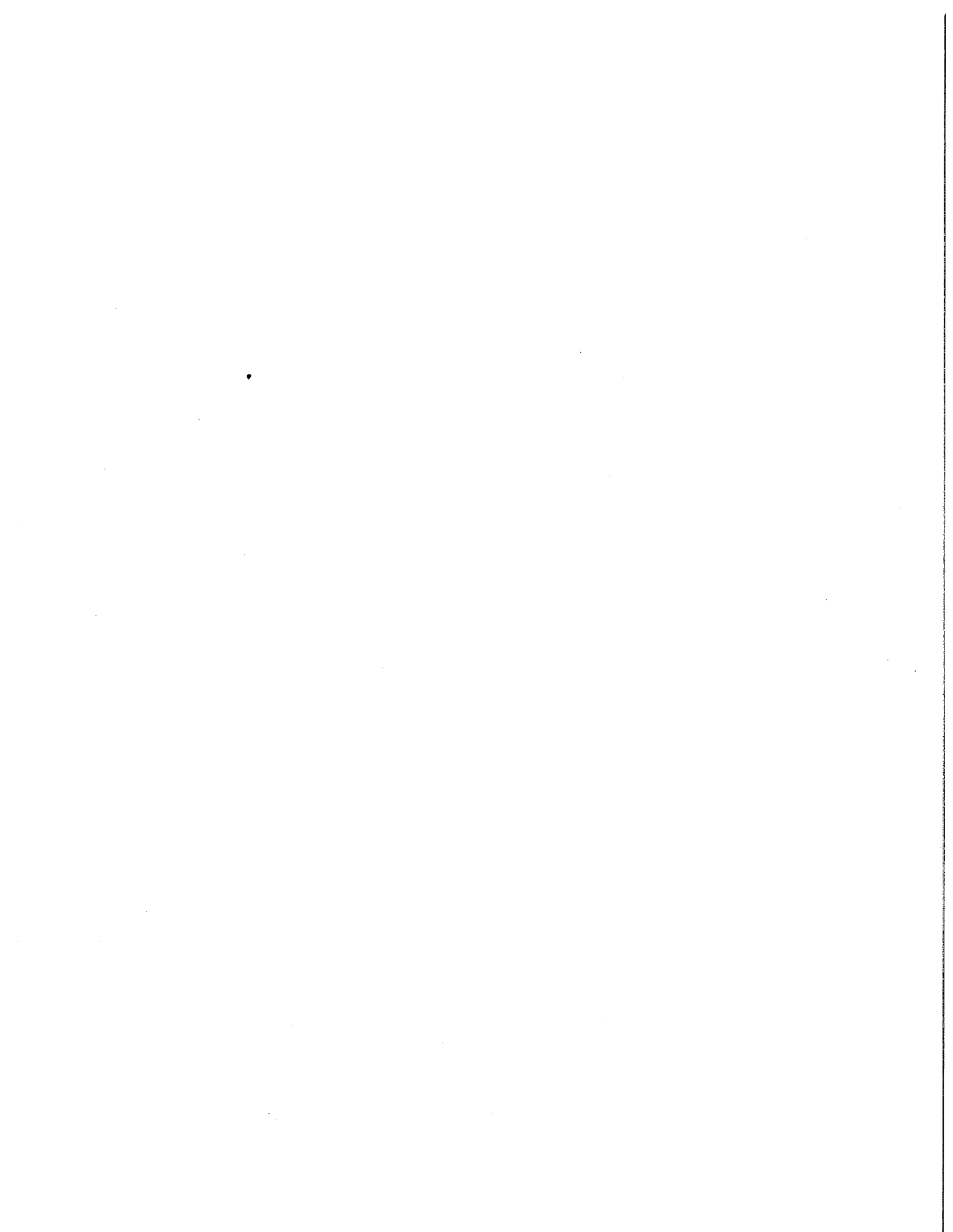




Weekly Management Report

July 28, 2023

- 1. Memo** Burbank Hospitality Association Meeting on
June 14, 2023
Community Development Department
 - 2. Minutes** Burbank Water and Power Board
Meeting on June 1, 2023
Water and Power Department
 - 3. Report** June 2023 Monthly Operating Results
Water and Power Department
 - 4. Minutes** Civil Service Board Meeting
on July 5, 2023
Management Service Department
-



MEMORANDUM



COMMUNITY DEVELOPMENT



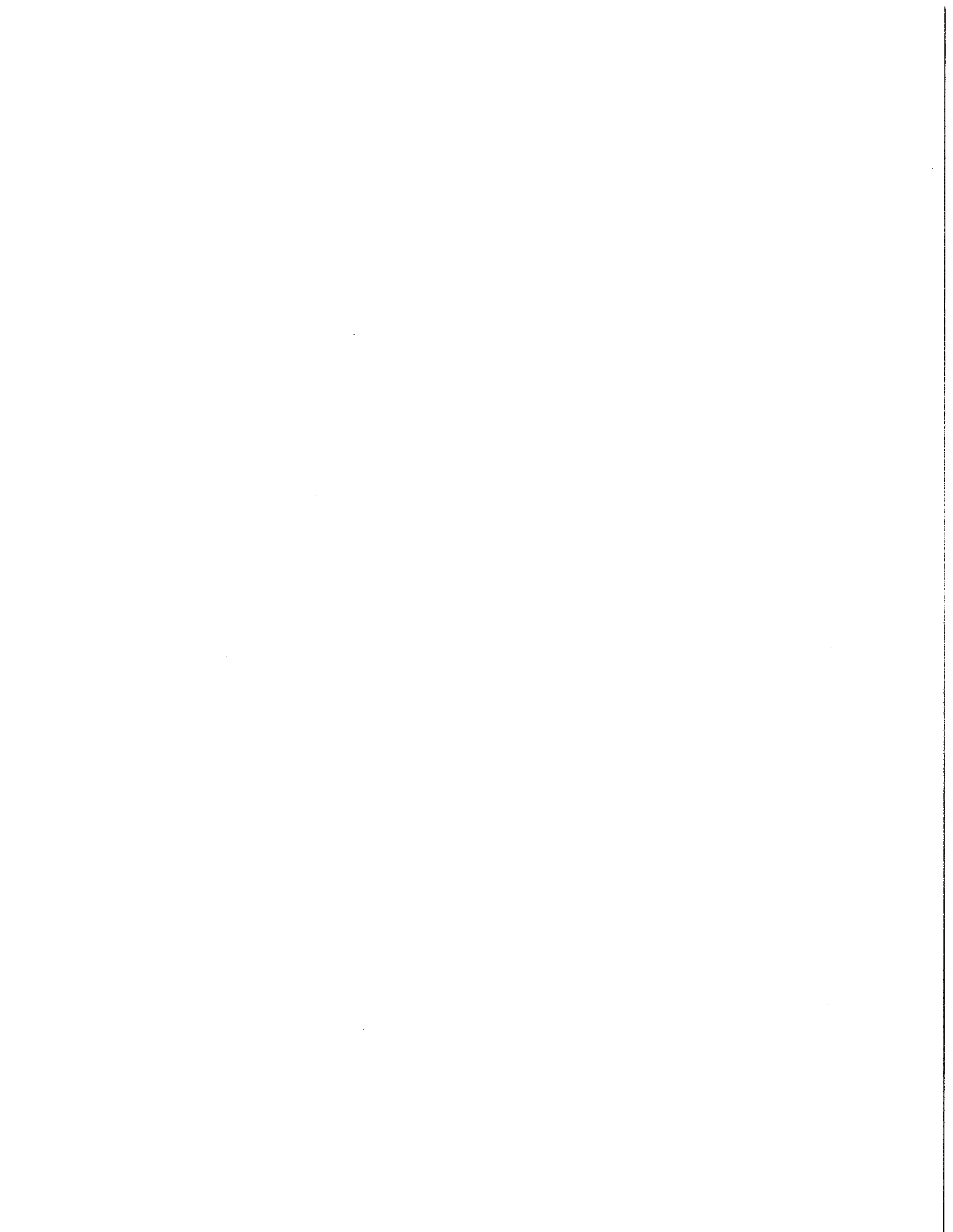
DATE: July 14, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Burbank Hospitality Association Meeting – June 14, 2023

- Chelsea Kawahara and Elizabeth Phelps from the Strausberg Group presented the Visit Burbank Annual Media Marketing Strategic Plan for July 2023 - June 2024 for the Board to review for a total of \$325,732.
- The Board approved the Fiscal Year 2023/2024 budget which was based on assessment forecasts, estimated at \$1,092,200 for the fiscal year.



**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JUNE 1, 2023**

Mr. Eskandar called the regular meeting of the Burbank Water and Power Board to order at 5:00 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. Eskandar; Mr. LeMasters; Mr. Luddy; Mr. Malotte; Ms. Tenenbaum

BOARD ABSENT: Mr. Cherry; Ms. LaCamera

STAFF PRESENT: Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Lillio, Chief Financial Officer; Mr. Sleiman, Assistant General Manager – Electric Services; Ms. Barrientos, acting Administrative Officer – BWP; Mr. Johnstone, acting Assistant General Manager – Sustainability, Marketing & Strategy; Ms. Reyes, Senior Environmental Engineer; Mr. Messineo, Power Production Manager; Mr. Lippert, Manager Telecommunications; Ms. Meza, Senior Secretary; Mr. Casillas, Senior Administrative Analyst

ORAL COMMUNICATIONS

Mr. Eskandar called for oral communications at this time.

Mr. Schlossman addressed the board by expressing his concerns that the BWP Board meeting was being held in violation of the Brown Act. Mr. Schlossman proceeded to address the board about a conversation he had with Ms. Lindell on BWP needing to have an independent audit. Lastly, Mr. Schlossman addressed the board on an incident he claims to involve two of our board members during the previous month's meeting.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Ms. Lindell responded to the claim made by the public commenter of the BWP Board meeting being held in violation of the Brown Act, noting that there were four signs posted in our lobby windows informing the public on how to enter our secured campus for our board meeting. Ms. Lindell noted that BWP has never held a meeting in violation of the Brown Act.

Mr. Eskandar responded to a claim made by the public commenter that he ignored a fellow board member during last month's meeting and apologized if that was truly the case.

Mr. Luddy responded by noting that two statements that were made by the public commenter were incorrect.

GENERAL MANAGER REPORT

Ms. Lindell began her report to the board by introducing BWP's new Chief Financial Officer, Joseph Lillio. After, Ms. Lindell took a moment to highlight BWP's linemen participation in the 2023 LADWP Lineman's Rodeo, noting that BWP took home the trophy for both second and third overall.

Ms. Lindell also updated the board on the historic Colorado River agreement amongst the lower basin states. Additionally, Ms. Lindell noted that this agreement between the lower basin states is to conserve at least an additional 3 million acre-feet of Colorado River water over the next four years.

Ms. Lindell informed the board that Burbank Water and Power will be closed on Monday, June 19th, in observance of the federal holiday, Juneteenth. Lastly, Ms. Lindell reminded the board that the BWP Board will be dark in July, reconvening for our regular board meeting on Thursday, August 3, 2023 at 5 pm.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, carried 2 – 0 with Mr. Luddy and Mr. Malotte abstaining (Mr. Cherry, Ms. LaCamera, and Ms. Tenenbaum were absent) to approve the meeting minutes of the regular meeting of May 4, 2023.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

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

Mr. Lillio 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 APPROVE THE BURBANK WATER AND POWER ECO-CAMPUS STORMWATER IMPROVEMENT PROJECT CALIFORNIA ENVIRONMENTAL QUALITY ACT MITIGATED NEGATIVE DECLARATION, MITIGATION MONITORING AND REPORTING PROGRAM AND AUTHORIZING THE BURBANK WATER AND POWER GENERAL MANAGER TO EXECUTE THE NOTICE OF DETERMINATION.

Claudia Reyes, Senior Environmental Engineer, presented a resolution to approve the Burbank Water and Power Eco-Campus stormwater improvement project California Environmental Quality Act Mitigated Negative Declaration, Mitigation Monitoring and Reporting program and authorizing the Burbank Water and Power General Manager to execute the notice of determination.

Ms. Reyes, Mr. Messineo, and Mr. Chwang responded to board member questions.

It was moved by Ms. Tenenbaum, seconded by Mr. Luddy, carried 5 – 0 (Mr. Cherry and Ms. LaCamera were absent) to recommend that the City Council adopt a resolution of the council of the city of Burbank adopting the mitigated negative declaration (SCN NO. 2019129091) for the Burbank Water and Power stormwater improvement project in accordance with the California

Environmental Quality Act (CEQA), approving mitigation monitoring and reporting program and authorizing the BWP General Manager to execute the notice of determination.

SUSTAINABLE WATER USE ORDINANCE

Mr. Wilson presented on the sustainable water use ordinance

Mr. Wilson, Mr. Chwang, Mr. Sheikh, Mr. Johnstone, and Ms. Lindell responded to board member questions.

No action was taken. The board was split 2 – 2 (Mr. Cherry, Ms. LaCamera, and Ms. Tenenbaum were absent).

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

Ms. Lindell responded to board member questions.

