> <li>• Home Improvement Program door-to-door outreach</li> <li>• Participated in rain barrel distribution event with other cities in September 2022, resulting in 17 residents signing up to receive rain barrels</li> <li>• Updated website and began promoting Turf Removal Rebate Increase to \$3 sq. Ft, including video testimonials from BWP customers who participated in the program.</li> <li>• <b>Launched Demonstration Gardens grant program for drought tolerant landscaping and local gardens. BWP has received ~30 inquiries from customers who reached out to learn more about the program.</b></li> <li>• <b>Launched campaign promoting commercial water-saving rebate programs in November 2022. The campaign will be promoted until the end of December 2022.</b></li> </ul>	
Customer knowledge on how to make change	<ul style="list-style-type: none"> <li>• Signage and pool cover rebate applications for local shops</li> <li>• Drought flyer with water conservation programs information</li> <li>• Lobby signage with water conservation programs information</li> <li>• Portable signage with water conservation programs information for local events (National Night Out, Starlight Bowl)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop virtual Water Educational course to provide education to customers who have received a citation from a Water Waste Violation. The course will launch in December 2022.</li> </ul>

	<ul style="list-style-type: none"> <li>• Customers' testimonials and resource recommendations on turf replacement</li> <li>• <b>Promote water conservation and turf replacement classes offered by MWD/Green Gardens Group in BWP newsletters and on social media.</b></li> </ul>	
Ability to make change	<ul style="list-style-type: none"> <li>• Increased rebate amounts for: <ul style="list-style-type: none"> <li>○ Flow monitoring device - \$150</li> <li>○ High-efficiency clothes washer - \$150</li> <li>○ Rotating sprinkler nozzle - \$5</li> <li>○ Weather-based irrigation controller - \$100</li> <li>○ Soil moisture sensor system - \$100</li> <li>○ Premium high-efficiency toilet - \$100</li> </ul> </li> <li>• Turf Removal Rebate increased from \$2 sq/ft to \$3 sq/ft.</li> <li>• Home Improvement Program additions for sprinkler check and controller programming for common areas of multi-family unit buildings</li> <li>• Provide no-cost showerheads, and kitchen and bathroom aerators to customers in the BWP lobby</li> <li>• Provide no-cost toilet dye tablets to help customers detect toilet leaks</li> <li>• Leak assistance grant for income-qualified households</li> <li>• Conducted social media giveaway to provide collapsible buckets to capture sink water for use on outdoor plants.</li> <li>• Provided soil moisture sensors daily to first two Recycled H2O to Go participants.</li> </ul>	<p>Reducing the cost for customers to make change:</p> <ul style="list-style-type: none"> <li>• Continue offering water conservation giveaway items (buckets, soil moisture sensors, adjustable nozzles for hose, etc.) to encourage water use efficiency</li> </ul>

	<ul style="list-style-type: none"> <li>• Innovative Conservation Program (ICP) pilot project enables water usage monitoring and leak detection services for multi-family property owners and tenants</li> </ul> <p><b>Reducing the cost for customers to make change:</b></p> <ul style="list-style-type: none"> <li>• Reinitiate Demonstration Garden Grants Program.</li> <li>• Added additional funding for water efficiency rebates; Turf Removal Rebate increased from \$2 per sq ft to \$3 per sq ft.</li> <li>• Partnered with neighboring cities to have a “Rain Barrel Distribution Event” on January 8, 2023. BWP started promoting the event in November 2022, and will continue to promote the event until January 7, 2023, or until event reaches capacity.</li> </ul>	
Reinforcement, including progress updates and recognition	<ul style="list-style-type: none"> <li>• Fill the “Burbank Tank” graphic that staff will update monthly on the BWP website and in Digital Currents.</li> <li>• Finalized design of lawn signs and will work to distribute in January 2022.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a customer recognition program for customers who are saving water and launch the rewards program by February 2023.</li> <li>•</li> </ul>

## Projects

### **Broken Distribution Valve**

The water crew is shown replacing a broken 6” valve that was originally installed in the late 1960s. This work is part of BWP’s capital improvement projects annual distribution valve maintenance replacement program. We have a goal to replace 10 or more of these valves each year. So far, we have replaced 2 valves this fiscal year. Replacing these valves is an important part of our water master plan. Doing so improves water quality by allowing the water to flow in multiple directions, reducing the probability of stagnant water and, in cases of emergency or maintenance, ensures that we minimize interruption of service to our customers by having valves that can be relied on to work.









## **ELECTRIC DISTRIBUTION**

### **ELECTRIC RELIABILITY**

In **November** 2022, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **997,513** customer minutes.

<b>Reliability Measurement</b>	<b>December 2020 – November 2021</b>	<b>December 2021 – November 2022</b>
Average Outages Per Customer Per Year (SAIFI)	<b>0.2185</b>	<b>0.2678</b>
Average Outage Time Experienced Per Year (SAIDI)	<b>9.29 minutes</b>	<b>9.06 minutes</b>
Average Restoration Time (CAIDI)	<b>42.52 minutes</b>	<b>33.82 minutes</b>
Average Service Availability	<b>99.998%</b>	<b>99.998%</b>
Average Momentary Outages Per Customer Per Year (MAIFI)	<b>0.3128</b>	<b>0.2382</b>
No. of Sustained Feeder Outages	<b>9</b>	<b>11</b>
No. of Sustained Outages by Mylar Balloons	<b>2</b>	<b>2</b>
No. of Sustained Outages by Animals	<b>0</b>	<b>0</b>
No. of Sustained Outages by Palm Fronds	<b>1</b>	<b>1</b>

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

### **PROJECT UPDATES**

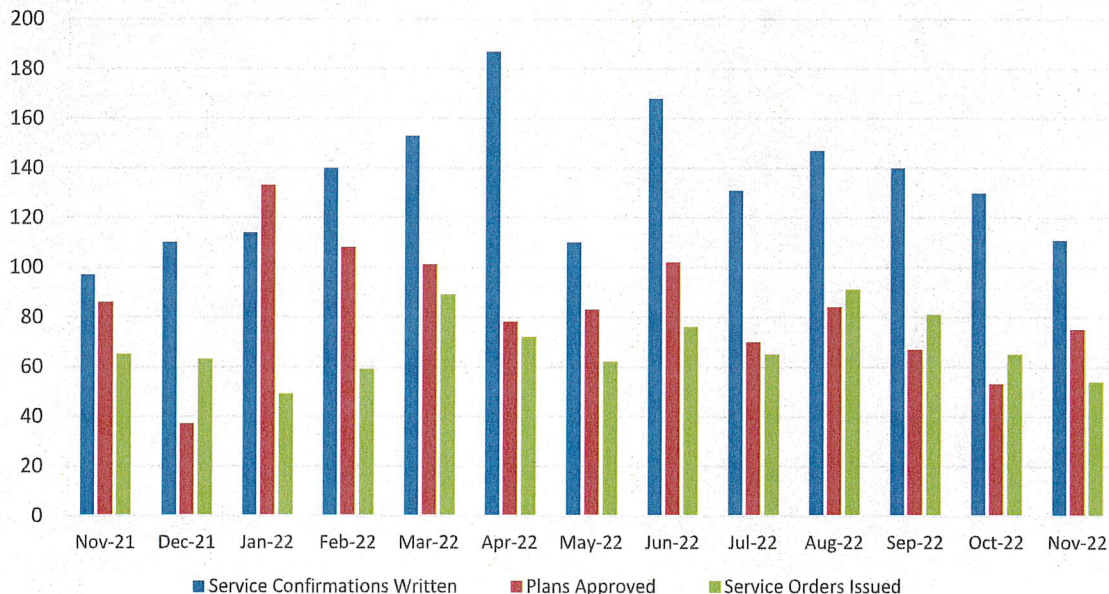
#### **Residential and Commercial Service Planning Activities**

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing services. In order for a customer to obtain a building permit for their construction, BWP service planners must visit the customer's facility and fill out an electric service confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP service planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes the

monthly activity for our residential and commercial service planning group within the T&D engineering section.

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

Residential and Commercial Service Planning Activity Summary  
November 2021 - November 2022



\*\*Activity includes staff revisions to electric confirmations

### Willow Conduit Construction

As part of the Warner Bros Second Century Development, BWP is constructing distribution conduits to allow for a new electric feed to the customer site from the future Willow substation. This construction includes four new manholes and approximately 2,600 feet of new conduit. The new conduit follows a route from the California/Olive intersection through Alameda Ave. and onto the Willow substation at Willow/N Naomi. Conduit construction has commenced and is expected to be completed by March 2023, with re-paving and restoration work to follow. In November, all four new manholes were installed in addition to approximately 850 feet of conduit.



