



Weekly Management Report

April 8, 2022

- 1. Memo** Information on Accessory Dwelling
Unit Ownership
Community Development Department

- 2. Memo** Downtown Burbank Partnership (PBID)
Meeting on March 10, 2022
Community Development Department

- 3. Minutes** Burbank Water and Power Board
Meeting on March 3, 2022
Water & Power Department

- 4. Report** February 2022 Monthly Operating Results
Water & Power Department

- 5. Memo** Recruitment Report – End of March 2022
Management Services Department

MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: March 2, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Asst. Community Development Director
BY: Amanda Landry, Senior Planner

SUBJECT: City Manager Tracking List Item #2383 – Information on Accessory Dwelling Unit Ownership

On March 30, 2021, Council Member Springer requested a staff update on ways to capture and report Accessory Dwelling Unit (ADU) ownership information.

The draft 2021-2029 Burbank Housing Element includes five goals and 26 housing programs to help the City achieve its long-term planning goals during the State-mandated planning period from 2021-2029. Within the Housing Plan, Program 6b establishes that the City will “Track and Monitor ADUs”.

Staff is currently developing a data needs list and questionnaire to send to all property owners that were issued building permits since 2018 to request information on occupancy rent levels and homeownership status. The questionnaire will also be incorporated into the City’s ADU permit application as required information, which will allow the City to monitor ADUs on an ongoing basis. This questionnaire is anticipated to be distributed to existing ADU owners and incorporated into the permit application by the end of the third quarter of 2022.

The 2021-2029 Burbank Housing Element is tentatively scheduled to go to Council mid-2022. If approved, the ADU data, in addition to other required metrics, will be required to be included in the State mandated Housing Element Annual Reports, as well as in periodic updates to the City Council. (Program 6b. “Track and Monitor ADUs” can be found on page 1-101 of the Burbank Housing Element 2021-2029; website link: <https://www.burbankhousingelement.com/> .)

Conclusion

The draft Housing Plan Program 6b "Track and Monitor ADUs" provides the most viable opportunity to obtain information on a range of ADU related topics, including occupancy, rents, and home ownership. Staff is in the process of developing a questionnaire and anticipates it will be ready to implement by the end of the third quarter of this fiscal year. If the City Council approves the 2021-2029 Burbank Housing Element in the coming months, after public deliberation and consideration of the associated environmental impact report, staff will need to revise the data collection method to capture other required information for the Housing Element Annual Reports. As part of the upcoming City Council consideration of the 2021-2029 Burbank Housing Element report, staff will provide a fiscal impact analysis of the required cost to establish and implement this program.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: March 30, 2022

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 – March 10, 2022

- Pro Park and CurbStand presented their proposals for a pilot valet program for Downtown Burbank. After some discussion the Board requested that staff continue exploring both opportunities and come back to the Board with a timeline and next steps to implement the program for May or June 2022. Additionally, the Board suggested conducting outreach to the surrounding businesses to better understand the demand of valet services in the Downtown District.
- With the Board's current marketing contract ending, staff began to work with Anyone Collective on a new contract for services. The new proposal for services came in at a much higher rate than the PBID can accommodate. In an attempt to continue marketing services without disruption, staff reached out to the Strausberg Group, who currently manages the marketing contract for the Burbank Hospitality Association to see if they would be willing to take on the marketing services for Downtown Burbank. Strausberg provided a proposal to the Board for \$90,000 for the remainder of the year. The Board approved the contract for Strausberg Group.
- CBF Productions proposed to bring back the Winter Wine Walk event, which would require a \$50,000 investment from the PBID. After further discussion, the Board requested that staff reach out to the City of Ventura, where the event originated from to better understand their investment. Additionally, the Board requested that Staff approach CBF with a revenue share model.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
March 03, 2022**

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

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

ROLL CALL

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

Board Absent: None.

Staff Present: Ms. Lindell, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager, Customer Service Operations; Mr. Wilson, Assistant General Manager, Water; Mr. Sleiman, Assistant General Manager, Electrical; Ms. Samra, Assistant General Manager, Power; Ms. Edwards, Assistant General Manager, Sustainability, Marketing, and Strategy; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Sarkissian, Manager Customer Service Operations; Mr. Collins, Energy Services and Utility Rates Manager; Ms. Kalomian, Financial Accounting Manager; Ms. Waloejo, Financial Planning and Risk Manager; Ms. Carreon, Recording Secretary; Mr. Casillas, acting 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.