LEGISLATIVE UPDATE

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

CUSTOMER SERVICE UPDATE

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

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.

POWER SUPPLY UPDATE

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

Mr. Messineo responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. LeMasters noted his appreciation for the board's healthy discussion and respecting each other's opinions.

Mr. Malotte provided the board and staff on information from the Department of Energy conference he attended. Mr. Malotte also welcomed Mr. Lillio and congratulated Mr. Sheikh on his new role.

Mr. Eskandar wished for a speedy recover for Ms. LaCamera and Ms. Tenenbaum's dog. Mr. Eskandar also wished everyone a safe and happy Fourth of July, noting that the board is dark in July.

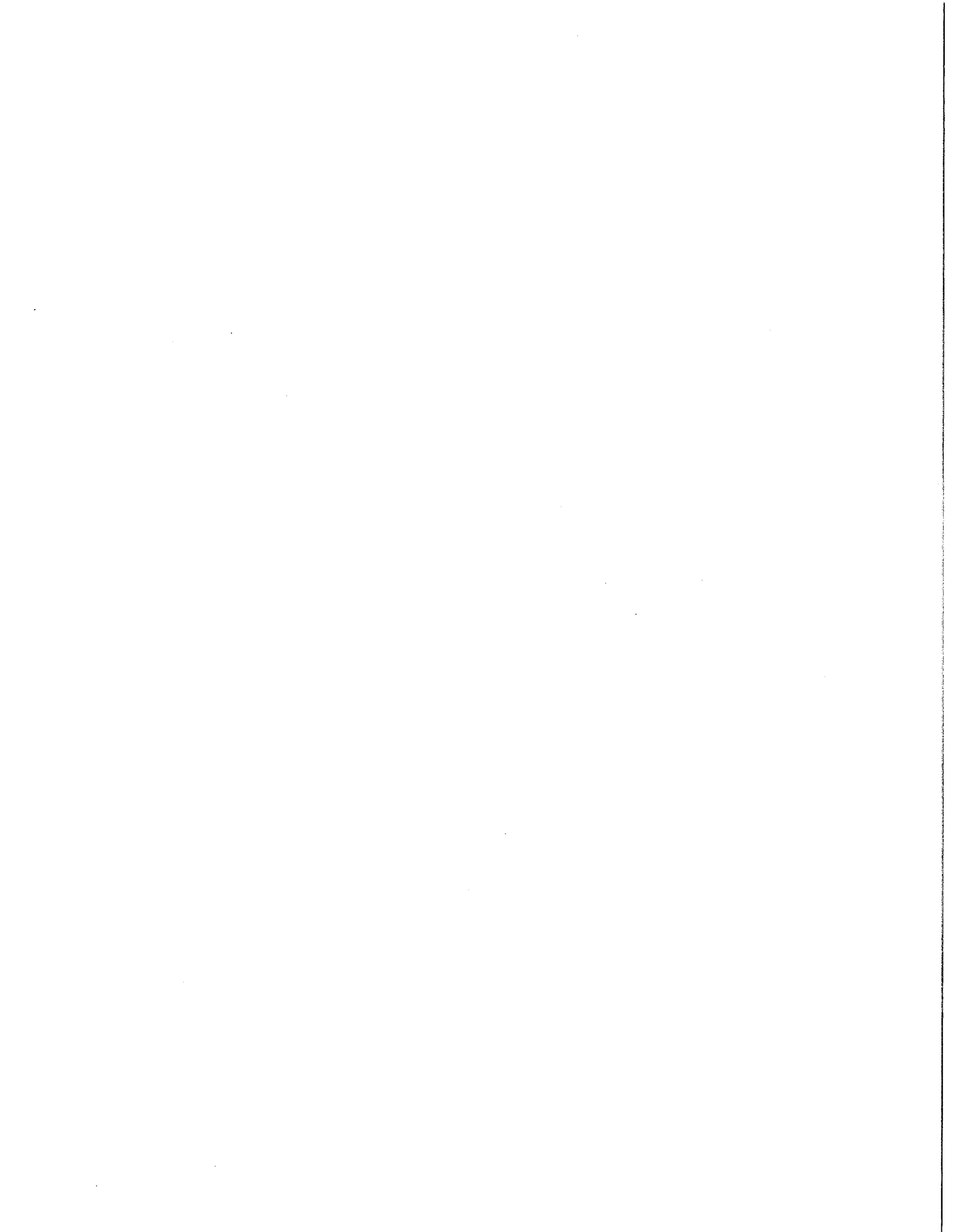
ADJOURNMENT

The meeting was adjourned at 8:19 p.m. The next regular board meeting is scheduled for August 3, 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

9A.



WATER AND POWER

DATE: August 3, 2023

TO: Burbank Water and Power Board

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

SUBJECT: June 2023 Operating Results

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

SAFETY

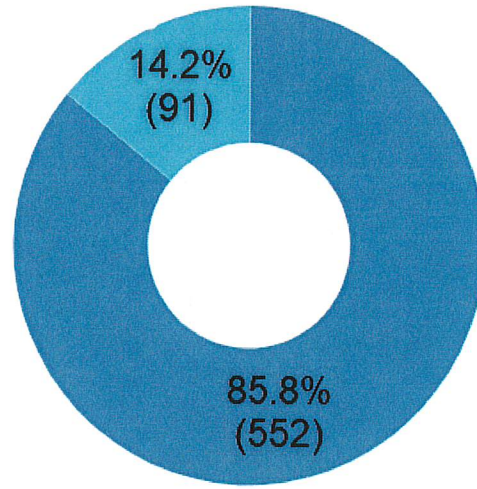
As a progressive and proactive utility, BWP tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **85.8%** 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 **97 EHS-related reports** to count towards the 2023 annual goal of 250.

During the month of **June**, BWP experienced **zero** OSHA recordable injuries. **However, a first aid that occurred in May 2023, recently transitioned from first aid to recordable status at the end of June 2023.** BWP's 12-month rolling average OSHA total recordable incident rate is **3.1**.

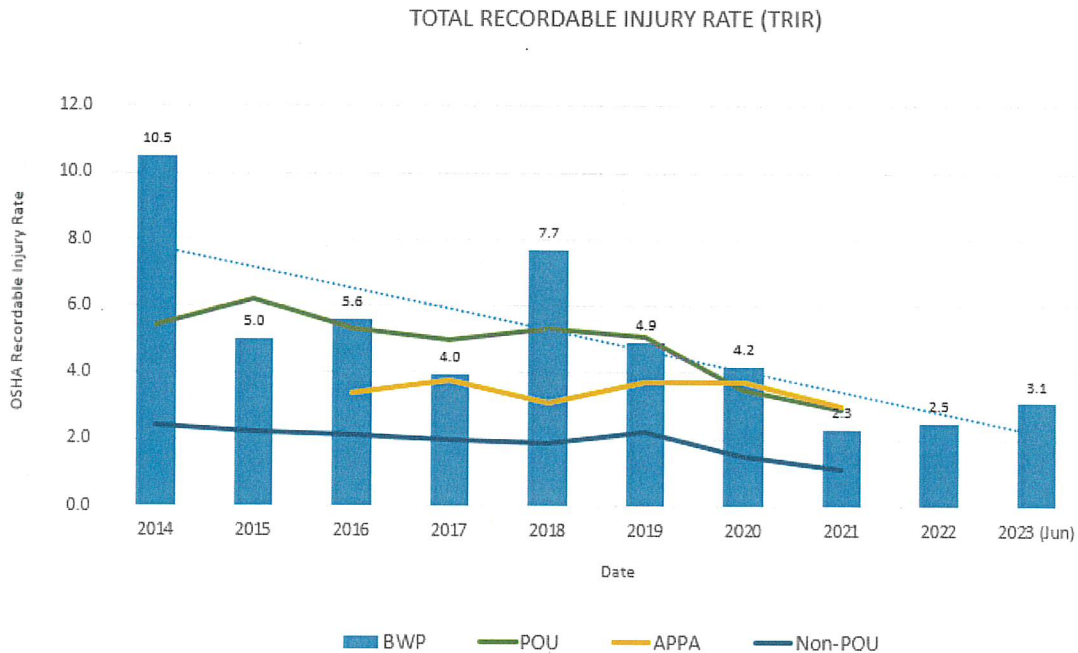
IE-2305-0005 – An Electrician experienced lower back pain while changing an attachment on a forklift.

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



■ Complete ■ Incomplete

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



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

Electric Financial Results

In **May**, energy demand was **8%** lower than budget. Net loss was **\$3,782,000**, which was **\$2,228,000** worse than budgeted. The unfavorable variance was primarily attributed to higher than planned power supply & transmission expenses and lower than planned retail sales, offset partially by lower than planned operating expenses.

Fiscal-year-to-date (FYTD) energy demand was 3% lower than budget. For FYTD **May**, net loss was **\$12,361,000** which was **\$471,000** better than budgeted. The favorable result was primarily attributed to lower than planned operating expenses, a favorable wholesale margin, and higher interest income than planned, offset partially by higher than planned retail power supply and transmission expenses and lower retail sales than planned.

For additional details, please see the attached financial statements.

Water Financial Results

In **May**, potable water demand was **on** budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance which limits outdoor watering to two days a week on Tuesday and Saturday from April to October. Net income was **\$132,000**, which was **\$173,000** better than budgeted. The favorable variance was attributed to lower than planned operating expenses and higher than planned interest income, partially offset by lower than planned **recycled** sales.

FYTD potable water demand was **6%** lower than budget. For FYTD **May**, net income was **\$2,222,000**, which was **\$3,565,000** better than budgeted. The favorable variance was primarily attributed to lower than planned operating expenses and water supply expenses, **and higher than planned interest income, partially offset by lower than planned operating revenues.**

For additional details, please see the attached financial statements.

Inflation

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

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

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

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **June 2023**, **12.5%** of the budgeted positions were vacant. **This has increased from 12.1% in January 2023.** The vacancy rate was impacted by the citywide hiring freeze during 2020 and 2021. The Management Services Department has worked hard over the past year to address the vacancies. Some vacancies have remained open because we are limited to specific apprentice class sizes. This is expected to trend down to below 10% over the next year. With both MWD and LADWP hiring craft employees at higher wages than we pay, we continue to see some attrition there.

Total Budgeted Positions	352.5
Total Positions Filled	308.5
Total Positions Vacant	44.0

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **June 2023** compared to **June 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
June 2020	149 gpcd
June 2023	115 gpcd

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
<u>2020</u>	157	162	159	153	136	132	125	126	104	112	141	<u>149</u>
<u>Goal</u>	134	138	135	130	116	112	106	107	88	95	119	<u>127</u>
<u>Actual</u>	148	146	123	126	112	96	89	102	84	101	114	<u>115</u>
<u>% Diff.</u>	-5.7%	-9.9%	-22.6%	-17.6%	-17.6%	-27.3%	-28.8%	-19.1%	-19.2%	-9.8%	-19.2%	<u>-22.8%</u>

Water use, in terms of gpcd, during **June 2023** was **22.8%** less than the **June 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 **June 2023** is **9.6%** 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 **July 2022** through **June 2023**.

Month	BOU	BOU	Total System
	Capacity Factor	Ave. Flow Rate	Blend % MWD/BOU
22-Jul	89.21%	8,029 gpm	26% / 74%
22-Aug	87.83%	7,199 gpm	24% / 76%
22-Sep	79.99%	7,905 gpm	20% / 80%
22-Oct	88.00%	7,920 gpm	14% / 86%
22-Nov	78.24%	7,042 gpm	14% / 86%
22-Dec	64.60%	5,814 gpm	17% / 83%
23-Jan	60.62%	5,456 gpm	17% / 83%
23-Feb	65.47%	5,892 gpm	18%/82%
23-Mar	54.56%	4,911 gpm	20%/80%
23-Apr	68.18%	6,136 gpm	17%/83%
23-May	73.12%	6,581gpm	13%/87%
23-Jun	80.69%	7,262gpm	13%/87%
<i>Ave Blend %-last 12 months</i>			18% /82%

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 **June**.

Since the beginning of this fiscal year, the maintenance and construction section has continuously had at least 3 vacancies, which is 16% of the crew. With the recent departure of 2 journey-level employees, we now have 5 vacancies, which is 26% of the crew. The department has 19 non-supervisory positions, with a goal of 15 journey-level workers and no more than 4 apprentices. However, we continue to lose experienced, journey-level staff to higher-paying utility jobs. We have been unable to attract journey-level workers and instead have continued to hire unskilled apprentices. As a result, the department currently has 10 apprentices.