In early 2023 BWP, will start construction on the transmission conduits for two new 69 kV lines required for the new Willow substation. This will include ten new manholes and approximately 6,500 feet of new conduit. One transmission route will extend from the intersection of Verdugo/Naomi through Naomi Ave. to Frederic Ave. and to the Willow substation. The other transmission line will extend from the intersection of Verdugo/Buena Vista along Buena Vista and to Willow/Naomi.



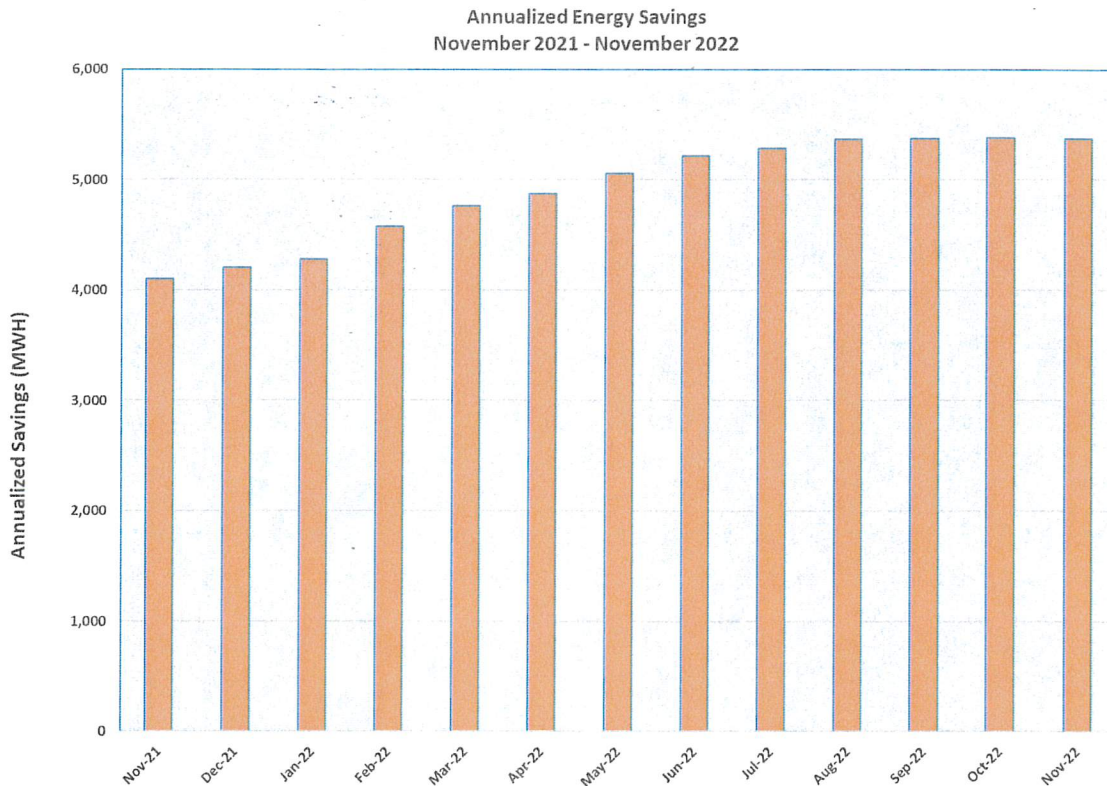




## **STREET LIGHTING**

### **LED Replacement Program**

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) street light luminaires with light-emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. LED replacements consume approximately 60% less energy. To date, **91.63%** of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of **5,379 MWh** or a **58.04%** reduction in energy consumption. LED conversions have also reduced the evening load by **1,246 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.



### **Wireless Telecom Attachments**

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

For the communication carriers to build a new location for a wireless telecom attachment, BWP must first provide an electric service confirmation, which details how the location will be served. Each design must meet the city's aesthetic requirements 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
<b>Total</b>	0	256	14	17	39

## CUSTOMER SERVICE OPERATIONS

BWP continues to assist customers through the COVID-19 pandemic. Customer Service Representatives (CSR) assist customers by making payment arrangements to reduce the amount in arrears and provide additional resources to help customers manage their finances related to their utility bill. BWP staff continue to proactively engage customers to reduce their arrears by encouraging payment arrangements to any customer they interact with that has a 60-day or greater past due balance. We currently have **237** customers who have an active payment arrangement, resulting in a reduction of arrears by **\$616,002**. BWP will continue to encourage payment arrangements to assist our customers to manage their outstanding arrears.

On October 27, 2020, the Burbank City Council approved resuming non-payment disconnections of medium, large, and extra-large commercial customers. Disconnections were discontinued once California Arrearage Payment Program (CAPP) was announced, due to the prohibition of disconnections for 90 days after applying CAPP funds to customer accounts in May **2022**. Thereafter, BWP began notifying medium, large, and extra-large commercial customers via letter and personal phone calls that disconnection for non-payment would resume as of July 6, 2022 and encouraged payment arrangements. In addition, several communications were sent to customers subject to disconnection including letters, e-mails, and automated phone calls. Since beginning disconnections, a total of **six** medium, large, or extra-large commercial customers have been disconnected for non-payment, resulting in a reduction in arrears by **\$36,198.39**. Customers are making their payments and/or entering into a payment arrangement.

In late June 2022, we received notification that the legislature and Governor had approved a new round of funding for unpaid electric bills resulting from the COVID pandemic. There is \$239.4 million available for publicly owned utility (POU) accounts. This new program, known informally as CAPP 2.0, will operate in a similar fashion as CAPP 1.0 with a few key differences. CAPP 2.0 will have a longer COVID-19 pandemic relief period that extends from June 16, 2021, through December 31, 2021 and will only benefit active residential customers. **On October 25, 2022, BWP submitted an application to apply for the CAPP 2.0 program. BWP received \$637,838.06 which was applied on the accounts of 1,393 active residential customers on December 28, 2022.**

Since CAPP 2.0 will not be applied to commercial customers, on August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022 with a 7-0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections for small commercial customers effective September 1, 2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small commercial customers who are eligible for disconnection, began receiving an official notice as of September 6, 2022. BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022 through **November 30, 2022, 49** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears



of \$435,011.03 and four customers establishing payment arrangements totaling \$247,043.33. As of November 2, 2022, 159 small commercial customers had arrears over 60 days and were eligible for disconnection. As of November 28, 2022, that number has remained steady at 162. This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

As of December 26, 2022, there are 3,557 residential customers with at least 60 plus days of arrears. Currently, the 61-90 day arrears is \$834,669 and the 91 plus days arrears is \$4,295,910, totaling \$5,130,579. Of the 3,557 residential customers, 71 receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and 75 customers receive the Burbank Utility Service Subsidy (BUSS). 994 customers who have 60 plus days arrears received assistance from the State's California Arrearage Assistance Program in 2021. In 2022, the State reestablished the CAPP program and 609 customers who received assistance in 2021 will receive assistance again.

Staff has been reaching out to all 3,557 customers monthly advising them of BWP's various payment assistance programs. Staff is increasing our efforts to reach these customers by promoting payment assistance programs via social media communication channels.

BWP will be requesting City Council approval to resume normal operations by restarting disconnections on residential customers, effective April 3, 2023. As of December 19, 2022, there is over \$6 million dollars in total residential arrears which is equivalent to a one time 2% water rate increase and a 2% electric rate increase for all BWP customers. Re-establishing power disconnections for residential customers will reduce financial exposure to losses and cost-shifting to all customers.

### Outstanding Debt

As of December 26, 2022, the following is the current outstanding debt by commodity:

Aging By Service Type					
Service Type	31-60	61-90	91+	Total	% of Total
ELECTRIC	\$ 896,110	\$ 583,187	\$ 2,709,735	\$ 4,189,032	58%
WATER	\$ 237,562	\$ 106,840	\$ 567,632	\$ 912,034	13%
SEWER	\$ 163,367	\$ 105,927	\$ 558,122	\$ 827,415	12%
SOLID WASTE	\$ 172,175	\$ 113,952	\$ 746,883	\$ 1,033,010	14%
FIBER OPTIC	\$ 77,616	\$ 54,832	\$ 66,250	\$ 198,697	3%
GENERAL SERVICE	\$ 1,381	\$ 713	\$ 4,088	\$ 6,183	0%
MISCELLANEOUS	\$ -	\$ -	\$ 18	\$ 18	0%
<b>Grand Total</b>	<b>\$1,548,212</b>	<b>\$965,451</b>	<b>\$4,652,726</b>	<b>\$7,166,389</b>	<b>100%</b>

## BWP Call Center Call Types & Volume

Customer Contact Types	% of Calls
Update Customer Account Info	15.5%
Balance	13.2%
Autopay	3.7%
High Bill/Usage Review	3.5%
Conservation Programs & Rebates	3.4%

CUSTOMER CONTACT TYPES	% OF CALLS
BALANCE	15%
UPDATE CUST ACCOUNT INFO	15%
PAYMENT ISSUES	3%
HIGH BILL/USAGE REVIEW	3%
DUPLICATE BILL REQUEST	3%

	Nov - 21	Dec - 21	Jan - 22	Feb - 22	Mar - 22	Apr - 22	May - 22	Jun - 22	Jul - 22	Aug - 22	Sep - 22	Oct - 22	Nov - 22	% Inc/Aug
Call Volume	2,845	3,102	3,234	2,833	3,340	3,148	3,314	3,311	3,220	4,001	4,436	3,983	3,010	-24.4%

Call volume **decreased** by approximately 24 percent in **November**. The majority of the calls were related to balance inquiries and requests to update their account information.