SELECTION OF BWP BOARD VICE-CHAIR

In light of the recent resignation from former Vice-Chair Ford, a new Vice-Chair will be elected to fill the remainder of the fiscal year 2021-2022 term.

It was moved by Mr. Brody, seconded by Ms. LaCamera, and carried 4-0 to nominate Mr. Bardin as the new vice-chair of the BWP Board for the remainder of the fiscal year 2021-2022 term.

GENERAL MANAGER REPORT

Ms. Lindell congratulated the new Vice-Chair, Mr. Bardin, and thanked the board members for their continued services on the Board. Ms. Lindell announced that the city is in the process to appoint three new board members and that the newly appointed board members should be present for our next scheduled Board meeting on April 7, 2022.

Ms. Lindell gave an update to the Board on COVID-19, noting that BWP has had a total of 134 positive cases since March 2020. 80 of those positive cases were from December 2021 to the present day. Once BWP reaches a milestone of two weeks with no COVID cases, employees that are currently working from home will be brought back into the office on a hybrid basis.

Ms. Lindell informed the Board that the April 26, 2022 Council meeting will be held in the Council Chambers with council members only. Then, council members and staff will meet in the Council Chambers at the May 3, 2022 Council meeting. Ms. Lindell is hopeful that the May, or June, BWP Board meeting will be in-person. Ms. Lindell advised the Board that BWP continues to see inflationary increases, citing that chlorine is now 98% more expensive than it was a year ago. Additionally, Ms. Lindell mentioned to the Board that the Metropolitan Water District is considering at least a 16% water rate increase over the next two years; 8% this coming year and 8% the following year.

Ms. Lindell announced the recent promotion of Ms. Carreon as BWP's newest Senior Administration Analyst and gave kudos to Mr. Casillas for his interim role as acting Executive Assistant. Additionally, Ms. Lindell announced the successful cutover on the new mylar balloon ordinance and noted that staff reached out to over 300 businesses and conducted site visits to 10 businesses to assist them in following the new ordinance. Ms. Lindell thanked Ms. Edwards and Mr. Tunncliff for managing the cutover.

Ms. Lindell announced that she was in Washington D.C. with Council member Frutos, who was nominated to be a part of the policy-making committee for American Public Power Association (APPA). Ms. Lindell and Council member Frutos were accompanied by Ms. Titus, who also assisted Mr. Frutos with BWP's talking points to raise with our congressional team. Ms. Lindell mentioned that they met with Congressman Schiff and with several other legislatures.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Bardin, seconded by Ms. LaCamera, and carried 4-0 to approve the meeting minutes of the regular meeting of February 3, 2022.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

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

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

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

COVID-19 IMPACT UPDATE

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

Ms. Sarkissian and Mr. Tunnick responded to board member questions.

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

PROPOSED FISCAL YEAR 2022-2023 ANNUAL BUDGET AND ELECTRIC AND WATER RATES

Ms. Lindell, Mr. Sleiman, Ms. Edwards, Ms. Samra, Mr. Compton, and Mr. Wilson presented to the Board a draft of BWP's proposed fiscal year 2022-2023 annual budget. Mr. Collins presented to the Board a draft of BWP's proposed fiscal year 2022-2023 rates.

Ms. Edwards, Mr. Sleiman, Ms. Lindell, Ms. Samra, Mr. Liu, Mr. Wilson, and Mr. Collins responded to board member questions.

It was moved by Mr. Brody, seconded by Mr. Eskandar, and carried 4-0 to recommend approval of BWP's proposed fiscal year 2022-2023 budget as presented at the March 3, 2022 BWP Board meeting to the Burbank City Council for funds 496, 497, 483, 133, 129, and 535, and the proposed fiscal year 2022-2023 electric rate increase of 6% effective July 1, 2022, and a proposed water rate increase of 9% effective July 1, 2022.