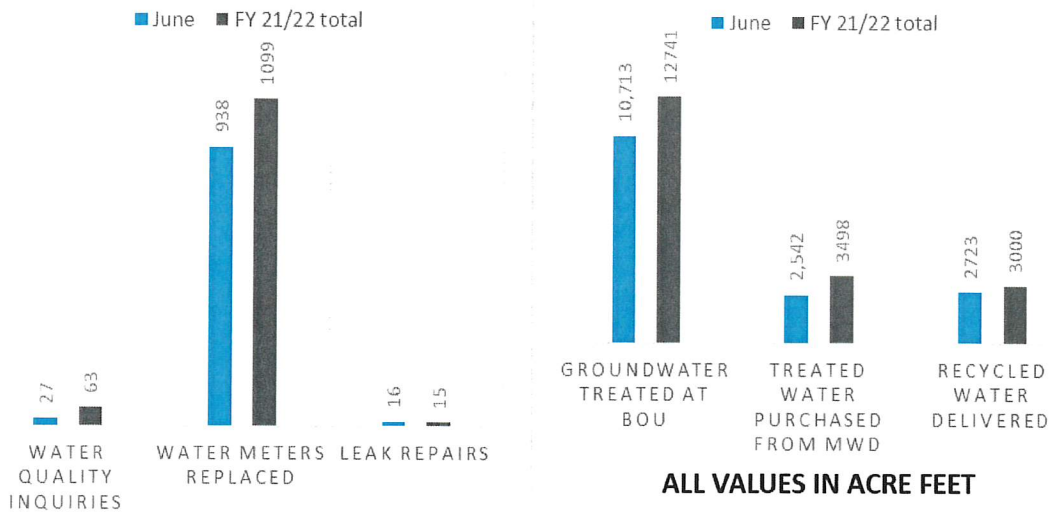
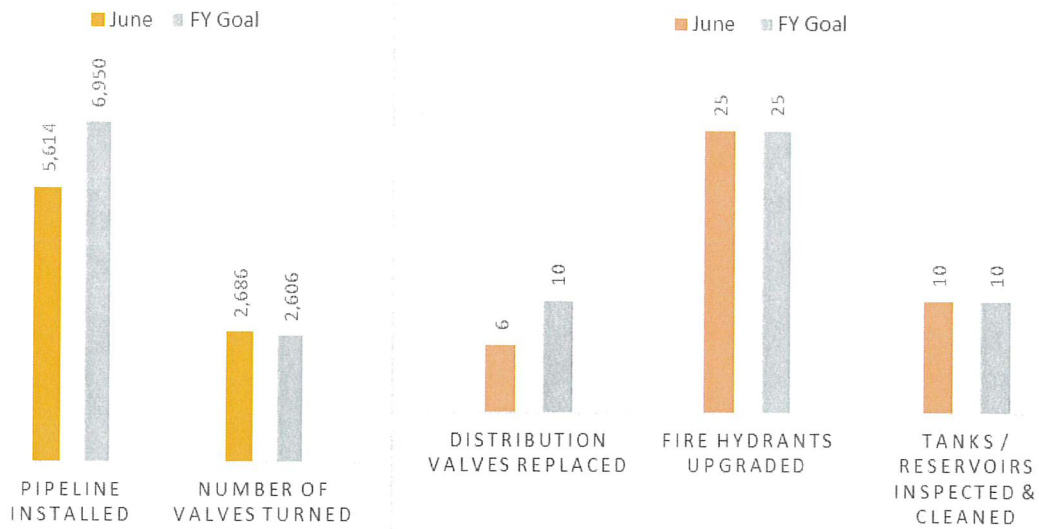
This reduction in skilled workforce:

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

Due to the impact of weather on pipeline production (the first three months of 2023 saw 14.92 inches more rain than the first three months of 2020), **as of June 2023 – pipeline installation is 81% complete, and we are 100% through the fiscal year.** Earlier in the year, we also spent additional staff time for the H2O to Go recycled water program and to water the city hall lawn with recycled water.

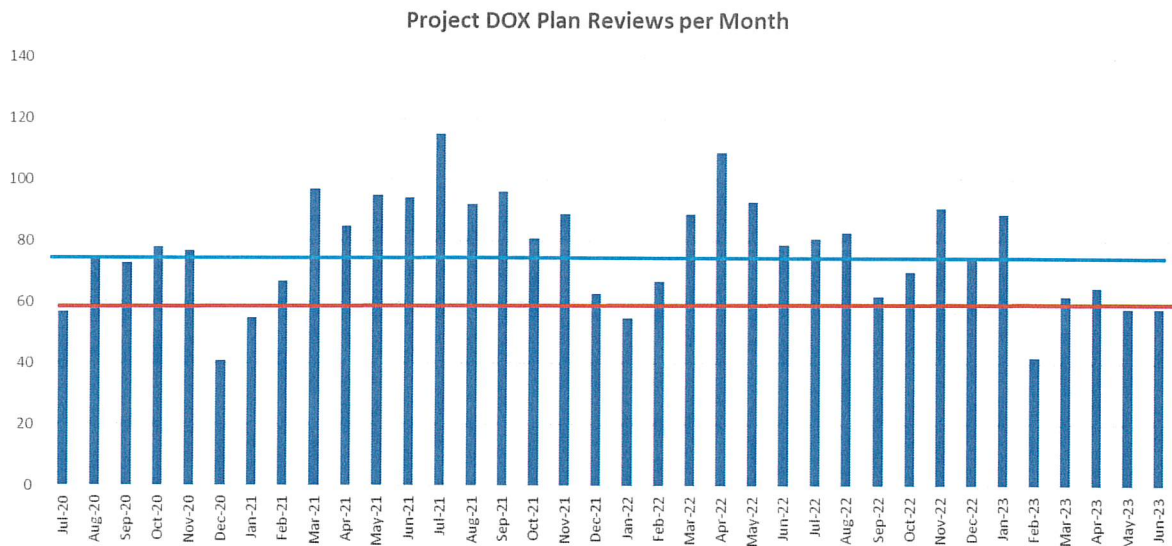
Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine –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

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

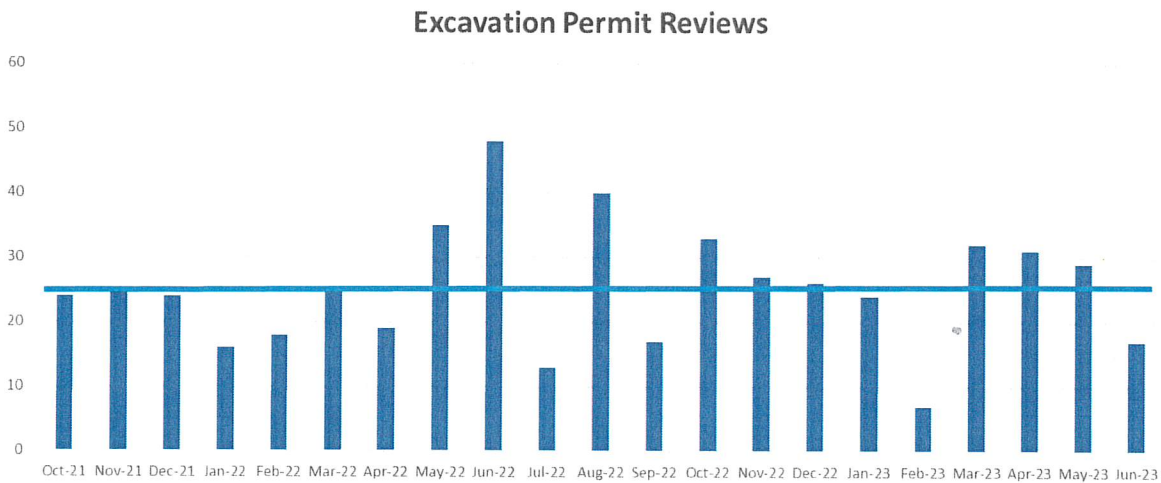


Plan Reviews

The Water Division has seen a significant increase in plan reviews starting with the onset of the COVID-19 pandemic, and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units). **The number of plan reviews in June remained the same as in May at 58 plan reviews, and the number of excavation permit reviews decreased from 29 in May 2023 to 17 in June 2023.**



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



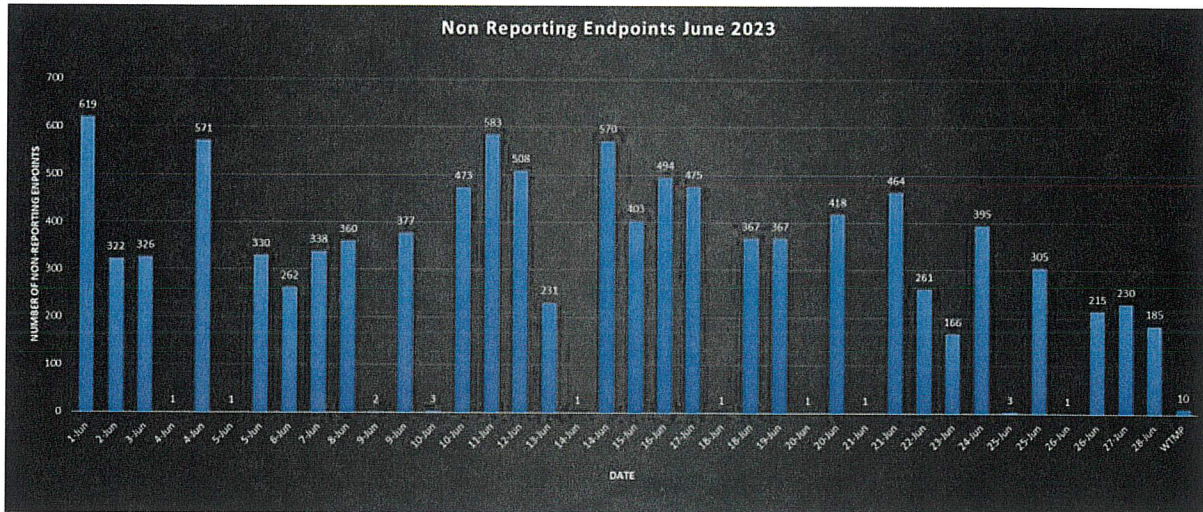
Leak Alert Notifications

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

The benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzing this data to determine if a leak might be present based on continuous usage. In

June 2023, WaterSmart sent out **666** notifications to customers, including **553** email leak alerts, **105** print leak alerts, **7** text message leak alerts, and **1** voice alert.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **June 30, 2023**, BWP was unable to receive remote reads for **10,640** water meters out of **26,871** (40% of the total) due to failing communication modules, and they had to be read manually.



In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, the interim AMR system does not automatically send data back to BWP. Instead, the meters are read once each month and customers with broken communication modules are not able to receive leak alerts.

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

The 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
- **August 2023** – Notice to proceed (NTP)
- **January 2024** – Network Installation, Software Integration, Field Testing
- **January 2024 to April 2025** – Full Deployment
- **April– 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 July 14, 2023, all four AMI contracts have been signed by the contractor, City Attorney, and are being routed for city approval.**

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
<p>Increasing drought and water conservation awareness</p>	<ul style="list-style-type: none"> • Digital Currents (2023: January, March, April, May) 2022: January, March, April, May, June, July, August, September, October, November. • Print Currents (June 2023, February 2023, July 2022, April 2022) • Updated BWP drought webpages • Posted BWP Online Account Manager banners • Posted on social media (Facebook, Twitter, Instagram) • Flyers with watering schedule and conservation programs information • Bill inserts • Bill graphics • Graphic on bill envelope • MyBurbank advertisement • Burbank Channel advertisement 	<ul style="list-style-type: none"> • Continue to provide drought updates and water-saving resources to customers through digital and print <i>Currents</i> newsletters.

- Educational videos (Burbank's water story, drought and conservation programs, and Stage II rules)
- Press release – Stage III
- Parks & Recreation newsletter advertisement
- Burbank Channel advertisement
- Educational video for stage III
- Water city hall turf with recycled water
- Email and letter to commercial, industrial, and institutional (CII) customers about Emergency Water Regulation
- Burbank Bus Shelter advertising
- HeyBurbank feature – July 2022
<https://youtu.be/v6Z2aBQVMCU>
- Burbank Recycle Center advertisement
- Doorhangers for water waste violations
- Magnolia Blvd banner
- Enforcement notifications via letter for watering violations: Education letter number 1, Education letter number 2, fine of \$100, fine of \$200, fine of \$500
- Outreach efforts to notify customers of the MWD pipeline repair that resulted in no outdoor watering from September 6-20, 2022
- Launched temporary Recycled H2O to Go Program
- Updated community of November 1st water schedule change to one day per week, on Saturday from November to March
- Drought update and water conservation programs were included in the Q1 2023 Print Currents, that went out to customers in February 2023
- Print advertisements were placed at ~540 Burbank retail locations for one month starting 01/23/2023 and ended on 02/19/2023
- Advertisement placed in Burbank Bulletin advertisement from January 2023 to February 2023
- Magnets with Burbank's watering schedule are offered at the BWP conservation counter in the BWP lobby

	<ul style="list-style-type: none"> • 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. • June 2023 print currents featured the 2022 water-quality report, an article about the impact of rain in Burbank and water conservation programs. 	
<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 BWP customers who participated in the program • Launched Demonstration Gardens grant program for drought-tolerant landscaping and local gardens. BWP has received ~30 inquiries from customers who reached out to learn more about the program. • Launched a campaign promoting commercial water-saving rebate programs in November 2022. The campaign was promoted until the end of December 2022 	<ul style="list-style-type: none"> • Continue exploring options for service-based events, and local community events to promote water conservation

	<ul style="list-style-type: none"> • 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.
 - Partnered with neighboring cities to have a "Rain Barrel Distribution Event" on January 8, 2023

