



Weekly Management Report

June 2, 2023

- 1. Memo** Burbank-Glendale-Pasadena Regional Housing Trust
Board Meeting on May 3, 2023
Community Development Department

- 2. Memo** Downtown Burbank Partnership (PBID)
Meeting on May 4, 2023
Community Development Department

- 3. Minutes** Burbank Water & Power Board
Meeting on May 4, 2023
Water & Power Department

- 4. Report** **April 2023 Monthly Operating Results**
Water & Power Department

- 5. Summary** Parks and Recreation Board
Meeting on May 11, 2023
Parks and Recreation Department

- 6. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on June 5, 2023
Burbank-Glendale-Pasadena Airport Authority

- 7. Minutes** Civil Service Board Meeting
on May 3, 2023
Management Services Department




MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 15, 2023

TO: Justin Hess, City Manager

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

**SUBJECT: BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST
BOARD MEETING - MAY 3, 2023**

BACKGROUND

At the City Council meeting of February 28, 2023, the City Council approved the Joint Powers Agreement (JPA) as authorized by SB 1177 to form the Burbank-Glendale-Pasadena Regional Housing Trust (BGPRHT). The cities of Glendale and Pasadena approved the JPA in March 2023. The JPA was executed and effective May 2, 2023. The first (special) meeting of the BGPRHT Board was held on Wednesday, May 3, 2023, in the City of Glendale Council Chambers. The following is a summary of the meeting.

BGPRHT BOARD MEETING SUMMARY

- ✓ Roll Call:
Board members in attendance were Pasadena Mayor Victor Gordo; Burbank City Councilmember Nikki Perez; and Glendale Mayor Dan Brotman.
- ✓ Oral Communications:
One person attended the meeting, though did not speak during oral communications. No one called-in to provide public comment via the call-in number.
- ✓ Business Agenda:
 - a. *Introductions of Staff and Board of Directors* – Staff from the cities of Glendale, Burbank and Pasadena introduced themselves. The Board members also introduced themselves, and gave a brief overview of their experience and roles with their respective city.

- b. *Appointment of Board Chair and Vice Chair* – Pasadena Mayor Victor Gordo was appointed as Chair of the Board, and Burbank Councilmember Nikki Perez was appointed as Vice Chair. The board members will hold those Officer roles for a year.
 - c. *Brown Act* – The Board was reminded it is a Ralph M Brown Act (Brown Act) Board subject to all rules and regulations of the Brown Act.
 - b. *Review of SB 1177* – Pasadena staff provided an overview of the law that authorized the establishment of the BGPRHT and the execution of the joint powers agreement.
 - c. *Review of Draft By-Laws* – Pasadena staff provided an overview of the DRAFT By-Laws that can be amended and will adopted at a later date.
 - d. *Review of Consultant Services Need and RFP Process* – Burbank staff provided an overview of the need for a consultant with experience in working with regional housing trusts to develop the BGPRHT operations agreement; to conduct the recruitment of Board staff; and to finalize all required formation documents. Staff described the Request for Proposals released and the three proposals received. Staff will present a consultant recommendation at the next meeting for the Board's consideration.
 - e. *Discussion of Future Meeting Frequencies, Times, and Locations* – Burbank staff provided an overview of options to set regular, future meetings. Staff suggested the Board meet more regularly, at least once a month, in the coming months to finalize Board operations. Meetings will likely change to a different frequency after the initial critical areas are finalized as noted in the Consultant Need and RFP Process summary. The Board decided to meet later in the afternoon from 4:00 – 6:00 p.m., and agreed to the first Wednesday of the month for now. A regular meeting location was not determined. The location may rotate among the partner cities. It was suggested that future meetings be held in Burbank and Pasadena, based on facility availability, and that a final meeting location, along with frequency and time, would be adopted at a later date via resolution.
- ✓ There were no BGPRHT Board of Director or Staff Comments, and no New Business was introduced. The meeting adjourned at 2:07 p.m. to June 7, 2023. Location to be determined.

NEXT STEPS

In response to the meeting location direction, staff from Burbank and Pasadena checked availability of city facilities for Wednesday, June 7th. The Burbank City Council Chambers and Community Services Building Community Room No. 104 are not available for the BGPRHT Board meeting. The Pasadena City Council Chambers are available. The next BGPRHT Board meeting will be held on Wednesday, June 7, 2023 in Pasadena. It is anticipated the July 2023 meeting will be held in Burbank.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 25, 2023

TO: Justin Hess, City Manager

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

for P. Prescott

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – May 4, 2023

- Staff members from the Burbank Police Department (BPD) and LAZ Parking presented an update on the new Parking Enforcement Pilot Program (Pilot Program). The Pilot Program is scheduled to begin in early June and will last for one year with the potential for a two-year extension. BPD will work with the PBID to ensure that the businesses and residents are aware of the new Pilot Program.
- Amber Duran, Burbank Recycling Coordinator and Amy Hammes, Recycling Specialist from the Burbank Recycle Center presented the proposed Plastic Waste Reduction Ordinance to the PBID Board.
- The Board approved additional funding for the Downtown Burbank Mural Program to install three new murals in Downtown Burbank. The murals highlight different aspects of the City and use Downtown Burbank's brand concept and colors to add interest to the area. The murals are proposed to be installed in the following locations but may be subject to change if property owners are not in favor of placing a mural on their property:
 - Sweety's Candy Store/Republik Coffee
 - On the wall of the Orange Grove Parking Structure
 - In the paseo between Granville and Phit-O-Sophy

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
MAY 4, 2023**

Mr. Eskandar called the regular meeting of the Burbank Water and Power Board to order at 5:04 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; Ms. LaCamera; Mr. LeMasters; Ms. Tenenbaum

BOARD ABSENT: Mr. Luddy; Mr. Malotte

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; Ms. Kalomian, acting Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Sleiman, Assistant General Manager – Electric Services; Ms. Samra, Assistant General Manager – Power Supply; Ms. Barrientos, acting Administrative Officer – BWP; Mr. Johnstone, acting Assistant General Manager – Sustainability, Marketing & Marketing; Mr. Maruca, Legislative Analyst; Mr. Collins, Energy Services & Utility Rates Manager; Ms. Akerson, Senior Electrical Engineer; Mr. Beckett, Water Construction and Maintenance Superintendent; Ms. Meza, Senior Secretary; Mr. Casillas, Senior Administrative Analyst

ORAL COMMUNICATIONS

Mr. Eskandar called for oral communications at this time.

Mr. Elman addressed the board to express his concerns about the wildfire mitigation plan being presented to the board later that evening. Mr. Elman spoke about the communication efforts during the wildfire emergencies and suggested that BWP partner with the city.

Mr. Donahue addressed the board by first thanking Ms. Samra and Mr. Sleiman for speaking at the Vision Burbank webinar. Additionally, Mr. Donahue thanked the board members for their time volunteering to serve on the board. Mr. Donahue continued to address the board by asking them to consider they, along with staff, educate the elected officials.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Mr. Eskandar thanked both Mr. Elman and Mr. Donahue for their comments and for reading the staff reports published for the public.

Mr. Cherry thanked Mr. Donahue for attending the community IRP meeting. Mr. Cherry encourages the community to come attend the community meetings.

Ms. Lindell acknowledged Mr. Elman's comment and noted that city leadership will be participating in tabletop exercises to assess how well things are working.

GENERAL MANAGER REPORT

Ms. Lindell provided an update to the board on the new signage that is posted in the lobby windows facing outwards giving the public specific instructions on how to attend the BWP Board meeting.

Ms. Lindell highlighted the recent American Public Power Association Safety Award of Excellence BWP received at the Engineering and Operations Conference held in Pasadena on May 2nd.

CONSENT CALENDAR

MINUTES

It was moved by Ms. Tenenbaum, seconded by Mr. LeMasters, carried 5 – 0 (Mr. Luddy and Mr. Malotte were absent) to approve the meeting minutes of the regular meeting of April 6, 2023.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Ms. Kalomian presented BWP's financial update for the month of February 2023.

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

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

RECOMMEND TO CITY COUNCIL TO ADOPT A RESOLUTION TO AUTHORIZE BURBANK WATER AND POWER TO SUBMIT A GRANT APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION'S CHARGING AND FUELING INFRASTRUCTURE DISCRETIONARY GRANT OPPORTUNITY, TO AUTHORIZE THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PROJECTS

Mr. Johnstone presented a resolution to authorize Burbank Water and Power to submit a grant application to the U.S. Department of Transportation's charging and fueling infrastructure discretionary grant opportunity, to authorize the grant application, acceptance, and execution for electric vehicle charging infrastructure projects.

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

It was moved by Mr. Eskandar, seconded by Ms. LaCamera, carried 5 – 0 to recommend that the City Council adopt a resolution to authorize the grant application, acceptance, and execution for electric vehicle charging infrastructure projects.

REVIEW INDEPENDENT EVALUATOR REPORT AND ANNUAL UPDATE TO THE BURBANK WATER AND POWER WILDFIRE MITIGATION PLAN

Mr. Knauth presented the annual update to Burbank Water and Power's wildfire mitigation plan and the independent evaluator report.

Mr. Knauth and Mr. Dressel responded to board member questions.

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

PRESENTATIONS

BURBANK WATER AND POWER'S RATES COMMUNICATION PLAN

Mr. Canyon presented Burbank Water and Power's rates communication plan.

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

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

Mr. Casillas responded to board member questions.

LEGISLATIVE UPDATE

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

Mr. Maruca responded to board member questions.

CUSTOMER SERVICE UPDATE

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

Mr. Aquino responded to board member questions.

WATER DIVISION UPDATE

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

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

POWER SUPPLY UPDATE

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

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on the recent Handy Whitman numbers that were released. Mr. Sleiman noted that BWP engineers use these numbers to see the increase in supplies.

Mr. Sleiman responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Cherry requested to move the paper presentation copies to electronic for any interested board members.

ADJOURNMENT

The meeting was adjourned at 7:57 p.m. The next regular board meeting is scheduled for June 1, 2023, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Philippe Eskandar, BWP Board Chair

STAFF REPORT

7A.



WATER AND POWER

DATE: June 1, 2023

TO: Burbank Water and Power Board

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

SUBJECT: April 2023 Operating Results

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

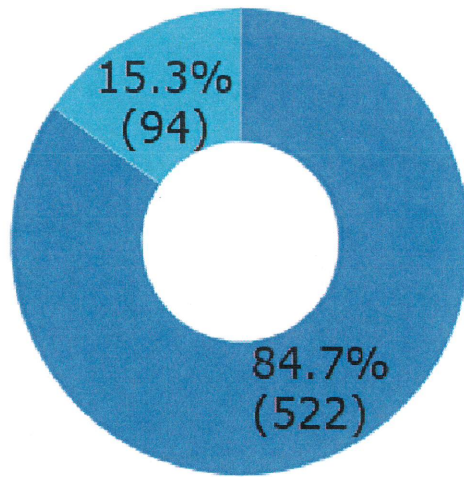
SAFETY

As a progressive and proactive utility, BWP tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **84.7%** of corrective and preventative action items since the start of capturing and tracking in May 2019.

BWP continues to make progress in its efforts to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2023, to present, BWP has received **60 EHS-related reports** to count towards the 2023 annual goal of 250.

During the month of **April**, BWP experienced **zero** OSHA recordable injuries. BWP's 12-month rolling average OSHA total recordable incident rate is 2.5.

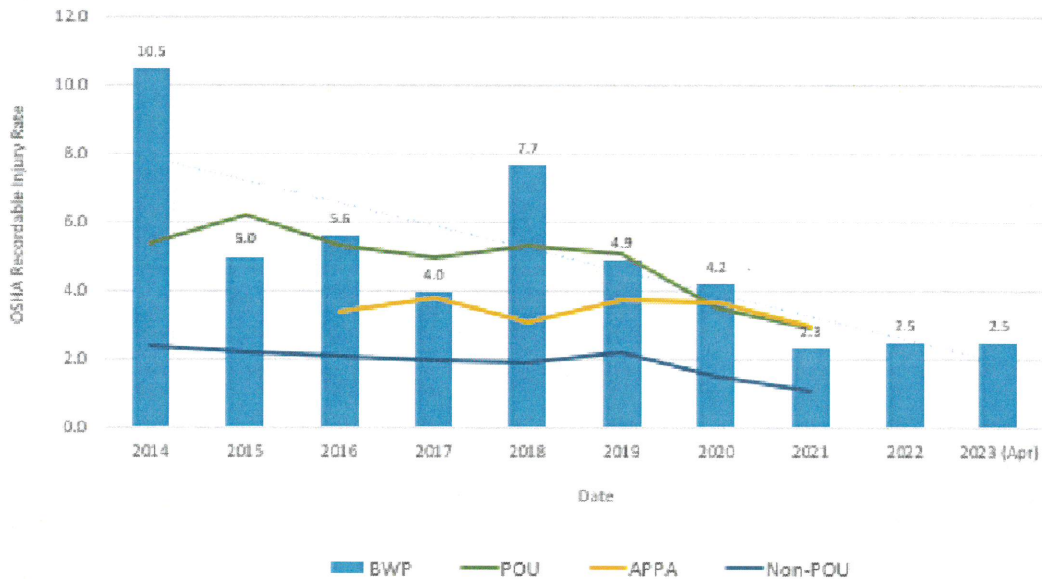
Corrective & Preventative Action Items (May 2019 – Present) (80% Goal):



■ Complete ■ Incomplete

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

TOTAL RECORDABLE INJURY RATE (TRIR)



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

Electric Financial Results

In **March**, energy demand was **1% lower** than budget. Net loss was **\$3,464,000**, which was **\$1,450,000 worse** than budgeted. The **unfavorable** variance was primarily attributed to lower than planned **retail sales and higher than planned power supply & transmission expenses**.