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

LEGISLATIVE UPDATE

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

WATER DIVISION UPDATE

Mr. Wilson updated the Board on the water supply, noting that the equivalent water content in the Sierra snowpack for December was higher than average at 14.9 inches, but this figure decreased thereafter, making January the second driest month on record. Mr. Wilson informed the Board that if these conditions continue, the 15% allocation we have in the state water project could be reduced. Additionally, Mr. Wilson updated the Board on the Colorado river basin's snowpack being at 95% normal for this date, but the reservoir levels are at record lows. Mr. Wilson informed the Board on his recent meeting with the Metropolitan Water District. Mr. Wilson updated the Board on MWD's proposed budget that forecasts lower water transactions

for the next several years than was previously budgeted. The revenue shortfall will require MWD to raise their rates by at least 16 percent over the next two years.

POWER SUPPLY UPDATE

Ms. Samra updated the Board on the Intermountain Power Project (IPP). Ms. Samra informed the Board that the IPP will continue to run at 11 MW until June and will be ramped back up in July. Additionally, Ms. Samra mentioned to the Board that the IPP Coordinating Committee approved the Engineering Procurement and Construction (EPC) contract for the natural gas unit. Ms. Samra continued to update the Board on BWP's future IPP items including hydrogen development, hydrogen billing, and hydrogen storage contracts, as well as discussing hydrogen betterments. Lastly, Ms. Samra informed the Board on supply chain issues affecting the Lake one online date, causing a delay.

Ms. Samra responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar expressed appreciation to the other members for continuing their service on the board and congratulated the new Vice-Chair, Mr. Bardin. Ms. LaCamera, Mr. Bardin, and Mr. Brody echoed the kudos expressed by Mr. Eskandar. Mr. Bardin thanked the board members for their nomination as Vice-Chair. Additionally, Mr. Bardin thanked the water division for their friendly and professional assistance with replacing the main water valve in front of his home. Mr. Brody shared Mayor Talamantes' sentiments regarding action taken towards the removal of Mr. Herman from the BWP board.

ADJOURNMENT

The meeting was adjourned at 8:36 p.m. The next regular Board meeting is scheduled for April 7, 2022 and will be held by video conference/teleconference.

Julie Carreon
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Robbie Brody, BWP Board Chair



CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

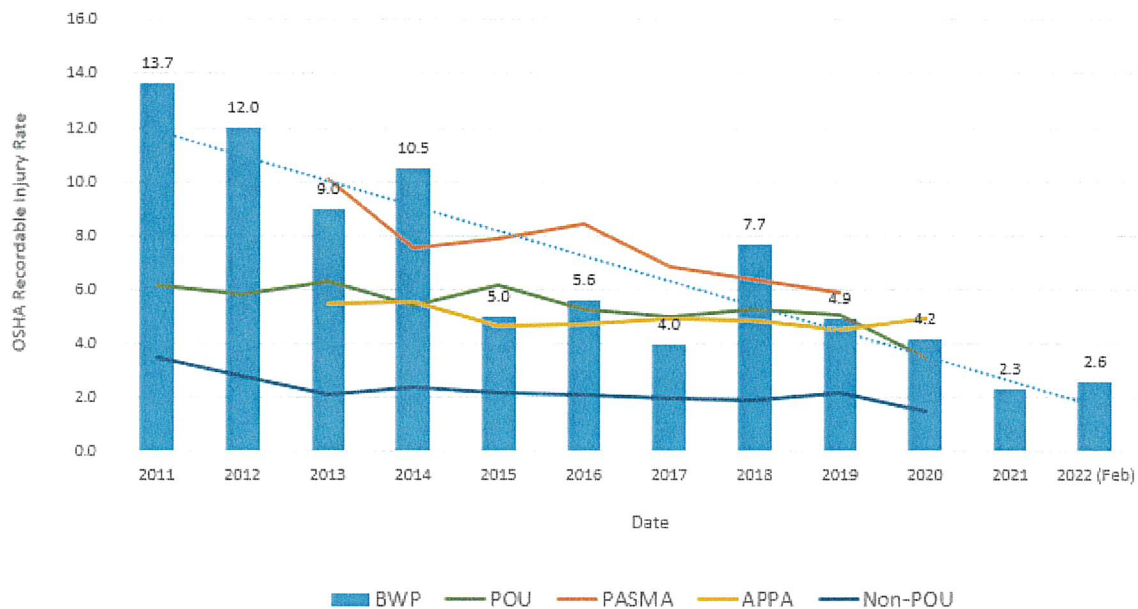
DATE: April 7, 2022
TO: Burbank Water and Power Board
FROM: Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*
SUBJECT: February 2022 Operating Results

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

SAFETY

For this reporting period, BWP experienced one OSHA recordable injury. BWP's 12-month rolling average rate is 2.6.