Reducing the cost for customers to make change:

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

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

**Reinforcement,
including
progress
updates and
recognition**

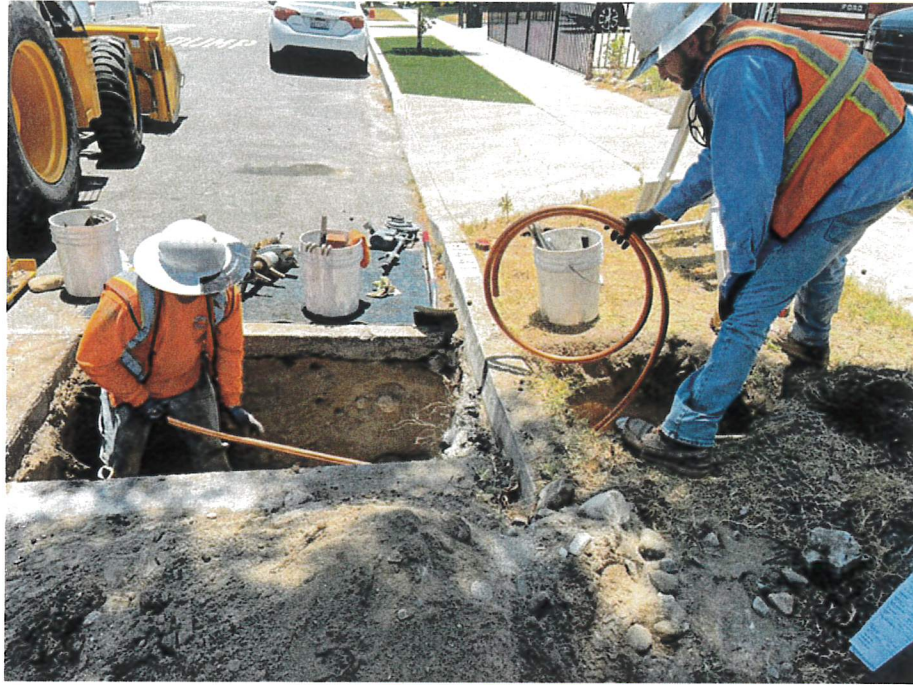
- Fill the “Burbank Tank” graphic that staff will update monthly on the BWP website and in Digital Currents
- Lawn signs were distributed to homes that completed their home audit beginning January 30th

PROJECT UPDATES

Water Service Upgrade – 1441 N Keystone

Seen here are BWP water crews upgrading this water service. Most of the residential services in Burbank have a 5/8” water meter with a 3/4” service lateral (this allows an approximate flow rate of 20-25 GPM). This homeowner is building an additional dwelling unit (ADU). This upgraded service line will allow for more water volume for the additional 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 **June** 2023, Burbank Water and Power (BWP) experienced no sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **774,692** customer minutes.

Reliability Measurement	July 2021 – June 2022	July 2022 – June 2023
Average Outages Per Customer Per Year (SAIFI)	0.3612	0.2689
Average Outage Time Experienced Per Year (SAIDI)	14.96 minutes	11.2 minutes
Average Restoration Time (CAIDI)	41.4 minutes	41.66 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.2764	0.1850
No. of Sustained Feeder Outages	14	12
No. of Sustained Outages by Mylar Balloons	2	1
No. of Sustained Outages by Animals	0	0
No. of Sustained Outages by Palm Fronds	2	2

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

Supply Chain

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

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

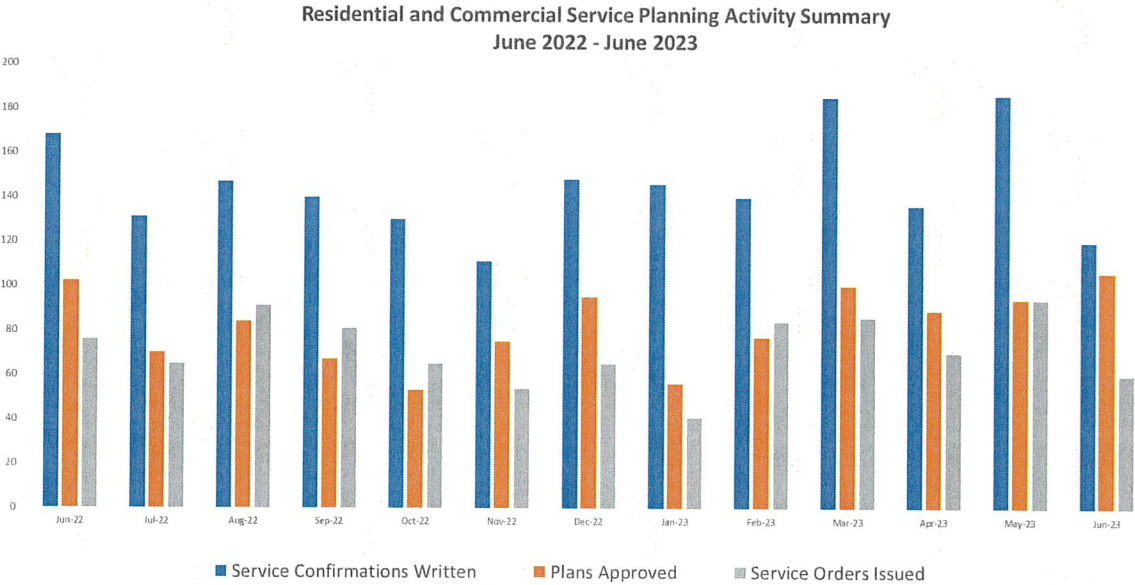
PROJECT UPDATES

Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing services. In order for a customer to obtain a building permit for their construction, BWP service planners must visit the

customer's facility and fill out an electric service confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP service planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes the monthly activity for our residential and commercial service planning group within the T&D engineering section.

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



**Activity includes staff revisions to electric confirmations

34.5kV Circuit Breaker Replacement

The 34.5kV oil-filled circuit breaker (OCB) at Winona Station transformer bank A-1 high side was replaced after it stopped functioning properly and could not be repaired to meet its original design specification. The breaker was manufactured and commissioned in 1973. The circuit breaker was removed and replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original

OCB, which means they better protect equipment and reduce arc flash exposure to construction workers.



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



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

STREET LIGHTING

LED Replacement Program

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

Wireless Telecom Attachments

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

For the communication carriers to build a new location for a wireless telecom attachment, BWP must first provide an electric service confirmation, which details how the location

will be served. Each design must meet the city's aesthetic requirements and BWP's design guidelines. Once BWP approves the plans and a Public Works permit is issued, BWP issues work orders to our field crews for inspection and the electrical and street lighting work. The table below summarizes the activity that has taken place to date:

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
Total	0	262	21	24	53

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 July 10, 2023, we have 1,559 customers who have an active payment arrangement, resulting in a reduction of arrears by \$3,272,209. 1,510 arrangements are for residential customers totaling \$2,937,360 and 49 arrangements are for commercial customers totaling \$334,848. These arrangement amounts are comparable to the volume and amount of payment arrangements seen last month. BWP will continue to encourage payment arrangements to assist our customers in managing their outstanding arrears.

As of July 3, 2023, the 61-plus day arrears totals \$607,460, which is a 58% reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was \$1,446,665. On April 11, 2023, there were 2,933 residential customers with past-due balances beyond 60 days. As of July 10, 2023, there are 805 residential customers with at least 60 plus days of arrears. Of these 805 residential customers, 22 receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and 20 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 July 11, 2023, no Lifeline or BUSS customers have been disconnected for non-payment. However, one Life Support customer was disconnected in error on July 5, 2023. Staff reconnected the services immediately upon recognizing the human error, called the customer and waived disconnection fees.**

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, as of **July 11, 2023**, staff has disconnected services to **1,063 customers and has collected \$443,645 in funds.**

On August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022, with a 7-0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections and late fees for small commercial customers effective September 1, 2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small commercial customers eligible for disconnection began receiving an official notice on September 6, 2022.

BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022, through **July 3, 2023**, **214** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **\$259,878. As of July 3, 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 July 13, 2023, that number has fallen to 99.** This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

Outstanding Debt

As of **July 3, 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	\$ 392,540	\$ 443,236	\$ 349,399	\$ 1,185,175	54%
WATER	\$ 92,297	\$ 45,659	\$ 128,423	\$ 266,380	12%
SEWER	\$ 98,556	\$ 73,174	\$ 75,297	\$ 247,027	11%
SOLID WASTE	\$ 105,290	\$ 81,521	\$ 81,886	\$ 268,697	12%
FIBER OPTIC	\$ 140,499	\$ 37,886	\$ 44,519	\$ 222,903	10%
GENERAL SERVICE	\$ 941	\$ 220	\$ 661	\$ 1,822	0%
MISCELLANEOUS	\$ -	\$ -	\$ 18	\$ 18	0%
Grand Total	\$830,124	\$681,697	\$680,203	\$2,192,023	100%

As of March 20, 2023, the total arrears were \$6,158,890 for all commodities. **As of July 3, 2023, this number has dropped to \$2,192,023. For all past due balances beyond 61 days, this number fell from \$1,375,677 in June to \$1,361,900 in July, a 1% reduction** Total pre-COVID arrears as of January 30, 2020, for all commodities was \$1,046,244.60, which included 61 plus day arrears of \$280,176.60.

BWP Call Center Call Types & Volume

Customer Contact Types	% of Calls
BALANCE	16%
PAYMENT ARRANGEMENTS	13%
UPDATE CUST ACCOUNT INFO	12%
DISCONNECT/RECONNECT	11%
START/STOP/CLEAN & SHOW	11%

Month	Call Volume
Jun-22	3,311
Jul-22	3,220
Aug-22	4,001
Sep-22	4,436
Oct-22	3,983
Nov-22	3,010
Dec-22	3,037
Jan-23	3,277
Feb-23	3,507
Mar-23	4,252
Apr-23	4,069
May-23	3,850
JUN-23	3,699

Call volume decreased by **4% in June** compared to the previous month. **In June 2023, staff received 3,699 calls, which is a 10% increase compared to 3,311 in June 2022. This increase is a result of resuming residential disconnections. Customers continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. In June 2023, 13% of calls were customers requesting a payment arrangement, down from 19% in April, and 13% were customers disconnected for non-payment. By comparison, in February 2023, prior to BWP restarting the disconnection process for residential customers, less than 1% of customers called to make payment arrangements.**

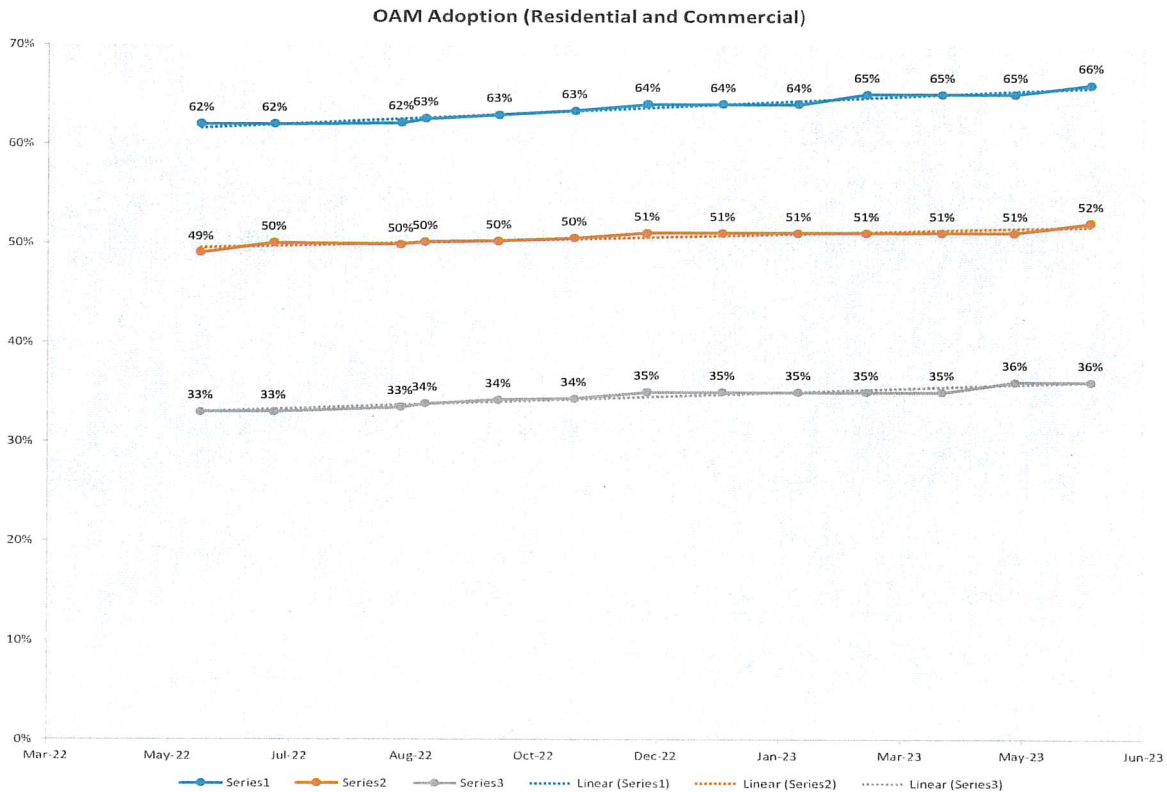
Online Account Manager

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

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

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

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	34,418	66%
Paperless	27,117	52%
Autopay	18,868	36%

SUSTAINABILITY, MARKETING, AND STRATEGY

Rates Communication

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

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

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

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

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

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

BWP'S Energy Efficiency and Water Savings – Fiscal Year to June 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 ended the fiscal year meeting **61%** of our demand savings and **54%** of our energy efficiency savings targets. Although we did not meet our targets by the end of the fiscal year, we made great progress towards our goal over the last two months thanks to the onboarding of our new Key Accounts Manager, Marisa Di Domenico, who has been dedicated to assisting business customers and increasing participation in programs like Business Bucks and BWP Energy Solutions Rebates. Over the last three months, staff also re-established vendor agreements and increased marketing of our programs.