Fiscal-year-to-date (FYTD) energy demand was **1% lower** than budget. For FYTD **March**, net loss was **\$6,315,000** which was **\$3,899,000** better than budgeted. The favorable result was primarily attributed to lower than planned operating expenses and a favorable wholesale margin, offset by higher than planned retail power supply and transmission expenses **and lower retail sales than planned**.

For additional details, please see the attached financial statements.

Water Financial Results

In **March** potable water demand was **9% below** budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance which limits outdoor watering to one day a week on Saturday from November to March. Net loss was **\$390,000**, which was **\$92,000** better than budgeted. The favorable variance was attributed to lower than planned operating expenses and water supply expenses and higher than planned interest income, **offset by lower than planned retail sales**.

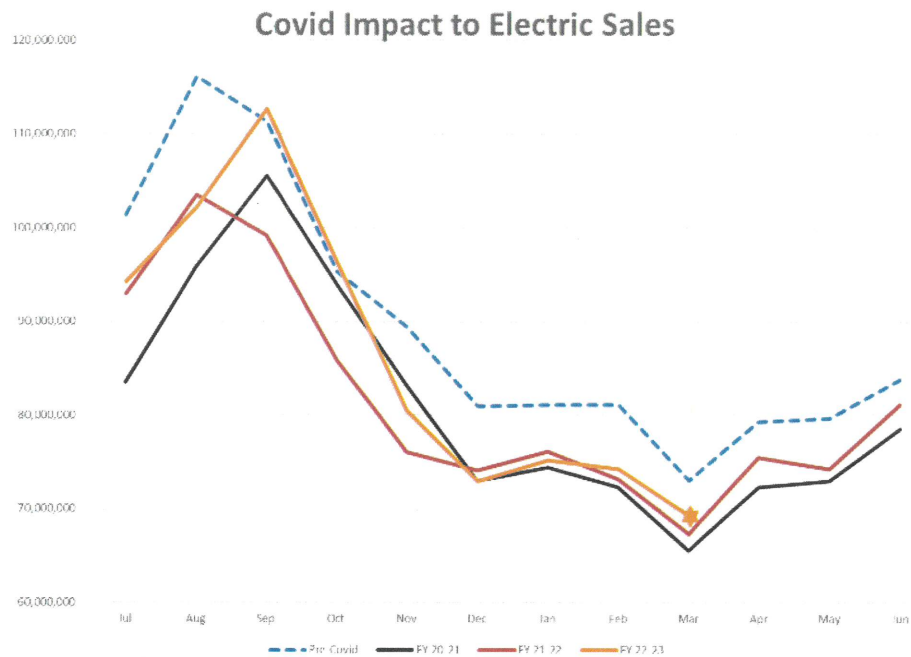
FYTD potable water demand was **7% lower** than budget. For FYTD **March**, net income was **\$2,009,000**, which was **\$3,020,000** better than budgeted. The favorable variance was primarily attributed to lower than planned operating expenses and water supply expenses.

For additional details, please see the attached financial statements.

COVID-19 and Drought Impacts

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

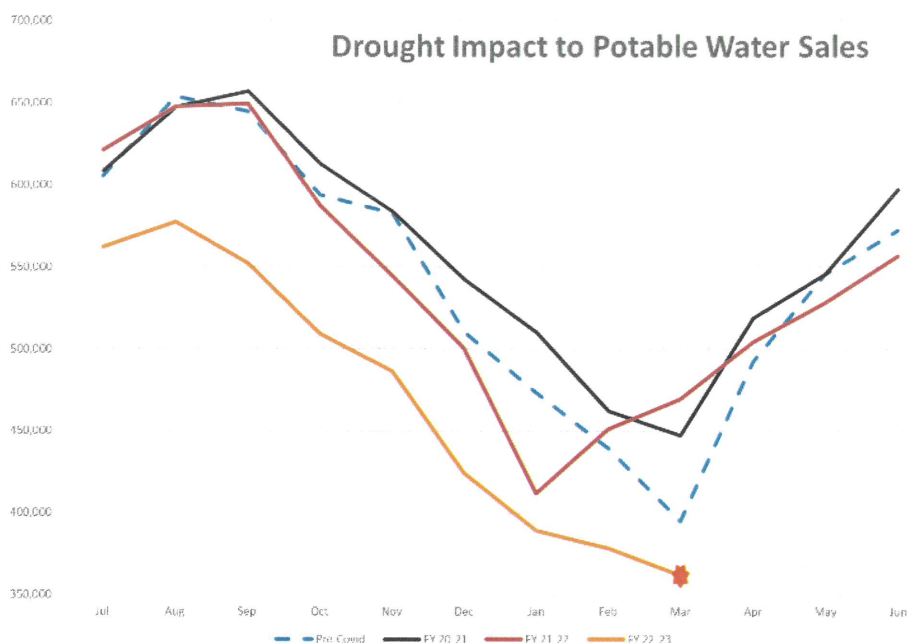
The chart below for the electric fund shows current fiscal year sales compared to prior fiscal years and pre-COVID. **March** sales were **5% lower** compared to **March** pre-COVID. **However, the decrease was primarily driven by conservation**. Fiscal year-to-date sales were **7% lower** compared to the same period pre-COVID.



The Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. **March** sales were **8% lower** compared to **March** pre-COVID. This is attributable to **the ongoing drought response** – not due to COVID. Fiscal year-to-date sales were **13% 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

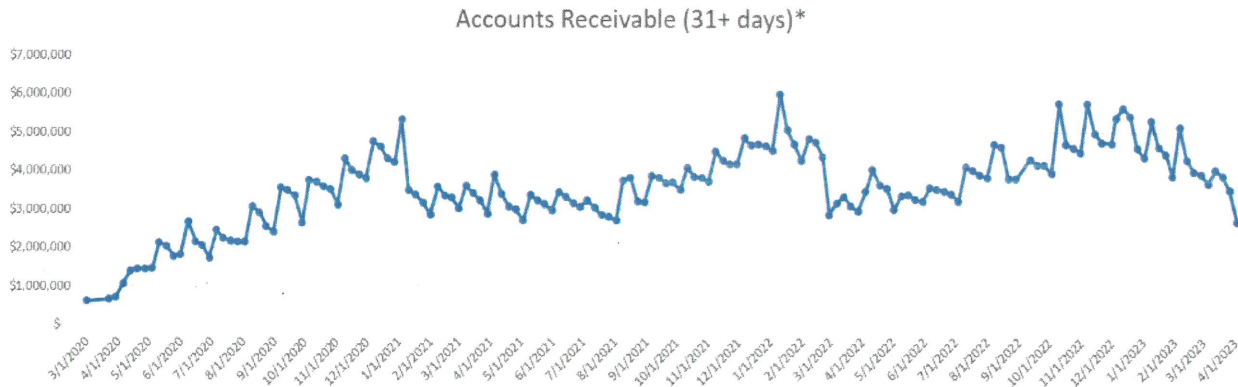
In the last year, BWP's net income has been heavily impacted by increasing inflation. U.S. inflation has climbed as high as 9.1%. In many cases, we are seeing expenses for utility-grade items much higher than 9.1%. Below are examples of utility items impacted by inflation:

- 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 – an increase of 71%, from \$35/MWh to \$60/MWh
- New substation buildout – an increase of 47% from ~\$17M to ~\$25M
- Rebuild substation - an increase of 67% from ~\$9M to ~\$15M
- Transformers – an increase of **100%**, and lead time is 1-3 years
- Network core upgrade – an increase of 24% from ~\$1.25M to ~\$1.56M
- Fiber optic cable – an increase of 20%
- Copper coils for 1-inch service lines – an increase of 100% from \$4.33 to \$8.65 per foot
- 8-inch ductile iron pipe – an increase of 52% from \$17.12 to \$26.10 per foot
- 12-inch ductile iron pipe – an increase of 79% from \$25.10 to \$44.84 per foot
- Fire hydrant – an increase of 41% from \$3,151 to \$4,457
- Water meter boxes **59%**
- Other increases in materials:
 - Plastic conduit 125%
 - Chlorine gas 205%
 - Ammonia gas 100%

- Plastic 57.7%
- Metals 35.5%
- Precast concrete products 12.8%
- Concrete 9.9%
- Paving materials: 14%
- Bleach 72% increase from \$1.15 to \$1.98 per gallon
- Aqueous ammonia 123% increase from \$930 to \$2,073 per ton
- Liquid Caustic 23% increase from \$735 to \$907 per ton
- Sulfuric Acid 83% increase from \$.112 to \$.206 per pound
- CEMs gases 12%
- Oil/Lubrication 40-50%

Accounts Receivables

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



*Excludes in-lieu and utility users’ tax.

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **April 2023**, **13.3%** of the budgeted positions were vacant. **This has increased from 12.1% in January 2023.** The vacancy rate was impacted by the citywide hiring freeze during 2020 and 2021. The Management Services Department has worked hard over the past year to come to address the vacancies. Some vacancies have remained open because we are limited to specific apprentice class sizes. This is expected to trend down to below 10% over the next year. With both MWD and LADWP hiring craft employees at higher wages than we pay, we continue to see some attrition there.

Total Budgeted Positions	352.5
Total Positions Filled	305.5
Total Positions Vacant	47.0

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **April 2023** compared to **April 2020**, measured in gallons per capita per day (gpcd). The baseline year of 2020 is used to measure the governor's call for a 15% reduction in monthly water use. Although the governor's request to voluntarily reduce water consumption has been rescinded, we will still continue to track our water use. **The table below shows that water use has been reduced in every month during the last 12-month period when compared to 2020 water use.**

	Average Monthly Use
April 2020	112 gpcd
April 2023	101 gpcd

	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023
2020	141	149	157	162	159	153	136	132	125	126	104	112
Goal	119	127	134	138	135	130	116	112	106	107	88	95
Actual	133	145	148	146	123	126	112	96	89	102	84	101
% Diff.	-5.7%	-2.7%	-5.7%	-9.9%	-22.6%	-17.6%	-17.6%	-27.3%	-28.8%	-19.1%	-19.2%	-9.8%

Water use, in terms of gpcd, during **April 2023** was **9.8%** less than the **April 2020** baseline. However, we also look at **total** cumulative water use from July 2021 to date, which reduces the influence of monthly comparisons that can be affected by the weather. Our cumulative water use through **April 2023** is **8.6%** less than the baseline. Monthly water use will continue to be tracked.

Burbank Operating Unit (BOU) Water Production

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

Month	BOU	BOU	Total System
	Capacity Factor	Ave. Flow Rate	Blend %
			MWD/BOU
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%
22-Dec	64.60%	5,814 gpm	17% / 83%
23-Jan	60.62%	5,456 gpm	17% / 83%
23-Feb	65.47%	5,892 gpm	18%/82%
23-Mar	54.56%	4,911 gpm	20%/80%
23-Apr	68.18%	6,136 gpm	17%/83%
<i>Ave Blend %-last 12 months</i>			19% / 81%

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

Key Performance Indicators

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

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

unable to attract journey-level workers and instead have continued to hire unskilled apprentices. As a result, the department currently has 10 apprentices.