TOTAL RECORDABLE INJURY RATE (TRIR)



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

Electric Financial Results

For the electric fund, January's energy demand was 8% below budget. For the month of January, net income was \$458,000, which was \$1,207,000 better than

budgeted. The favorable variance was primarily attributed to revenues related to the sale of Low Carbon Fuel Standard credits.

Fiscal-year-to-date (FYTD) energy usage was 7% below budget. For FYTD January, net income was a loss of \$986,000, which was \$2,233,000 worse than budgeted. The unfavorable variance was primarily attributed to lower retail sales as a result of COVID-19, higher natural gas prices & transmission expenses, and Lake unit repairs, offset partially by lower operating expenses, the wholesale asset utilization program, and timing of revenues related to the sale of Low Carbon Fuel Standard credits.

For additional details, please see the attached financial statements.

Water Financial Results

For the water fund, MTD potable water demand was 6% lower than the budget. For the month of January, net income was a loss of \$379,000, which was \$79,000 better than budgeted. The favorable variance was primarily attributed to lower operating expenses, lower water supply expense as a result of using more Valley/BOU water than planned, and lower bond interest expense, offset partially by lower potable sales than planned.

FYTD potable water demand was 5% below budget. Recently, the Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. For FYTD January, net income was \$1,808,000, which was \$1,545,000 better than budgeted. The favorable variance was primarily attributed to lower water supply expense as a result of using more of the lower cost Valley/BOU water than planned and lower operating expenses, offset partially by lower potable water sales than planned.

For additional details, please see the attached financial statements.

