



Weekly Management Report

July 30, 2021

1. **Minutes** Sustainable Burbank Commission
Meeting on June 21, 2021
Public Works Department

2. **Memo** Burbank Hospitality Association
Meeting on June 23, 2021
Community Development Department

3. **Memo** Downtown Burbank Partnership (PBID)
Meeting on July 28, 2021
Community Development Department

4. **Minutes** Burbank Water & Power Board
Meeting on June 3, 2021
Water & Power Department

5. **Report** June 2021 Operating Results
Water & Power Department

6. **Synopsis** Art in Public Places
Meeting on July 12, 2021
Parks and Recreation Department

7. **Memo** Landlord-Tenant Commission
Meeting on July 12, 2021
Community Development Department

8. **Minutes** Civil Service Board
Meeting on July 7, 2021
Management Services Department

**SUSTAINABLE BURBANK COMMISSION
JUNE 21, 2021 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill
Victoria Kirschenbaum
Dion Mokhtari
Kevin O'Brien
Heather Robb (Chair)
Jean Schanberger
Laura Tenenbaum (Vice Chair)
Chris Weber
Chris Rizzotti

Members Absent:

Limor Zimskind
Darin Chase
Larry Cross
Maggie Martinez

Council Members and Staff Present:

Bob Frutos – Mayor
Nick Schultz – Council Member
John Molinar – Asst. Public Works Director - Street & Sanitation
Noemi Garcia – Clerical Worker, Public Works

III. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to Nana Bhambi and Beatrix Park, Co-Founders and Co-Presidents of the John Burroughs High School Eco Club for their continuous efforts in promoting environmental awareness through fundraisers, art recycling classes, and various partnerships.

IV. ORAL COMMUNICATIONS: (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Burbank Resident, Tamala Takahashi, shared her enthusiasm with the Green Spotlight Award recipients. She expressed her support on the updates being included in the Greenhouse Gas Reduction Plan (GGRP) and asked for clarification on the relationship between the GGRP and the City's general Sustainability Plan. Ms. Takahashi spoke on the "Skip the Stuff" ordinance that would require restaurants to withhold plastic utensils, straws, condiments, napkins, and more from takeout orders unless specifically requested by patrons. She asked the Commission to consider adding this as a future agenda item.

Commission Member Communication:

Ms. Tenenbaum shared she will be teaching an online class through the University of Hawaii on identifying misinformation in environmental science. She announced she will give a speech at a Virtual Pub Night. Lastly, she provided an update on the Burbank Reads Program.

Ms. Robb announced there will be a town hall meeting regarding affordable housing with Council Member Nick Schultz and Assembly Member Laura Friedman.

Staff Communication:

John Molinar, Assistant Public Works Director - Street & Sanitation, announced that in-person Commission meetings will resume in August.

V. APPROVAL OF MINUTES:

Ms. Robb moved and Ms. Tenenbaum seconded a motion to approve the May 17, 2021, minutes. The minutes were unanimously approved by all in attendance, noting the absence of Ms. Zimskind.

VI. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

Ms. Robb and Ms. Gemmill plan on meeting with Ken Berkman, Public Works Director and Mr. Molinar to discuss the Commission's Work Plan.

VII. AD HOC ALTERNATIVES TO REPOWERING THE INTERMOUNTAIN POWER PLANT SUBCOMMITTEE:

Mr. Weber shared that the Subcommittee met with staff from Burbank Water & Power and discussed alternatives to repowering the Intermountain Power Plant (IPP).

Ms. Robb stated the Subcommittee plans to write a letter on behalf of the Commission to provide Council with their perspective on the IPP.

Ms. Gemmill encouraged the Subcommittee to explore other alternatives besides hydrogen.

VIII. AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:

In response to public comment, Ms. Robb mentioned that the GGRP is a not a Sustainability Plan. She stated the new Sustainability Plan is focused on emissions. Mr. Molinar clarified that the Sustainable Burbank Commission was founded on the Sustainability Action Plan.

IX. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Kirschenbaum expressed an interest in continuing outreach events.

Ms. Tenenbaum suggested the Subcommittee be added to the agenda only if there is something to report.

X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

Mr. Weber shared that they plan on revisiting this Subcommittee once the Work Plan is presented.

XI. AD HOC FOOD SYSTEM SUSTAINABILITY SUBCOMMITTEE:

The group agreed to discuss this agenda item during item XV Ad Hoc Community Garden Report.

XII. AD HOC TRANSPORTATION SUBCOMMITTEE:

Ms. Robb moved and Ms. Schanberger seconded a motion to disband the ad hoc Transportation Subcommittee. The motion was unanimously approved by all in attendance, noting the absence of Ms. Zimskind.

XIII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION REPORT:

Ms. Kirschenbaum gave a summary of the City of Berkeley's Plastics Ordinance.

Ms. Robb shared that the Subcommittee has been coordinating with an emerging community group that is interested in adopting a "Skip the Stuff" Ordinance.

Mr. O'Brien shared the Subcommittee will be meeting with a company from New York to discuss a new pilot program for reusables at restaurants.

XIV. AD HOC MONARCH MILE ESTABLISHMENT REPORT:

Ms. Gemmill shared that the Subcommittee met with the co-founders of the Monarch Mile organization. She emphasized the importance of mitigating the runoff water that runs through the Chandler Bike Path.

In response, Mr. Molinar will be reaching out to Stephen Walker, Assistant Public Works Director – Wastewater to inquire about infiltration basins.

Ms. Schanberger suggested the Subcommittee focus on broader subjects such as natives and water. The group agreed to re-name the Subcommittee at the July 19, 2021 meeting.

XV. AD HOC COMMUNITY GARDEN REPORT:

Ms. Gemmill shared that the Los Angeles Community Garden Council organized their first open house for the Clark/Hollywood Way Community Garden in which 80 to 100 guests attended.

The Subcommittee plans to meet with the Community Garden Council.

XVI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

- June 22, 2021- Adoption of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan.
- July 13, 2021 – Update on the Intermountain Power Plant.

XVII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

The Commission agreed to add the following items to the July 19, 2021 meeting:

- Discuss Youth Liaison positions
- Discuss "Skip the Stuff" Ordinance

XVIII. BURBANK GREEN SPOTLIGHT AWARD FOR JULY 2021:

The July 2021 Green Spotlight Award recipient is The Burbank Backyard Food Growers Club.

XIX. ADJOURNMENT:

The meeting was adjourned at 7:08 p.m. The next meeting will be held on Monday, July 19, 2021 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ng

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: July 21, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Erika De Leon, Administrative Analyst II

SUBJECT: Burbank Hospitality Association Meeting – June 23, 2021

- The Board approved a six-month (July – December) budget due to continuous fluctuation in hotel assessments. The Board will consider another six-month budget for January through June 2022 later in the year.
- The Board received a Short-Term Rental Ordinance update from the Community Development Department.
- The Board approved attendance to the International Pow Wow (IPW) Conference in Las Vegas in September 2021. This will be Visit Burbank's first travel trade show in more than 16 months.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: July 26, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Marissa Minor, Economic Development Analyst II

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – July 8, 2021

- StreetPlus Staff updated the Board on the Downtown Burbank Hospitality and Social Outreach Service program for June and July.
- The Broker Marketing Subcommittee met with four local representatives from the broker community to discuss the evolution of Downtown Burbank and how best to market and promote the area. To help better market Downtown Burbank to brokers, a Request for Proposal was sent out to obtain a marketing firm. The Partnership received proposals from two qualified firms, and the subcommittee will select a firm in the coming weeks.
- Jamie Keyser, Burbank Chamber of Commerce CEO, provided an update and overview of the new Chow Down Burbank 90-day restaurant campaign launched in partnership with the City of Burbank. The campaign is free for restaurants to join and offers free social media exposure to businesses. The goal of the program is to increase sales for local businesses impacted by COVID-19.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JUNE 3, 2021**

Mr. Eskandar called the closed session meeting of the Burbank Water and Power Board to order at 4:42 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

Mr. Brody called the regular meeting of the Burbank Water and Power Board to order at 5:08 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

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

ROLL CALL

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

Board Absent: Mr. Herman

Staff Present: Mr. Liu, acting General Manager, BWP; Mr. McDougall, Senior Assistant City Attorney; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunncliff, acting Assistant General Manager, Power Supply; Mr. Aquino, acting Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Hernandez, acting Assistant General Manager, Electrical; Ms. Samra, Power Resources Manager; Mr. Mellon, Principal Electrical Engineer; Mr. Messineo, Power Production Manager; Ms. Carreon, Customer Service Supervisor; Mr. Flores, Marketing Manager; Mr. Clark, Senior Electrical Engineer; Ms. Titus, Legislative Analyst; Ms. Kramer; Executive Assistant

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

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

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Mr. Liu thanked the board for their role in the budget process and for participating in the presentations to the City Council.

Mr. Liu announced that there will be two board meetings in August. The first meeting will be the regular board meeting on the first Thursday in August. On the third Thursday in August, BWP will hold a special board meeting to discuss strengths, weaknesses, opportunities, and threats to the utility.

Mr. Liu commented that staff is looking to revise the monthly operations report and is seeking input from the board on the changes they would like to see.

REPORTING ON CLOSED SESSION

Mr. McDougall reported out that the BWP board met in closed session this evening pursuant to Govt. Code §54957(a) to review a threat to public services or facilities in a conference with Bob Liu, acting General Manager, BWP; Jim Compton, Assistant General Manager, Technology/Chief Technology Officer; and Arsen Oganesyanyan, Manager Technology. The board did not take any action.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Ms. LaCamera and carried 5-0, noting one abstention from Mr. Bardin, to approve the meeting minutes of the regular meeting of May 6, 2021.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

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

The board provided feedback on the updated PowerPoint presentation. Mr. Liu thanked the board for their comments.

Mr. Liu, Mr. Wilson, Mr. Compton and Mr. Aquino responded to board member questions.

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

COVID-19 IMPACT UPDATE

Ms. Carreon presented an update on the number of customers with past due balances and the status of associated debt. Ms. Carreon also reported out on the breakdown of applications for the COVID-19 Job Loss Bill Credit Program and the CDD Rental and Utilities Assistance Program. Staff continues to work with customers impacted by COVID-19 through payment plan arrangements.

Ms. Carreon and Mr. Aquino responded to board member questions.

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

RECOMMENDATION FOR CITY COUNCIL APPROVAL OF COVID-19 JOB LOSS BILL CREDIT ELIGIBILITY ENHANCEMENTS AND EXTENSION OF PROGRAM EXPIRATION

Mr. Flores presented the details of participant qualification enhancements and a term extension to the COVID-19 Job Loss Bill Credit Program.

Mr. Flores and Mr. Tunncliff responded to board member questions.

It was moved by Mr. Ford, seconded by Ms. LaCamera and carried 5-0, noting one no vote from Mr. Brody, that the BWP board recommend that the City Council approve participant qualification enhancements and term extension of the COVID-19 Job Loss Bill Credit Program.