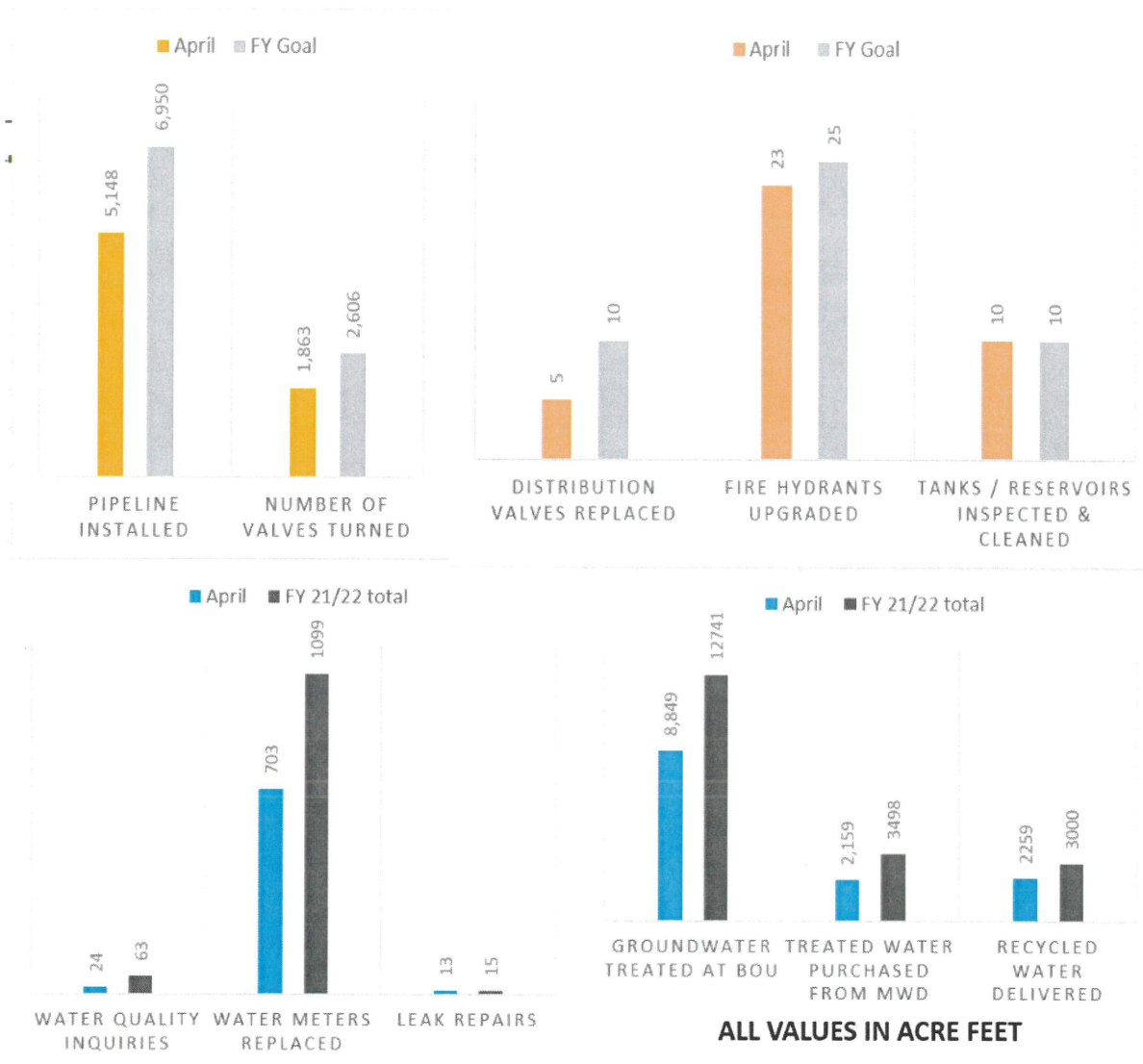
This reduction in skilled workforce:

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

Due to the impact of weather on pipeline production (the first three months of 2023 saw 14.92 inches more rain than the first three months of 2020), as of April 2023 – pipeline installation is 74% complete and we are 83% through the fiscal year. Earlier in the year, we also spent additional staff time for the H2O to Go recycled water program and to water the city hall lawn with recycled water.

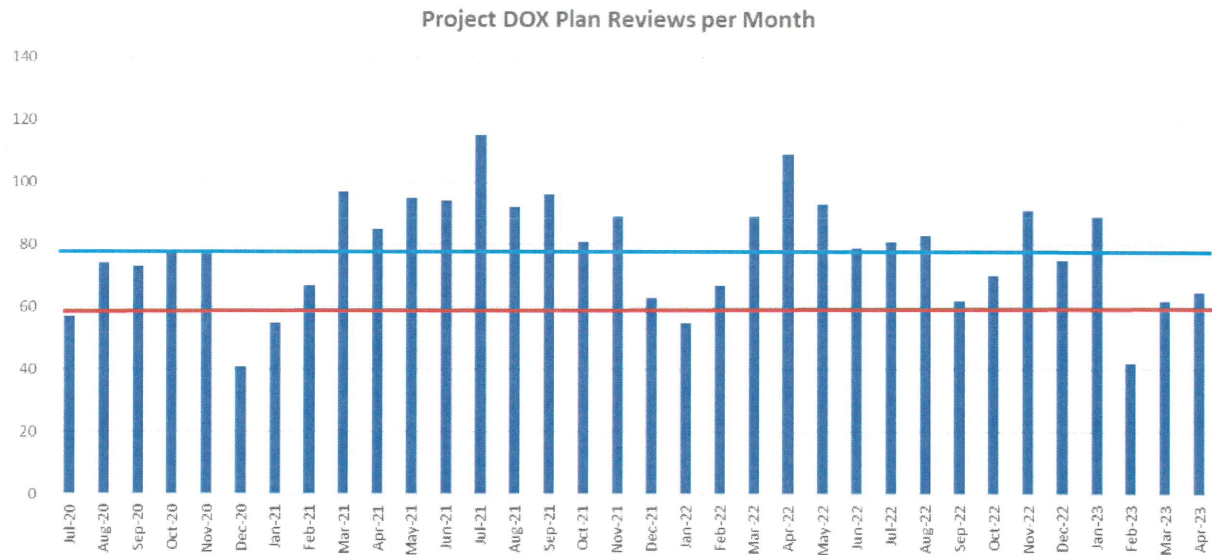
Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine –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

Since June 2021, the cost of chlorine has increased by 205%. For this fiscal year, it increased by 20%. We closely monitor chlorine gas supplies and track them daily.

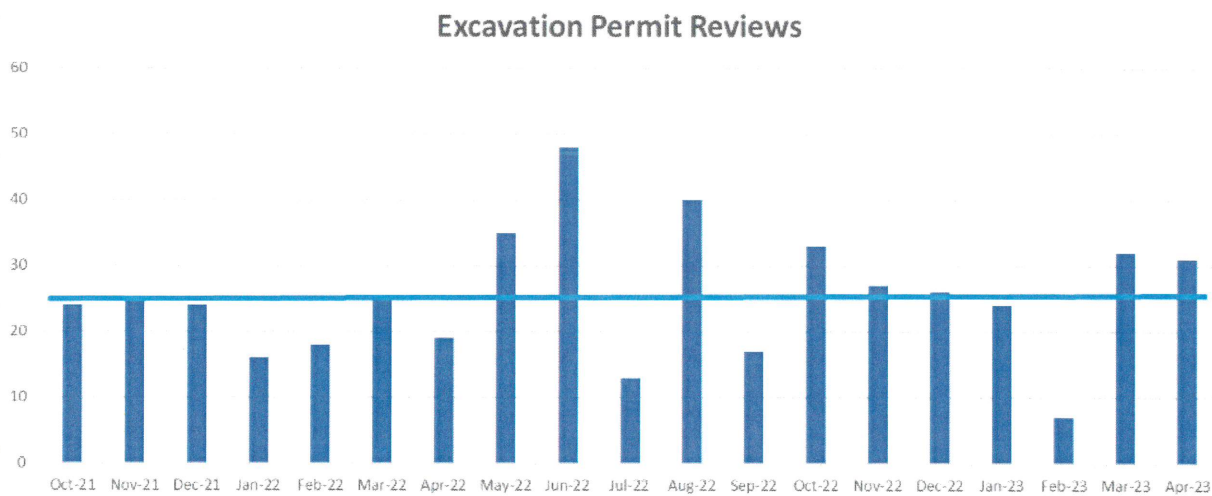


Plan Reviews

The Water Division has seen a significant increase in plan reviews starting with the onset of the COVID-19 pandemic, and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units). The number of plan reviews and excavation permit reviews are approximately the same as the previous month.



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



Leak Alert Notifications

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

The benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzing this data to determine if a leak might be present based on continuous usage. In **April 2023**, WaterSmart sent out **687** notifications to customers, including **582** email leak alerts, **96** print leak alerts, **8** text message leak alerts, and **0** voice alerts.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **April 30, 2023**, BWP was unable to receive remote reads for **8,130** water meters out of 27,090 (**30%** of the total) due to failing communication modules, and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, we cannot receive the continuous communication that enables us to notify these customers of leaks.

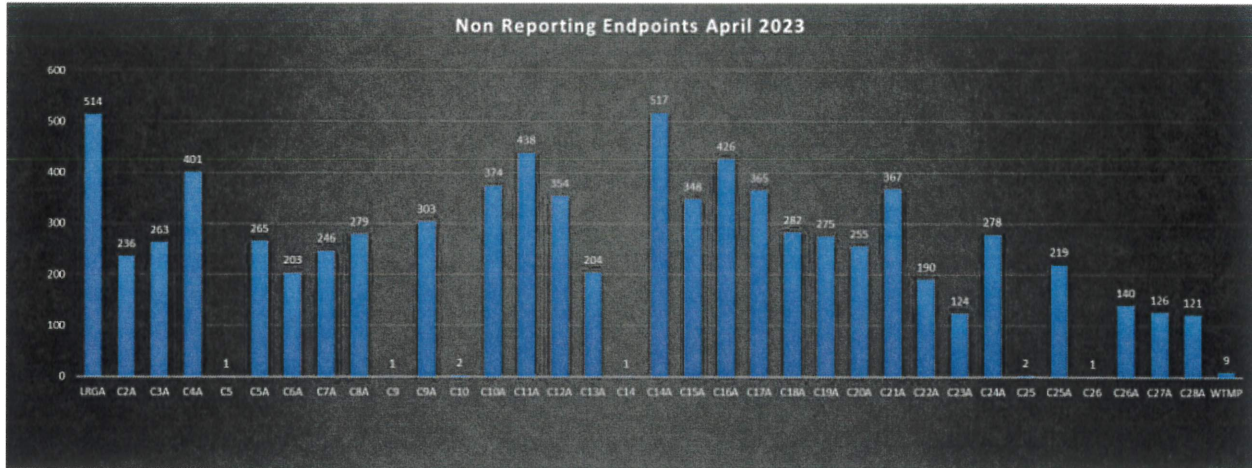
BWP notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications. Due to the continuing failures, BWP continually notifies the affected customers. The AMR system does not enable BWP to notify customers of 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
- May 2023 – Notice to proceed (NTP)
- November 2023 – Network Installation, Software Integration, Field Testing
- November 2023 to January 2025 – Full Deployment
- February – 2025 – Project Completion

BWP issued an Intent to Award notice to the selected AMI vendor on November 28, 2022 and requested sample contract documents. We received draft contract documents on December 14, 2022. The AMI project consists of three separate contracts – a Master Services Agreement (MSA), Annual Services Agreement (ASA), and a Software as a Service (SaaS) and Spectrum Licensing Agreement. BWP and the City Attorney's Office are in the final stages of contract reviews and pricing negotiation. Subject to final contract approval, BWP is negotiating an increase in the contractual SaaS system uptime at no charge to BWP, adding language in case of the contractor's failure to perform and clearly defining the change order process. BWP has received the AMI vendor's cybersecurity audit certifications and is reviewing them for compliance with established cybersecurity industry standards. These negotiations and due diligence reviews have contributed to the updated schedule noted above. **As of May 10, 2023, the AMI contracts have been routed to the vendor for their approval and signature.**

Non-Reporting AMI Endpoints



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

Burbank’s Path to Sustainable Water Use

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

Step	Completed	Planned
Increasing drought and water conservation awareness	<ul style="list-style-type: none"> Digital Currents (2023: January, March 2022: January, March, April, May, June, July, August, September, October, November. Print Currents (February 2023, July 2022, April 2022) Updated BWP drought webpages Posted BWP Online Account Manager banners Posted on social media (Facebook, Twitter, Instagram) 	<ul style="list-style-type: none"> Highlight how BWP employees are saving water in their own daily activities to promote water conservation in Digital Currents in Q1 2023 Continue to provide drought updates and water-saving

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

resources to customers through digital and print *Currents* newsletters

	<ul style="list-style-type: none"> • Print advertisements were placed at ~540 Burbank retail locations for one month starting 01/23/2023 and ended on 02/19/2023 • Advertisement placed in Burbank Bulletin advertisement from January 2023 to February 2023 • Magnets with Burbank’s watering schedule are offered at the BWP conservation counter in the BWP lobby • Updated community of April 1st water schedule change to two days per week, on Tuesday and Saturday from April to October • April 2023 digital currents featured articles about the change in irrigation schedule, drought update after historic rain, and water articles directing people to the “Ask the expert” series op-eds on MyBurbank channel. 	
<p>Increasing the community’s desire to make change</p>	<ul style="list-style-type: none"> • Automated leak alerts to customers • Report water waste online form – Stage II • Report water waste online form – stage III • Targeted communications on irrigation schedule compliance and high-volume users to customers based on WaterSmart AMI information. • BWP participated in the 2022 National Night Out event in August 2022 and promoted water conservation. • BWP sponsored one of the Starlight Bowl summer concert series and promoted water conservation at the event • Home Improvement Program door-to-door outreach • Participated in a rain barrel distribution event with other cities in September 2022, resulting in 17 residents signing up to receive rain barrels • Updated website and began promoting Turf Removal Rebate Increase to \$3 sq. Ft, including video testimonials from 	<ul style="list-style-type: none"> • Continue exploring options for service-based events, and local community events to promote water conservation

	<p>BWP customers who participated in the program</p> <ul style="list-style-type: none"> • 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. • Launched a campaign promoting commercial water-saving rebate programs in November 2022. The campaign was promoted until the end of December 2022 • Table tents for restaurants launched in January 2023 	
<p>Customer knowledge on how to make change</p>	<ul style="list-style-type: none"> • Signage and pool cover rebate applications for local shops • Drought flyer with water conservation programs information • Lobby signage with water conservation programs information • Portable signage with water conservation programs information for local events (National Night Out, Starlight Bowl) • Customers' testimonials and resource recommendations on turf replacement • Promoted water conservation and turf replacement classes offered by MWD/Green Gardens Group in BWP newsletters and on social media • Developed a virtual water educational course to educate customers who have received a citation for a Water Waste Violation. The course launched in December 2022. 	