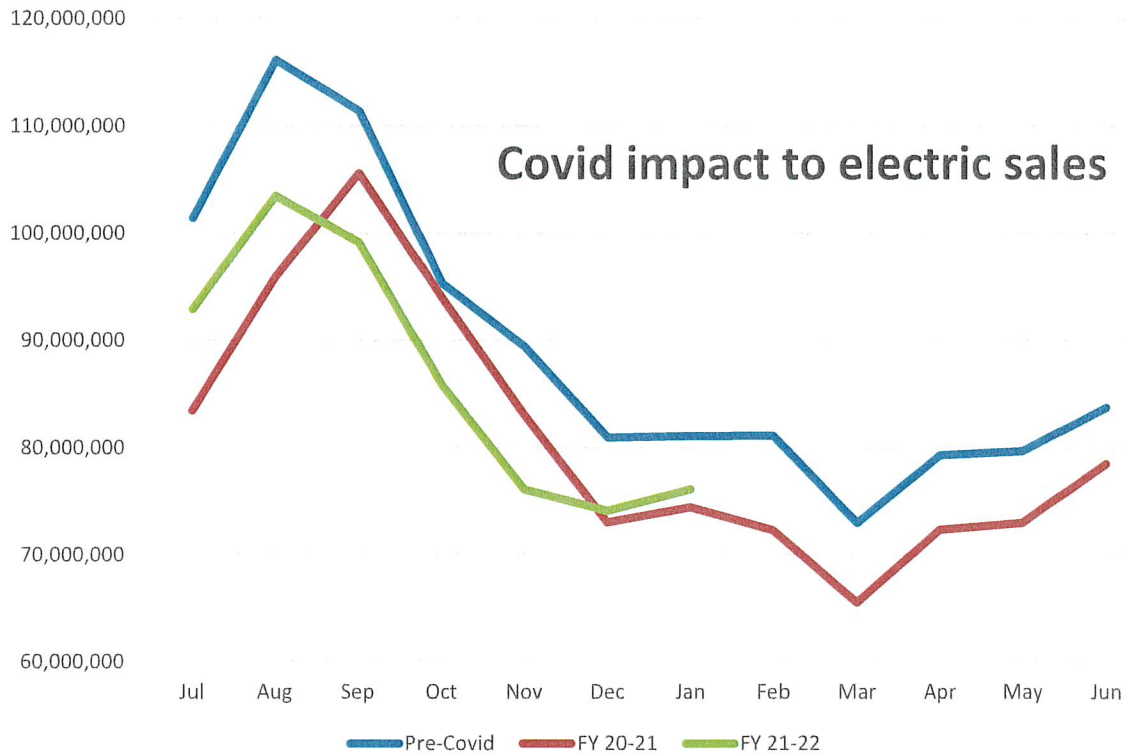
COVID-19 and Drought Impacts

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

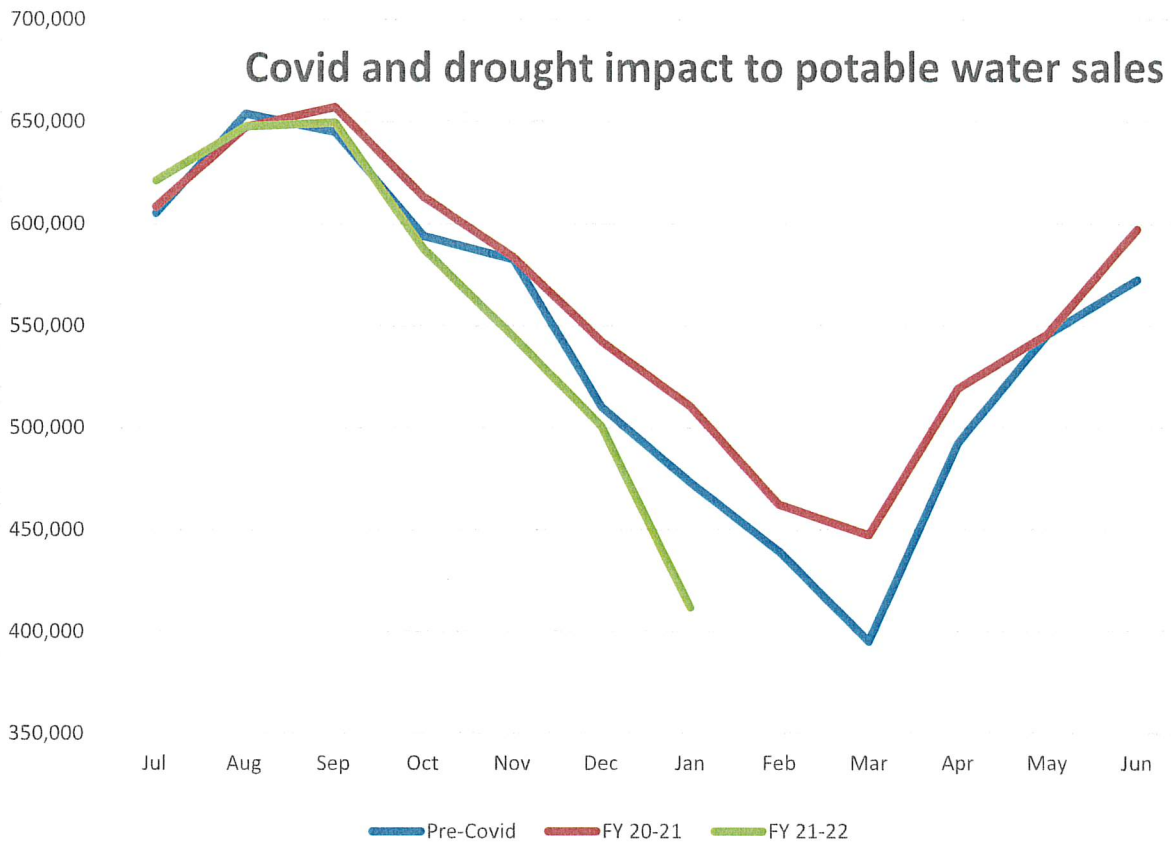
The current year's adopted budget was based on a partial recovery of the economy. Both energy and water demand are budgeted to increase by 1.2% and 0.5% from the prior fiscal year, respectively. Data has shown that the impact of COVID-19 has resulted in a continuous reduction of electric demand and very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

For the electric fund, January energy demand was 8% below budget, primarily driven by COVID-19. The chart below shows current fiscal year sales compared to the prior fiscal year and pre-COVID. January sales were 6% lower compared to

January pre-COVID. Fiscal year-to-date sales were 10% lower compared to the same period pre-COVID. This table is not weather normalized.