UPDATE ON BURBANK WATER AND POWER'S PARTICIPATION IN THE RENEWAL OF THE INTERMOUNTAIN POWER PROJECT

Ms. Samra and Mr. Mellon provided an update on the status of the Intermountain Power Project renewal contract and costs.

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

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

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

Mr. Clark provided an overview of the updated Wildfire Mitigation Plan (WMP). The WMP must be updated annually to comply with public utilities code section 8387 regarding wildfire mitigation for publicly owned utilities.

The board provided comments to the updated WMP. Staff will present the update to the City Council for comments and feedback on June 22, 2021.

Mr. Clark responded to board member questions and comments.

BURBANK WATER AND POWER MARKETING SECTION FIVE-YEAR PLAN PRESENTATION

Mr. Flores presented the marketing section's five-year plan and aspirational goals. The key objectives driving the marketing plan are to advocate and drive for the modernization of Burbank's built environment and to empower customers to contribute to our community's clean air and resource optimization goals.

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

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

LEGISLATIVE UPDATE

Ms. Titus provided a federal and state legislative update. Ms. Titus highlighted key legislation that the utility is monitoring. Ms. Titus also reported out that the senate and assembly leadership has advised the elected officials in the legislature that they must limit their bills to 12 bills per author due to COVID-19 restrictions and the inability to open the Capitol at this time.

WATER DIVISION UPDATE

Mr. Wilson updated the board that Mr. Adel Hagekhalil will most likely be MWD's next General Manager. It is unlikely that there will be any changes to the vote that was made in closed session that was reported out in the LA Times. On June 6 there will be a formal vote to affirm this.

POWER SUPPLY UPDATE

Mr. Messineo updated the board on the Lake One power plant. BWP obtained a leased turbine which they received yesterday. They plan to put it into service tomorrow, following some test runs. BWP expects to have the original turbine returned by September at which time they will swap it out with the leased turbine.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar commended Mr. Brody on chairing the meeting in a timely manner and staff for an excellent job on the presentations this evening.

Mr. Ford appreciated the high-level professionalism from staff and the insight from his fellow board members.

Mr. Bardin thanked everybody for the outpouring of support during his recovery. He is looking forward to healthier days ahead.

Mr. Brody thanked staff for their presentations tonight and reported that the board will be dark in July for summer recess.

ADJOURNMENT

The meeting was adjourned at 8:14 p.m. The next scheduled board meeting is August 5, 2021.

Lyndsey Kramer
Recording Secretary

Bob Liu
Acting Secretary to the Board

Robbie Brody, BWP Board Vice Chair



CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

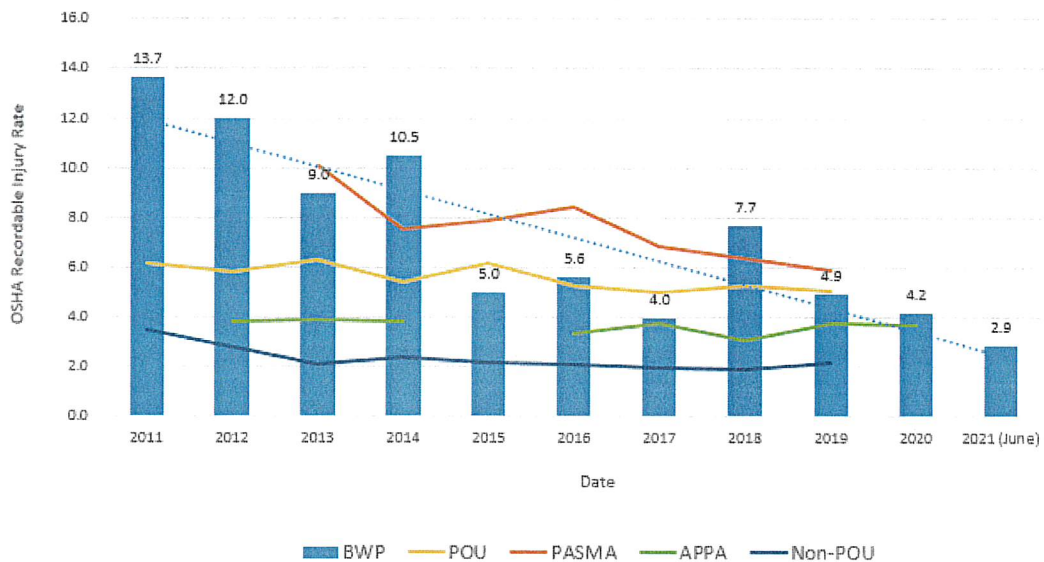
DATE: August 5, 2021
TO: BWP Board
FROM: Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*
SUBJECT: June 2021 Operating Results

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

SAFETY

For this reporting period BWP experienced zero OSHA recordable injuries. BWP's 12 month rolling average rate is 2.9.

TOTAL RECORDABLE INJURY RATE (TRIR)



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

Water Estimated Financial Results

For the month of May, net income (NI) was \$345,000, which was \$373,000 better than budgeted. The better result was primarily attributed to lower operating expenses and higher potable water sales than planned.

For fiscal-year-to-date (FYTD) May, NI was \$2,381,000, which was \$3,061,000 better than budgeted. The better result was primarily attributed to lower operating expenses, higher potable water sales as a result of COVID-19, and lower water supply expenses due to using more ground water rather than the more expensive treated water from MWD.

For additional details, please see the section **“COVID-19 “Safer at Home” Order Impacts”** and the attached financial statements.

Electric Estimated Financial Results

For the month of May, NI was a loss of \$1,860,000, which was \$774,000 worse than budgeted. The unfavorable result was primarily attributed to lower revenues, offset partially by lower operating expenses than planned.

For FYTD May, NI was \$3,563,000, which was \$7,005,000 better than budgeted. The better result was primarily attributed to lower retail power supply & transmission expenses, lower operating expenses, the wholesale asset utilization program, offset partially by lower retail sales as a result of COVID-19.

For additional details, please see the section **“COVID-19 “Safer at Home” Order Impacts”** and the attached financial statements.

COVID-19 “Safer at Home” Order Impacts

Financial Impacts

May’s results reflect the fourteenth month of the impacts resulting from the COVID-19 pandemic orders beginning on March 19, 2020. With many Burbank commercial enterprises being closed or curtailing operations, this order has significantly impacted commercial demand for water and energy in Burbank.

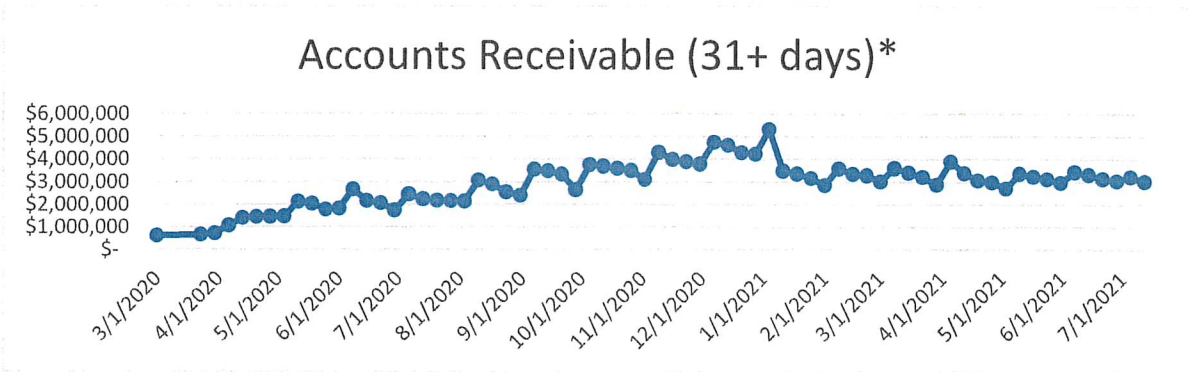
The current year’s adopted budget, based on the estimated impacts of the pandemic order at the time, reflects a 5% lower energy demand and a 3% lower potable water usage as compared to last year’s budget. Recent data has shown that the impact of COVID-19 has resulted in a significant reduction in electric demand and only a slight reduction in water demand. Along with the decrease in demand, there is a large increase in customer receivables and uncollectibles.

For the electric fund, May energy demand was 10% below budget. COVID-19 has a tremendous negative impact on energy sales, especially when commercial customers account for approximately 75% of electric sales. FYTD energy usage was 7% below budget and retail revenues were \$11,332,000 below budget. The loss in retail revenue was mostly offset by retail load management, economic dispatch and the wholesale asset utilization program, resulting in a lower gross margin of \$492,000.

For the water fund, COVID-19 has had less of an impact than it has on the electric fund. For the fiscal year, potable water demand is 5% higher than budget. There is a decrease in demand from commercial customers related to COVID-19, but it has been offset by an increase in demand from residential customers.

Accounts Receivables

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



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

WATER DIVISION

State Water Project Update

Measurements from the Department of Water Resources (DWR) electronic snow survey stations indicate that the statewide snowpack’s snow water equivalent (SWE) is 16.5 inches, or 59% of average for the date. April 1 is typically when California’s snowpack is the deepest and has the highest SWE. “There is no doubt California is in a critically dry year. State agencies, water suppliers and Californians are more prepared than ever to adapt to dry conditions and meet the challenges that may be ahead,” said DWR Director Karla Nemeth. The DWR State Water Project’s (SWP) current allocation is 5% of requested supplies for the 2021 water year.

Allocations are based on conservative assumptions regarding hydrology and factors such as reservoir storage. Allocations are reviewed monthly and may change based on snowpack and runoff information.

Lake Oroville, the SWP's largest reservoir, is currently at **29%** of capacity and **37%** of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at **36%** of capacity and **47%** of average. In southern California, SWP's Castaic Lake is at **48%** of capacity and **56%** of average.

Burbank's Water Use

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

	Average Monthly Use	Rolling 12 Month Average
June 2020	149 gpcd	137 gpcd
June 2021	160 gpcd	142 gpcd

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the months of **October 2020 through June 2021**.