Ability to make change

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

Reducing the cost for customers to make change:

- Continue offering water conservation giveaway items (buckets, soil moisture sensors, adjustable nozzles for hose, etc.) to encourage water use efficiency

- Partnered with neighboring cities to have a “Rain Barrel Distribution Event” on January 8, 2023
- Partnered with neighboring cities to have a second “Rain Barrel Distribution Event” on March 19, 2023
- Partnered with neighboring cities to have a third “Rain Barrel Distribution Event” on April 22, 2023

Reinforcement, including progress updates and recognition

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

PROJECT UPDATES

226 S. Keystone – Water Service Upgrade:

In the following three pictures, BWP water crews can be seen upgrading the water service at 226 S. Keystone. Most of the residential services in Burbank have a 5/8” water meter with a 3/4” service lateral, which allows an approximate flow rate of 20-25 gpm. This homeowner is building an ADU (additional dwelling unit), and with this upgraded service line, it will allow more water to flow to the added water fixtures at this location – installing a 1” service line and meter will increase the flow rate to approximately 50-60 gpm.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In **April 2023**, BWP experienced no sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **888,016** customer minutes.

Reliability Measurement	May 2021 – April 2022	May 2022 – April 2023
Average Outages Per Customer Per Year (SAIFI)	0.2545	0.3855
Average Outage Time Experienced Per Year (SAIDI)	15.59 minutes	11.51 minutes
Average Restoration Time (CAIDI)	61.25 minutes	29.85 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3151	0.2121
No. of Sustained Feeder Outages	15	13
No. of Sustained Outages by Mylar Balloons	3	0
No. of Sustained Outages by Animals	0	0
No. of Sustained Outages by Palm Fronds	2	2

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

Supply Chain

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

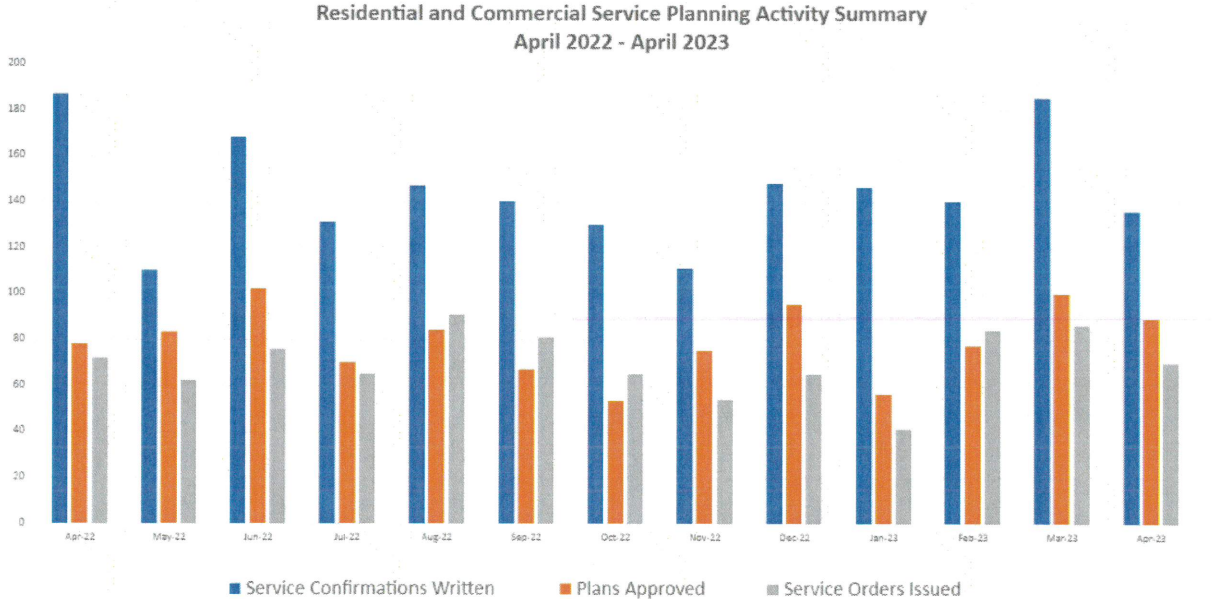
Equipment	Typical Lead Time	Current Lead Time
Transformers	12-16 weeks	150+ weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	50+ weeks
Poles	6-8 weeks	30+ weeks

PROJECT UPDATES

Residential and Commercial Service Planning Activities

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

The electrical engineering section is seeing 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.



Transformer Sudden Pressure Relay Replacements at Winona and Clybourn Substations

The transformer's sudden pressure relay is a protective device to identify fluctuations in transformer oil or gas pressure due to internal faults. The existing transformer's sudden pressure relays at Clybourn Station Transformer Banks A-1 and A-2 and Winona Station Transformer Bank A-3 were not operating to the original design specifications. To effectively monitor and protect the station transformer from dangerous rapid changes in oil pressure, the new sudden pressure rise relay will send an alarm to our Energy Control Center (ECC) team and trip the transformers offline to minimize mechanical damage to the transformer tank.

BWP completed the installation and testing of the new sudden pressure relays for Winona and Clybourn substations in April 2023. Pictures can be seen below.



Clybourn A1 Transformer Relay Replacement During Construction



Old Sudden Pressure Relays at Winona A-3

New Sudden Pressure Relays at Winona A-3

STREET LIGHTING

LED Replacement Program

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

Wireless Telecom Attachments

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

For the communication carriers to build a new location for a wireless telecom attachment, BWP must first provide an electric service confirmation, which details how the location will be served. Each design must meet the city’s aesthetic requirements and BWP’s design guidelines. Once BWP approves the plans and a Public Works permit is issued,

BWP issues work orders to our field crews to carry out inspection and the electrical and street lighting work. The table below summarizes the activity that has taken place to date:

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
Total	0	262	22	25	50

CUSTOMER SERVICE OPERATIONS

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

As of May 11, 2023, we have 1,598 customers who have an active payment arrangement, resulting in a reduction of arrears by \$3,585,224. 1,545 arrangements are for residential customers totaling \$3,199,993 and 53 arrangements are for commercial customers totaling \$323,075. This is a 43% increase in payment arrangements from last month where there were 1,118 payment arrangements total as of April 11, 2023. There were just 294 total payment arrangements as of March 13, 2023. BWP will continue to encourage payment arrangements to assist our customers in managing their outstanding arrears.

As of May 8, 2023, the 61 plus day arrears totals \$642,232, which is a 56% reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was \$1,446,665. As of May 8, 2023, there are 1,031 residential customers with at least 60 plus days of arrears. Of these 1,031 residential customers, 30 receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and 24 customers receive the Burbank Utility Service Subsidy (BUSS).

Staff continues to call these customers to establish payment arrangements. Staff personally calls each Lifeline and BUSS customer before they are scheduled for disconnection in addition to leaving a hang tag at the door of the customer advising them to contact us to avoid disconnection. By taking these additional steps, customers have either made payments or established payment arrangements, which have avoided disconnection. As of May 12, 2023, no Lifeline or BUSS customers have been disconnected for non-payment.

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, staff has disconnected services to 515 customers and has collected \$291,472.58 in funds. 252 of these customers also entered into payment arrangements totaling \$470,708.93.

On August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022, with a 7-

0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections and late fees for small commercial customers effective September 1, 2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small commercial customers eligible for disconnection began receiving an official notice on September 6, 2022.

BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022, through **May 8, 2023, 203** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **\$253,672. As of May 8, 2023, 48** small commercial customers established payment arrangements totaling **\$277,102**. The **48** small commercial customers on payment arrangements are no longer eligible for disconnection as long as they continue to meet the terms of the arrangement.

As of November 2, 2022, 159 small commercial customers had arrears over 60 days and were eligible for disconnection. **As of May 8, 2023, that number has fallen to 111**. This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

Outstanding Debt

As of **May 8, 2023**, the following is the current outstanding debt by **commodity for all customer classes**:

Aging By Service Type					
Service Type	31-60	61-90	91+	Total	% of Total
ELECTRIC	\$ 1,892,160	\$ 157,957	\$ 231,790	\$ 2,281,908	68%
WATER	\$ 134,991	\$ 29,960	\$ 137,126	\$ 302,077	9%
SEWER	\$ 123,142	\$ 45,506	\$ 132,835	\$ 301,483	9%
SOLID WASTE	\$ 114,290	\$ 46,411	\$ 136,889	\$ 297,590	9%
FIBER OPTIC	\$ 130,904	\$ 16,598	\$ 13,930	\$ 161,432	5%
GENERAL SERVICE	\$ 804	\$ 343	\$ 677	\$ 1,823	0%
MISCELLANEOUS	\$ -	\$ -	\$ 18	\$ 18	0%
Grand Total	\$2,396,292	\$296,776	\$653,264	\$3,346,331	100%

As of March 20, 2023, the total arrears was \$6,158,890 for all commodities. As of May 8, 2023, this number has dropped to \$3,346,331. For all past due balances beyond 61 days, this number fell from \$1,432,044 to \$950,040, a 34% reduction. Total Pre COVID arrears as of January 30, 2020 for all commodities was \$1,046,244.60, which includes 61 plus day arrears of \$280,176.60.

BWP Call Center Call Types & Volume

Customer Contact Types	% of Calls
Payment Arrangement	19%
Balance	18%
Disconnect/Reconnect	12%
Start / Stop / Clean & Show	11%
Update Customer Account Info	9%

	Apr - 22	May - 22	Jun - 22	Jul - 22	Aug - 22	Sep - 22	Oct - 22	Nov-22	Dec - 22	Jan - 23	Feb - 23	Mar - 23	Apr - 23	% Inc/Mar
Call Volume	3,148	3,314	3,311	3,220	4,001	4,436	3,983	3,010	3,037	3,277	3,507	4,252	4,069	-4%

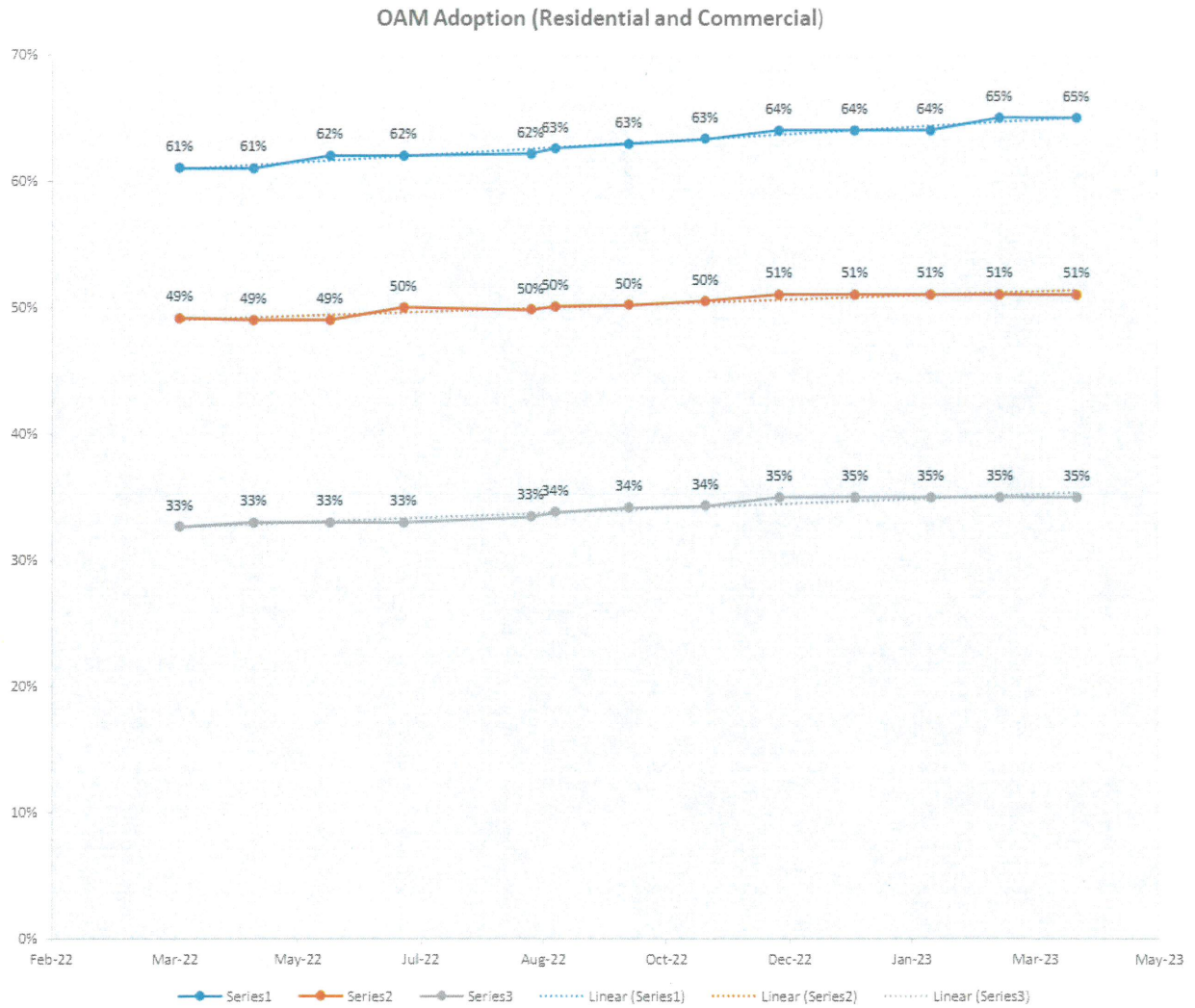
Call volume **decreased by 4% in April** compared to the previous month. We received approximately **22% more calls in April 2023 compared to April 2022, resulting from resuming residential disconnections. Customers continue to call regarding their urgent and termination notices, requesting to make a payment or establish a payment arrangement. In April 2023, 19% of calls were customers requesting a payment arrangement and 12% were customers disconnected for non-payment. By comparison, in February 2023, prior to BWP restarting the disconnection process for residential customers, less than 1% of customers called to make payment arrangements.**

Online Account Manager

The Online Account Manager (OAM) is BWP's online customer portal. Customers can view their utility bills, make payments, change addresses, and enroll in automated bill and payment notifications. The enrollment in the online account manager (OAM) is currently **at 65% of all active accounts**; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 35% of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about 82% are paperless customers helping BWP reduce costs, save trees and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and autopay. These initiatives will continue to drive down costs.