Beginning in September, 2022, BWP asked customers to log in to the online account manager to change their made some changes with the online payment vendor to improve online payment security, and some customers called for help to re-register for autopay within the online account manager. The deadline for updating payment information was October 31, 2022, so fewer customers called for assistance in November. In addition, we typically see a decline in call volume in November due to the holidays.

On September 5<sup>th</sup>, 2022, BWP changed their online payment vendor and convenience fee charges for credit card payments increased from \$2.99 per transaction to \$2.99 for all transactions up to \$500. Transactions over \$500, would be charged a 1.99% convenience fee. Unfortunately, instead of notifying autopay customers who use their credit cards of the change by email and letter, staff asked customers to log on to their online account manager to re-register for autopay for security purposes, as the new online payment vendor offered improved security measures before November 1, 2022 or they would be at risk of not being able to make autopay credit card payment transactions. Staff thought adding a banner announcing the convenience fee change once they logged on to re-register their



account profile information, would be sufficient notification. This was a major miscalculation and a poor decision.

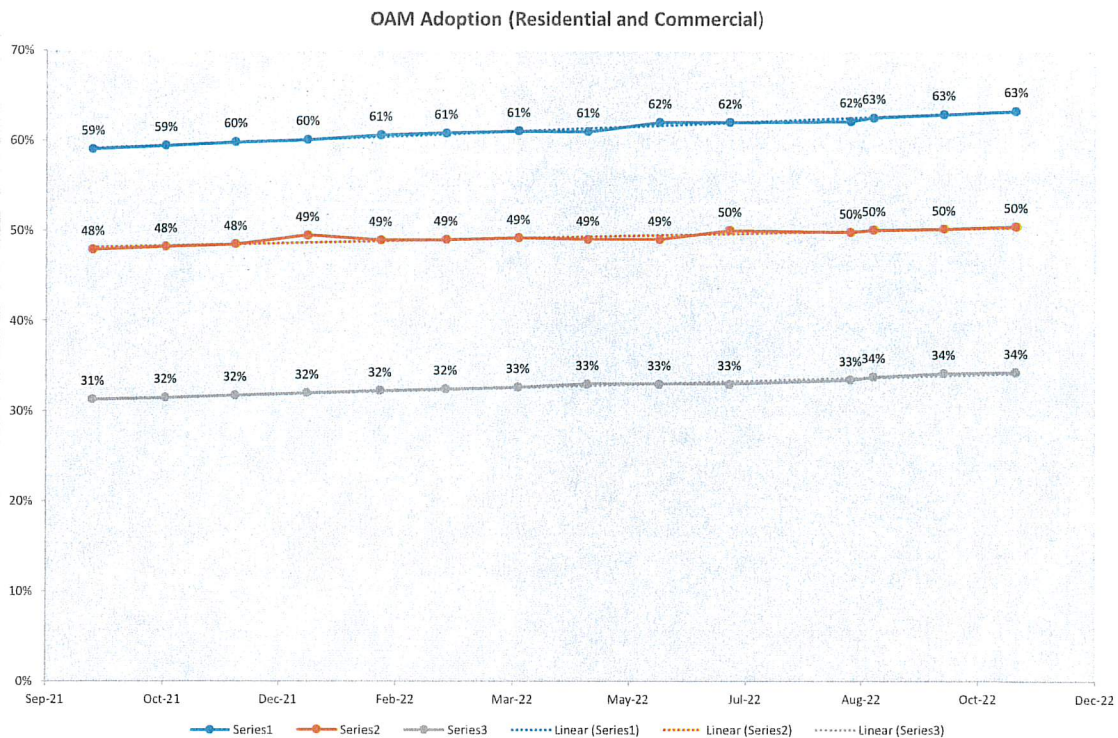
On December 6, 2022, BWP sent an email to all 796 customers who were charged the increased convenience fee for their autopay credit card payments, announcing that they will receive a credit for the increased convenience fees charged to them for the period between September 5<sup>th</sup> and December 6, 2022. These credits totaled \$27,101.86. It was important for BWP to recognize that we failed in considering the customer experience. This was an immense learning opportunity. Additional approvals have been added to the process when evaluating any future changes to the online account manager and other customer payment touchpoints to ensure this does not happen again.

### **Online Account Manager**

The Online Account Manager (OAM) is BWP's online customer portal. Customers can view their utility bills, make payments, change addresses, and enroll in automated bill and payment notifications. The enrollment in the online account manager (OAM) is currently **at 63% of all active accounts**; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 37% of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about 82% are paperless customers helping BWP reduce costs, save trees and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and autopay. These initiatives will continue to drive down costs.

BWP continues to market and promote general OAM outreach campaign utilizing every owned channel, including on-bill messaging, *Digital Currents*, print *Currents*, social media, and BWP's website. Last fiscal year BWP set a target to reach 66% OAM adoption. This last 3% has proven to be challenging. In Q4 for FY 22/23 BWP will again try a targeted marketing campaign to increase enrollment.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	33,257	63%
Paperless	26,508	50%
Autopay	18,018	34%

## **SUSTAINABILITY, MARKETING, AND STRATEGY**

### **BWP'S Energy Efficiency and Water Savings – Fiscal Year to November 30, 2022**

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

**BWP is currently at 6% of our demand energy efficiency and 5% of our energy efficiency savings target. We have established plans to make up ground by the end of the fiscal year. The strategies include filling vacant positions which will help us in driving program enrollment, including a key accounts manager to promote commercial rebates, and an enhancement of the Home Improvement Program's**

**scope of services with direct outreach to the Burbank Housing Corporation to retrofit and electrify multiple housing units.**

*BWP's Refrigerator Exchange Program* offers income-qualified customers a new Energy Star certified refrigerator in exchange for their old, inefficient refrigerator. The Refrigerator Exchange Program has had **27 refrigerators exchanged** since the beginning of the fiscal year.

*BWP's Shade Tree Program* provides an arborist visit and delivers shade trees to help customers shade their properties, reduce A/C usage, and clean the air. The program has **delivered 38 trees** since the beginning of the fiscal year.

In addition, the *Home Improvement Program (HIP)* offers energy-water surveys and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. Some of the HIP's services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and properties within the disadvantaged community areas of Burbank. Furthermore, the program offers energy-water surveys and the installation of efficiency measures for multi-family common area customers. **This month 49 households participated in HIP, a total of 233 customers have participated in the HIP since the beginning of the fiscal year.**

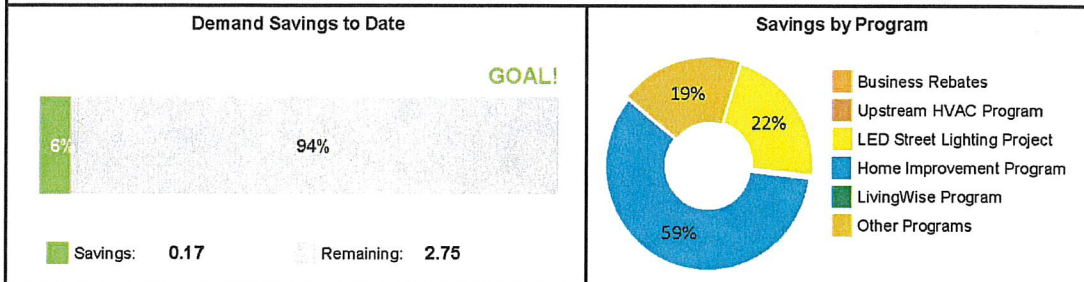
Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high-efficiency measures, AC Replace Before It Breaks, and LivingWise.

BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators at no cost and direct installation of water efficiency measures delivered through the HIP, Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. Starting in August, BWP used its water public benefits charge fund this fiscal year to establish additional incentive levels to help its residential and commercial customers reduce their water use during the ongoing drought. BWP increased turf replacement rebates by 50%. Residential customers have been particularly responsive and the program and within 2 and a half months the rebates have been fully subscribed. BWP is currently in the process of shifting funds into the residential turf replacement program to support 100,000 square feet of turf to be replaced in Burbank.