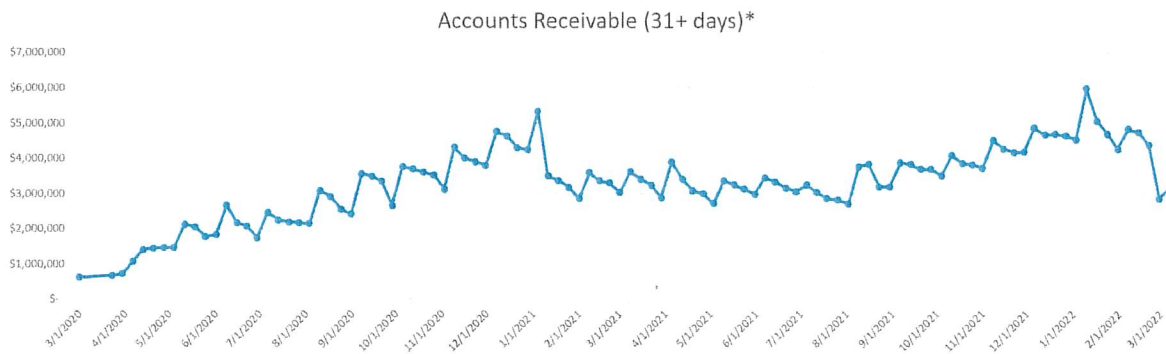


Water sales, in general, have been minimally impacted by the pandemic. The decrease in commercial sales were offset by an increase in residential demand primarily driven by the pandemic. More recently, the Governor called for all Californians to voluntarily reduce water use by 15% from 2020 levels. January’s potable water demand was 6% lower than budget and was 19% lower compared to January 2021. The chart below shows current fiscal year potable water sales compared to the prior fiscal year and pre-COVID. January sales were 12.9% lower compared to January pre-COVID. Fiscal year-to-date sales were 17.8% lower compared to the same period pre-COVID. This table is not weather normalized.



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.

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **February 2022** compared to **February 2020** measured in gallons per capita per day (gpcd). This measurement is used as determined by the California Governor's order of 15% reduction.

	Average Monthly Use
Feb 2020	126 gpcd
Feb 2022	128 gpcd

Water use in terms of gpcd during February 2022 was 1.59% higher than the February 2020 baseline. We will track and report monthly water use versus 2020 values as we continue to monitor our response to the Governor’s order to reduce water consumption by 15%.

	Sep	Oct	Nov	Dec	Jan	Feb
<u>2020 (Baseline)</u>	<u>159</u>	<u>153</u>	<u>136</u>	<u>132</u>	<u>125</u>	<u>126</u>
<u>2021</u>	<u>155</u>	<u>138</u>	<u>134</u>	<u>110</u>	112	124
<u>2022</u>					<u>106</u>	<u>128</u>
	<u>-2.52%</u>	<u>-9.80%</u>	<u>-1.47%</u>	<u>-16.67%</u>	<u>-15.20%</u>	<u>1.59%</u>

All values compared with standard of 2020 water consumption

Burbank Operating Unit (BOU) Water Production

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

	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
21-Mar	96.00%	8,640 gpm	27% / 73%
21-Apr	86.40%	7,776 gpm	21% / 79%
21-May	92.72%	8,344 gpm	20% / 80%
21-Jun	88.61%	7,975 gpm	31% / 69%
21-Jul	91.93%	8,274 gpm	29% / 71%
21-Aug	84.43%	7,598 gpm	35% / 65%
21-Sep	95.98%	8,638 gpm	23% / 77%
21-Oct	91.06%	8,196 gpm	23% / 77%
21-Nov	92.51%	8,326 gpm	14% / 86%
21-Dec	86.51%	7,786 gpm	16% / 84%
22-Jan	80.41%	7,237 gpm	20% / 80%
22-Feb	82.55%	7,429 gpm	20% / 80%
<i>Ave Blend %-last 12 months</i>			24% / 76 %