BWP continues to market and promote general OAM outreach campaigns utilizing every owned channel, including on-bill messaging, *Currents* (digital and print), social media, and BWP's website. Last fiscal year BWP set a target to reach 66% OAM adoption, and we are working to meet this goal by June 30, 2023. BWP is offering this service to customers who are making payment arrangements, as it can help customers maintain their agreed-upon payment schedules. Since last month, we have added **96** new autopay users. BWP continues to utilize social media via a targeted marketing campaign to increase enrollment.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	34,128	65%
Paperless	26,985	51%
Autopay	18,632	35%

SUSTAINABILITY, MARKETING, AND STRATEGY

Rates Communication

As required by regulation (Prop 218), on April 17, 2023, BWP sent a proposed water, sewer and refuse disposal rate increase communication via the US Postal Service to 52,500 addresses in Burbank and other non-Burbank addresses whose recipient

may have a property in Burbank. The mailing was sent prior to the deadline of April 24, 2023, and a mailing confirmation is on record at BWP.

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

The next regulatory required public engagement is a public meeting on June 6th, 2023, where City Council will hear public comments about the proposed rates.

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

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

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

BWP is currently at **13%** of our demand savings and 10% of our energy efficiency savings targets. We do not expect to meet our targets by the end of the fiscal year. Due to staff turnover and third-party delays, vendor agreements expired during the fiscal year, resulting in the following programs being put on hold for months: AC Replace it Before it Breaks, Refrigerator Exchange, and Business Bucks. In April staff re-established these vendor agreements. A new tracking tool has been developed to help avoid unnecessary contracting delays in the future. BWP is also filling vacant positions, including a senior administrative analyst to help us with contracting and program uptime and a key accounts manager to promote commercial rebates and drive program enrollment.

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 176 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, **53** households participated in HIP, and a total of **491** customers have participated in the HIP since the beginning of the fiscal year.



A happy customer and participant of the Home Improvement Program.

BWP's Refrigerator Exchange Program offers income-qualified customers a new Energy Star-certified refrigerator in exchange for their old, inefficient refrigerator. The Refrigerator Exchange Program has had 43 refrigerators exchanged since the beginning of the fiscal year.

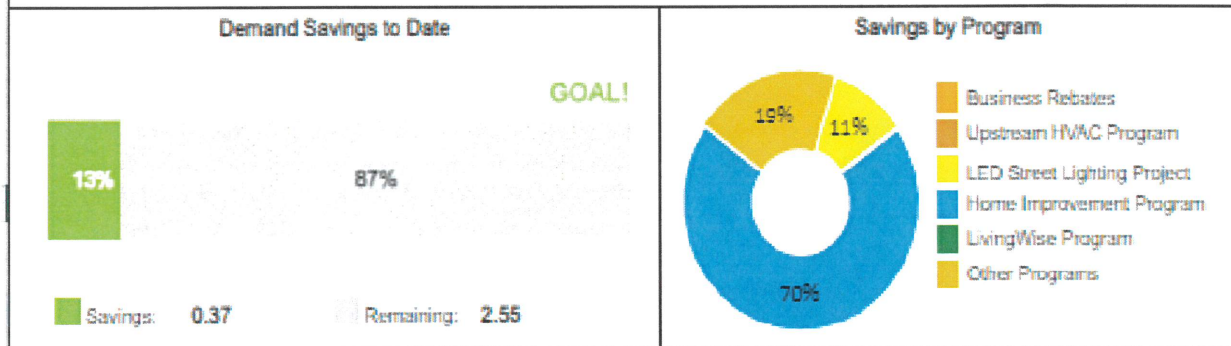
Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high-efficiency measures, LivingWise, and AC Replace Before It Breaks.

BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP, Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. BWP increased turf replacement rebates by 50%. This month **28** rebates were issued and a total of **483** were issued since the beginning of the fiscal year. Of those, there were **2** turf replacement rebates this month and **65** turf replacement rebates issued since the beginning of the fiscal year.

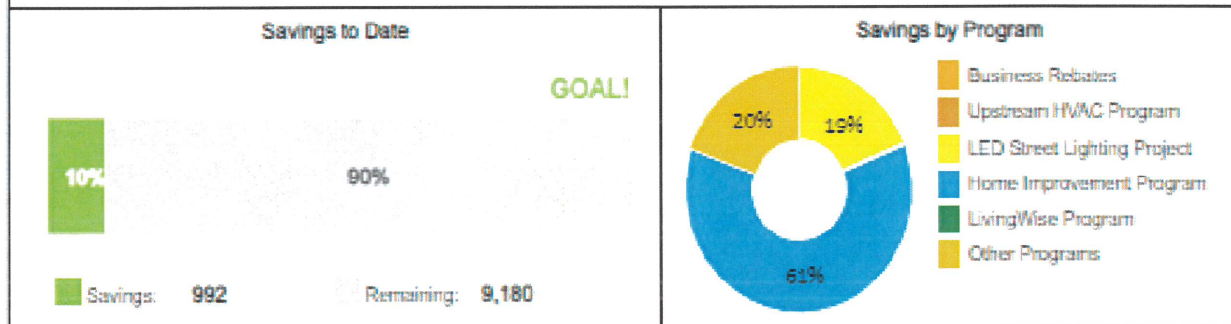
BWP administers the Hydration Station Program for commercial customers. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. MWD funds the Hydration Station Program. The Hydration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

Energy Efficiency Savings FYTD 2022-2023 Period ending on 4/30/2023

1% Demand Goal = 2.92 MW

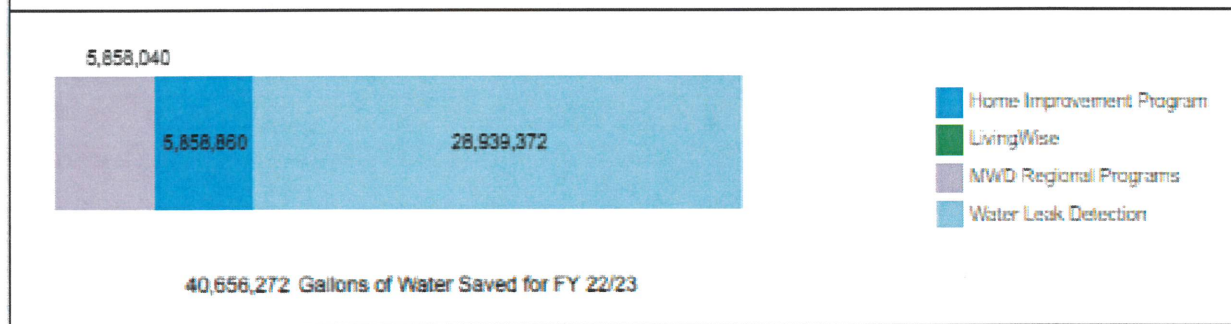


1% Consumption Savings Goal = 10,172 MWh



Water Efficiency Program Savings

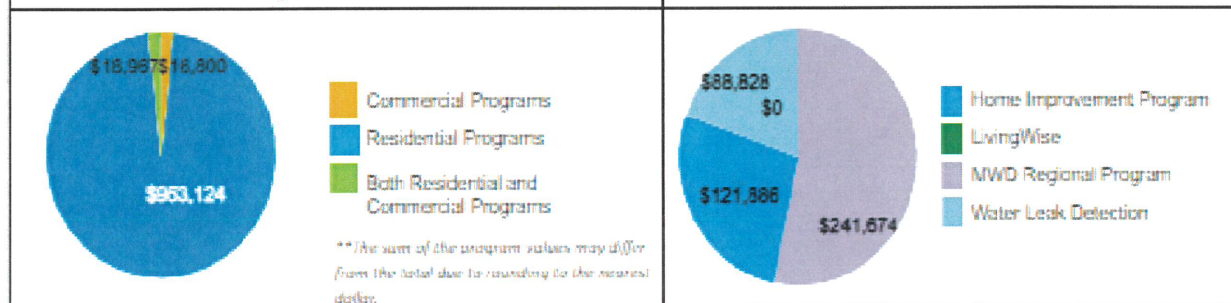
Gallons of Potable Water



Efficiency Direct Program Costs* FYTD 2022-2023

****Electric Programs: \$988,891**

Water Programs: \$452,389



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

Electric Vehicle (EV) Charging Program

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

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

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

Public Charging Energy Delivery

In **April**, the per-port average revenue was **\$137**.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
June 2021 - Feb 2023	47,394kWh	\$8,691	\$119	73 ports installed
March 2023	60,983kWh	\$11,593	\$130	89 ports installed
April 2023	63,935kWh	\$12,181	\$137	Most recent month

New Public EV Charging Station Construction

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

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

Commercial Rebate Program

BWP currently has reservations for 18 commercial EV charging ports.

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. A rebate for 40 ports installed at Netflix's parking was issued in December 2022.

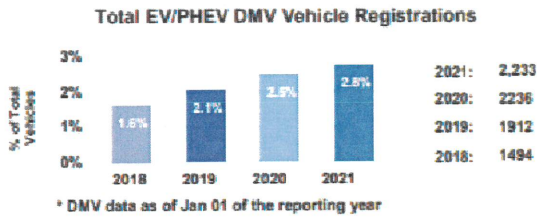
No commercial rebates were issued in **April 2023**.

Residential Rebate Program

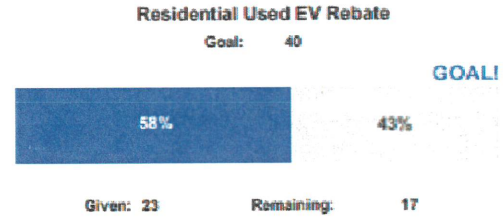
Four residential EV rebates were distributed in **April 2023**.

Transportation Electrification 2022-2023 Period ending on 3/31/2023

EV Growth in Burbank*



Vehicle Rebates



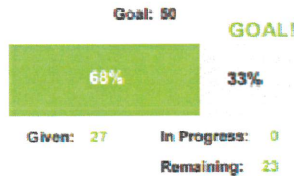
Transportation Electrification Initiatives for FY 2022-2023

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

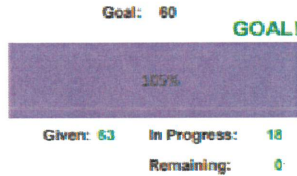
Goal: 75 GOAL!



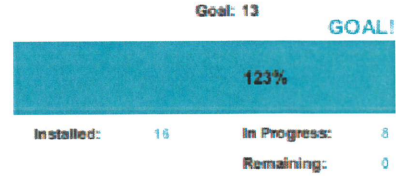
Residential Charging Station Rebates



Commercial Charging Station Rebates



Public Charging Ports

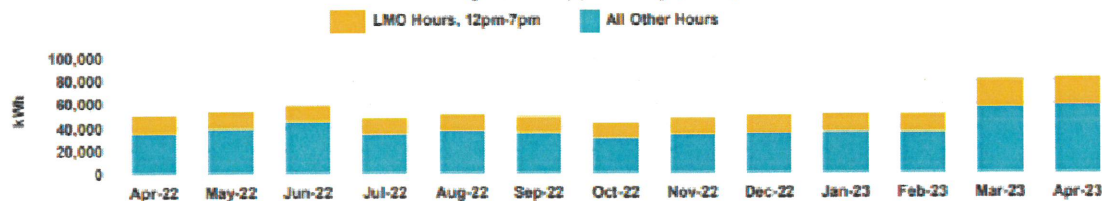


Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG ¹ Reduced (kg)	Charging Sessions at ¹ Peak	² Charging Occupancy
	Total Ports	Total Available						
April:	89	89	5,355	63,935	\$12,181	36,829	26%	20%
Average:	76	76	4,989	57,753	\$11,151	33,268	20%	21%
FY Total:	89	89	49,890	577,531	\$111,510	332,678	20%	21%

¹ Source: U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.