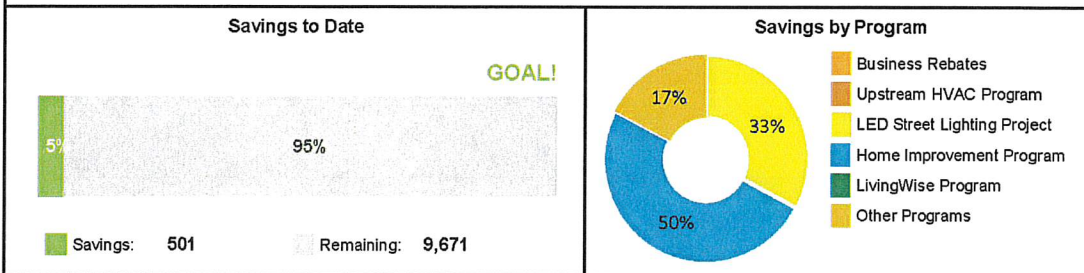
BWP recently **relaunched** the Hydration Station Program for commercial customers. The program offers rebates for water filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. MWD funds the Hydration Station Program.

## Energy Efficiency Savings FYTD 2022-2023 Period ending on 11/30/2022

1% Demand Goal = 2.92 MW

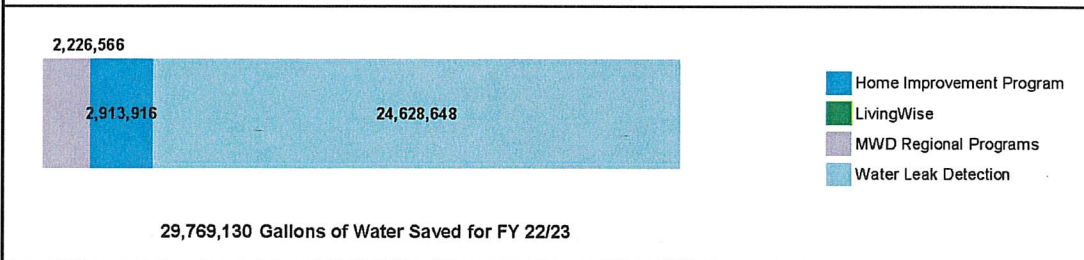


1% Consumption Savings Goal = 10,172 MWh



## Water Efficiency Program Savings

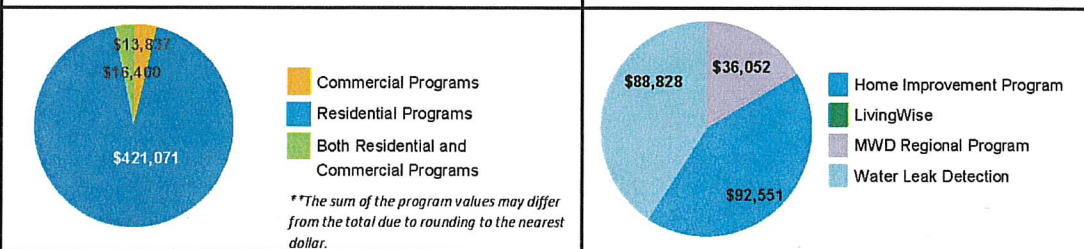
Gallons of Potable Water



## Efficiency Direct Program Costs\* FYTD 2022-2023

\*\*Electric Programs: \$451,307

Water Programs: \$217,430



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



### Electric Vehicle (EV) Charging Program

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

The city now has seventy-three public EV charging ports, including two DC fast chargers and 24 curbside ports. As of **November 1**, the public charging rate is **\$0.18** per kWh for all hours. The public charging rate is **\$0.29** per kWh for DC fast chargers for all hours.

### **Public Charging Energy Delivery**

In **November**, the per-port average revenue was **\$146**.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
Dec 2019 - Feb 2020	28,047 kWh	\$4,779	\$101	Pre-COVID, all units operational
March 2020 - Feb 2021	14,211 kWh	\$2,724	\$60	COVID downturn
March 2021 - May 2021	23,889 kWh	\$4,299	\$91	COVID recovery period
June 2021 – October 2022	45,906kWh	\$2,255	\$113	Post-installation of new ports
October 2022	55,302kWh	\$10,665	\$146	Most recent month

### New Public EV Charging Station Construction

Due to supply chain issues for electric metering cabinets, the energization of all charging ports has been delayed. In the current fiscal year, BWP will be able to energize at least two projects: stations near John Burroughs High School and Theodore Roosevelt. These are the first of 8 projects that were delayed to fiscal year 2022/2023 from fiscal year 2021/2022 due to supply chain issues. These 8 projects were planned to install 31 new level 2 ports and one new DC fast charging station. **Construction for the final curbside site, Verdugo and Lake, started in November. Meter service cabinets are arriving in November to energize the projects currently in construction. The EV charging stations will be installed and energized for these projects during the week of 12/12/2022.** BWP is still looking for alternative solutions to complete these projects. For the projects not in the right of way, we are exploring options that would use panels similar to house panels, mounted on H frames, that may have shorter delivery timelines. For the right of way, this would not be acceptable, and we would need to wait for the appropriate cabinets.

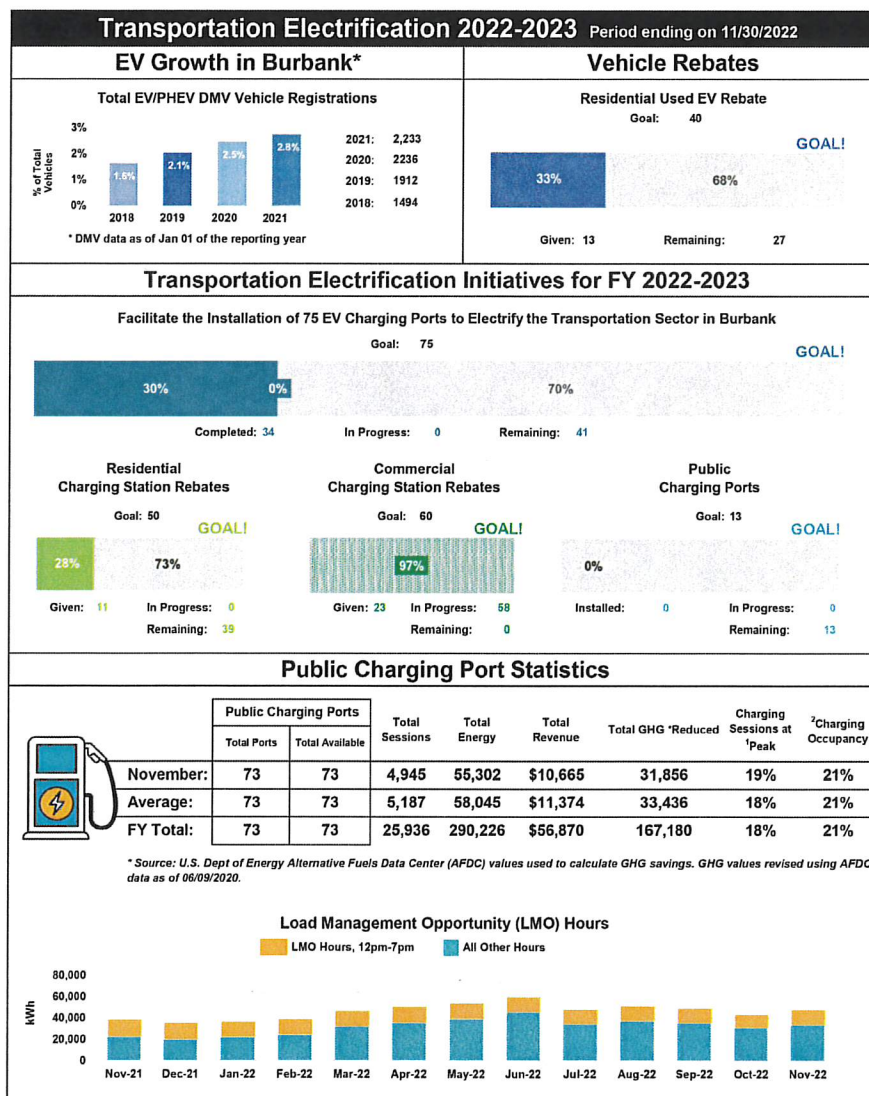
## Commercial Rebate Program

BWP currently has reservations for 58 commercial EV charging ports – 18 at one site, and 40 at another site that are planned to be installed this fiscal year. An application is under review for 40 additional ports that have been installed.

A rebate was issued to IKEA for the 21 ports installed to support their local electric delivery fleet. A rebate was issued for 2 ports installed at Signature Post in November.

## Residential Rebate Program

Two residential rebates were distributed in November 2022.