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, **9** households participated in HIP, and a total of **587** customers participated in the HIP throughout the fiscal year. **(Please note that during the month of June, we had a 2-week pause in the HIP program, which impacted scheduling visits for the month. Activity resumed again after 6/15).**



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 had **74** refrigerators exchanged during the fiscal year.

BWP's Shade Tree Program provides an arborist visit and delivers shade trees to help customers shade their properties, reduce A/C usage, and clean the air. The program **delivered 204 trees** during the fiscal year.

BWP's AC Replace it Before it Breaks program assisted 36 customers and resulted in 19 rebates issued during the fiscal year.

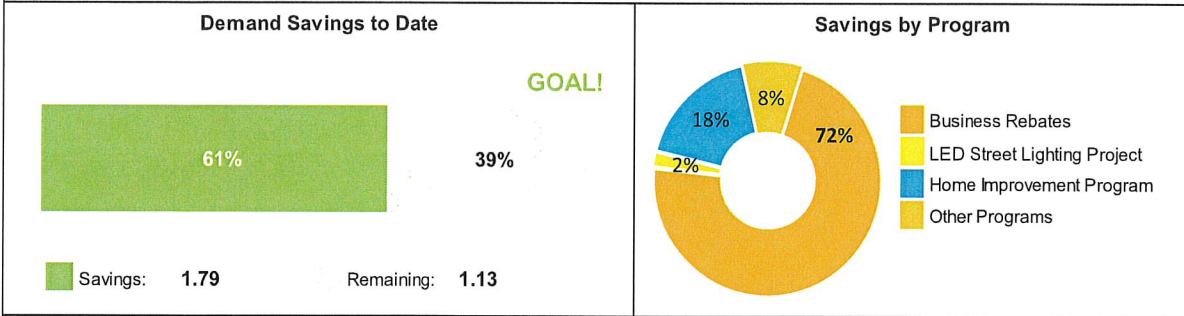
Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high efficiency retrofit measures and LivingWise energy/water efficiency education and kits for 6th graders.

BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP. Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. BWP increased turf replacement rebates by 50%. This month **30** rebates were issued and a total of **585** were issued throughout the fiscal year. Of those, there were **5** turf replacement rebates this month and **81** turf replacement rebates issued since the beginning of the fiscal year.

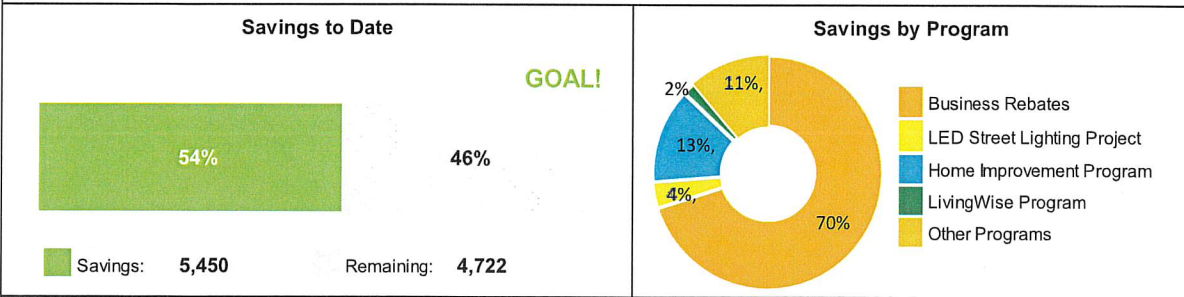
In addition, BWP administers the Hydration Station Program for commercial customers. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. MWD funds the Hydration Station Program. 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 6/30/2023

1% Demand Goal = 2.92 MW

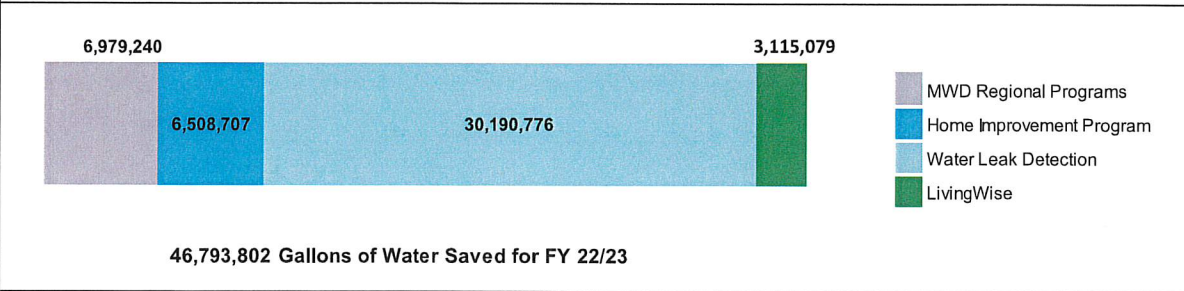


1% Consumption Savings Goal = 10,172 MWh



Water Efficiency Program Savings

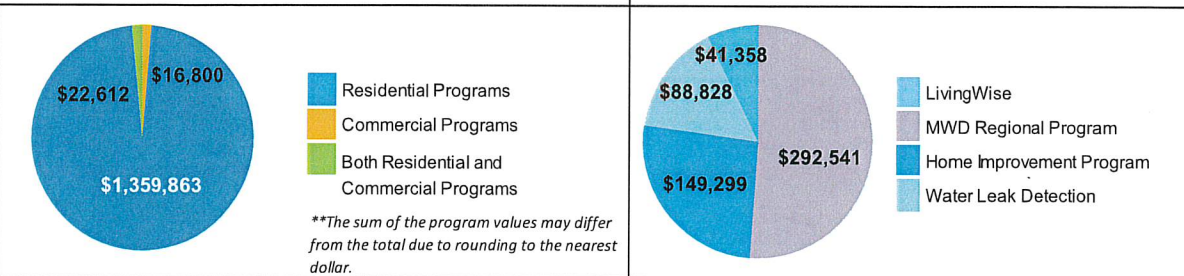
Gallons of Potable Water



Efficiency Direct Program Costs* FYTD 2022-2023

****Electric Programs: \$1,399,275**

Water Programs: \$572,053



*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 **June**, the per-port average revenue was **\$144**.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
June 2021 - Feb 2023	47,394kWh	\$8,691	\$119	73 ports installed
March - May 2023	64,280	\$12,227	\$137	89 ports installed
June 2023	67,539kWh	\$12,860	\$144	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 March 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 eight additional level 2 charging ports at George Izay Park began on April 24, 2023. **Substructure installation was completed in June, and the stations were**

installed in July 2023. The stations finished inspection July 13, 2023, and were energized the week of July 17, 2023.

Commercial Rebate Program

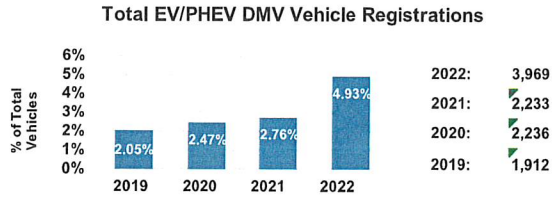
BWP has issued 127 charging station rebates since the beginning of the fiscal year. BWP issued 64 commercial rebates in June 2023. BWP currently has zero reservations for commercial EV charging ports.

Residential Rebate Program

BWP has issued 34 charging station rebates since the beginning of the fiscal year. No residential EV rebates were distributed in June 2023.

Transportation Electrification 2022-2023 Period ending on 6/30/2023

EV Growth in Burbank*



* DMV data as of Jan 01 of the reporting year

Vehicle Rebates

Residential Used EV Rebate

Goal: 40



Given: 30 Remaining: 10

Transportation Electrification Initiatives for FY 2022-2023

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

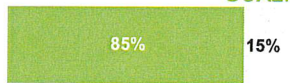
Goal: 75



Completed: 177 In Progress: 0 Remaining: 0

Residential Charging Station Rebates

Goal: 50



Given: 34 In Progress: 0 Remaining: 16

Commercial Charging Station Rebates

Goal: 60



Given: 127 In Progress: 0 Remaining: 0

Public Charging Ports

Goal: 13



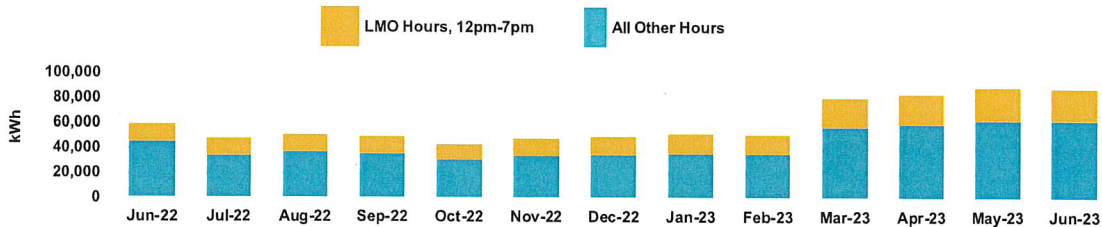
Installed: 16 In Progress: 8 Remaining: 0

Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG *Reduced (kg)	Charging Sessions at ¹ Peak	² Charging Occupancy
	Total Ports	Total Available						
June:	89	89	5,208	67,539	\$12,860	38,905	30%	21%
Average:	78	78	5,033	59,416	\$11,440	34,226	22%	21%
FY Total:	89	89	60,398	5,300	\$67,921	410,707	22%	21%