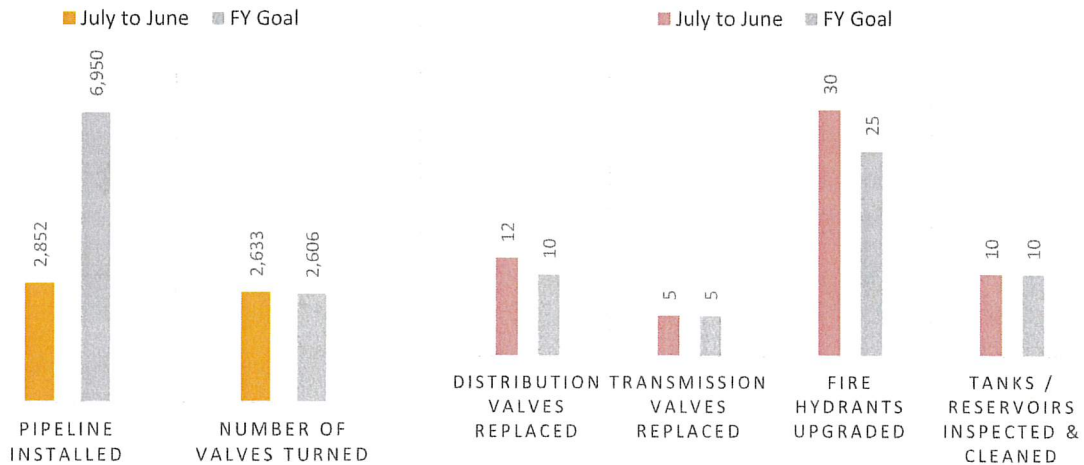
	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
20-Oct	97.81%	8,803 gpm	21% / 79%
20-Nov	55.61%	5,005 gpm	49% / 51%
20-Dec	86.25%	7,762 gpm	19% / 81%
21-Jan	69.16%	6,224 gpm	24% / 76%
21-Feb	93.55%	8,402 gpm	25% / 75%
21-Mar	96.00%	8,640 gpm	27% / 73%
21-Apr	86.40%	7,776 gpm	21% / 79%
21-May	92.72%	8,344 gpm	20% / 80%
21-Jun	88.61%	7,975 gpm	31% / 69%
<i>Ave Blend %-last 3 fiscal years</i>			39% / 61 %

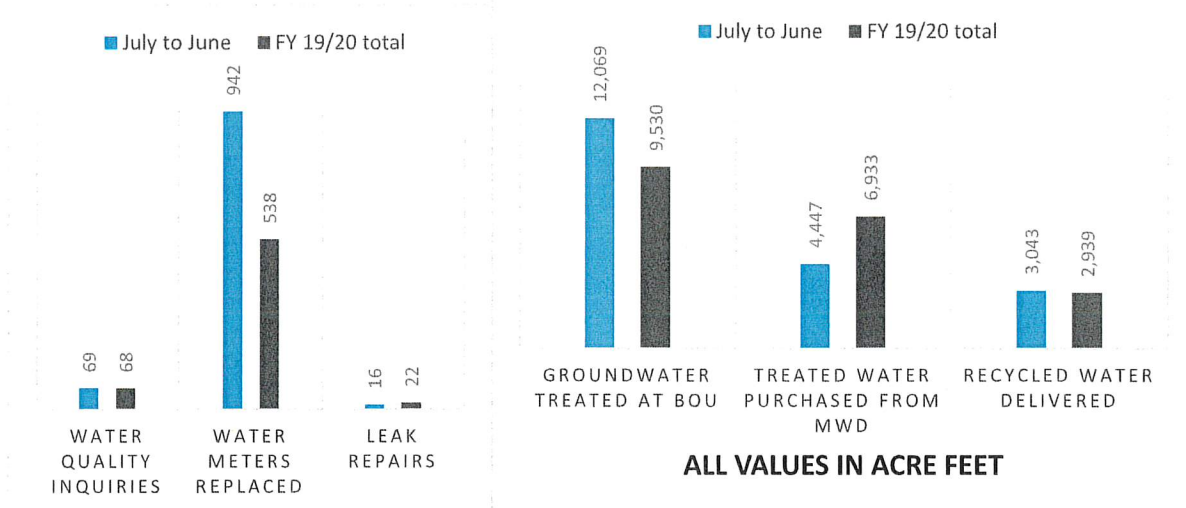
The total system blend percentage represents the total amount of water that was purchased from Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important measure of efficiency. The capacity factor may fluctuate based on demand and plant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

Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance measures through **June**. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is **41%** complete and we are **100%** through the fiscal year. There are several reasons for this, chief among them is that we shifted resources to complete the installation of all five transmission valves slated for this year. The work was complex and time consuming, but severely needed.

Also, the water division was understaffed by four workers and at times, this was made worse due to COVID, when staff had to be quarantined. This further reduced our workforce and affected productivity. Note that the number of valves turned is closely on pace with our goal and we are exceeding our pace on replacing distribution valves and upgrading fire hydrants. Tank and reservoir cleaning is conducted when demands are low, so we expect to perform more maintenance in the coming months.





Leak Alert Notifications

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

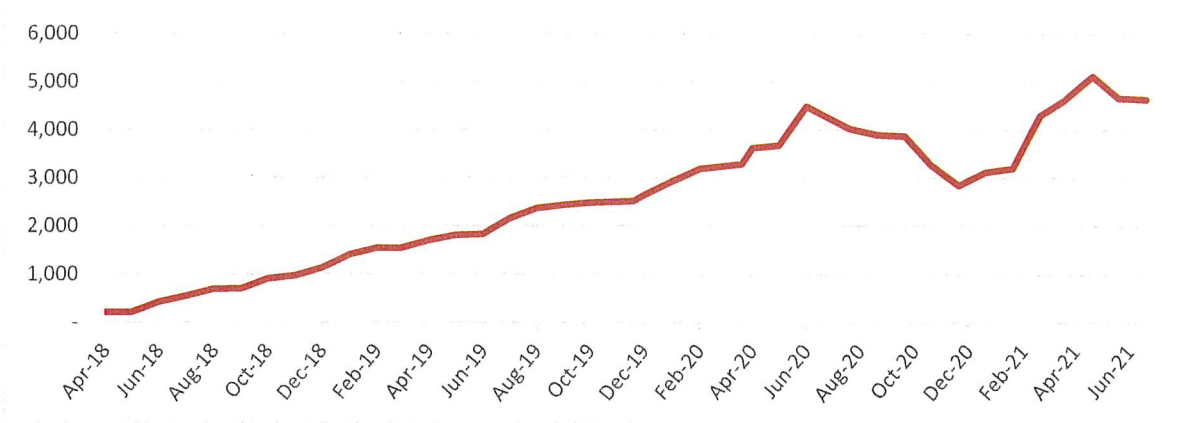
Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, BWP has provided 11,756 leak alerts to customers. Unfortunately, a high volume of water meter communication modules are not working reliably and replacement units are no longer produced.

As of **June 2021**, BWP was not able to receive remote reads for **4,639** water meters out of 27,060 (**17% of the total**) due to failing communications modules and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read approximately 800 meters with failed communication modules and we are now able to read them.

BWP previously notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications, and due to continued failures BWP is now in the process of notifying additional customers.

BWP is now exploring an updated AMI system. The AMR system unfortunately will not enable BWP to notify customers of leaks at all. This will leave customers vulnerable to unnoticed leaks causing water damage, bills that could reach thousands of dollars as well as unnecessary and significant water waste.

Total Number of Failed Communication Modules

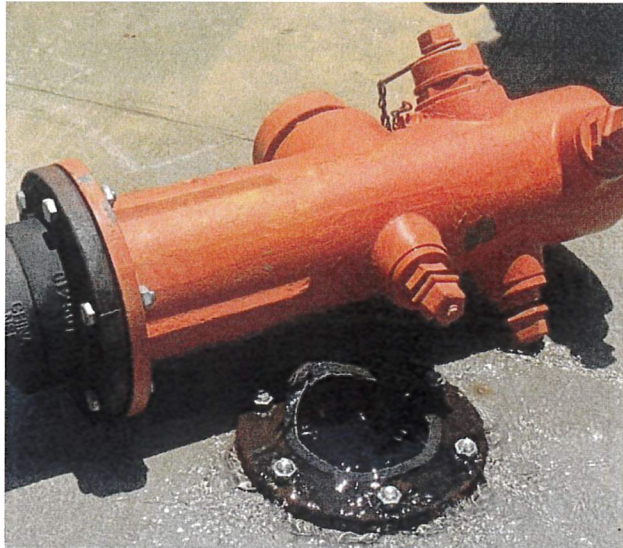


Projects

3122 West Burbank Boulevard

A delivery truck backed into a fire hydrant causing the fire hydrant to shear off at the breakaway spool. Breakaway spools are an intricate part of our distribution system. They are designed to shear off to protect the fire hydrant and the underground infrastructure. Shown here, our crew member is able to remove the existing damaged breakaway spool, replace it with a new one, and re-install the existing fire hydrant without having to remove a section of the sidewalk.







ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In June 2021, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,225,040 customer minutes.

Reliability Measurement	July 2019 – June 2020	July 2020 – June 2021
Average Outages Per Customer Per Year (SAIFI)	0.3802	0.2565
Average Outage Duration (CAIDI)	22.56 minutes	22.42 minutes
Average Service Availability	99.998%	99.999%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3605	0.2926
No. of Sustained Feeder Outages	9	10
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	0

PROJECT UPDATES

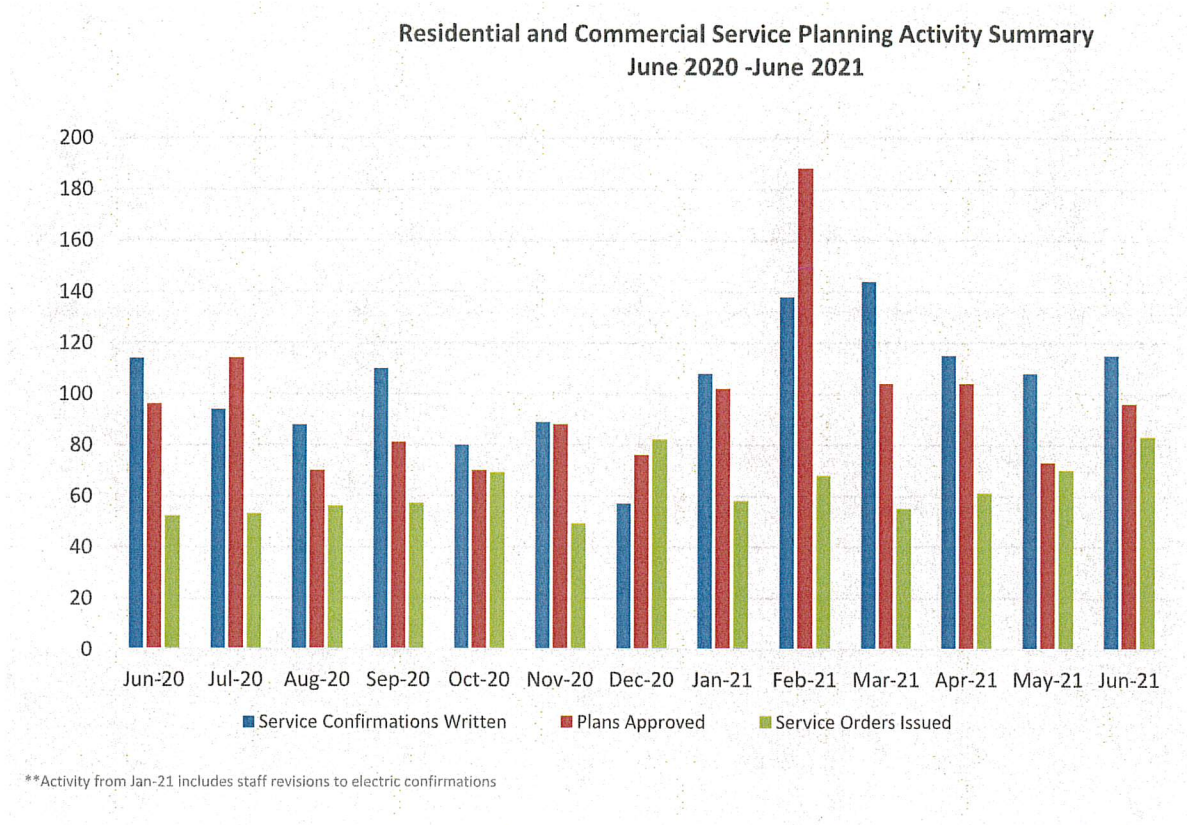
Distribution Capital Projects

The electrical engineering section is seeing an unprecedented amount of development requests including large site developments, major housing developments, and accessory dwelling units. Staff is currently managing these requests with an acceptable turn-around time while utilizing overtime and consultant services. If this level of development is to continue, the electrical engineering section will need to staff accordingly to be able to keep up with the maintenance work that is currently being placed on hold to accommodate the development work and resulting capital projects.

Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing service. In order for a customer to obtain a building permit for their construction, BWP service planners must visit the customer's facility and fill out an electric service confirmation form which details what type

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

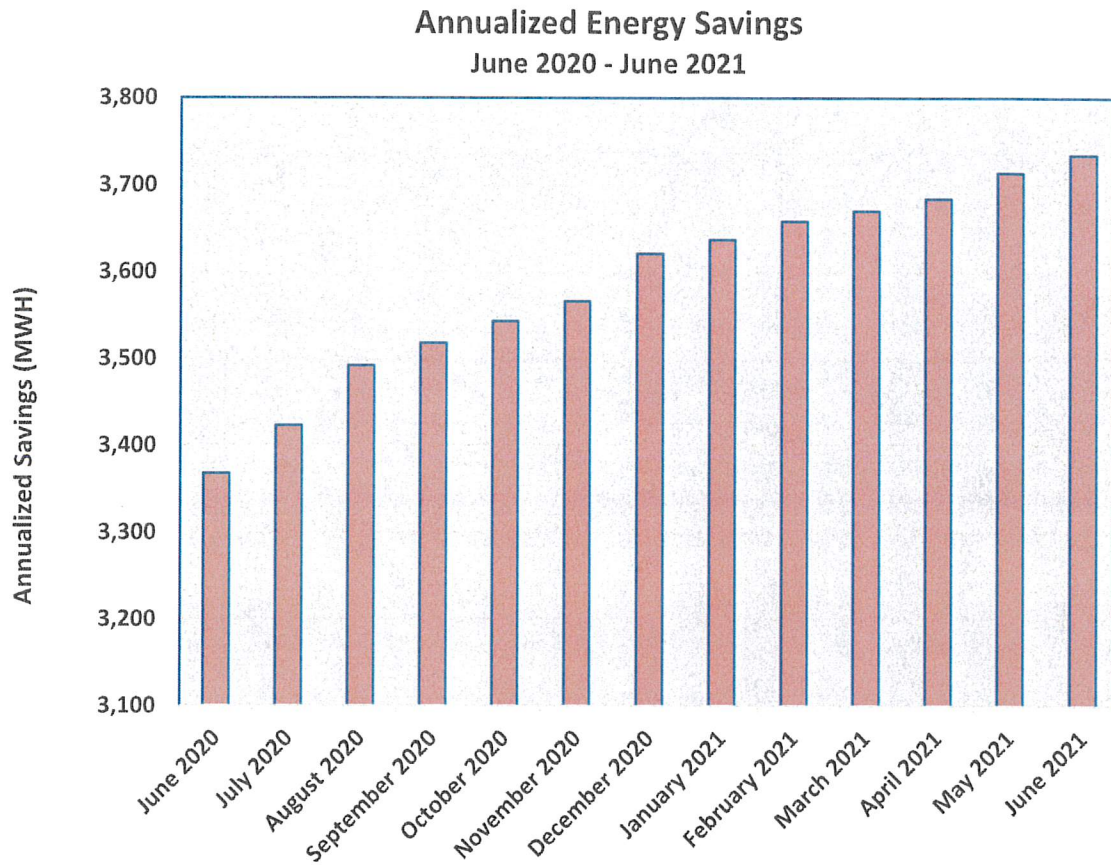


STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high pressure sodium (HPS) street light luminaires with light emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. **To date, 70.53% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,734 MWh or a 40.30% reduction in energy consumption. LED conversions have also reduced evening load by 853 kW, which shortens the “neck of the duck curve” and reduces the amount of**

energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.



CUSTOMER SERVICE

Customer Service Operations

Call volumes increased by 24%. The additional phone calls resulted from more customers requesting a change of account as well as making updates to their account profile. BWP anticipates this increase to continue during the summer months as more residents move in and out of the city. BWP also anticipates experiencing higher call volumes in the near future as we begin to disconnect more customers for non-payment.

BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	12%
Residential Start	6%
Update Account Info	6%
Residential Stop	6%
Solid Waste	4%

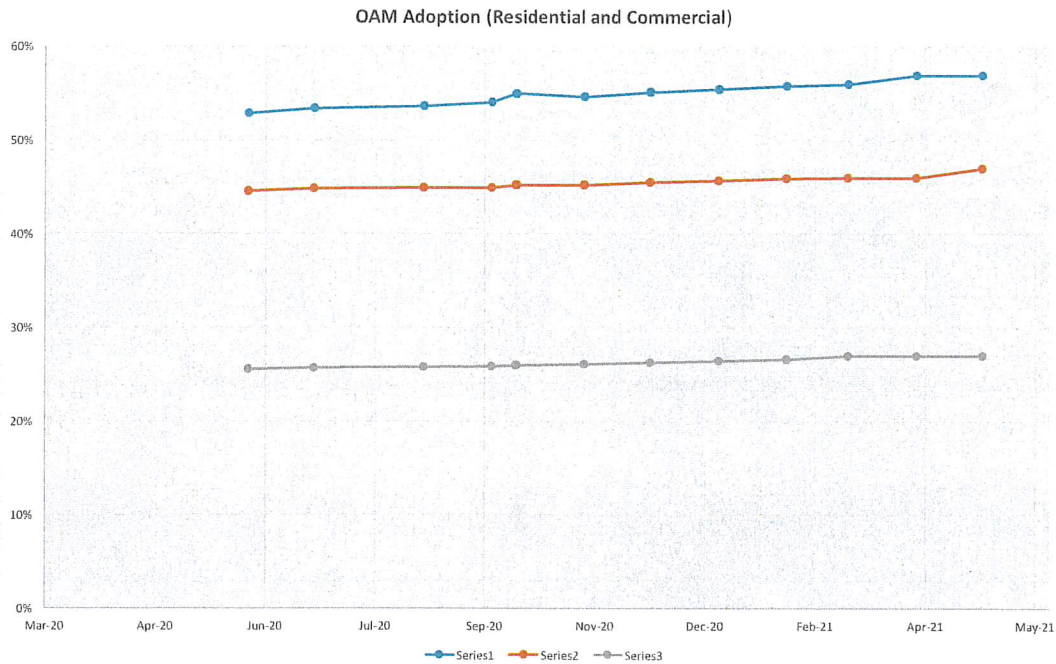
	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	% Inc/Dec
Call Volume	3,582	4,055	3,812	3,783	3,527	3,055	3,527	3,383	2,897	3,384	3,017	2,799	3,468	23.9%

Online Account Manager

The enrollment in the online account manager (OAM) is currently at 57% of all active accounts; increases in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 82% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by the end of 2021.

The OAM adoption plan consists of three phases. Phase one was to build awareness and promotion through broad communications. The second phase is to provide targeted messages to segments that have not adopted the OAM. The third phase is to provide incentives to adopt the OAM. Currently, about 86% of customers that have not adopted the OAM are residential. Therefore, phase two and three will be focused on residential adoption to reach the 80% overall adoption goal. The adoption plan is currently in phase two and will move into phase three during the last quarter of this calendar year.

Below is the chart outlining activity for the OAM:

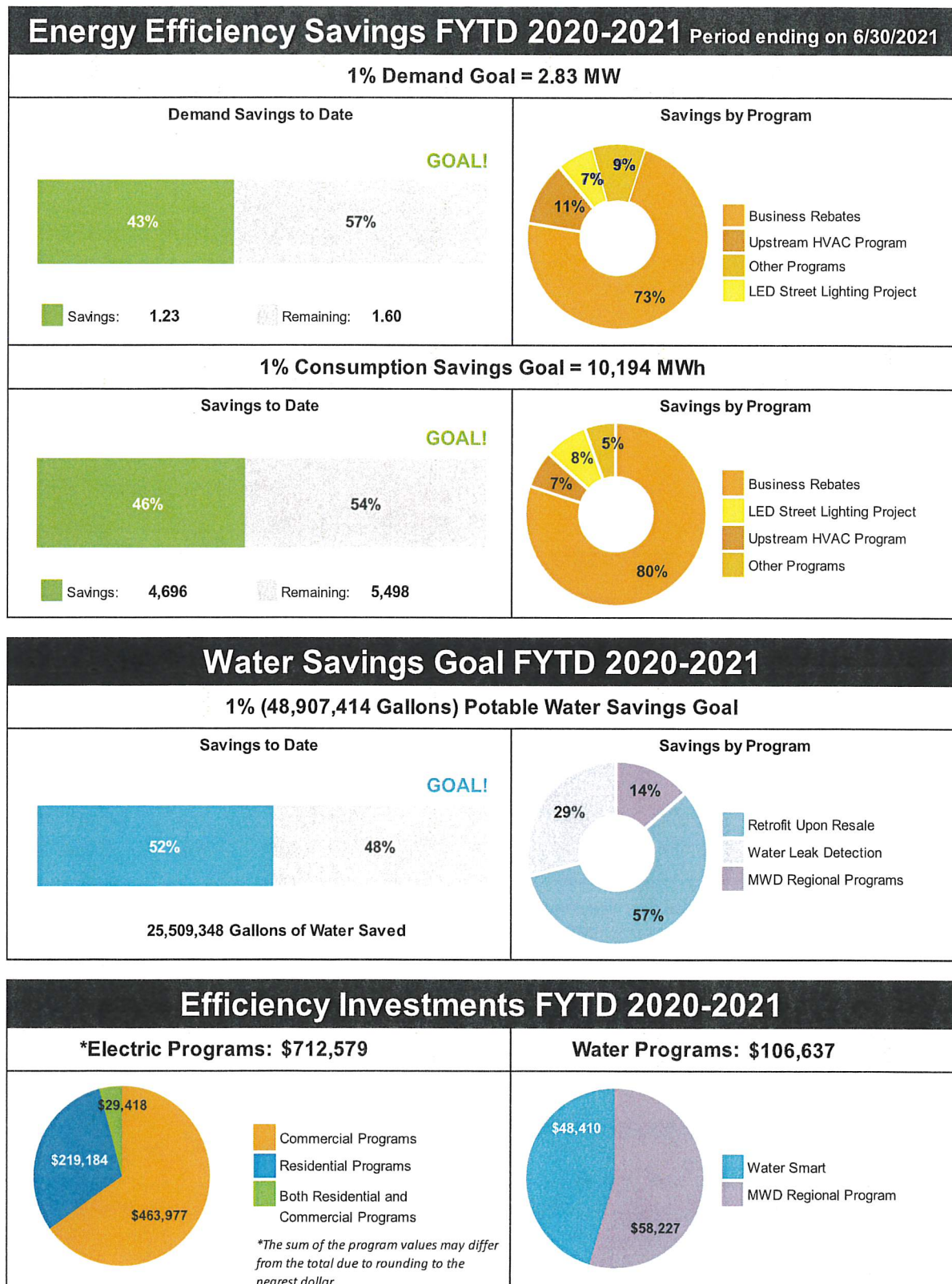


	Active	% of Total Active Accounts
Active Users	30,099	57%
Paperless	24,571	47%
Autopay	15,958	30%