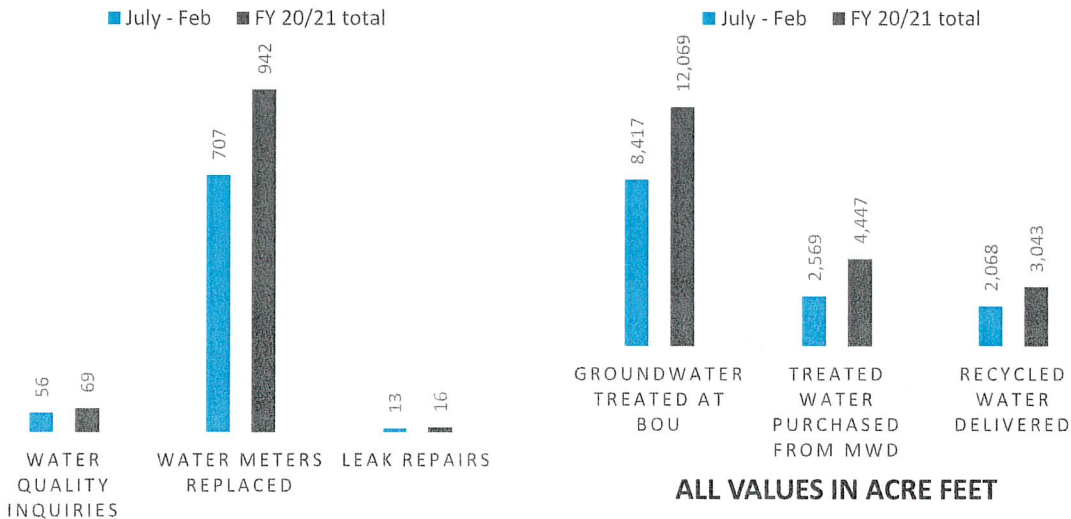
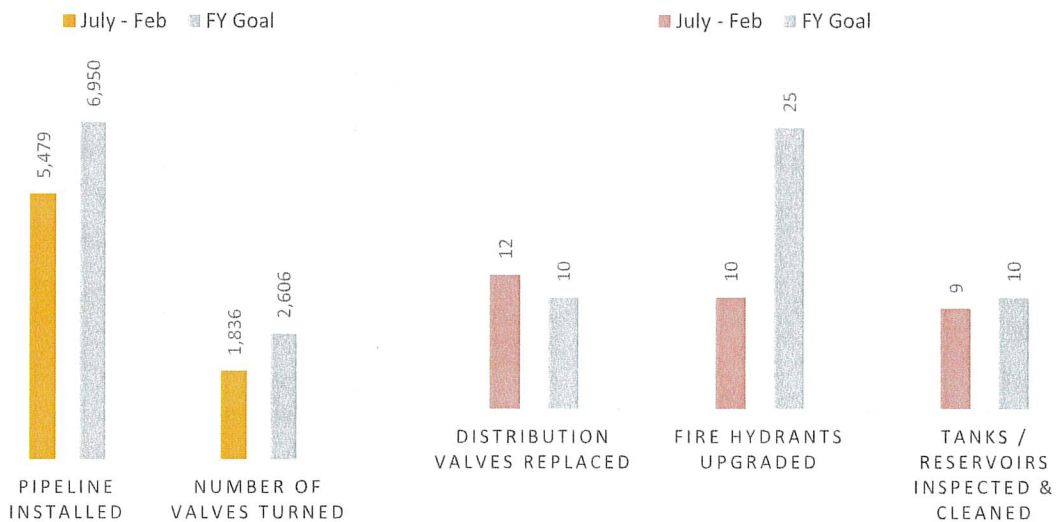
The total system blend percentage represents the total amount of water that was purchased from the Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important measure of efficiency. The capacity factor may fluctuate based on demand and plant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

Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance measures through **February**. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is **79%** complete, and we are **67%** through the fiscal year.

Chlorine gas deliveries have improved, but the main issue is the availability of truck drivers. To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – essentially bleach). This spreads the shortage risk across two forms of chlorine instead of relying on just one. Although the availability has slightly improved, the price of the chemical remains volatile. Since June 2021, the cost of chlorine has increased more than **98%**.

We closely monitor chlorine gas supplies and track them daily.