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

Load Management Opportunity (LMO) Hours

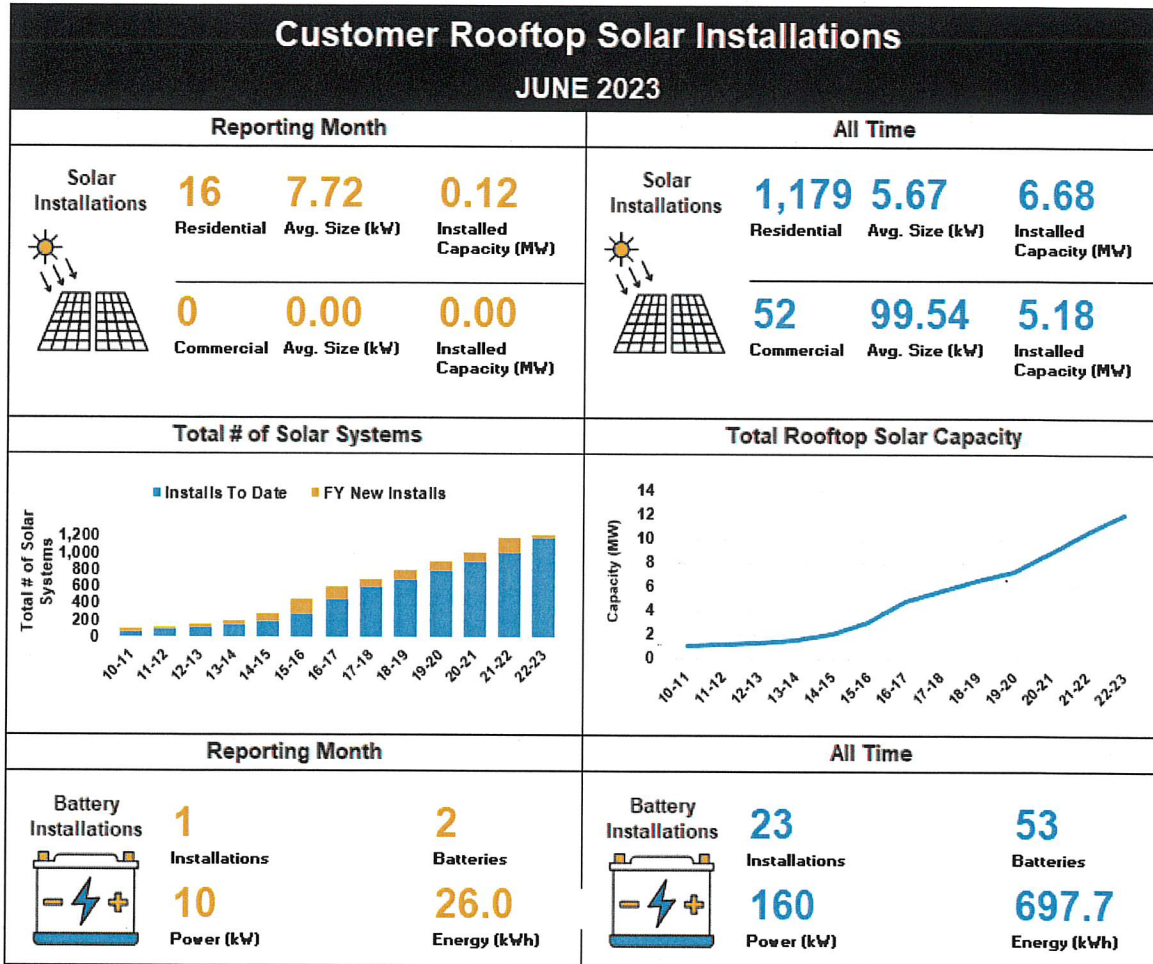


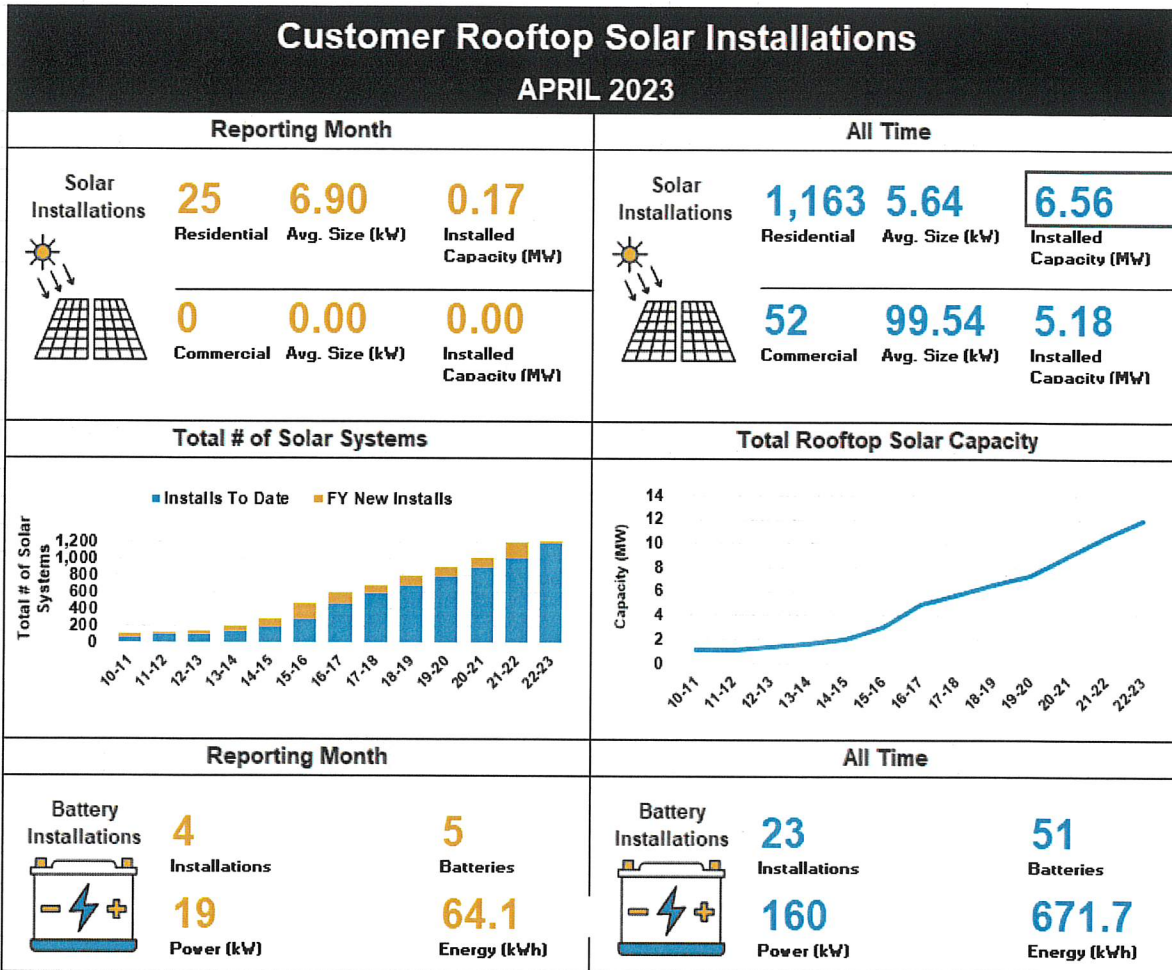
¹Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

²Charging Occupancy is defined as the percentage of time EVs 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

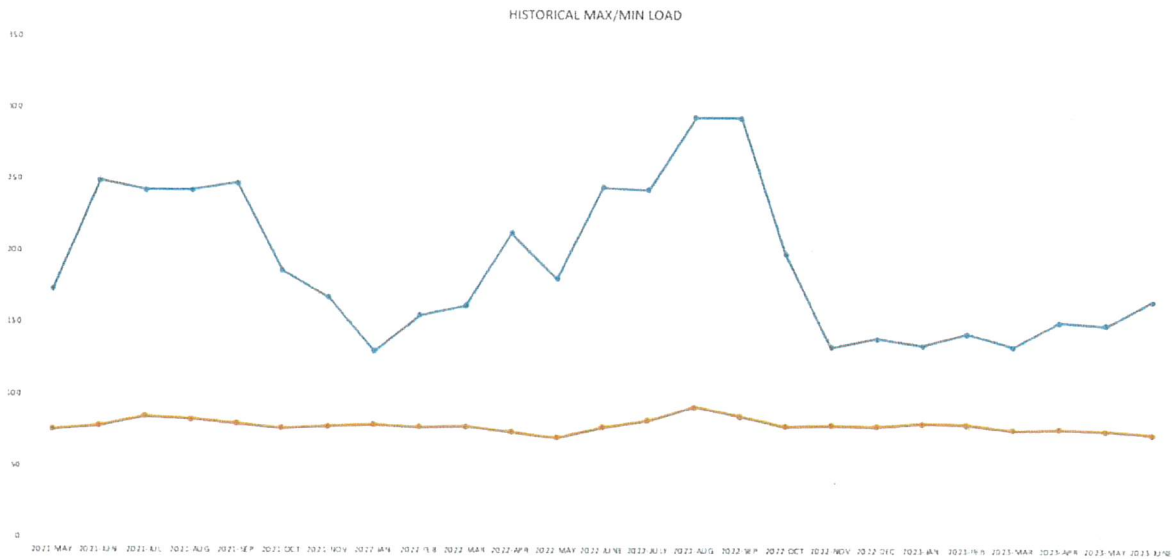
Broadband Services (ONEBurbank)

	June 2023 New Orders	Revenues for June 2023	FYTD 2022-23 Revenues	FYTD Budget
Lit	4	\$160,806	\$1,967,724	\$1,600,000
Dark	0	\$181,690	\$2,244,331	\$2,400,000
Total	4	\$342,496	\$4,212,055	\$4,000,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for June 2023 was 165.1 MW at 4:25 PM on June 30, 2023, and the minimum load was 72.1 MW at 6:42 AM on June 4, 2023.



YEAR	MAX LOAD	MAX DATE
2023	165.1 MW	30-Jun-23 16:25
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.

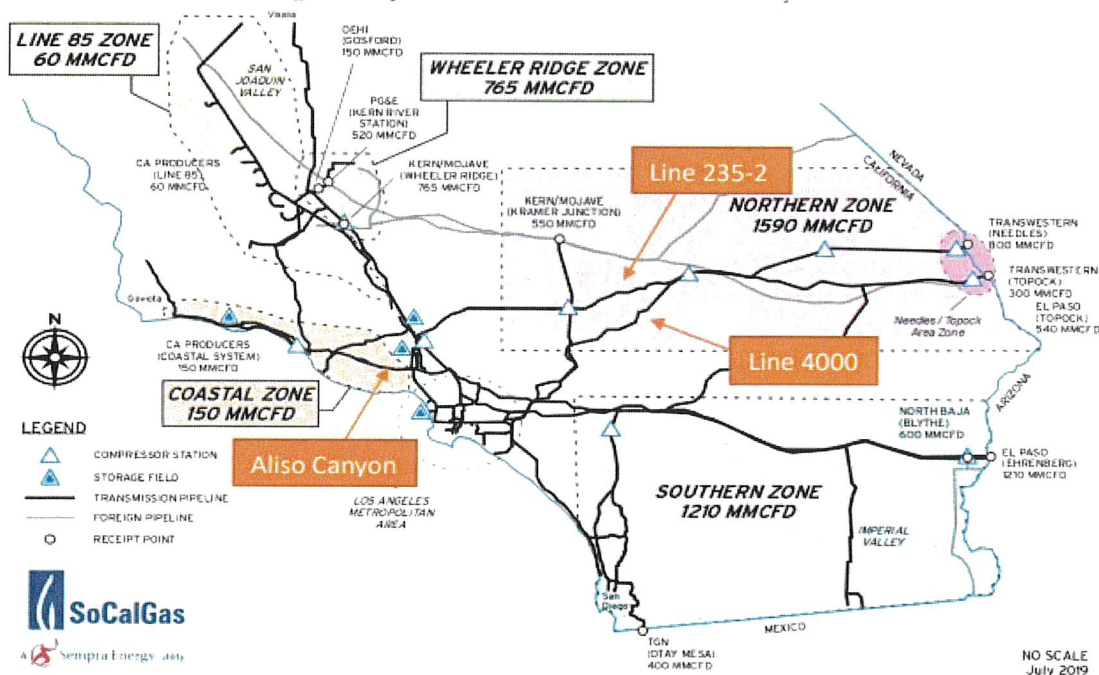
Following the Russia and Ukraine conflict, Russia implemented sharp reductions in exports of natural gas to Europe. According to the Energy Information Administration (EIA) report, U.S. liquefied natural gas exports to Europe exceeded Russia's exports in the third quarter. This is the first time this 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 CPUC's efforts to evaluate alternatives that would minimize or eliminate the use of Aliso Canyon. SCGC (including Burbank) continues to express concerns about reliability and the need to maintain the Aliso Canyon storage facility unless or until an alternative is identified that can supply the product and services that it provides.

Image 1: Receipt Points & Transmission Zone Firm Capacities



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

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$7.93
Increase since 2020	2.6X

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	17	685	10,864	1
MPP	92%	660	106,708	8,019	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 placed online one time during the month of June.

Magnolia Power Project (MPP)

	June	FYTD	YTD
Availability	92%	96%	95%
Unit Capacity Factor (240 MW)	62%	73%	67%

MPP was shut down on June 28, 2023, to perform an offline water wash of the combustion turbine compressor. Balance of plant maintenance was also performed during this outage. MPP was restarted on June 26, 2023.

Tieton Hydropower Project (Tieton)

Generation began on April 10, 2023; Tieton generated 9,317 MWh in June and recently transitioned to single generator operation because of a reduction in water flow to the project. The Rimrock reservoir is currently at 85% full.

ENVIRONMENTAL

Air Quality

The Lake unit ammonia slip test is scheduled to be performed on August 4, 2023. Air quality testing is required by the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit.

Storm Water

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

In order to address the stormwater compliance issues, BWP is in the process of implementing a campus stormwater improvement project. BWP initially completed the proposed project's California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration in 2019. However, recent amendments to the CEQA guidelines now require an update to the CEQA Initial Study/Mitigated Negative Declaration. The updated Initial Study/Mitigated Negative Declaration CEQA public review period ended on July 22, 2022, and responses to comments on the document have been prepared. The BWP Board approved a recommendation to City Council to adopt a resolution to approve the proposed project CEQA Mitigated Negative Declaration, the Mitigation, Monitoring and Reporting Program, and authorizing the BWP General Manager to execute the Notice of Determination during the June 1, 2023, meeting. City Council approved this recommendation on June 13, 2023. The environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase has taken longer than originally expected due to the complexity of the project as well as other factors, including the onset of a pandemic. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. The project's final design is complete, permitting is ongoing, bid specifications are being prepared, and it is anticipated that a request for proposals (RFP) will be issued for the construction

activities in August 2023. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits, which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board (LAWQCB) on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by March 28, 2025, as required by the amended TSO. BWP submitted a TSO amendment request to the LAWQCB. The amendment consists of consolidating the BWP and MPP facilities into one TSO, requesting coverage for copper, and updating the project schedule. The TSO amendment public review process ended on July 21, 2022, and no comments were received. The amended TSO was finalized on July 31, 2022, and was received in August.