BWP’s Energy Efficiency and Water Savings – Fiscal Year to June 30, 2021

Changes in state and local COVID-19 orders allow for more services to be restored for efficiency programs that require home or onsite visits. **BWP collaborated with vendors to ensure proper protocols are in place to restore services and comply with health orders. As a result, the Refrigerator Exchange Program has been resumed as of June 2021. It is feasible that all remaining onsite services may be restored during the month of September 2021.** Meanwhile, other energy efficiency and water conservation programs that do not require onsite visits such as BWP’s rebate programs continue to operate. As a result of the program suspensions due to COVID-19, program activities continued to be significantly reduced for the month of **June 2021**. In April 2020, the online Home Energy Audit was launched as part of a larger suite of online resources for residential customers. Promotion for the suite of resources has appeared in the *Currents* newsletter and other communication channels. The Home Energy Audit allows residential customers to complete the audit, analyze their energy use, and receive energy

saving tips. Commercial program participation continues to significantly contribute to the reported savings for the month of **June**, mostly from the BWP business rebates program utilized by some of the largest commercial customers. Incentives for large projects have incentive caps but yield total project efficiency savings.



Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC fast chargers and 18 curbside chargers. As of **June 1, 2021**, pricing for public EV charging is \$0.1753 per kWh for all hours for Level 1 and Level 2. For the DC fast chargers, the charging rate is \$0.2817 per kWh for all hours. Reduced public charger usage can likely be attributed to the safer-at-home order issued in March. Lower than expected participation in the rebate programs can likely also be attributed to COVID-19. Car sales are low across the board, which may have influenced low participation in the used car EV rebate. BWP has provided the required startup funding to the program administrator acting on behalf of the California Air Resources Board for the clean fuel rewards program. The clean fuel rewards statewide rebate is now available to California residents. The rebate provides up to \$1,500 for battery electric and plug-in electric vehicles that are leased or purchased.

New data from the California DMV indicates that as of December 2020, there are now 2,233 registered plug-in hybrid electric vehicles (PHEV) and EVs in the City of Burbank, versus 2,236 registered PHEVs and EVs in December of 2019. However, the total share of electric vehicles rose from 2.5% to 2.8% in that time. The reason for this is the total number of internal combustion engine (ICE) vehicles changed from 88,378 to 78,710, for a total reduction of 9,668 ICE vehicles. This does show a greater resiliency in the EV market in Burbank as this is a 10.9% reduction in ICE vehicle numbers, while there was only a 0.13% reduction in total EV numbers.

BWP surpassed the goal to install 24 publicly available EV charging ports during fiscal year 2020-2021 and installed 26 ports. The goal was completed as of June 10 and all new 26 EV charging ports are installed and available to the public.

The 26 EV charging ports are as follows:

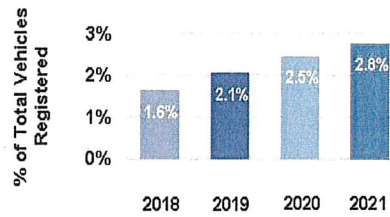
Curbside EV Chargers Project – Six new curbside charging ports are operational in three locations with existing curbside chargers with two ports at each location. The three locations are N. Hollywood Way, near Victory Blvd., Buena Vista Street, adjacent to the Buena Vista Library and Alameda Ave., near Main Street.

- **Community Services Building – 16 Ports**

In collaboration with the Community Development and Public Works Departments, publicly available charging ports are available in the Community Services building parking lot. The charging ports are in the parking lot nearest the intersection of Olive Ave. and Glenoaks Blvd. Repaving and restriping was added to the project at the request of the Public Works Department and is being completed the week of July 6. **A ribbon cutting ceremony occurred on July 12, 2021, which was attended by Congressman Schiff, City Council, Board Member Brody, and was covered by CBS, KTLA, and Fox News.**

Transportation Electrification 2020-2021 Period ending on 6/30/2021

EV Growth in Burbank*



Total EV/PHEV DMV Vehicle Registrations

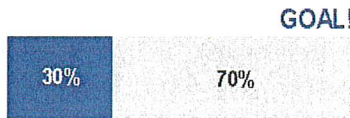
2021:	2,233
2020:	2,236
2019:	1,912
2018:	1,494

* DMV data as of Jan 01 of the reporting year

Transportation Electrification Initiatives for FY 2020-2021

Used EV Rebates

Goal: 83



Given: 25

Remaining: 58

EV Charger Rebates

Goal: 150



Residential: 18
Commercial: 1

Remaining: 131

Public Charging Ports

Goal: 24



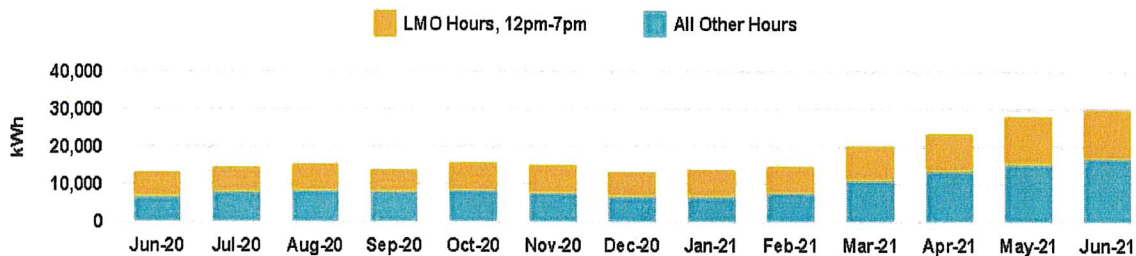
Installed: 26 Remaining: 0

Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG Reduced*	¹ Peak Charging Sessions	² Charging Occupancy
	Total Ports	Total Available						
June:	73	73	3,078	29,492	\$5,999	16,988	22%	11%
Average:	51	51	1,926	18,058	\$3,444	10,402	20%	10%
FY Total:	73	73	23,110	216,690	\$41,331	124,821	20%	10%