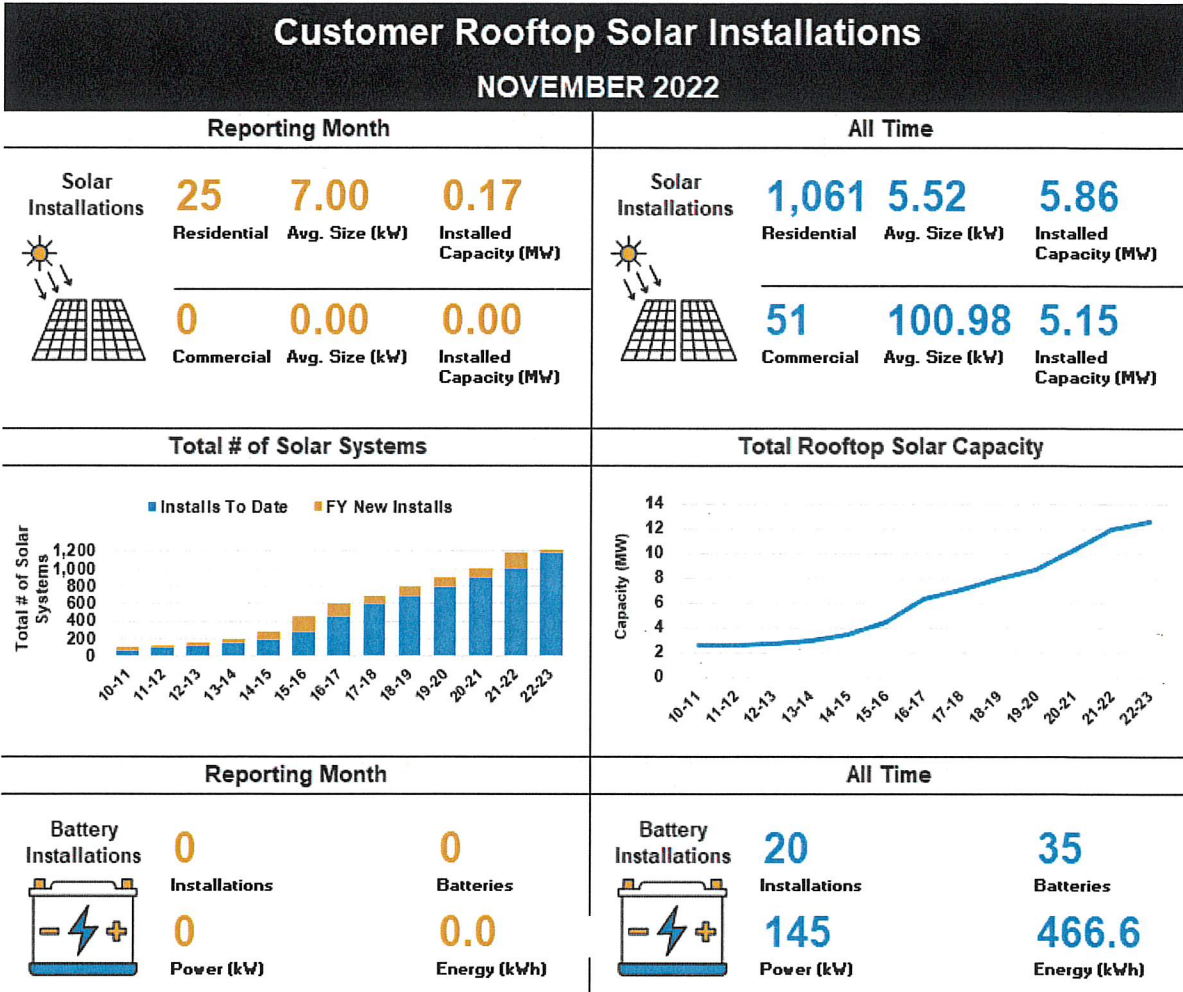
\*Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

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



## Rooftop Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. Burbank Water and Power does not provide rebates for installing these systems. However, the 26% Federal Investment Tax Credit in 2020-2022 makes purchasing solar and/or battery systems more accessible. The tax credit expires starting in 2024 unless renewed by Congress.



## TECHNOLOGY

### Broadband Services (ONEBurbank)

	November 2022 New Orders	Revenues for November 2022	FYTD 2022-23 Revenues	FYTD Budget
Lit	3	\$169,110	\$820,034	\$666,667
Dark	1	\$185,065	\$941,475	\$1,000,000
Total	4	\$354,175	\$1,761,509	\$1,666,667



## POWER SUPPLY

### BWP SYSTEM OPERATIONS:

The maximum load for **November 2022** was **132.9 MW** at **2:45 PM** on **November 01, 2022**, and the minimum load was **78.1 MW** at **2:58 AM** on **November 7, 2022**.



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

The Burbank power system did not experience any natural gas supply issues for **November 2022**.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances. As a result, BWP has not had issues with obtaining adequate gas supplies to operate its natural gas fired generators; however, the supplies have been at a much

higher price than normal due to national and global issues and increases in demand. **Limited supply, couple with high demand has caused natural gas prices to increase significantly.**

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

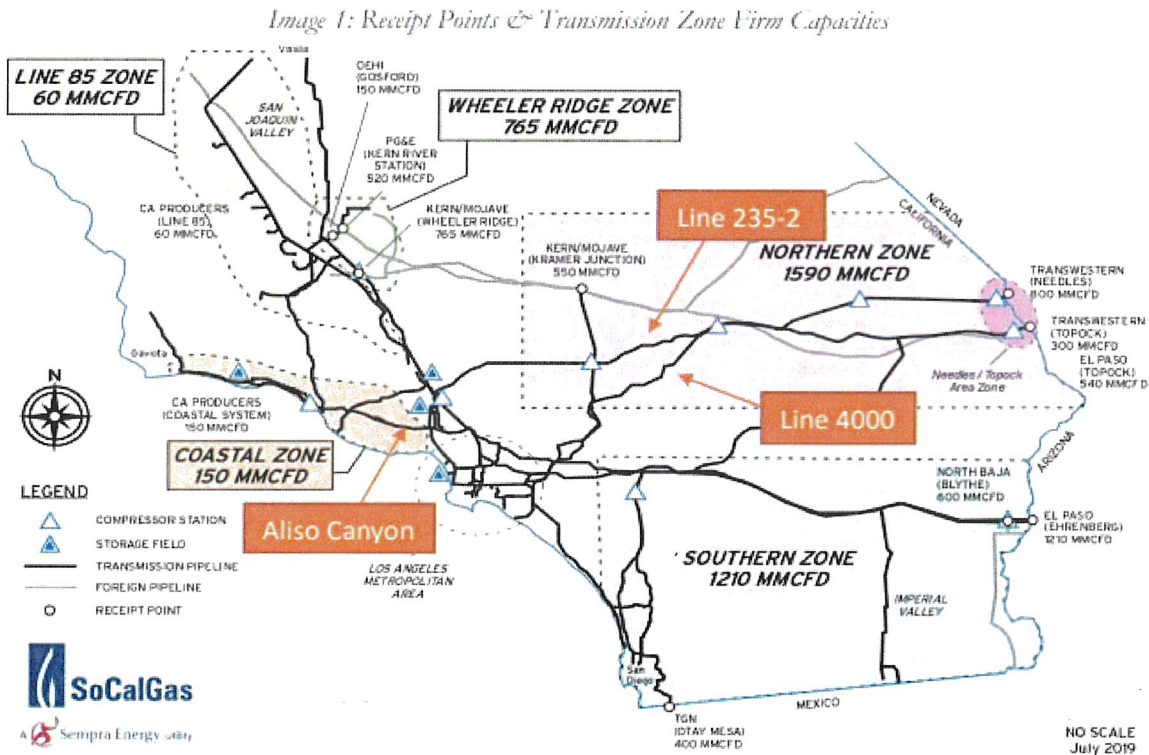
From the Federal Energy Regulatory Commission (FERC) October 2022 West Natural Gas Market Report, the table (below) shows that natural gas prices in 2022 are about three times higher than they were in 2019 and 2020. The price of natural gas jumped due to extreme winter (2021) weather followed by the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

**West Day-Ahead Natural Gas Prices  
Averaged Annually/Seasonally**

Federal Energy Regulatory Commission Market Assessments						
	Average Day Ahead Prices (\$/MMBtu)	SoCal Border	Opal Wyoming Plant	El Paso Permian	PG&E Malin Oregon	Henry Hub
2019	Annual	2.67	2.78	1.11	2.83	2.51
	Summer	2.10	1.97	0.79	2.02	2.39
	Winter 2019/2020	2.17	2.23	1.06	2.27	2.07
2020	Annual	2.17	2.03	1.32	2.06	1.99
	Summer	2.07	1.81	1.24	1.83	1.88
	Winter 2020/2021	7.44	7.06	7.96	3.29	3.08
2021	Annual	6.11	5.52	5.67	4.01	3.84
	Summer	4.47	3.83	3.58	3.91	3.87
	Winter 2021/2022	5.05	4.88	4.05	4.88	4.50
2022 YTD	Annual	6.89	6.34	5.89	6.40	6.67
	Summer	7.96	7.20	6.76	7.30	7.68
	Winter 2022/2023					



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



## **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	100%	0	0	0	0
MPP	100%	720	138,605	7,453	0

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

Lake 1 was placed online zero times during the month of **November**.