Load Management Opportunity (LMO) Hours

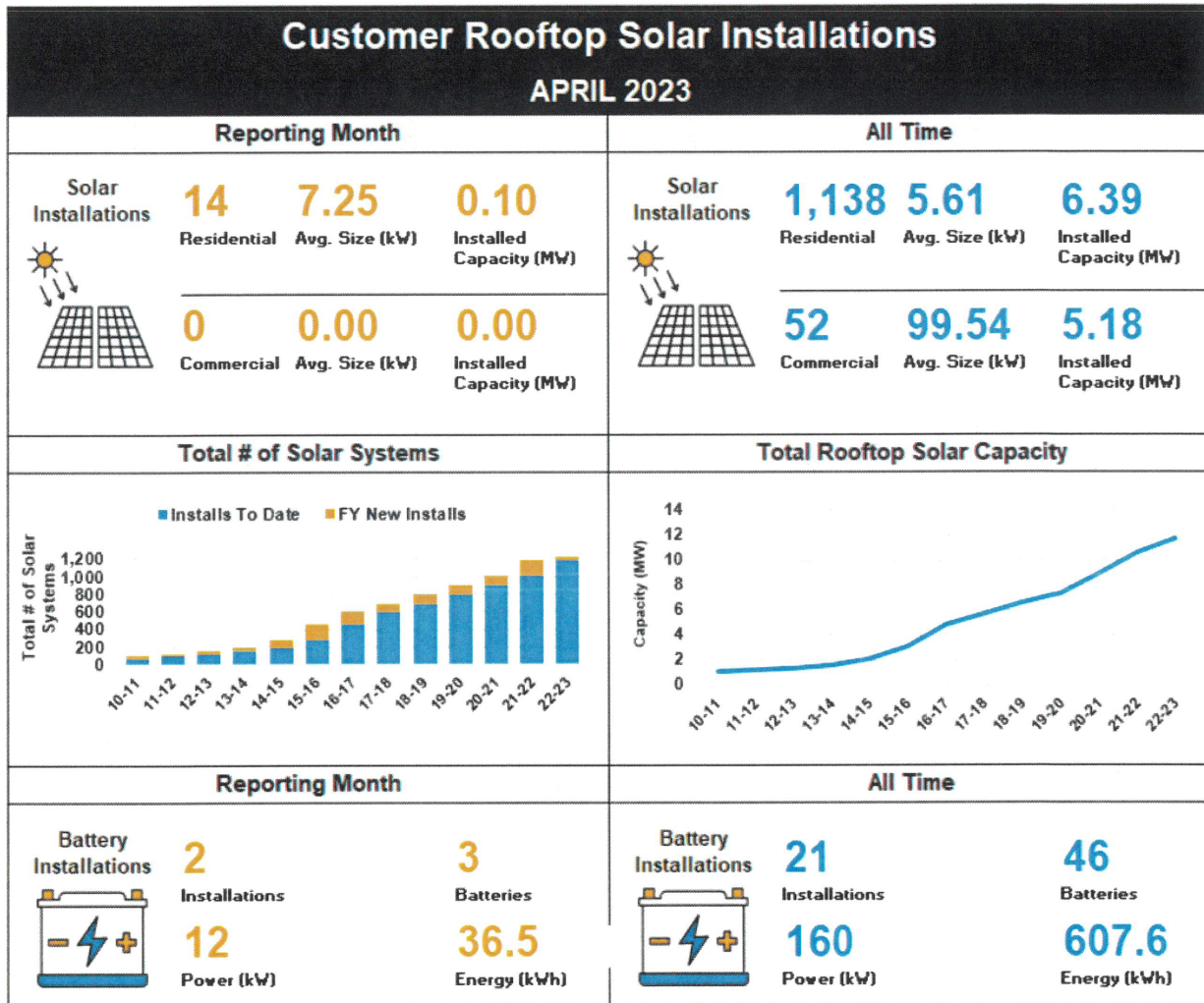


¹ Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

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

Rooftop Solar and Battery Installations

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



TECHNOLOGY

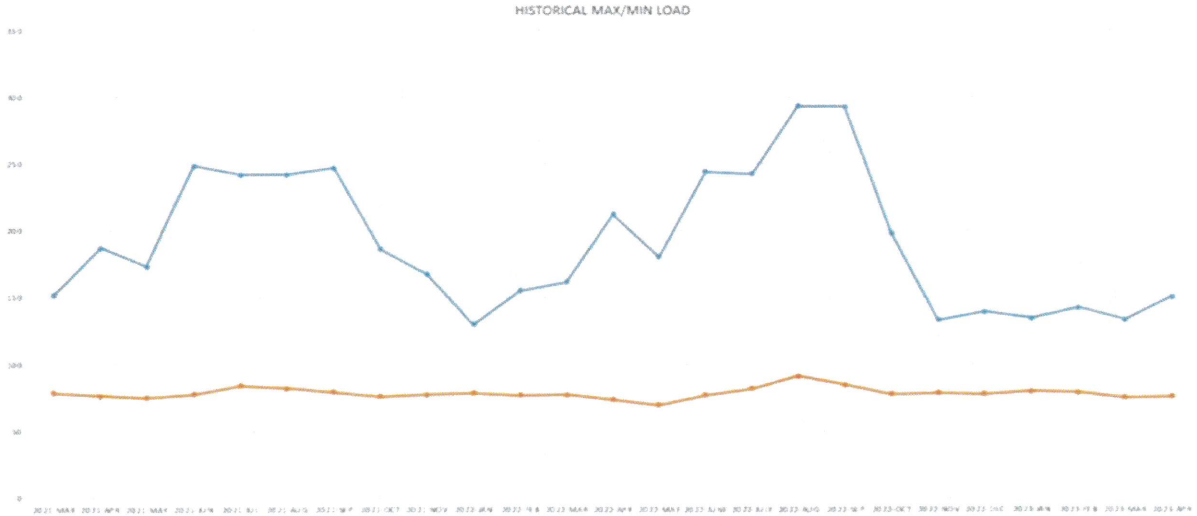
Broadband Services (ONEBurbank)

	April 2023 New Orders	Revenues for April 2023	FYTD 2022-23 Revenues	FYTD Budget
Lit	1	\$163,716	\$1,643,409	\$1,333,333
Dark	0	\$185,740	\$1,874,551	\$2,000,000
Total	1	\$349,456	\$3,517,960	\$3,333,333

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for **April 2023** was **150.5 MW** at **4:04 PM** on **April 21, 2023**, and the minimum load was **75.6 MW** at **4:53 AM** on **April 8, 2023**.



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

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

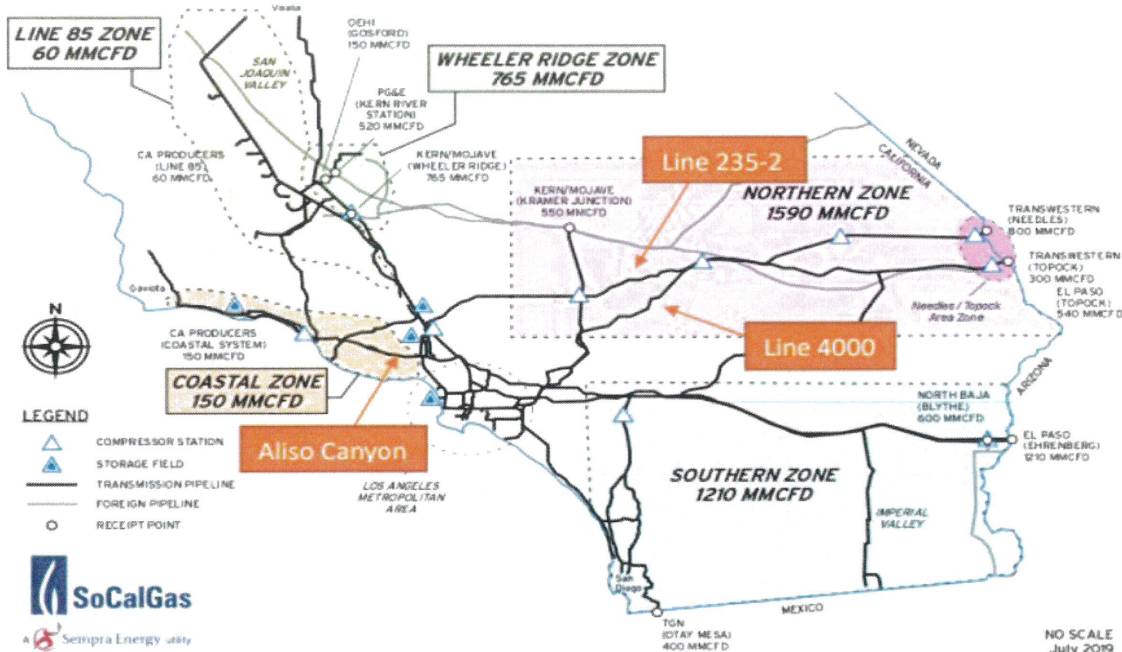
Limited supply, coupled with high demand, has caused natural gas prices to increase significantly.

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

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

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

Image 1: Receipt Points & Transmission Zone Firm Capacities



Gas prices continue to increase as a result of colder winter temperatures, limited resources and limited storage. Since 2020, gas prices have increased significantly, to 3.1 times the value in 2020.

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$10.53
Increase since 2020	3.1X

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	98%	0	0	0	0
MPP	82%	611	106,073	7,679	1

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

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

Magnolia Power Project (MPP)

	April	FYTD	YTD
Availability	100%	96%	95%
Unit Capacity Factor (240 MW)	66%	75%	70%

There were no outages at MPP during the month of April 2023.

Tieton Hydropower Project (Tieton)

Generation began on April 10, 2023; however, stopped on April 14 when the United States Bureau of Reclamation reduced water flow to the project. Generation began again towards the end of May 8, 2023, and one generator is currently operating at low output.

ENVIRONMENTAL

Air Quality

Air quality tests were conducted on the Landfill Gas Microturbines units 1, 2, and 4 from May 1, 2023, to May 2, 2023. The tests were completed successfully and the formal reports are pending. Air quality testing is required by the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit. Due to mechanical issues, air quality testing on unit 3 will be performed on June 8, 2023.

Storm Water

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

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

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

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

PROJECT UPDATES

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP met the calendar year 2022 goal of 38.5% RPS and we will meet the 41.25% RPS for 2023. BWP staff continues to evaluate renewable resources to meet future compliance requirements. Staff updated the RPS Procurement Plan and Enforcement Program in December 2021, which shows BWP's path forward with RPS compliance. Staff recently purchased Portfolio Content Category (PCC) 3 RPS products and PCC 2 RPS products to meet CY2023 regulatory compliance at least cost. Staff is currently working on additional renewable contracts to maintain RPS compliance for future years. Prices for long-term renewables has increased approximately 30-1000% due to supply chain issues as well as an increase in demand as load serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually. We continue to experience challenges with negotiations for new long-term contract for renewables. **BWP is currently working on an exclusivity agreement to begin negotiations on a 40 MW share of a solar project in Utah. It is one of the four contracts that BWP was pursuing late last year. The seller has revised their proposal with a higher price and a slight delay in commercial operations date, but BWP expects to begin negotiations with two other Southern California Public Power Authority cities soon. If negotiations are successful and result in contract execution, this project would add approximately 10% RPS annually for BWP.** We continue to look for short term as well as other long term projects to meet future RPS obligations.

Integrated Resource Plan (IRP) Update

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

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

Transmission Update

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

Intermountain Power Project (Delta, UT) Renewal Progress

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

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

Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units, to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. Per discussions with IPA, IPP will only run on one unit from now through June 2023 (unless there is a critical market event), allowing the coal pile to grow. In December, due to high natural gas prices and spot market prices, unit 2 for IPP was made available for IPP participants. BWP was able to utilize both IPP units for December and January. This allowed BWP to save \$2.36 million dollars between December 14, 2022, and January 12, 2023, by avoiding buying power at extreme market pricing. BWP was able to utilize both units due to conserving its share of coal for critical weather and pricing events. Based on current coal supply projections, IPA plans to run two units from July 2023 – September 2023, during the critical summer peak months.