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

Load Management Opportunity (LMO) Hours

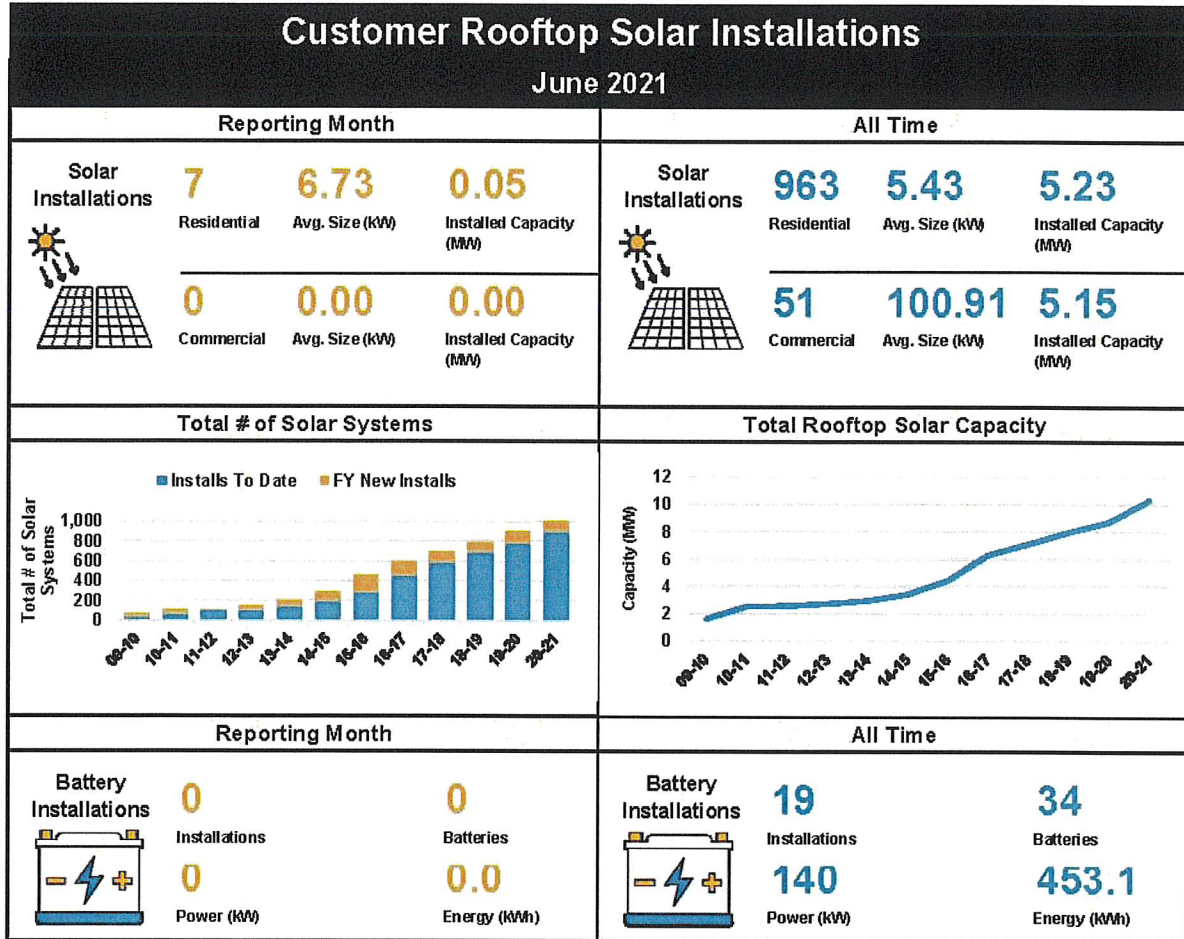


¹Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

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

Rooftop Solar and Battery Installations

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



TECHNOLOGY

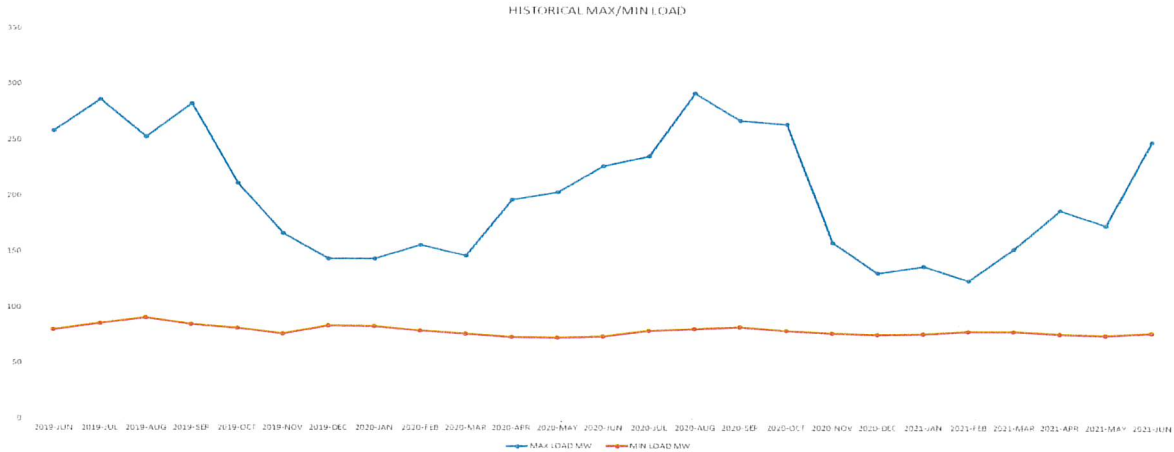
Broadband Services (ONEBurbank)

	June 2021 New Orders	Revenues for June 2021	FYTD 2020-21 Revenues	FYTD budget
Lit	2	\$138,951	\$1,559,449	\$1,580,000
Dark	0	\$190,465	\$2,383,890	\$2,370,000
Total	2	\$329,416	\$3,943,339	\$3,950,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for June 2021 was 248.5 MW at 2:57 PM on June 15, and the minimum load was 77.4 MW at 2:47 AM on June 9.



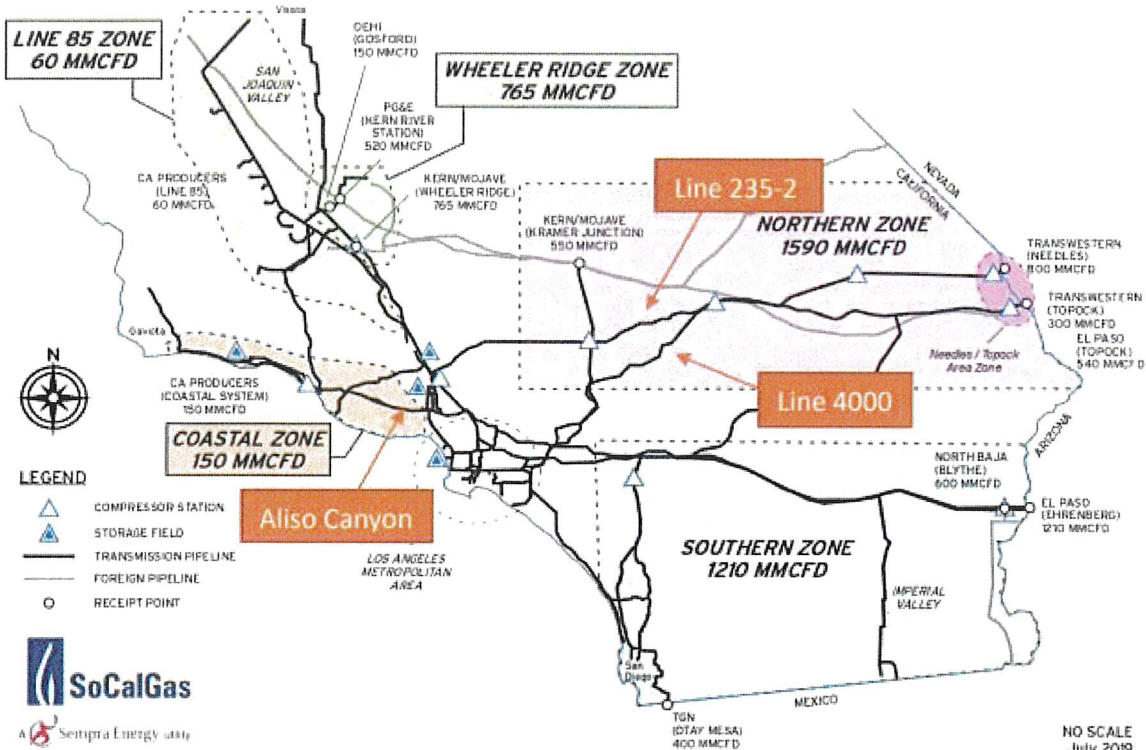
Minimum load values corrected for Sept & Dec 2018.

YEAR	MAX LOAD	MAX DATE
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41
2017	322.1 MW	31-Aug-17 16:02

The Burbank power system did not experience any operational issues or natural gas supply issues for June 2021. BWP had zero days of red flag warnings.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances.

Image 1: Receipt Points & Transmission Zone Firm Capacities



ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	102.17	3,626	10,386	12
MPP	92%	660	110,968	7,654	1

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

Lake 1 experienced operational concerns in late December. As a result, it was removed and shipped to a certified facility in Houston, TX for inspection and repairs. The inspection findings indicated the need to replace multiple components that were worn beyond allowable limits. Revised estimates included a possible September 2021 return to service, however, a leased turbine has been installed to mitigate summer risks. The leased turbine was placed online twelve times during the month of June.

Magnolia Power Project (MPP)

	June	FYTD	YTD
Availability	92%	73%	47%
Unit Capacity Factor (240 MW)	64%	52%	32%

MPP was shut down on Friday, June 25, 2021, to perform an offline water wash of the combustion turbine compressor and to conduct balance of plant maintenance. MPP was successfully restarted on Monday, June 28, 2021. There were no other outages during the month of June.

Tieton Hydropower Project (Tieton)

Tieton's 2021 generation season began April 5, 2021 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (BOR). In June, the Rimrock Reservoir, which supplies Tieton, reached 100% capacity and water flow to Tieton varied. Both units were operated when there was adequate water flow and approximately 7,670 MWh were generated in June for the project.

ENVIRONMENTAL

Air Quality

Air quality tests were conducted on MPP on June 3 and June 4, 2021 and on the Lake unit on June 7, 2021. The tests were completed successfully, and the formal reports are pending. Air quality testing is required by the Environmental Protection Agency (EPA) and the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit to operate.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four storm water samples per reporting year and compare them to statewide regulatory limits. On January 28, 2021, a second set of storm water samples was collected. The results from the last two samples continue to indicate ongoing compliance issues with metals, specifically zinc. Samples were also collected from the offsite influent that commingles with BWP's storm water discharge. The offsite samples also exceeded the limits for metals.

In order to address the storm water compliance issues, BWP is in the process of implementing a campus storm water improvement project. BWP has completed an environmental review of the project required under the California Environmental Quality Act (CEQA). The environmental review will be finalized when the project is approved by the Burbank City Council. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. After the final design is completed, bid specifications will be prepared and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits which are achievable for this site. The final TSOs were approved by the Los Angeles Regional

Water Quality Control Board on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by November 17, 2023.

PROJECT UPDATES:

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP continues to be on track to meet RPS compliance requirements for calendar year 2021. The calendar year 2021 goal is 35.75% RPS. BWP staff continues to evaluate renewable resources in order to meet future compliance requirements. **Staff uploaded all required data into the Western Renewable Energy Generation Information System (WREGIS) in June, as required under the California Energy Commission (CEC) regulations.**

On December 22, 2020, the California Energy Commission (CEC) adopted new regulations on several important RPS regulations. The CEC provided clarification on how to count resources towards the long term requirement (LTR), which requires that 65% of RPS compliance come from contracts that are 10 years or longer in duration, as well as set new interim targets, post calendar year 2020. The new regulations now comply with the SB 100 requirement of utilities needing to meet a 60% RPS by 2030, meaning that 60% of BWP's retail load requirement will need to come from renewable resources by 2030.

Integrated Resource Plan (IRP) Update

As BWP moves forward with an update to the IRP, it is possible that it may look different and it may be a document that provides a path towards BWP's many compliance requirements. Concurrently, BWP is starting to review options for a new IRP, which is due to the CEC in 2024. Stakeholder engagement efforts, compliance and costs will be some of the major factors in the 2024 IRP.

Transmission Update

Negotiations with LADWP regarding the renewal of several existing transmission service agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment extended the Hoover TSA through September 30, 2021. **In mid-July, staff worked with LADWP to finalize the TSA documents for both Hoover and IPP. Staff plans to take these agreements to City Council in August.**

Intermountain Power Project (Delta, UT) Renewal Progress

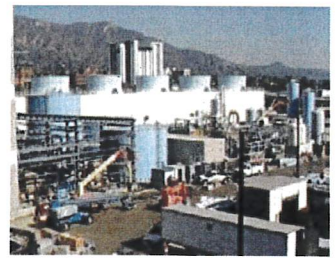
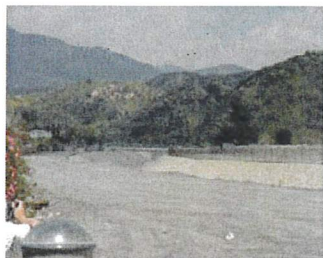
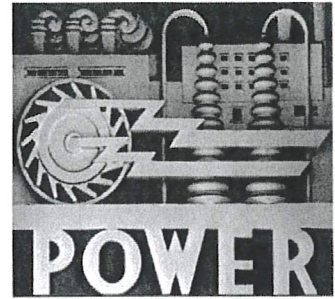
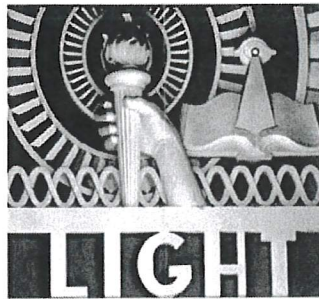
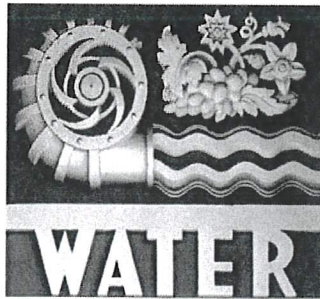
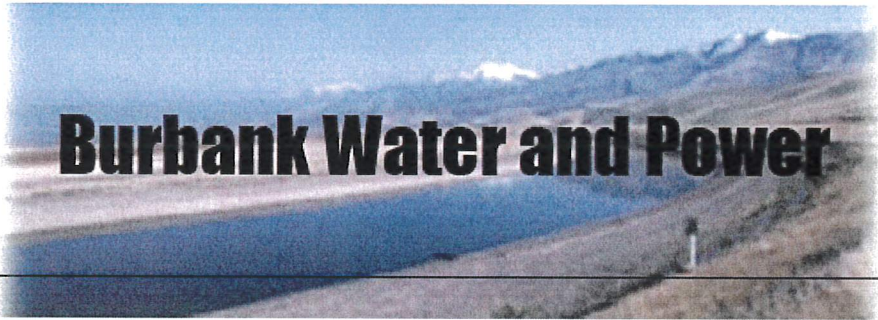
LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, and power generation at IPP. In the medium-term, the IPP Renewal participants are targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is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

concerns on facilities development and potential additional resources at the site. **At the June 3, 2021, BWP Board meeting staff provided an IPP update. The update included details on the IPP renewal contract, costs and how the green hydrogen will be incorporated into the IPP renewal. Staff will provide updates on IPP as costs are refined and as the project breaks ground.**