#### **Magnolia Power Project (MPP)**

	<b>November</b>	<b>FYTD</b>	<b>YTD</b>
<b>Availability</b>	<b>100%</b>	<b>98%</b>	<b>95%</b>
<b>Unit Capacity Factor (240 MW)</b>	<b>80%</b>	<b>79%</b>	<b>72%</b>

There were no outages at MPP during the month of November 2022. MPP was shutdown on December 9, 2022 to perform an offline water wash of the combustion turbine compressor. Balance of plant maintenance activities were also performed during this outage. MPP was restarted on December 12, 2022.

#### **Tieton Hydropower Project (Tieton)**

Tieton began generation on March 31, 2022, when sufficient water flow provided by the United States Bureau of Reclamation became available. Generation ended on October 19, 2022 when water flow was no longer available. A total of 54,011 MWh were generated this year which is above the annual average of 48,000 MWh. Maintenance inspections have since begun and will proceed until the next generation season begins in 2023. **There have been no unanticipated findings from the maintenance inspections that have been completed so far.**

### **ENVIRONMENTAL**

#### **Air Quality**

Air quality testing was conducted on the landfill flare on November 16, 2022, and the Lake unit on December 5, 2022. The tests were completed successfully, and the formal reports are pending. Air quality testing is required by the Environmental Protection Agency (EPA) and the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit.

#### **Storm Water**

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four stormwater samples per reporting year and compare them to statewide regulatory limits. **On November 8, 2022 and December 10, 2022 stormwater samples were collected for the current reporting year of July 1, 2022 to June 30, 2023.** The results from the November 8, 2022 sample continue to indicate ongoing compliance issues with metals, specifically **iron**, zinc and copper. Samples were also collected from the offsite influent that commingles with BWP's

stormwater discharge. The offsite samples also exceeded the limits for metals. **The results from the December 10, 2022 sample are still pending.**

In order to address the stormwater compliance issues, BWP is in the process of implementing a campus stormwater improvement project. BWP initially completed the proposed project's California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration in 2019. However, recent amendments to the CEQA guidelines now require an update to the CEQA Initial Study/Mitigated Negative Declaration. The updated Initial Study/Mitigated Negative Declaration CEQA public review period ended on July 22, 2022 and responses to comments on the document are being prepared. 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. The project's final design is complete, **permitting is ongoing**, and bid specifications will be prepared, and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits, which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board (LAWQCB) on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by November 17, 2023. BWP submitted a TSO amendment request to the LAWQCB. The amendment consists of consolidating the BWP and MPP facilities into one TSO, requesting coverage for copper and updating the project schedule. The TSO amendment public review process ended on July 21, 2022 and no comments were received. The amended TSO was finalized on July 31, 2022 and was received in August.

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

#### **PROJECT UPDATES:**

##### **Power Resources**

##### **Renewable Portfolio Standard (RPS) Compliance**

BWP continues to be on track to meet RPS compliance requirements for the calendar year 2022. The calendar year 2022 goal is 38.5% RPS and **BWP will meet that goal.**

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. Staff recently purchased Portfolio Content Category (PCC) 3 RPS products and PCC 2 RPS products to meet CY2022 regulatory compliance at least cost. Staff is currently working on additional renewable contracts, in order to maintain RPS compliance for future years. Prices for long-term renewables has increased approximately 50-60% due to supply chain issues as well as an increase in demand as load serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually. In the last 5 months, negotiations for two of four future projects terminated, but we continue to look for other projects to meet future RPS obligations.

### **Integrated Resource Plan (IRP) Update**

BWP has selected a vendor for the IRP and a stakeholder team **has been selected. BWP has selected stakeholders that are representative of its ratepayers. The stakeholders will serve in an advisory role on the development of the IRP.** The IRP 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 IRP development and stakeholder engagement process is expected to take 6-12 months to complete.

**BWP plans to hold six stakeholder meetings from December – June and three community meetings in 2023. The first meeting took place on December 15, 2023.**

### **Transmission Update**

BWP is partnering with LADWP on additional renewable contracts and opportunities. BWP will continue to meet with LADWP monthly to discuss transmission needs. BWP is working with LADWP on the update to the Open Access Transmission Tariff (OATT) process. LADWP has delayed the implementation of new rates by 2-3 months, with an implementation date in early calendar year 2023. The rates are expected to increase significantly, and final numbers will not be known until 2023. **Staff plans to attend all LADWP transmission stakeholder meetings, to represent BWP's concerns.**

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

LADWP, BWP, and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production and power generation at IPP. In the medium-term, the IPP renewal participants are targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is scheduled to come online. On a monthly basis, IPP participants continue to meet to discuss the IPP renewal, including concerns on facilities development and potential additional resources at the site.

Staff continues to actively work with Intermountain Power Agency (IPA) on cost increases due to the Hydrogen Betterments Project and coal supply issues. The cost of the IPP renewal project has increased significantly, from \$2.5 billion in 2019 to \$3.6 billion in



August 2022. BWP's share was \$86.5 million in 2019 and is now \$141 million (this does not include interest). Staff will continue to track costs and report on them, as new data becomes available.

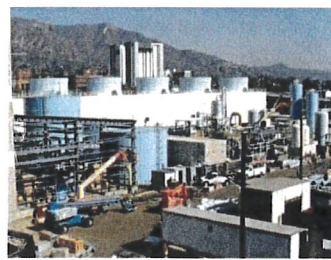
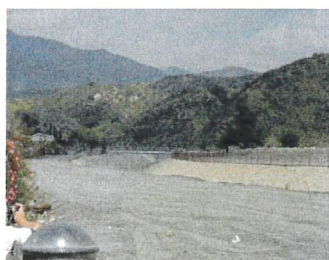
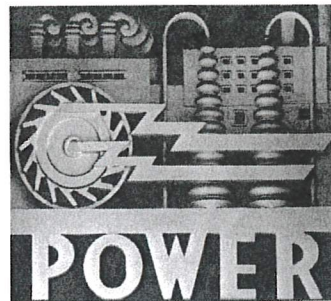
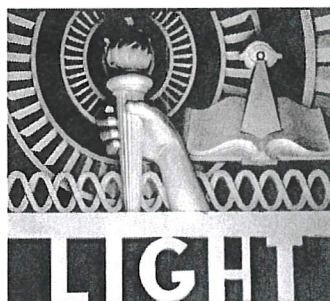
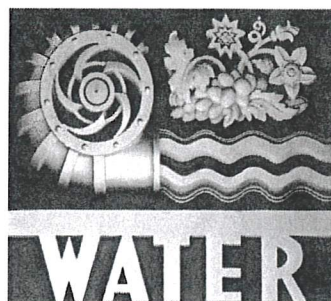
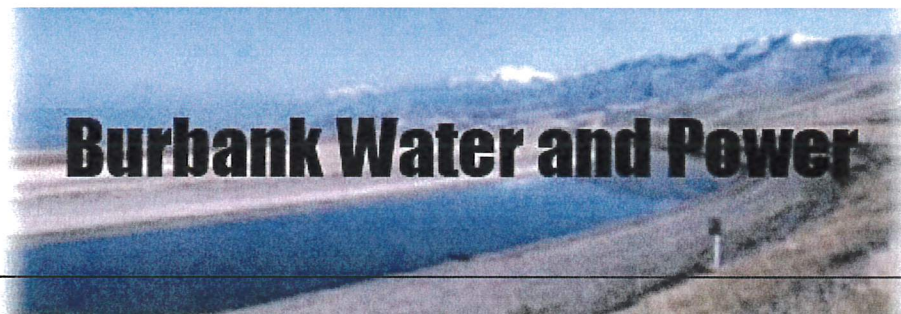
In regard to the coal supply concerns, IPP participants agreed to limit the output of the IPP units, to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times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

## **Power Production**

### **Lake One Power Plant Emissions Retrofit Project**

**Engineering work is ongoing, and ARB is in the process of updating the computational fluid dynamics report per comments provided by BWP. The final design is scheduled to be completed during the month of January. Procurement is ongoing and expected to increase as the engineering work is completed. Substantial completion of the project is expected on or before April 1, 2023.**

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 October-22**

UNAUDITED

**Burbank Water and Power  
Electric Fund (496)**  
**Statement of Changes in Net Assets** <sup>(1) (2)</sup>  
**MTD and FYTD October 2022**  
**(\$ in 000's except MWh Sales)**