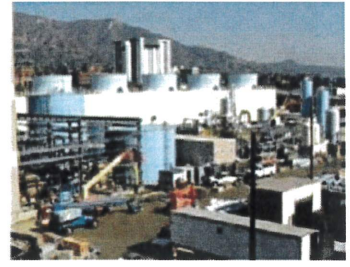
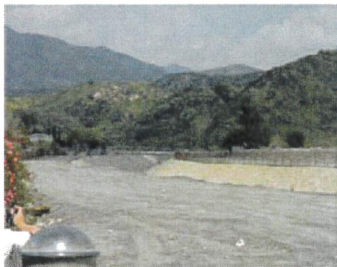
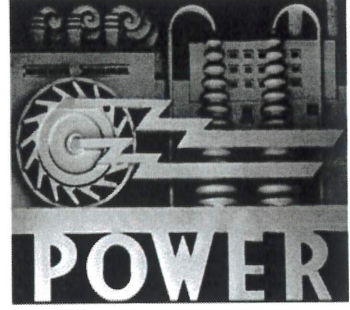
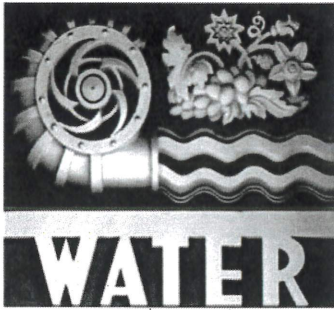
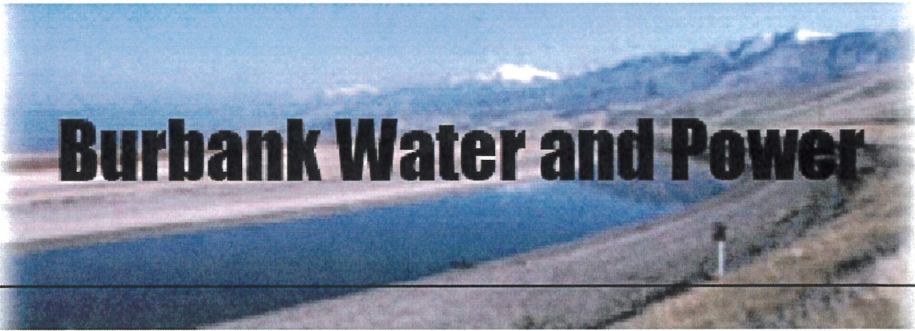
Power Production

Lake One Power Plant Emissions Retrofit Project

Engineering work is ongoing, and the final design is currently under review. The South Coast Air Quality Management District permit for the project is expected to be received

during the second quarter of 2023. The dual function catalyst was delivered on April 24, 2023. The construction outage is currently scheduled for October 2023. Substantial completion of the project is expected on or before January 1, 2024.

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



**Financial Report
March-23**

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

	MTD Actual FY 22-23	MTD Budget FY 22-23	\$ Variance	% Variance		YTD Actual FY 22-23	YTD Budget FY 22-23	\$ Variance	% Variance
	77,447	78,493	(1,046)	(1%) ^(a)	NEL MWh	798,693	810,787	(12,094)	(1%) ^(A)
					Retail				
					Retail Sales	\$ 129,390	\$ 131,463	\$ (2,073)	(2%)
	410	573	(162)	(28%) ^(b)	Other Revenues ^(b)	4,659	5,155	(496)	(10%)
	10,096	9,359	(738)	(8%) ^(c)	Retail Power Supply & Transmission	97,920	93,463	(4,457)	(5%) ^(B)
	1,880	3,762	(1,882)	(50%)	Retail Margin	36,129	43,155	(7,026)	(16%)
					Wholesale				
	321	1,024	(703)	(69%)	Wholesale Sales	20,657	32,332	(11,676)	(36%)
	312	1,004	692	69%	Wholesale Power Supply	18,210	31,686	13,476	43%
	9	20	(12)	(58%)	Wholesale Margin	2,447	647	1,800	278%
	1,889	3,783	(1,894)	(50%)	Gross Margin	38,576	43,802	(5,226)	(12%)
					Operating Expenses				
	997	1,073	76	7%	Distribution	8,340	9,759	1,420	15% ^(C)
	145	132	(13)	(10%) ^(d)	Administration/Safety	1,119	1,225	106	9%
	942	364	(578)	(159%) ^(e)	Finance, Fleet, & Warehouse	3,395	3,209	(186)	(6%) ^(D)
	535	538	3	1%	Transfer to General Fund for Cost Allocation	4,839	4,845	6	0%
	449	581	132	23% ^(f)	Customer Service	2,913	4,623	1,710	37% ^(E)
	365	219	(145)	(66%) ^(g)	Marketing & Sustainability	1,205	1,973	768	39% ^(F)
	248	398	149	38% ^(h)	Public Benefits	1,432	3,579	2,147	60% ^(G)
	127	123	(4)	(3%)	Security/Oper Technology	1,965	1,199	(767)	(64%) ^(H)
	195	131	(63)	(48%) ⁽ⁱ⁾	Telecom	1,068	1,198	130	11% ^(I)
	226	225	(1)	(1%)	Construction & Maintenance	1,632	2,028	396	20% ^(J)
	1,594	1,831	237	13%	Depreciation	14,933	16,482	1,550	9%
	5,824	5,616	(208)	(4%)	Total Operating Expenses	42,840	50,120	7,280	15%
	\$ (3,936)	\$ (1,833)	\$ (2,102)	(115%)	Operating Income/(Loss)	\$ (4,264)	\$ (6,318)	\$ 2,054	33%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD March 2023
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	77,447	78,493	(1,046)	NEL is 1% lower than budget due primarily to conservation. The average high temperature in March was 64°F, compared to the 15-year average high temperature of 73°F. The average low temperature was 43°F, compared to the 15-year average low temperature of 47°F. MTD CDD were 0 versus the 15-year average of 21.
(b)	Other Revenues	410	573	(162)	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	10,096	9,359	(738)	The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
(d)	Administration/Safety	145	132	(13)	The unfavorable variance is primarily attributable to the timing of professional services and private contractual services.
(e)	Finance, Fleet, & Warehouse	942	364	(578)	The unfavorable variance is primarily attributable to the costs associated with the issuance of 2023 bonds.
(f)	Customer Service	449	581	132	The favorable variance is primarily attributable to vacancies and the timing software & hardware support.
(g)	Marketing & Sustainability	365	219	(145)	The unfavorable variance is primarily attributable to Low-Carbon-Fuel-Stand program clean fuel rewards payment.
(h)	Public Benefits	248	398	149	The favorable variance is primarily attributable to vacancies and lower than planned programs spending.
(i)	Telecom	195	131	(63)	The unfavorable variance is primarily attributable to the timing of private contractual services.
(j)	Other Income/(Expense)	582	138	445	The favorable variance is primarily attributable to the reversal of BWP deferred charges and the billing for joint poles.
(k)	Bond Interest Expense	(233)	(406)	172	The favorable variance to budget is attributable to the timing of the bond issuance which was budgeted in October 2022.
(l)	Capital Contributions (AIC)	205	601	(396)	The unfavorable variance is attributable to the timing of AIC projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	798,693	810,787	(12,094)	- NEL is 1% lower than budget. The FYTD average high temperature was 76°F, compared to the 15-year average high temperature of 78°F. The FYTD average low temperature was 51°F, compared to the 15-year average low temperature of 52°F. FYTD CDD were 1,281 versus the 15-year average of 1,169.
(B)	Retail Power Supply & Transmission	97,920	93,463	(4,457)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(C)	Distribution	8,340	9,759	1,420	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services, offset by work for others.
(D)	Finance, Fleet, & Warehouse	3,395	3,209	(186)	- The unfavorable variance is primarily attributable to the costs associated with the issuance of 2023 bonds, offset by vacancies and the timing of software & hardware support.
(E)	Customer Service	2,913	4,623	1,710	- The favorable variance is primarily attributable to vacancies, work for others and the timing of professional services.
(F)	Marketing & Sustainability	1,205	1,973	768	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services and professional services.
(G)	Public Benefits	1,432	3,579	2,147	- The favorable variance is attributable to vacancies and lower than planned programs spending.
(H)	Security/Oper Technology	1,965	1,199	(767)	- The unfavorable variance is primarily attributable to lower than planned capital work, work for others and the timing of software and hardware spending, offset by vacancies and the timing of spending in professional services.
(I)	Telecom	1,068	1,198	130	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services and professional services, offset by work for others and the timing of special departmental supplies.
(J)	Construction & Maintenance	1,632	2,028	396	- The favorable variance is primarily attributable to vacancies and the timing of custodial services, building grounds maintenance & repair and special departmental supplies, offset by higher than planned work from other departments.
(K)	Other Income/(Expense)	(722)	(1,419)	697	- The favorable variance is primarily attributable to the sale of excess nitrous oxide reclaim trading credits, reversal of BWP deferred charges and revenue collected for joint pole activities.
(L)	Bond Interest Expense	(2,430)	(3,258)	828	- The favorable variance to budget is attributable to the timing of the bond issuance which was budgeted in October 2022.
(M)	Capital Contributions (AIC)	522	5,410	(4,888)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
MTD NET INCOME/(LOSS): \$(3,464)	\$ -	\$ (1,450)	\$ (1,450)
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(982)	(982)
Power Supply and Transmission:			
- Lower retail load	39	-	39
- Lower than planned renewables cost and other	169	-	169
- Lower transmission	-	(14)	(14)
- Higher energy prices	-	(1,283)	(1,283)
- New minimum for IPP and Hydrogen Betterment	-	(295)	(295)
- Lower O&M	306	-	306
- Retail load management and economic dispatch	310	-	310
- Timing True-up and prior period adjustments	30	-	30
Other Revenues	-	(162)	(162)
Wholesale Margin	-	(12)	(12)
Total	854	(2,748)	(1,894)
MTD O&M AND OTHER VARIANCES			
Distribution	76	-	76
Administration/Safety	-	(13)	(13)
Finance, Fleet, & Warehouse	-	(578)	(578)
Customer Service	132	-	132
Marketing & Sustainability	-	(145)	(145)
Public Benefits	149	-	149
Security/Oper Technology	-	(4)	(4)
Telecom	-	(63)	(63)
Construction & Maintenance	-	(1)	(1)
Depreciation expense	237	-	237
All other	655	-	655
Total	1,249	(805)	444

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

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
FYTD NET INCOME/(LOSS): \$(6,315)	\$ 3,899	-	\$ 3,899
FYTD GROSS MARGIN VARIANCE			
Retail Sales	-	(2,073)	(2,073)
Power Supply and Transmission	-	(70)	(70)
- Higher retail load	888	-	888
- Lower than planned renewables cost and other	-	(191)	(191)
- Higher transmission	-	(13,915)	(13,915)
- Higher energy prices	-	(3,014)	(3,014)
- New minimum for IPP and Hydrogen Betterment	5,440	-	5,440
- Lower O&M	2,723	-	2,723
- Retail load management and economic dispatch	3,682	-	3,682
- SCPPA True-up and prior period adjustments	-	(496)	(496)
Other Revenues	1,800	-	1,800
Wholesale Margin	-	-	-
Total	<u>\$ 14,533</u>	<u>\$ (19,759)</u>	<u>\$ (5,226)</u>
FYTD O&M AND OTHER VARIANCES			
Distribution	1,420	-	1,420
Administration/Safety	106	-	106
Finance, Fleet, & Warehouse	-	(186)	(186)
Customer Service	1,710	-	1,710
Marketing & Sustainability	768	-	768
Public Benefits	2,147	-	2,147
Security/Oper Technology	-	(767)	(767)
Telecom	130	-	130
Construction & Maintenance	396	-	396
Depreciation expense	1,550	-	1,550
All other	1,851	-	1,851
Total	<u>\$ 10,078</u>	<u>\$ (953)</u>	<u>\$ 9,125</u>

Electric Fund (496)

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

	Mar-23	Feb-23	Jan-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves	Minimum Reserves
Cash and investments									
General Operating Reserve	\$ 49,826	\$ 52,058	\$ 61,060	\$ 60,650	\$ 57,746	\$ 69,212	\$ 73,156	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPFA	4,507	4,504	4,500	4,489	4,459	3,794	3,740		
Sub-Total Cash and Investments	64,333	66,561	75,561	75,139	72,205	83,007	86,896	73,010	42,770
Customer Deposits	(10,487)	(10,192)	(10,230)	(10,432)	(9,906)	(9,939)	(4,245)		
Public Benefits Obligation	(11,010)	(10,992)	(11,019)	(11,013)	(10,258)	(9,315)	(8,128)		
Low Carbon Fuel Standard ^(b)	(3,652)	(3,875)	(3,160)	(3,184)	(3,451)	(3,464)	(2,989)		
IPP Decommission ^(c)	-	-	-	-	-	(2,000)	(2,000)		
Cash and Investments (less Commitments)	39,184	41,502	51,151	50,510	48,590	58,288	69,523	73,010	42,770

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

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

(c) Reversal of IPP decommission reserve.