Power Production

Lake One Power Plant Emissions Retrofit Project

BWP is in the process of developing a bid specification and front-end documents for the retrofit of the Lake One power plant emissions control system. The new emissions control system will allow Lake One to remain in compliance with upcoming SCAQMD 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-21**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD May 2021
(\$ In 000's except MWh Sales)**

MTD Actual FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance	NEL MWh	YTD Actual FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
78,086	86,983	(8,897)	(10%) ^(a)		924,450	993,631	(69,181)	(7%) ^(A)
Retail								
\$ 11,428	\$ 12,930	\$ (1,501)	(12%)	Retail Sales	\$ 138,364	\$ 149,696	\$ (11,332)	(8%)
417	622	(204)	(33%)	Other Revenues	4,644	6,842	(2,198)	(32%) ^(B)
9,693	9,644	(50)	(1%) ^(b)	Retail Power Supply & Transmission	93,812	102,432	8,620	8% ^(C)
2,153	3,908	(1,755)	(45%)	Retail Margin	49,196	54,105	(4,910)	(9%)
Wholesale								
205	3,777	(3,573)	(95%)	Wholesale Sales	21,233	45,045	(23,812)	(53%)
180	3,702	3,522	95%	Wholesale Power Supply	15,914	44,144	28,229	64%
25	76	(51)	(67%)	Wholesale Margin	5,319	901	4,418	490% ^(D)
2,177	3,984	(1,806)	(45%)	Gross Margin	54,514	55,006	(492)	(1%)
Operating Expenses								
650	923	273	30% ^(c)	Distribution	9,790	10,480	690	7% ^(E)
111	134	23	17%	Administration/Safety	1,500	1,379	(121)	(9%) ^(F)
191	226	35	15%	Finance, Fleet, & Warehouse	2,129	2,689	560	21% ^(G)
523	525	2	0%	Transfer to General Fund for Cost Allocation	5,748	5,772	23	0%
331	472	142	30% ^(d)	Customer Service, Marketing & Conservation	4,533	5,233	700	13% ^(H)
288	367	79	22%	Public Benefits	3,441	4,250	809	19% ^(I)
86	293	207	71% ^(e)	Security/Oper Technology	2,263	2,509	246	10%
90	110	20	18%	Telecom	1,102	1,264	162	13%
162	187	25	13%	Construction & Maintenance	1,532	2,059	527	26% ^(J)
1,594	1,781	187	11%	Depreciation	15,681	19,593	3,913	20% ^(K)
4,024	5,018	994	20%	Total Operating Expenses	47,719	55,228	7,509	14%
\$ (1,847)	\$ (1,035)	\$ (812)	(79%)	Operating Income/(Loss)	\$ 6,795	\$ (222)	\$ 7,017	3162%

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

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	78,086	86,983	(8,897)	NEL is 10% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature was 74.9°F, compared to the 15-year average high temperature of 75.5°F. The average low temperature was 55.0°F, compared to the 15-year average low temperature of 54.4°F. MTD HDD were 37 versus the 15-year average of 62.
b.	Retail Power Supply & Transmission	9,693	9,644	(50)	The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
c.	Distribution	650	923	273	The favorable variance is primarily attributable to the timing of capital labor and work for others.
d.	Customer Service, Marketing & Conservation	331	472	142	The favorable variance is primarily attributable to vacancies and to the timing of payments for professional services.
e.	Security/Oper Technology	86	293	207	The favorable variance is primarily attributable to the timing of payments for software/hardware and professional services.
f.	Other Income/(Expense)	189	91	98	The favorable variance is attributable to the timing of revenues related to revenue from the sale of scrap materials and damaged property recovery.
g.	Capital Contributions (AIC)	13	1,054	(1,042)	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 2021
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	924,450	993,631	(69,181)	- NEL is 7% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020, partially offset by warmer summer temperatures. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929.
B.	Other Revenues	4,644	6,842	(2,198)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate. The unfavorable variance is also attributable to the moratorium on fees in light of the COVID-19 pandemic.
C.	Retail Power Supply & Transmission	93,812	102,432	8,620	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Wholesale Margin	5,319	901	4,418	- The wholesale margin is higher than budget driven by BWP's asset optimization strategy during persistent and record breaking heatwave this past summer.
E.	Distribution	9,790	10,480	690	- The favorable variance is primarily attributable to more capital labor and work for others than planned.
F.	Administration / Safety	1,500	1,379	(121)	- The unfavorable variance is attributable to higher leave expense.
G.	Finance, Fleet, & Warehouse	2,129	2,689	560	- The favorable variance is primarily attributable to vacancies and lower than planned spending on software purchases and professional services.
H.	Customer Service, Marketing & Conservation	4,533	5,233	700	- The favorable variance is primarily attributable to vacancies and lower than planned spending on professional services.
I.	Public Benefits	3,441	4,250	809	- Lifetime discounts of \$494k are recorded as a reduction to retail sales but are budgeted as an expense. The balance of the variance is attributable to lower than planned electric retail sales.
J.	Construction & Maintenance	1,532	2,059	527	- The favorable variance is primarily attributable to more work for others and capital than planned and to lower than planned spending on building grounds maintenance & repair.
K.	Depreciation	15,681	19,593	3,913	- The favorable variance is primarily attributable to delays in capital projects.
L.	Interest Income	1,076	1,560	(484)	The unfavorable variance is primarily attributable to a lower actual rate of return than planned.
M.	Other Income/(Expense)	(1,184)	(1,658)	473	- The favorable variance is primarily attributable to higher than planned miscellaneous revenue from the sale of scrap materials, inventory, and assets.
N.	Capital Contributions (A/C)	509	11,597	(11,088)	- The unfavorable variance is attributable to the timing of A/C projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$(1,860)</u>	\$ -	\$ (774)	\$ (774)

MTD GROSS MARGIN VARIANCE

Retail Sales	-	(1,501)	(1,501)
Power Supply and Transmission:	-	-	-
- Lower retail load	187	-	187
- Higher than planned renewables cost and other	-	(95)	(95)
- Higher Energy prices	-	-	-
- Higher transmission	-	(105)	(105)
- Retail load management and economic dispatch	-	(176)	(176)
- Lower O&M	139	-	139
Other Revenues	-	(204)	(204)
Wholesale Margin	-	(51)	(51)
Total	\$ 326	\$ (2,132)	\$ (1,807)

MTD O&M AND OTHER VARIANCES

Distribution	273	-	273
Administration/Safety	23	-	23
Finance, Fleet, & Warehouse	35	-	35
Customer Service, Marketing & Conservation	142	-	142
Public Benefits	79	-	79
Security/Oper Technology	207	-	207
Telecom	20	-	20
Construction & Maintenance	25	-	25
Depreciation expense	187	-	187
All other	40	-	40
Total	\$ 1,032	\$ -	\$ 1,032

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

	Month-to-Date		
	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME/(LOSS): \$3,563</u>	\$ 7,005	-	\$ 7,005
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(11,332)	(11,332)
Power Supply and Transmission			
- Lower retail load	1,435	-	1,435
- Prior period true up credits and adjustments	1,457	-	1,457
- Lower transmission	790	-	790
- Financing savings	417	-	417
- Higher than planned renewables cost and other	-	(1,067)	(1,067)
- Lower O&M	1,113	-	1,113
- Lake Unit Repairs	-	(1,014)	(1,014)
- Retail load management and economic dispatch offset by higher energy prices	5,489	-	5,489
Other Revenues	-	(2,198)	(2,198)
Wholesale Margin	4,418	-	4,418
Total	\$ 15,119	\$ (15,611)	\$ (492)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	690	-	690
Administration/Safety	-	(121)	(121)
Finance, Fleet, & Warehouse	560	-	560
Customer Service, Marketing & Conservation	700	-	700
Public Benefits	809	-	809
Security/Oper Technology	246	-	246
Telecom	162	-	162
Construction & Maintenance	527	-	527
Depreciation expense	3,913	-	3,913
All other	12	-	12
Total	\$ 7,618	\$ (121)	\$ 7,497

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

	May-21	Apr-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	\$ 70,930	\$ 73,412	\$ 70,186	\$ 65,223	\$ 65,133 ^(f)	\$ 52,719 ^{(e)(g)}	\$ 67,320 ^(h)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA ^(g)	3,732	3,732	4,210	6,021	3,769	17,163	16,817		
Sub-Total Cash and Investments	84,662	87,144	84,396	81,244	78,902	79,882	94,137	73,010	42,770
Customer Deposits	(4,450)	(2,938)	(2,722)	(3,083)	(1,486)	(1,811)	(5,641)		
Public Benefits Obligation	(8,066)	(8,124)	(8,198)	(8,287)	(7,826)	(6,990)	(6,069)		
Pacific Northwest DC Intertie	-	-	-	(45)	(48)	(62)	(2,218)		
Low Carbon Fuel Standard ^(e)	(3,445)	(3,502)	(2,470)	(3,273)	(3,394)	(3,642)	(2,267)		
Cash and Investments (less Commitments)	<u>68,702</u>	<u>72,580</u>	<u>71,005</u>	<u>66,556</u>	<u>66,149</u>	<u>67,376</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

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

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

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

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

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

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

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD May 2021
(\$ in 000's except Gallons)**