MTD Actual FY 22-23	MTD Budget FY 22-23	\$ Variance	% Variance	YTD Actual FY 22-23	YTD Budget FY 22-23	\$ Variance	% Variance
87,218	93,707	(6,489)	(7%) (a)	416,694	407,051	9,643	2% (A)
				NEL MWh			
				Retail			
				Retail Sales			
\$ 14,440	\$ 14,854	\$ (414)	(3%)	\$ 68,831	\$ 67,015	\$ 1,816	3%
410	573	(163)	(28%) (b)	1,643	2,291	(648)	(28%) (B)
8,907	10,123	1,216	12% (c)	47,375	45,465	(1,910)	(4%) (C)
				Retail Power Supply & Transmission			
5,943	5,304	639	12%	23,099	23,841	(742)	(3%)
				Retail Margin			
				Wholesale			
458	2,177	(1,719)	(79%)	13,195	20,854	(7,659)	(37%)
426	2,133	1,707	80%	11,289	20,437	9,148	45%
				Wholesale Power Supply			
31	44	(12)	(28%)	1,906	417	1,489	357%
5,974	5,348	627	12%	25,004	24,258	746	3%
				Gross Margin			
				Operating Expenses			
826	1,095	269	25% (d)	3,204	4,379	1,175	27% (D)
83	132	49	37% (e)	414	541	127	23% (E)
276	348	72	21% (f)	1,131	1,400	268	19%
538	538	0	0%	2,153	2,153	0	0%
163	473	310	66% (g)	1,411	2,041	630	31% (F)
64	219	156	71% (h)	256	876	620	71% (G)
48	398	349	88% (i)	338	1,590	1,252	79% (H)
125	145	20	14%	964	582	(381)	(65%) (I)
124	130	5	4%	454	547	94	17% (J)
221	225	3	2%	703	904	200	22% (K)
1,577	1,831	254	14%	6,521	7,325	804	11%
4,046	5,534	1,488	27%	17,550	22,339	4,789	21%
\$ 1,928	\$ (187)	\$ 2,115	1134%	\$ 7,454	\$ 1,919	\$ 5,535	288%
				Total Operating Expenses			
				Operating Income/(Loss)			

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

**Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD October 2022**

(\$ in 000's)							
MTD Actual FY 22-23	MTD Budget FY 22-23	\$ Variance	% Variance	YTD Actual FY 22-23	YTD Budget FY 22-23	\$ Variance	% Variance
\$ 1,928	\$ (187)	\$ 2,115	1134%	\$ 7,454	\$ 1,919	\$ 5,535	288%
135	87	48	55%	425	347	78	23%
128	138	(10)	(7%)	(2,098)	(2,108)	10	0%
(279)	(406)	126	31%	(1,117)	(1,231)	113	9%
(17)	(181)	164	91%	(2,790)	(2,992)	201	7%
1,911	(367)	2,279	620%	4,664	(1,073)	5,737	535%
20	601	(581)	(97%) <sup>(K)</sup>	67	2,404	(2,337)	(97%) <sup>(K)</sup>
\$ 1,931	\$ 234	\$ 1,697	726%	\$ 4,731	\$ 1,332	\$ 3,400	255%
Operating Income/(Loss)							
Other Income/(Expenses)							
Interest Income							
Other Income/(Expense) <sup>(4)</sup>							
Bond Interest/ (Expense)							
Total Other Income/(Expense)							
Net Income							
Capital Contributions (AIC)							
Net Change in Net Assets							

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
MTD October 2022  
(\$ In 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	87,218	93,707	(6,489)	- NEL is 7% lower than budget due primarily to conservation, and slightly lower due to lower temperatures. The average high temperature in October was 82°F, compared to the 15-year average high temperature of 83°F. The average low temperature was 56°F, compared to the 15-year average low temperature of 55°F. MTD CDD were 142 versus the 15-year average of 140.
(b)	Other Revenues	410	573	(163)	- 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	8,907	10,123	1,216	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
(d)	Distribution	826	1,095	269	The favorable variance is primarily attributable to vacancies, the timing of other professional services and private contractual services.
(e)	Administration/Safety	83	132	49	- The favorable variance is primarily attributable to the timing of private contractual services, other professional services, travel and training.
(f)	Finance, Fleet, & Warehouse	276	348	72	- The favorable variance is primarily attributable to vacancies and the timing of software & hardware support.
(g)	Customer Service	163	473	310	The favorable variance is primarily attributable to vacancies, the timing of other professional services and office supplies, postage & printing.
(h)	Marketing & Sustainability	64	219	156	The favorable variance is primarily attributable to vacancies and the timing of private contractual services, other professional services and office supplies.
(i)	Public Benefits	48	398	349	- The favorable variance is attributable to vacancies and lower than planned programs spending.
(j)	Capital Contributions (AIC)	20	601	(581)	- The unfavorable variance is attributable to adjustments to AIC billings from the prior fiscal year.

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
FYTD October 2022  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	416,694	407,051	9,643	- NEL is 2% higher than budget due primarily to warmer weather. The YTD average high temperature was 88°F, compared to the 15-year average high temperature of 86°F. The YTD average low temperature was 62°F, compared to the 15-year average low temperature of 61°F. YTD CDD were 1,281 versus the 15-year average of 1,078.
(B)	Other Revenues	1,643	2,291	(648)	- 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	47,375	45,465	(1,910)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	3,204	4,379	1,175	- The favorable variance is primarily attributable to vacancies, the timing of private contractual services, other professional services, and higher than planned work for others.
(E)	Administration / Safety	414	541	127	- The favorable variance is primarily attributable to the timing of private contractual services, other professional services and training.
(F)	Customer Service	1,411	2,041	630	- The favorable variance is primarily attributable to vacancies, work for others and the timing of other professional services, offset by software & hardware support and maintenance.
(G)	Marketing & Sustainability	256	876	620	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services, other professional services and office supplies.
(H)	Public Benefits	338	1,590	1,252	- The favorable variance is attributable to vacancies and lower than planned programs spending.
(I)	Security/Oper Technology	964	582	(381)	- The unfavorable variance is primarily attributable to lower than planned work for others and the timing of software and hardware spending, offset by the timing of spending in other professional services.
(J)	Telecom	454	547	94	- The favorable variance is primarily attributable to the timing of private contractual services and other professional services.
(K)	Construction & Maintenance	703	904	200	- The favorable variance is primarily attributable to the timing of private contractual services, custodial services, special departmental supplies and building ground maintenance & repair.
(K)	Capital Contributions (AIC)	67	2,404	(2,337)	- The unfavorable variance is attributable to the timing of AIC projects and adjustments to AIC billings from the prior fiscal year.



**October 2022 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	<b>Variance Month-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b>\$</b>	<b>2,279</b>	<b>\$ -</b>	<b>\$ 2,279</b>

**MTD NET INCOME/(LOSS): \$1,911**

**MTD GROSS MARGIN VARIANCE**

Retail Sales	-	(414)	(414)
Power Supply and Transmission:			
- Lower retail load	169	-	169
- Lower than planned renewables cost and other	100	-	100
- Higher transmission	-	(83)	(83)
- Higher energy prices	-	(1,199)	(1,199)
- New minimum for IPP and Hydrogen Betterment	-	(151)	(151)
- Lower O&M	466	-	466
- Retail load management and economic dispatch	207	-	207
- SCPPA & IPP True-up and prior period adjustments	1,707	-	1,707
Other Revenues	-	(163)	(163)
Wholesale Margin	-	(12)	(12)
<b>Total</b>	<b>2,649</b>	<b>(2,022)</b>	<b>627</b>

**MTD O&M AND OTHER VARIANCES**

Distribution	269	-	269
Administration/Safety	49	-	49
Finance, Fleet, & Warehouse	72	-	72
Customer Service	310	-	310
Marketing & Sustainability	156	-	156
Public Benefits	349	-	349
Security/Oper Technology	20	-	20
Telecom	5	-	5
Construction & Maintenance	3	-	3
Depreciation expense	254	-	254
All other	164	-	164
<b>Total</b>	<b>1,652</b>	<b>-</b>	<b>1,652</b>

**October 2022 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b><u>FYTD NET INCOME/(LOSS): \$4,664</u></b>	\$ 5,737	-	\$ 5,737
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	1,816	-	1,816
Power Supply and Transmission			
- Higher retail load	-	(1,143)	(1,143)
- Lower than planned renewables cost and other	430	-	430
- Higher transmission	-	(23)	(23)
- Higher energy prices	-	(5,443)	(5,443)
- New minimum for IPP and Hydrogen Betterment	-	(820)	(820)
- Lower O&M	2,212	-	2,212
- Retail load management and economic dispatch	517	-	517
- SCPPA True-up and prior period adjustments	2,360	-	2,360
Other Revenues	-	(648)	(648)
Wholesale Margin	1,489	-	1,489
<b>Total</b>	<b>\$ 8,823</b>	<b>\$ (8,077)</b>	<b>\$ 746</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	1,175	-	1,175
Administration/Safety	127	-	127
Finance, Fleet, & Warehouse	268	-	268
Customer Service	630	-	630
Marketing & Sustainability	620	-	620
Public Benefits	1,252	-	1,252
Security/Oper Technology	-	(381)	(381)
Telecom	94	-	94
Construction & Maintenance	200	-	200
Depreciation expense	804	-	804
All other	202	-	202
<b>Total</b>	<b>\$ 5,372</b>	<b>\$ (381)</b>	<b>\$ 4,991</b>