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

PROJECT UPDATES

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP met the calendar year 2022 goal of 38.5% RPS, and we will meet the 41.25% RPS for 2023. BWP staff continues to evaluate renewable resources to meet future compliance requirements. Staff updated the RPS Procurement Plan and Enforcement Program in December 2021, which shows BWP's path forward with RPS compliance. Staff is currently working on additional renewable contracts to maintain RPS compliance for future years. Prices for long-term renewables have increased approximately 30-100% due to supply chain issues as well as an increase in demand as load-serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually. We continue to experience challenges with negotiations for a new long-term contract for renewables. **Staff is currently negotiating contracts for 3 sources of renewables. First, BWP has executed a contract for all of its portfolio content category (PCC) PCC2 needs for CY 2024 and CY2025 and is still looking for additional supplies for CY2023. Second, is a small hydro project (PCC 1) located in Northern California that would add approximately 2% RPS annually for a term of 15 years. This project is for BWP alone. BWP has executed an exclusivity agreement and has begun negotiating the term sheet and contract. If negotiations are successful and result in contract execution, deliveries would be expected starting mid-2024.** Also, BWP (via SCPPA joint procurement) entered into an exclusivity agreement on June 5th and started negotiations on a 40 MW share of a solar project in

Utah. There are some potential challenges with the joint procurement timeline that could impact the success of the project and/or delay the start date, but we are working with the parties to resolve those. If negotiations are successful and result in contract execution, this project would add approximately 10% RPS annually for BWP. We continue to look for short-term as well as other long-term projects to meet future RPS obligations.

Integrated Resource Plan (IRP) Update

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

BWP plans to hold at least 8 STAG meetings from December 2022– **August 2023** and 3 community stakeholder meetings in 2023. The first STAG meeting took place on December 15, 2022. The third community meeting is scheduled for August 10th. BWP is soliciting feedback on the IRP, and the IRP survey is posted here:

<https://www.burbankwaterandpower.com/2024-irp>

Transmission Update

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

Intermountain Power Project (Delta, UT) Renewal Progress

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

Staff continues to actively work with Intermountain Power Agency (IPA) on cost increases due to the Hydrogen Betterments Project and coal supply issues. The cost of the IPP

renewal project has increased significantly, from \$2.5 billion in 2019 to \$3.6 billion in August 2022. BWP's share was \$86.5 million in 2019 and is now \$141 million (this does not include interest). Staff will continue to track costs and report on them, as new data becomes available. Updated project costs will be provided in August.

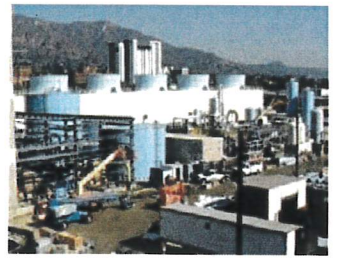
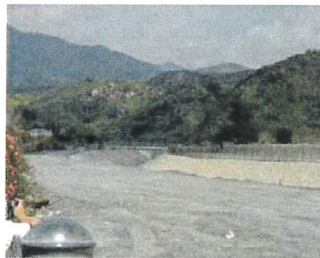
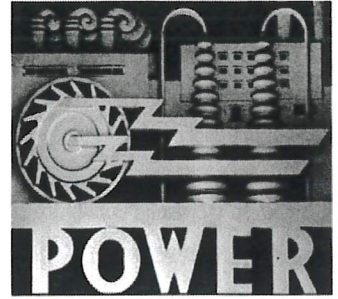
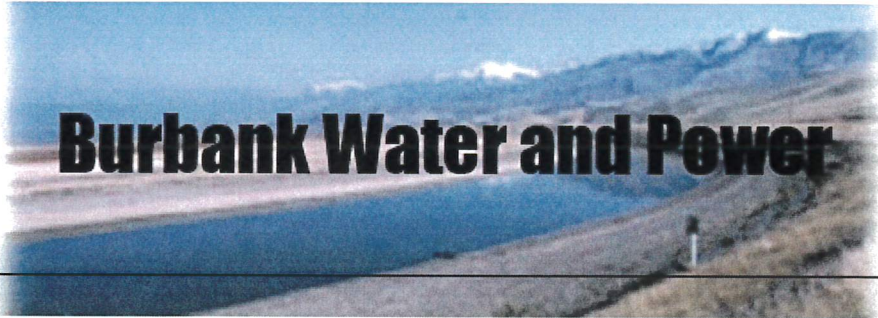
Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units, to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. Per discussions with IPA, IPP will only run on one unit from now through June 2023 (unless there is a critical market event), allowing the coal pile to grow. Based on current coal supply projections, IPA plans to run two units from July 2023 – **October 2023**, during the critical summer peak months. **In June, IPA made a recommendation, which was supported by the IPP participants, to reduce the minimum coal in inventory from 500,000 to 265,000 tons as we approach the end of the coal project (June 2025). The 235,000 tons of coal was allocated to all participants based on participant share and made available for use starting July 1, 2023. As a result of this, BWP has about 18,000 MWh more MWh available in Q3 2023 than expected. In total, BWP has about 24,000 MWh more available in Q3 2023 than what was produced at IPP last summer.**

Power Production

Lake One Power Plant Emissions Retrofit Project

Engineering work is complete **and major procurement items are scheduled to be delivered to BWP**. The South Coast Air Quality Management District permit for the project is expected to be received during the **third quarter of 2023**. The construction outage is currently scheduled for October 2023. Substantial completion of the project is expected on or before January 1, 2024.

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



Financial Report
May-23

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

(\$ in 000's)

	MTD Budget		YTD Budget		YTD Actual		%
	FY 22-23	Variance	FY 22-23	Variance	FY 22-23	Variance	
\$	(3,773)	\$ (2,400)	(1,373)	\$ (8,575)	(10,117)	\$ (1,542)	(18%)
Operating Income/(Loss)							
Other Income/(Expenses)							
Interest Income	631	544	87	955	2,232	1,277	134% (L)
Other Income/(Expense) ⁽⁴⁾	176	39	138	(1,144)	(318)	825	72% (M)
Bond Interest/ (Expense)	(816)	(410)	(406)	(4,069)	(4,157)	(88)	(2%)
Total Other Income/(Expense)	(9)	172	(181)	(4,258)	(2,244)	2,014	47%
Net Income	(3,782)	(2,228)	(1,554)	(12,833)	(12,361)	471	4%
Capital Contributions (AIC)	60	(541)	601	(6,024)	588	(6,024)	(91%) (N)
Net Change in Net Assets	(3,722)	(2,770)	(952)	(6,221)	(11,773)	(5,552)	(89%)

1. This report may not foot due to rounding.

2. () = Unfavorable.

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as revenues and expenses related to Low Carbon Fuel Standard credits, damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	75,565	82,556	(6,991)	- NEL is 8% lower than budget due primarily to conservation. The average high temperature in May was 71°F, compared to the 15-year average high temperature of 76°F.
(b)	Other Revenues	410	573	(163)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
(c)	Retail Power Supply & Transmission	11,218	9,693	(1,525)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
(d)	Distribution	887	1,065	178	The favorable variance is primarily attributable to the timing of professional services & private contractual services, work for others and capital work.
(e)	Administration/Safety	91	156	66	- The favorable variance is primarily attributable to the timing of professional services, event sponsorship and training.
(f)	Finance, Fleet, & Warehouse	228	339	112	- The favorable variance is primarily attributable to vacancies, the timing of professional services & software & hardware support.
(g)	Customer Service	248	473	225	The favorable variance is primarily attributable to vacancies, work for others and the timing of software & hardware support and professional services.
(h)	Marketing & Sustainability	106	219	113	The favorable variance is primarily attributable to the timing of rebates and private contractual services.
(i)	Public Benefits	637	398	(239)	- The unfavorable variance is primarily attributable the timing of program spending.
(j)	Security/Oper Technology	328	153	(175)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others, and the timing of software and hardware support.
(k)	Telecom	113	130	17	- The favorable variance is primarily attributable to one vacancy and the timing of private contractual services, special departmental supplies and software & hardware support.
(l)	Interest Income	631	87	544	- The favorable variance is primarily attributable to interest earned on the funds from the 2023 Electric Revenue Bonds.
(m)	Other Income/(Expense)	176	138	39	- The favorable variance is primarily attributable to income from the disposal of scrap metal.
(n)	Bond Interest Expense	(816)	(406)	(410)	- The unfavorable variance to budget is attributable to the timing of the bond issuance which was budgeted in October 2022.
(o)	Capital Contributions (AIC)	60	601	(541)	- 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 May 2023
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	947,442	978,313	(30,871)	- NEL is 3% lower than budget. The YTD average high temperature was 75°F, compared to the 15-year average high temperature of 78°F. The YTD average low temperature was 51°F, compared to the 15-year average low temperature of 52°F.
(B)	Other Revenues	5,478	6,301	(823)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate. The unfavorable variance is also attributable to the moratorium on fees through April 2023 in light of the COVID-19 pandemic.
(C)	Retail Power Supply & Transmission	119,354	112,586	(6,768)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	9,879	11,901	2,022	- The favorable variance is primarily attributable to vacancies and to lower than planned spending on professional services and private contractual services.
(E)	Administration / Safety	1,297	1,620	323	- The favorable variance is primarily attributable to work for others and lower than planned spending on private contractual services, professional services, travel and training.
(F)	Customer Service	3,478	5,569	2,092	- The favorable variance is primarily attributable to vacancies, work for others, lower than planned spending on professional services and the timing of bad debt write-offs.
(G)	Marketing & Sustainability	1,399	2,412	1,014	- The favorable variance is primarily attributable to vacancies and lower than planned spending on private contractual services, professional services and rebates.
(H)	Public Benefits	2,118	4,374	2,256	- The favorable variance is attributable to vacancies and lower than planned program spending.
(I)	Security/Oper Technology	2,428	1,475	(953)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others, offset by vacancies and lower than planned spending on professional services.
(J)	Telecom	1,282	1,458	176	- The favorable variance is primarily attributable to vacancies and lower than planned spending on private contractual services and professional services, offset by work for others.
(K)	Construction & Maintenance	2,128	2,478	350	- The favorable variance is primarily attributable to vacancies and lower than planned spending on private contractual services, building grounds maintenance & repair and special departmental supplies, offset by higher than planned work from other departments.
(L)	Interest Income	2,232	955	1,277	The favorable variance is primarily attributable to interest earned on the funds from the 2023 Electric Revenue Bonds.
(M)	Other Income/(Expense)	(318)	(1,144)	825	- The favorable variance is primarily attributable to the sale of excess nitrous oxide reclaim trading credits, the sale of scrap metal, and revenue collected for joint pole activities.
(N)	Capital Contributions (AIC)	588	6,612	(6,024)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME/(LOSS): \$(3,782)	\$ -	\$ (2,228)	\$ (2,228)
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(1,243)	(1,243)
Power Supply and Transmission:			
- Lower retail load	221	-	221
- Lower than planned renewables cost and other	-	(454)	(454)
- Higher transmission	-	(325)	(325)
- Higher energy prices	-	(603)	(603)
- New minimum for IPP and Hydrogen Betterment	-	(451)	(451)
- Lower O&M	-	(33)	(33)
- Retail load management and economic dispatch	120	-	120
- Timing True-up and prior period adjustments	-	-	-
Other Revenues	-	(163)	(163)
Wholesale Margin	116	-	116
Total	457	(3,272)	(2,816)

MTD O&M AND OTHER VARIANCES

Distribution	178	-	178
Administration/Safety	66	-	66
Finance, Fleet, & Warehouse	112	-	112
Customer Service	225	-	225
Marketing & Sustainability	113	-	113
Public Benefits	-	(239)	(239)
Security/Oper Technology	-	(175)	(175)
Telecom	17	-	17
Construction & Maintenance	-	(0)	(0)
Depreciation expense	116	-	116
All other	175	-	175
Total	1,002	(414)	587

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

<u>Variance Fiscal Year-to-Date</u>		
Favorable Items	Unfavorable Items	Budget to Actual Variance
\$ 471	-	\$ 471
-	(4,970)	(4,970)
532	-	532
742	-	742
-	(533)	(533)
-	(16,426)	(16,426)
-	(3,645)	(3,645)
6,042	-	6,042
2,830	-	2,830
3,690	-	3,690
-	(823)	(823)
1,877	-	1,877
<u>\$ 15,713</u>	<u>\$ (26,397)</u>	<u>\$ (10,684)</u>

FYTD NET INCOME/(LOSS): \$(12,361)

FYTD GROSS MARGIN VARIANCE

Retail Sales	
Power Supply and Transmission	
- Lower retail load	
- Lower than planned renewables cost and other	
- Higher transmission	
- Higher energy prices	
- New minimum for IPP and Hydrogen Betterment	
- Lower O&M	
- Retail load management and economic dispatch	
- SCPPA True-up and prior period adjustments	
Other Revenues	
Wholesale Margin	
Total	

FYTD O&M AND OTHER VARIANCES

Distribution	2,022	-	2,022
Administration/Safety	323	-	323
Finance, Fleet, & Warehouse	-	(12)	(12)
Customer Service	2,092	-	2,092
Marketing & Sustainability	1,014	-	1,014
Public Benefits	2,256	-	2,256
Security/Oper Technology	-	(953)	(953)
Telecom	176	-	176
Construction & Maintenance	350	-	350
Depreciation expense	1,862	-	1,862
All other	2,026	-	2,026
Total	<u>\$ 12,120</u>	<u>\$ (965)</u>	<u>\$ 11,155</u>