	MTD Actual FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance		YTD Actual FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
	464	406	59	14% ^(a)	Water put into the system in Millions of Gallons	4,905	4,667	238	5% ^(A)
	98	88	10	11%	Metered Recycled Water in Millions of Gallons	861	890	(29)	(3%) ^(B)
					Operating Revenues				
\$	2,279	\$ 2,113	\$ 166	8%	Potable Water	\$ 25,842	\$ 25,075	\$ 767	3%
	398	359	39	11%	Recycled Water	3,463	3,625	(162)	(4%)
	114	122	(7)	(6%)	Other Revenue ⁽³⁾	1,413	1,340	73	5%
	2,792	2,594	198	8%	Total Operating Revenues	30,719	30,041	678	2%
	976	897	(79)	(9%) ^(b)	Water Supply Expense	10,972	11,217	245	2% ^(C)
	1,816	1,696	119	7%	Gross Margin	19,747	18,824	923	5%
					Operating Expenses				
	627	744	117	16%	Operations & Maintenance - Potable	7,413	8,258	845	10% ^(D)
	123	140	17	12%	Operations & Maintenance - Recycled	1,323	1,553	230	15%
	143	217	74	34% ^(c)	Operations & Maintenance - Shared Services	1,614	2,315	701	30% ^(E)
	175	175	-	0%	Transfer to General Fund for Cost Allocation	1,926	1,926	-	0%
	330	355	26	7%	Depreciation	3,528	3,908	380	10% ^(F)
	1,398	1,632	234	14%	Total Operating Expenses	15,803	17,959	2,156	12%
	418	64	354	549%	Operating Income/(Loss)	3,943	864	3,079	356%
					Other Income/(Expenses)				
	16	21	(6)	(27%)	Interest Income	182	235	(54)	(23%)
	56	45	11	25%	Other Income/(Expense) ⁽⁴⁾	(157)	(38)	(119)	(311%) ^(G)
	(144)	(158)	(14)	(9%)	Bond Interest/(Expense)	(1,587)	(1,742)	155	9%
	(72)	(92)	20	21%	Total Other Income/(Expenses)	(1,563)	(1,545)	(18)	(1%)
	345	(28)	373	1339%	Net Income/(Loss)	2,381	(681)	3,061	450%
	14	94	(80)	(85%) ^(d)	Aid in Construction	137	1,030	(893)	(87%) ^(H)
\$	360	\$ 66	\$ 294	447%	Net Change in Net Assets	\$ 2,518	\$ 350	\$ 2,168	620%

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 2021
 (\$ in 000's except Gallons)

Foot. note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	464	406	59	- Potable water demand was higher than budget, which was driven by low rainfall. Burbank received 0.0 inches of rainfall in May as compared to the monthly normal of 0.3 inches.
b.	Water Supply Expense	976	897	(79)	- The unfavorable variance was primarily a result of higher demand.
c.	Operations & Maintenance - Shared Services	143	217	74	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
d.	Aid in Construction	14	94	(80)	- The unfavorable variance is attributable to the timing of AIC projects.

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

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	4,905	4,667	238	- Potable water demand is higher than budget, which is driven by warmer summer temperatures and a drier winter, offset by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 4.9 inches of rainfall FYTD as compared to the normal of 13.8 inches.
B.	Metered Recycled Water in Millions of Gallons	861	890	(29)	- FYTD Recycled water demand was lower than budget as a result of the MPP major overhaul, offset by warmer summer temperatures and a drier winter. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 4.9 inches of rainfall FYTD as compared to the normal of 13.8 inches.
C.	Water Supply Expense	10,972	11,217	245	- The favorable variance is a result of using more Valley/BOU water which is less costly than imported MWD water.
D.	Operations & Maintenance - Potable	7,413	8,258	845	- The favorable variance is primarily attributable to vacancies and lower than planned spending on professional and private contractual services.
E.	Operations & Maintenance - Shared Services	1,614	2,315	701	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
F.	Depreciation	3,528	3,908	380	- The favorable variance is primarily attributable to delays in capital projects.
G.	Other Income/(Expense)	(157)	(38)	(119)	Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
H.	Aid in Construction	137	1,030	(893)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$345</u>	\$ 373	\$ -	\$ 373
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	166	-	166
Recycled Revenues	39	-	39
Other Revenue	-	(7)	(7)
Water Supply Expense	-	(79)	(79)
Total	205	\$ (86)	\$ 119
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	117	-	117
Recycled Water O&M	17	-	17
Allocated O&M	74	-	74
Depreciation Expense	26	-	26
All Other	20	-	20
Total	\$ 254	\$ -	\$ 254

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$2,381</u>	\$ 3,061	\$ -	\$ 3,061
 <u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	767	-	767
Recycled Revenues	-	(162)	(162)
Other Revenue	73	-	73
Water Supply Expense	245	-	245
Total	\$ 1,085	\$ (162)	\$ 923
 <u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	845	-	845
Recycled Water O&M	230	-	230
Allocated O&M	701	-	701
Depreciation Expense	380	-	380
All Other	-	(18)	(18)
Total	\$ 2,156	\$ (18)	\$ 2,138

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

	May-21	Apr-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 11,692	\$ 13,722	\$ 15,066	\$ 13,972	\$ 10,972 ^(a)	\$ 8,395 ^{(a)(d)}	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	13,912	15,942	17,286	16,192	13,192	10,615	13,775	17,830	9,370
Customer Deposits	(1,158)	(1,118)	(1,151)	(1,311)	(1,133)	(1,227)	(1,454)		
Cash and Investments (less commitments)	\$ 12,753	\$ 14,824	\$ 16,136	\$ 14,882	\$ 12,060	\$ 9,388	\$ 12,321	\$ 17,830	\$ 9,370

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

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

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

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

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

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places*

Date: *7-12-21*

Members Present: Dink O’Neal, Kat Olson, Lara Saikali, Patti Hollis, Myeisha Gamino

Members Absent: Matt Gamboa, Heather Owens

Staff Present: Paula Ohan - Administrative Analyst, Daniel Amaya – Clerical Worker, Marisa Garcia – Parks and Recreation Director

Item Discussed	Summary	Direction or Action, if any
1 BURBANK EMPIRE CENTER – 2300 EMPIRE AVENUE	Ms. Ohan provided the Committee with a brief summary of the three art piece relocations at the Burbank Empire Center and introduced Kristen Stolle and Mike McAndrews, representatives on behalf of the Empire Center property owner. Ms. Stolle advised that all three art pieces would be installed on a concrete “amoeba” shaped base pad to elevate the pieces as well as provide public seating areas, making the art interactive. Ms. Stolle informed the Committee that the Leaning Tower art piece would be placed in its original location, and the Tiki Tower art piece would be relocated between Target and Marshall’s. She stated the Empire Man art piece would likely be placed in its original location; however, the final location has not been determined due to a property line dispute between the property owner and Caltrans.	Motion made by Ms. Olson, seconded by Ms. Hollis, and carried (5-0) by roll call vote to approve the proposed revised plans for the relocation and modifications of the Tiki Tower and Leaning Tower art pieces at the Burbank Empire Center Motion made by Ms. Olson, seconded by Ms. Hollis, and carried (5-0) by roll call vote to approve the revised plans for the relocation and modifications of the Empire Man art piece at the Burbank Empire Center via Written Communications at a future meeting once finalized.
2 VERDUGO AQUATIC FACILITY PUBLIC ART PROJECT UPDATE	Ms. Ohan provided the Committee with an update regarding the Verdugo Aquatic Facility Public Art Project. She informed Members that the Verdugo Aquatic Facility Public Art Project Professional Services Agreement was unanimously approved by City Council on June 22, 2021. Ms. Ohan also advised that the purchase order is currently being processed so the artist can begin the project. She	None

		advised that the tentative completion date for the project is February 2022.	
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MEMORANDUM



COMMUNITY DEVELOPMENT

CITY OF BURBANK
CITY MANAGER'S OFFICE

21 JUL 30 09:42

DATE: July 20, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – July 12, 2021

- Three members of the public attended the Zoom meeting. One of the three members had questions regarding eviction and relocation fees. The two other members were listening for educational purposes.
- Staff provided the following announcements:
 - Ms. Leyland thanked the Commissioners for attending the Economic Development Taskforce meeting in June.
 - Staff has added the fillable PDFs versions of the Landlord-Tenant Commission Information Forms to the City's website.
 - The next Commission meeting will be held in-person beginning in the month of August 2021. As of the writing of this summary memo, it was decided the meeting will be held virtually due to the increase in COVID-19 cases.
 - Burbank Water and Power presented an item on the July 13, 2021, City Council meeting related to the different city programs that were provided in the past year to assist households and businesses impacted by COVID-19.
- Staff provided an update on the Landlord-Tenant Commission promotional outreach efforts. The Commission asked for additional information to be presented at next month's meeting.
- Commissioners provided updates on six cases related to AB 1482, notice to vacate, pet policy, and relocation fees. The Commission provided mediation resources to utilize from the City's Housing page.
- The meeting adjourned at 7:50 pm.

July 7, 2021
4:30 p.m.

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

Roll Call

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

Members not present: Linda Barnes, Chairperson

Also present: Jacqui Batayneh, Senior Administrative Analyst
Diego Cevallos, Dep Dir Parks, Recreation & Comty Svcs.
Grace Coronado, Senior Administrative Analyst
Griselda Cox, BCEA President
Juliana Demers, Deputy Financial Services Director
Nareg Garabedian, Administrative Analyst I
Eric Garcia, Fire Chief
Marisa Garcia, Park, Rec & Community Services Director
Brady Griffin, Human Resources Manager
Mark Hatch, BFFCOU President
David Kriske, Ast CD Dir – Transportation & Planning
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Karen Pan, Administrative Officer
Melissa Potter, Assistant Library Services Director
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Kris Smith, Dep Dir Parks, Recreation & Community Svcs.
Julianne Venturo, Ast Management Services Director
Meri Young, Administrative Analyst II

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Ramos, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of June 2, 2021.

Proposed Amendments to Classification Plan

- a. **Establishment of the Titles and Specifications for the Classifications of Associate Transportation Planner, Senior Transportation Planner, Principal Transportation Planner, Transportation Planning Manager, and the Revision of the Specification for the Classification of Assistant Transportation Planner**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Ramos and carried 3-0 to approve the establishment of the titles and specifications for the classifications of Associate Transportation Planner, Senior Transportation Planner, Principal Transportation Planner, Transportation Planning Manager, and the Revision of the Specification for the Classification of Assistant Transportation Planner.

- b. **Establishment of the Title and Specification for the Classification of Deputy Fire Chief**

MOTION CARRIED: It was moved by Mr. Ramos, seconded by Mr. Doyle and carried 3-0 to approve the establishment of the title and specification for the classification of Deputy Fire Chief.

- c. **Revision of the Specifications for the Classifications of Buyer I, Buyer II, and Senior Buyer**

MOTION CARRIED: It was moved by Mr. Ramos, seconded by Ms. Waltman and carried 4-0 to approve the revision of the specifications for the classifications of Buyer I, Buyer II, and Senior Buyer.

- d. **Establishment of the Title and Specification for the Classification of Community Services Officer**

The Board recommended this item be brought back during the August 4, 2021 Civil Service Board meeting.

Recruitment and Selection Report – June 2021

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of July 2021, there was one provisional appointment extension and two temporary appointment extensions. The extensions were being sought on behalf of the Public Works Department and the Library Services Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Ramos and carried 4-0 to approve the Appointments and Assignments for the month July 2021.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:18 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Linda Barnes, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____