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

	MTD Actual FY 22-23	MTD Budget FY 22-23	\$ Variance	% Variance	YTD Actual FY 22-23	YTD Budget FY 22-23	\$ Variance	% Variance
Water put into the system in Millions of Gallons	276	304	(28)	(9%) ^(a)	3,297	3,537	(240)	(7%) ^(A)
Metered Recycled Water in Millions of Gallons	32	58	(27)	(46%) ^(b)	658	737	(80)	(11%) ^(B)
Operating Revenues								
Potable Water	\$ 1,748	\$ 1,916	\$ (169)	(9%)	\$ 20,941	\$ 22,746	\$ (1,805)	(8%)
Recycled Water	149	281	(133)	(47%)	3,458	3,490	(32)	(1%)
Other Revenue ⁽³⁾	173	113	61	54% ^(c)	1,473	1,013	460	45% ^(C)
Total Operating Revenues	2,070	2,310	(240)	(10%)	25,872	27,249	(1,377)	(5%)
Water Supply Expense	744	793	49	6%	8,128	9,745	1,617	17% ^(D)
Gross Margin	1,326	1,517	(191)	(13%)	17,743	17,503	240	1%
Operating Expenses								
Operations & Maintenance - Potable	779	839	60	7%	6,511	7,549	1,037	14% ^(E)
Operations & Maintenance - Recycled	114	148	35	23% ^(d)	1,218	1,321	103	8%
Operations & Maintenance - Shared Services	271	336	65	19% ^(e)	2,192	3,035	843	28% ^(F)
Transfer to General Fund for Cost Allocation	148	148	-	0%	1,331	1,331	-	0%
Depreciation	367	370	3	1%	3,297	3,333	36	1%
Total Operating Expenses	1,679	1,842	163	9%	14,549	16,569	2,019	12%
Operating Income/(Loss)	(353)	(325)	(28)	(9%)	3,194	934	2,260	242%
Other Income/(Expenses)								
Interest Income	111	13	98	726% ^(f)	728	121	607	502% ^(G)
Other Income/(Expense) ⁽⁴⁾	67	45	22	50% ^(g)	28	(125)	153	122% ^(H)
Bond Interest/(Expense)	(216)	(216)	0	0%	(1,941)	(1,941)	0	0%
Total Other Income/(Expenses)	(37)	(157)	120	76%	(1,185)	(1,945)	760	39%
Net Income/(Loss)	(390)	(482)	92	19%	2,009	(1,011)	3,020	299%
Capital Contributions (AIC)	9	57	(48)	(85%) ^(h)	57	513	(456)	(89%) ^(I)
Net Change in Net Assets	\$ (382)	\$ (425)	\$ 43	10%	\$ 2,066	\$ (498)	\$ 2,564	515%

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 March 2023
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Water put into the system in Millions of Gallons	276	304	(28)	Water use during March 2023 was 9% below budget due to conservation and higher than normal rainfall. Burbank is in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to one day a week on Saturday from November to March. In March, Burbank received 5.39 inches of rainfall compared to the monthly normal of 2.43 inches.
(b)	Recycled Water Usage in Millions of Gallons	32	58	(27)	Recycled water usage was lower than planned due to lower demand. The Magnolia Power Plant's cooling towers required less water in March due to a six day outage. Additionally, in March, Burbank received 5.39 inches of rainfall compared to the monthly normal of 2.43 inches.
(c)	Other Revenue	173	113	61	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 - Recycled	114	148	35	The favorable variance is primarily attributable to vacancies, the timing of professional services and a decreased need for electricity for water pumping.
(e)	Operations & Maintenance - Shared Services	271	336	65	The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(f)	Interest Income	111	13	98	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)	67	45	22	Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(h)	Capital Contributions (AIC)	9	57	(48)	The unfavorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD March 2023
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Water put into the system in Millions of Gallons	3,297	3,537	(240)	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 one day a week on Saturday from November to March.
(B)	Recycled Water Usage in Millions of Gallons	658	737	(80)	Recycled water usage was lower than planned due to lower demand as a result of higher than average rainfall. FYTD Burbank received 25.97 inches of rainfall compared to the FYTD normal of 12.79 inches.
(C)	Other Revenue	1,473	1,013	460	Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	8,128	9,745	1,617	The favorable variance is a result of lower demand and using more Valley/BOJ water than planned which is less costly than imported MWD water.
(E)	Operations & Maintenance - Potable	6,511	7,549	1,037	The favorable variance is primarily attributable to vacancies and the timing of professional services.
(F)	Operations & Maintenance - Shared	2,192	3,035	843	The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(G)	Interest Income	728	121	607	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.
(H)	Other Income/(Expense)	28	(125)	153	Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(I)	Capital Contributions (AIC)	57	513	(456)	The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance

MTD NET INCOME (LOSS): \$(390) \$ 92 \$ - \$ 92

MTD GROSS MARGIN VARIANCE

Potable Revenues	-	(169)	(169)
Recycled Revenues	-	(133)	(133)
Other Revenue	61	-	61
Water Supply Expense	49	-	49
Total	110	(301)	(191)

FYTD O&M AND OTHER VARIANCES

Potable O&M	60	-	60
Recycled Water O&M	35	-	35
Allocated O&M	65	-	65
Depreciation Expense	3	-	3
All Other	120	-	120
Total	283	-	283

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME: \$2,009	\$ 3,020	\$ -	\$ 3,020

FYTD GROSS MARGIN VARIANCE

Potable Revenues	-	(1,805)	(1,805)
Recycled Revenues	-	(32)	(32)
Other Revenue	460	-	460
Water Supply Expense	1,617	-	1,617
Total	\$ 2,077	\$ (1,837)	\$ 240

FYTD O&M AND OTHER VARIANCES

Potable O&M	1,037	-	1,037
Recycled Water O&M	103	-	103
Allocated O&M	843	-	843
Depreciation Expense	36	-	36
All Other	760	-	760
Total	\$ 2,780	\$ -	\$ 2,780

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

	Mar-23	Feb-23	Jan-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 19,370	\$ 18,971	\$ 18,824	\$ 17,959	\$ 13,889	\$ 12,759	\$ 12,181	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	21,590	21,191	21,044	20,179	16,109	14,979	14,401	17,830	9,370
Customer Deposits	(398)	(378)	(378)	(369)	(397)	(1,052)	(1,125)		
Cash and Investments (less commitments)	\$ 21,192	\$ 20,813	\$ 20,666	\$ 19,790	\$ 15,712	\$ 13,927	\$ 13,276	\$ 17,830	\$ 9,370

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

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, May 11, 2023

Staff Present: Marisa Garcia, Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Paula Ohan, Senior Administrative Analyst; Lupe Santarriaga, Administrative Analyst and Chad Thompson, Executive Assistant

Board Members Present: Ms. Gamiño, Ms. Ramsey, Ms. Durbin, Mr. Gussow

Board Members Absent: Mr. Messerlian

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Cody McKenna and Ms. Diana Alvarez provided announcements for the P&R programs and facilities.	
2 Presentations	Mr. Jon McGinley and Mr. Jonathan Maldonado facilitated the recognition of two youth basketball teams for representing the City of Burbank's Parks and Recreation Department in the Southern California Municipal Athletic Federation.	
3 Department Director Report	Mr. Diego Cevallos provided and update on the Park and Play.	
4 Oral Communications	None.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	Mr. Gussow commended staff on organizing the Spring Eggstravaganza.	
8 Consideration of Board Member Attendance	Ms. Paula Ohan, Senior Administrative Analyst updated the Board on the City's, Board, Committee, Commission attendance policy and reviewed the attendance record of Board Member Lori Durbin.	It was motioned by Ms. Gussow, seconded by Ms. Ramsey and carried 3-0 to insist to Council that Ms. Durbin remain on the Board.
9 Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the April 13, 2023, meetings were approved</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p>	<p>It was motioned by Mr. Gussow, seconded by Ms. Ramsey, and carried 4-0 "to approve the Consent Calendar as presented."</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Park Patrol Reports</u> The Park Patrol Report for February was noted and filed.</p>	
10	Tabled Items	<p><u>Departmental Operations Update</u> Noted and Filed. None.</p>	
11	Additional Comments from the Board and staff	None.	
12	Introduction of New Agenda Items	Mr. Gussow requested that staff provide an update on the McCambridge pool project. Mr. Gussow requested staff investigate increasing the wireless antenna coverage at the DeBell Golf Course.	
13	Adjournment	The meeting was adjourned at 6:39 p.m.	



June 1, 2023

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, June 5, 2023 at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

NOTICE is also hereby given that this meeting will have a teleconference location on Monday, June 5, 2023, at 10:00 a.m (MDST), in the Boardroom Studio of the Sheraton Downtown Hotel, 1550 Court Place, Denver, CO 80202.

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

Dial in: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of June 5, 2023

9.00 A.M.

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



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

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



The following activities are prohibited:

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



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



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

AGENDA

Monday, June 5, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) May 1, 2023 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) May 1, 2023 **[See page 3]**
 - (ii) May 8, 2023 **[See page 7]**
 - b. Committee Minutes
(For Approval)
 - 1) May 15, 2023 **[See page 8]**
 - c. Award of Contract – Motorola Solutions, Inc. **[See page 17]**
Communications Center Dispatch Console Replacement
 6. ITEMS FOR COMMISSION APPROVAL
 - a. Approval of Documents for a Commercial Paper Program **[See page 20]**
 - b. Proposed Fiscal Year 2023/2024 (“FY 2024”) Annual Budget and Resolution No. 504 of the Burbank-Glendale-Pasadena Airport Authority Adopting the FY 2024 Annual Budget **[See page 45]**
 - c. Appointment of Committee Assignment

7. ITEMS FOR COMMISSION DISCUSSION

- a. Recognition of Juneteenth

8. ITEMS FOR COMMISSION INFORMATION

- a. Airport Academy Report
- b. April 2023 Passenger and Air Cargo Statistics
- c. April 2023 Ground Transportation Statistics
- d. April 2023 Parking Revenue Statistics

[See page 52]

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 (Sacramento City Sup. Court Case
No. 34-2022-80003821)

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 future meeting.)

13. PUBLIC COMMENT

14. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, June 5, 2023

[Regarding agenda items]

5. CONSENT CALENDAR

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

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee meeting of May 1, 2023; approved minutes of the Finance and Administration Committee meeting of May 1, 2023; and special meeting of May 8, 2023, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the May 15, 2023, Commission meeting minutes is attached for the Commission's review and approval.
- c. AWARD OF CONTRACT – MOTOROLA SOLUTIONS, INC. COMMUNICATIONS CENTER DISPATCH CONSOLE REPLACEMENT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a Communications System and Service Agreement with Motorola Solutions, Inc. for the purchase, installation, and four-year maintenance support of replacement radio dispatch consoles. The proposed acquisition replaces three MCC 5500 radio dispatch consoles in the Airport Operations Department Communications Center which have reached end of both useful life and service support, with four Motorola MCC 7500E consoles and accessories. The purchase and installation cost is \$576,367 and the four-year maintenance support package is \$154,124, for a total project cost of \$730,491.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF DOCUMENTS FOR A COMMERCIAL PAPER PROGRAM. A staff report is included in the agenda packet. Staff and the financing team have been developing the Authority's commercial paper ("CP") program to provide interim financing for the Replacement Passenger Terminal project. On May 15, 2023, the Commission accepted the recommendation of the Finance and Administration Committee ("Committee") and approved the selection of Barclays Bank and Sumitomo Mitsui Bank Corporation as providers of two letters of credit, Barclay Capital Inc. as the CP dealer, and Zions Corporate Trust as the issuing and paying agent for the CP program. Staff and the financing team have been working with these financial institutions to complete documents with which to implement the CP program.

At its meeting on May 15, 2023, the Committee voted unanimously (3-0) to recommend that the Commission adopt Resolution No. 503 to approve the form of certain CP program documents, authorize designated Authority representatives to execute the documents, and authorize other necessary actions for CP program implementation.

- b. PROPOSED FISCAL YEAR 2023/2024 ("2024") ANNUAL BUDGET; AND RESOLUTION NO. 504 OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY ADOPTING THE FY 2024 ANNUAL BUDGET. A staff report is included in the agenda packet. At the May 24, 2023, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it approve the attached Resolution No. 504, and accompanying documents which adopts the proposed Fiscal Year 2023/2024 budget. This budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures, and the proposed Facility Improvement (Capital) Program. The budget identifies all proposed funding sources as detailed in the Sources of Funds Summary section of the attached documents.

Enclosed in the agenda packet is a workbook which provides detailed information regarding the FY 2024 financial budget program.

At the May 17, 2023, Airline Airport Affairs Committee meeting, the Airlines that are signatory to the current Airport Use Agreement concurred with the proposed FY 2024 budget.

- c. APPOINTMENT OF COMMITTEE ASSIGNMENT. No staff report attached. This has been included in the agenda to provide the Commission President the opportunity to make any standing appointments that he or she may wish to make.

7. ITEMS FOR COMMISSION DISCUSSION

- a. RECOGNITION OF JUNETEENTH. No staff reported attached. At the request of Commissioner Hampton last year to recognize the federal holiday of Juneteenth, this item is being brought to the Commission for discussion and direction to staff. Currently the Authority recognizes ten holidays throughout the calendar year. Juneteenth, a federal holiday established in 2021, commemorates the emancipation of enslaved African Americans on the anniversary of the 1865 date when emancipation was announced in Galveston, Texas. The holiday is celebrated on June 19 which coincides with the Authority's meeting schedule per Resolution No.476, for the third Monday in the month of June.

8. ITEMS FOR COMMISSION INFORMATION

- a. AIRPORT ACADEMY REPORT. No staff report attached. Staff will present an overview of this year's Airport Academy program which was completed last month by 22 high school students from the Burbank, Glendale and Pasadena Unified School Districts.
- b. APRIL 2023 PASSENGER AND AIR CARGO STATISTICS. No staff report attached. The April 2023 passenger count of 506,561 was up 4% compared to April of 2019's 486,027 passengers. Also compared to April 2019, air carrier aircraft operations in April 2023 were up 2%, while cargo volume was down 35% at 5.6 million pounds.
- c. APRIL 2023 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of April 2023.
- d. APRIL 2023 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of April 2023.

May 3, 2023
4:30 p.m.

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

Roll Call

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

Also present: Daniel Amaya, Administrative Analyst I
Russell Freesland, Plan Check Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Chief Ast City Attorney
Mario Osuna, Ast CD Director-Building Official
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director
Veronica Wachowiak, Acting Administrative Analyst II

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

None.

Approval of Minutes

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

Proposed Amendments to Classification Plan

None.

Recruitment and Selection Report – April 2023

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

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

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

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

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

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____