**Electric Fund (496)**  
**Statement of Changes in Cash and Investment Balances <sup>(a)</sup>**  
**(\$ in 000's)**

	Oct-22	Sep-22	Aug-22	Jul-22	Jun-22	Jun-21	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 58,541	\$ 57,746	\$ 59,132 <sup>(b),(d)</sup>	\$ 55,407	\$ 69,212	\$ 73,156	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	4,478	4,459	4,456	4,452	3,794	3,740		
Sub-Total Cash and Investments	73,020	72,205	73,588	69,859	83,007	86,896	73,010	42,770
Customer Deposits	(9,633)	(9,906)	(10,003)	(9,867)	(9,939)	(4,245)		
Public Benefits Obligation	(10,639)	(10,258)	(9,965)	(9,211)	(9,315)	(8,128)		
Low Carbon Fuel Standard <sup>(b)</sup>	(3,429)	(3,451)	(3,454)	(3,460)	(3,464)	(2,999)		
IPP Decommission <sup>(e)</sup>	-	-	(2,000)	(2,000)	(2,000)	(2,000)		
Cash and Investments (less Commitments)	<u>49,318</u>	<u>48,590</u>	<u>48,165</u>	<u>45,320</u>	<u>58,288</u>	<u>69,523</u>	<u>73,010</u>	<u>42,770</u>

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

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

<sup>(c)</sup> Includes a one-time payoff of the unfunded pension liability to CalPERS in the amount of \$2.75M.

<sup>(d)</sup> Includes an annual payment to CalPERS of \$6.59M to paydown the Electric unfunded liability.

<sup>(e)</sup> Reversal of IPP decommission reserve.

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

**Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD October 2022**  
(\$ in 000's except Gallons)

MTD Actual FY 22-23	MTD Budget FY 22-23	\$ Variance	% Variance	YTD Actual FY 22-23	YTD Budget FY 22-23	\$ Variance	% Variance
410	444	(33)	(8%) <sup>(a)</sup>	1,761	1,888	(127)	(7%)
106	89	16	18% <sup>(b)</sup>	415	409	6	1%
<b>Operating Revenues</b>							
\$ 2,760	\$ 2,773	\$ (14)	(0%)	\$ 11,207	\$ 12,217	\$ (1,010)	(8%) <sup>(A)</sup>
428	420	7	2%	2,083	1,913	169	9%
172	113	60	53% <sup>(c)</sup>	686	450	236	52% <sup>(B)</sup>
3,360	3,306	54	2%	13,976	14,581	(605)	(4%)
939	1,172	233	20%	4,249	5,090	841	17%
2,421	2,134	287	13%	9,727	9,491	236	2%
<b>Operating Expenses</b>							
656	841	185	22% <sup>(d)</sup>	2,672	3,361	689	21% <sup>(C)</sup>
130	146	16	11%	623	580	(43)	(7%)
421	337	(84)	(25%) <sup>(e)</sup>	1,040	1,353	313	23% <sup>(D)</sup>
148	148	-	0%	592	592	-	0%
368	370	2	1%	1,459	1,481	22	2%
1,722	1,842	120	7%	6,366	7,368	982	13%
698	291	407	140%	3,341	2,123	1,218	57%
<b>Other Income/(Expenses)</b>							
69	13	56	417% <sup>(f)</sup>	208	54	154	287% <sup>(E)</sup>
58	45	13	30% <sup>(g)</sup>	(297)	(350)	53	15%
(216)	(216)	0	0%	(862)	(862)	0	0%
(88)	(157)	70	44%	(952)	(1,159)	207	18%
611	134	476	355%	2,389	964	1,425	148%
4	57	(53)	(93%) <sup>(h)</sup>	23	228	(205)	(90%) <sup>(F)</sup>
\$ 615	\$ 191	\$ 424	222%	\$ 2,412	\$ 1,192	\$ 1,220	102%
<b>Net Change in Net Assets</b>							

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 October 2022  
(\$ 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	410	444	(33)	- Water use during October 2022 was 8% lower due to Burbank being in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October.
(b)	Recycled Water Usage in Millions of Gallons	106	89	16	- Recycled water usage increased primarily from the Power Plant.
(c)	Other Revenue	172	113	60	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Operations & Maintenance - Potable	656	841	185	- The favorable variance is primarily attributable to vacancies and the timing of bond issuance costs.
(e)	Operations & Maintenance - Shared Services	421	337	(84)	- The unfavorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(f)	Interest Income	69	13	56	- The favorable variance is attributable to 2021 Water Bond Project Fund Interest, based on higher than planned balances related to the timing of bond drawdowns.
(g)	Other Income/(Expense)	58	45	13	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(h)	Capital Contributions (AIC)	4	57	(53)	- The unfavorable variance is attributable to the timing of AIC projects.



**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets - Footnotes  
FYTD October 2022  
(\$ in 000's except Gallons)**

<b>Foot-note #</b>	<b>Accounts/Description</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance to Budget</b>	<b>Explanation</b>
<b>(A)</b>	Potable Water Revenue	11,207	12,217	(1,010)	The unfavorable variance is attributable to the two-week moratorium on all outdoor watering in September 2022 related to a shutdown for repair of MWD's Colorado River pipeline. Additionally, Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October.
<b>(B)</b>	Other Revenue	686	450	236	Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
<b>(C)</b>	Operations & Maintenance - Potable	2,672	3,361	689	The favorable variance is attributable primarily to vacancies and lower than planned other professional services.
<b>(D)</b>	Operations & Maintenance - Shared	1,040	1,353	313	The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
<b>(E)</b>	Interest Income	208	54	154	The favorable variance is attributable to 2021 Water Bond Project Fund Interest, based on higher than planned balances related to the timing of bond drawdowns.
<b>(F)</b>	Capital Contributions (AIC)	23	228	(205)	The unfavorable variance is attributable to the timing of AIC projects.

**October 2022 Budget to Actual P&L Variance Highlights - Water Fund**  
(\$ in 000's)

	<b>Variance Month-to-Date</b>		
	Favorable Items	Unfavorable Items	Budget to Actual Variance

**MTD NET INCOME (LOSS): \$611**

\$	476	\$	-	\$	476
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**MTD GROSS MARGIN VARIANCE**

Potable Revenues	-	(14)	(14)
Recycled Revenues	7	-	7
Other Revenue	60	-	60
Water Supply Expense	233	-	233
<b>Total</b>	<u>301</u>	<u>(14)</u>	<u>287</u>

**FYTD O&M AND OTHER VARIANCES**

Potable O&M	185	-	185
Recycled Water O&M	16	-	16
Allocated O&M	-	(84)	(84)
Depreciation Expense	2	-	2
All Other	70	-	70
<b>Total</b>	<u>273</u>	<u>(84)</u>	<u>189</u>

**October 2022 Budget to Actual P&L Variance Highlights - Water Fund**  
(\$ in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>

**FYTD NET INCOME: \$2,389**

\$	1,425	\$	-	\$	1,425
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**FYTD GROSS MARGIN VARIANCE**

Potable Revenues	-	(1,010)	(1,010)
Recycled Revenues	169	-	169
Other Revenue	236	-	236
Water Supply Expense	841	-	841
<b>Total</b>	<b>\$ 1,246</b>	<b>\$ (1,010)</b>	<b>\$ 236</b>

**FYTD O&M AND OTHER VARIANCES**

Potable O&M	689	-	689
Recycled Water O&M	-	(43)	(43)
Allocated O&M	313	-	313
Depreciation Expense	22	-	22
All Other	207	-	207
<b>Total</b>	<b>\$ 1,232</b>	<b>\$ (43)</b>	<b>\$ 1,189</b>

**Water Fund (497)**  
**Statement of Changes in Cash and Investment Balances <sup>(a)</sup>**  
**(\$ in 000's)**

	Oct-22	Sep-22	Aug-22	Jul-22	Jun-22	Jun-21	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserves	\$ 15,453	\$ 13,889	\$ 13,449 <sup>(b), (c)</sup>	\$ 11,568	\$ 12,759	\$ 12,181	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	17,673	16,109	15,669	13,788	14,979	14,401	17,830	9,370
Customer Deposits	(394)	(397)	(397)	(477)	(1,052)	(1,125)		
Cash and Investments (less commitments)	\$ 17,279	\$ 15,712	\$ 15,271	\$ 13,311	\$ 13,927	\$ 13,276	\$ 17,830	\$ 9,370

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

<sup>(b)</sup> Includes a one-time paydown of the unfunded pension liability to CalPERS in the amount of \$440k.

<sup>(c)</sup> Includes an annual payment to CalPERS of \$1.12M to paydown the Water unfunded liability.