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

	May-23	Apr-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserve	\$ 58,475	\$ 54,602	\$ 49,826	\$ 60,650	\$ 57,746	\$ 69,212	\$ 73,156	\$ 72,715	\$ 108,323	\$ 47,391 ^(e)
Capital & Debt Reduction Fund	-	- ^(b)	10,000	10,000	10,000	10,000	10,000	-	-	-
BWP Projects Reserve Deposits at SPPA	4,578	4,574	4,507	4,489	4,459	3,794	3,740	-	-	-
Sub-Total Cash and Investments	63,053	59,176	64,333	75,139	72,205	83,007	86,896	72,715	108,323	47,391
Commitments										
Customer Deposits	(11,092)	(10,527)	(10,487)	(10,432)	(9,906)	(9,939)	(4,245)	-	-	-
Public Benefits Obligation	(10,881)	(11,248)	(11,010)	(11,013)	(10,258)	(9,315)	(8,128)	-	-	-
Low Carbon Fuel Standard ^(b)	(3,602)	(3,619)	(3,652)	(3,184)	(3,451)	(3,464)	(2,989)	-	-	-
IPP Decommission	-	-	-	-	- ^(c)	(2,000)	(2,000)	-	-	-
Sub-Total Cash and Investments (less Commitments)	37,478	33,782	39,184	50,510	48,590	58,288	69,523	72,715	108,323	47,391
Bond Proceeds										
Bond Proceeds on Deposit with Trustee	110,620	126,658	126,658	-	-	-	-	-	-	-
Total Cash and Investments and Bond Proceeds (less Commitments)	148,098	160,441	165,842	50,510	48,590	58,288	69,523	72,715	108,323	47,391

(a) The Statement of Cash Balances may not add up due to rounding.
(b) Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charger infrastructure expenditures.
(c) Reversal of IPP decommission reserve.
(d) New financial reserve policy was adopted by City Council on April 25, 2023.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD May 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
371	369	1	0% (a)	3,988	4,247	(259)	(6%) (A)
72	99	(27)	(27%) (b)	808	917	(109)	(12%) (B)
Operating Revenues							
\$ 2,246	\$ 2,293	\$ (47)	(2%)	\$ 25,175	\$ 27,198	\$ (2,023)	(7%)
346	463	(117)	(25%)	4,145	4,338	(194)	(4%)
189	113	76	68% (c)	1,783	1,238	545	44% (C)
2,782	2,869	(87)	(3%)	31,103	32,775	(1,672)	(5%)
921	910	(11)	(1%)	9,847	11,594	1,747	15% (D)
1,861	1,959	(98)	(5%)	21,256	21,181	76	0%
Operating Expenses							
754	839	85	10% (d)	8,020	9,227	1,207	13% (E)
95	145	50	35% (e)	1,391	1,612	221	14% (F)
311	340	29	9%	2,713	3,724	1,010	27% (G)
148	148	-	0%	1,627	1,627	-	0%
407	370	(36)	(10%) (f)	4,074	4,074	(0)	(0%)
1,715	1,843	128	7%	17,825	20,264	2,439	12%
146	117	30	25%	3,431	917	2,514	274%
Other Income/(Expenses)							
132	13	119	884% (g)	992	148	844	571% (H)
70	45	25	55% (h)	171	(36)	206	581% (I)
(216)	(216)	0	0%	(2,372)	(2,372)	0	0%
(14)	(157)	143	91%	(1,209)	(2,260)	1,051	46%
132	(41)	173	425%	2,222	(1,342)	3,565	266%
171	57	114	200% (i)	236	627	(390)	(62%) (J)
\$ 303	\$ 16	\$ 287	1756%	\$ 2,459	\$ (716)	\$ 3,174	444%

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 May 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	371	369	1	1 - Water use during May 2023 was on budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October.
(b)	Recycled Water Usage in Millions of Gallons	72	99	(27)	- Recycled water usage was lower than planned due to lower demand, likely due to lower than average temperatures.
(c)	Other Revenue	189	113	76	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Operations & Maintenance - Potable	754	839	85	- The favorable variance is primarily attributable to vacancies.
(e)	Operations & Maintenance - Recycled	95	145	50	- The favorable variance is primarily attributable to the timing of professional services and higher than planned work for others.
(f)	Depreciation	407	370	(36)	- The unfavorable variance is primarily attributable to the timing of capitalizing assets.
(g)	Interest Income	132	13	119	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns
(h)	Other Income/(Expense)	70	45	25	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(i)	Capital Contributions (AIC)	171	57	114	- The favorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD May 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	3,988	4,247	(259)	The unfavorable variance is attributable to the two-week moratorium on all outdoor watering in September 2022 related to a shutdown for repair of MWD's Colorado River pipeline. Additionally, Burbank is currently in Stage III of the Sustainable Water Use Ordinance.
(B)	Recycled Water Usage in Millions of Gallons	808	917	(109)	Recycled water usage was lower than planned due to lower demand as a result of higher than average rainfall. FYTD Burbank received 26.99 inches of rainfall compared to the FYTD normal of 13.82 inches.
(C)	Other Revenue	1,783	1,238	545	Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	9,847	11,594	1,747	The favorable variance is a result of lower demand and using more Valley/BOU water than planned which is less costly than imported MWD water.
(E)	Operations & Maintenance - Potable	8,020	9,227	1,207	The favorable variance is primarily attributable to vacancies and lower than planned professional services.
(F)	Operations & Maintenance - Recycled	1,391	1,612	221	The favorable variance is attributable primarily to lower than planned costs for electricity for recycled water pumping due to lower sales and lower than planned spending on professional services and special departmental supplies.
(G)	Operations & Maintenance - Shared	2,713	3,724	1,010	The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(H)	Interest Income	992	148	844	The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns.
(I)	Other Income/(Expense)	171	(36)	206	Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(J)	Capital Contributions (AIC)	236	627	(390)	The unfavorable variance is attributable to the timing of AIC projects.

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

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

MTD NET INCOME (LOSS): \$132 \$ 173 \$ - \$ 173

MTD GROSS MARGIN VARIANCE

Potable Revenues	-	(47)	(47)
Recycled Revenues	-	(117)	(117)
Other Revenue	76	-	76
Water Supply Expense	-	(11)	(11)
Total	76	(175)	(98)

FYTD O&M AND OTHER VARIANCES

Potable O&M	85	-	85
Recycled Water O&M	50	-	50
Allocated O&M	29	-	29
Depreciation Expense	-	(36)	(36)
All Other	143	-	143
Total	308	(36)	271

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

	Variance Fiscal Year-to-Date		
	Favorable	Unfavorable	Budget to
	Items	Items	Actual
			Variance

FYTD NET INCOME: \$2,222 \$ 3,565 \$ - \$ 3,565

FYTD GROSS MARGIN VARIANCE

Potable Revenues	-	(2,023)	(2,023)
Recycled Revenues	-	(194)	(194)
Other Revenue	545	-	545
Water Supply Expense	1,747	-	1,747
Total	\$ 2,292	\$ (2,217)	\$ 76

FYTD O&M AND OTHER VARIANCES

Potable O&M	1,207	-	1,207
Recycled Water O&M	221	-	221
Allocated O&M	1,010	-	1,010
Depreciation Expense	-	(0)	(0)
All Other	1,051	-	1,051
Total	\$ 3,490	\$ (0)	\$ 3,489

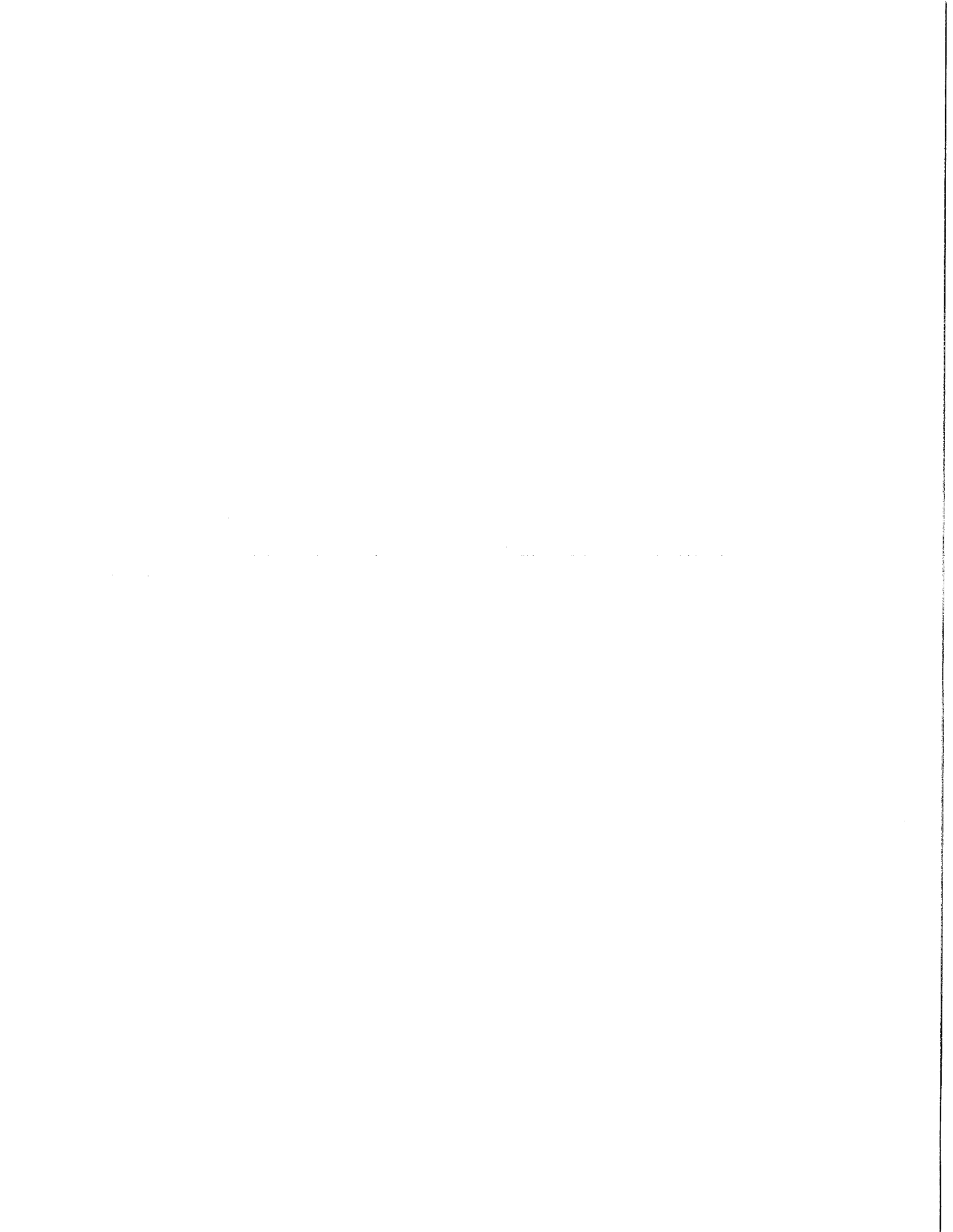
Water Fund (497)
Statement of Changes in Cash and Investment Balances ^(a)
(\$ in 000's)

	May-23	Apr-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserves (c)	\$ 21,908	\$ 22,102	\$ 19,370	\$ 17,959	\$ 13,889	\$ 12,759	\$ 12,181	\$ 16,504	\$ 24,755 ^(b)	\$ 9,902 ^(b)
Capital Reserve Fund	-	- ^(b)	2,220	2,220	2,220	2,220	2,220	-	-	-
Sub-Total Cash and Investments	21,908	22,102	21,590	20,179	16,109	14,979	14,401	16,504	24,755	9,902
Commitments										
Customer Deposits	(370)	(398)	(398)	(389)	(397)	(1,052)	(1,125)	-	-	-
Sub-Total Cash and Investments (less Commitments)	21,537	21,704	21,192	19,790	15,712	13,927	13,276	16,504	24,755	9,902
Bond Proceeds										
Bond Proceeds on Deposit with Trustee	19,352	19,352	19,727	20,607	22,064	23,159				
Total Cash and Investments and Bond Proceeds (less Commitments)	40,889	41,056	40,919	40,397	37,776	37,086	13,276	16,504	24,755	9,902

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

(b) New financial reserve policy was adopted by City Council on April 25, 2023.

(c) Payment for the purchase of physical solution water is expected to be made in June 2023.



July 5, 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
Matthew Doyle, Secretary
Iveta Ovsepyan

Members not present: Richard Ramos, Vice-Chairperson
Linda Barnes

Also present: Daniel Amaya, Administrative Analyst I
Joy Casucci, Administrative Analyst II
David Lasher, Administrative Analyst II
Teresa Lord, Assistant Chief Information Officer
Betsy McClinton, Management Services Director
Jina Oh, Chief Ast City Attorney
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

Chairperson Waltman requested staff agendize a discussion regarding cancelling of Board meetings when there are informational items only on the agenda, and no action items for the Board's consideration.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of May 3, 2023.

Proposed Amendments to Classification Plan

None.

Recruitment and Selection Report – May and June 2023

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of July 2023, there was one temporary appointment extension. The extension was being sought on behalf of the Information Technology Department.

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

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:10 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____