Leak Alert Notifications

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

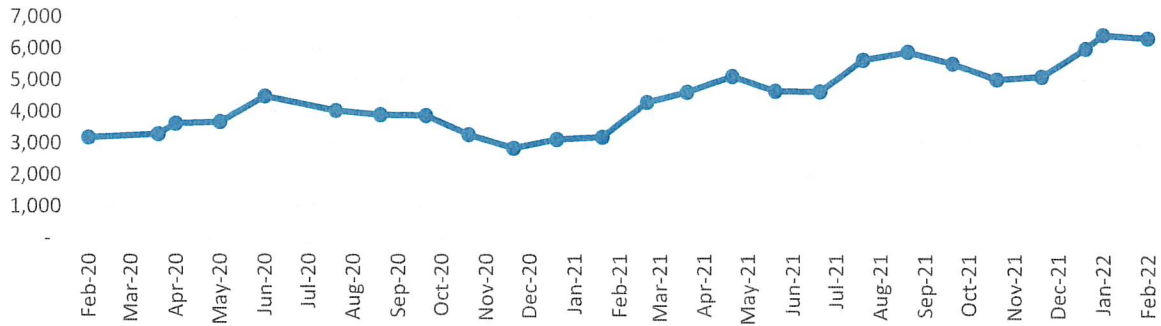
The benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and 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 **February 2022**, BWP was not able to receive remote reads for **6,343** water meters out of 27,060 (**23% of the total**) due to failing communications modules, and they had to be read manually. **The graph below shows that since February 2020, the failure rate has averaged 132 failures per month.** In March 2021, staff deployed an interim automatic meter reading (AMR) system to read approximately 800 meters with failed communication modules, and we are now able to read them.

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

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

Total Number of Failed Communications Modules



Projects

Reese – Between Monterey and the Channel:

The construction crew is shown saw cutting pavement on the 1300 block of Reese. They are preparing for the replacement of the existing 4” cast iron water main with a new 8” ductile iron water main. This Capital Improvement Project (CIP) is an essential part of the Water Master Plan and will improve the reliability of our water distribution system.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In February 2022, BWP experienced two sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,312,924 customer minutes.

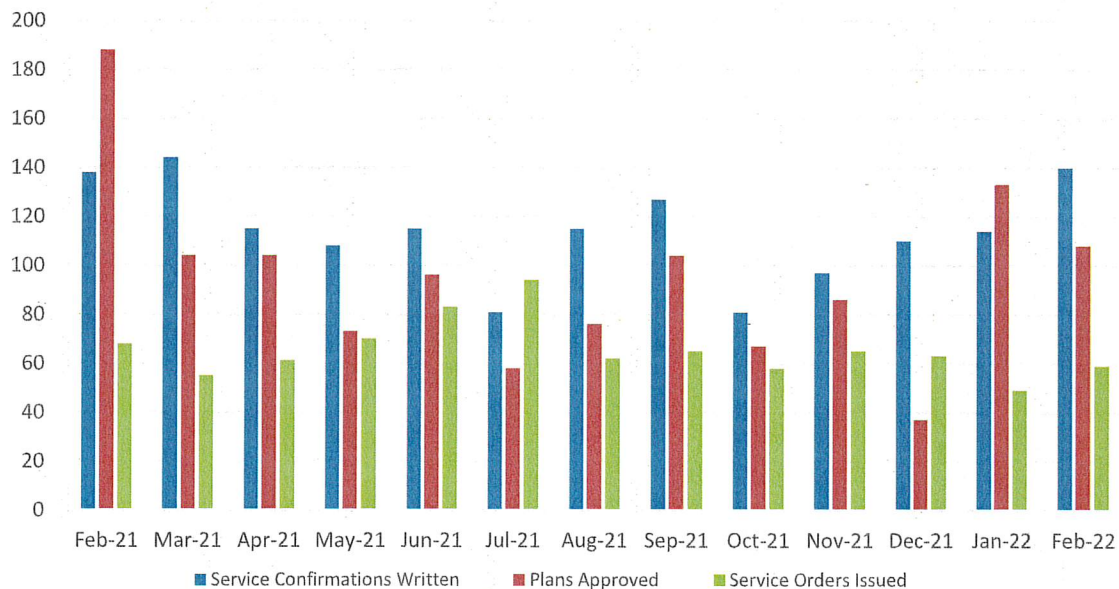
Reliability Measurement	March 2020 - February 2021	March 2021 - February 2022
Average Outages Per Customer Per Year (SAIFI)	0.4545	0.2834
Average Outage Duration (CAIDI)	24.03 minutes	55.91 minutes
Average Service Availability	99.998%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3619	0.3136
No. of Sustained Feeder Outages	15	15
No. of Sustained Outages by Mylar Balloons	3	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	2

PROJECT UPDATES

Residential and Commercial Service Planning Activities

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

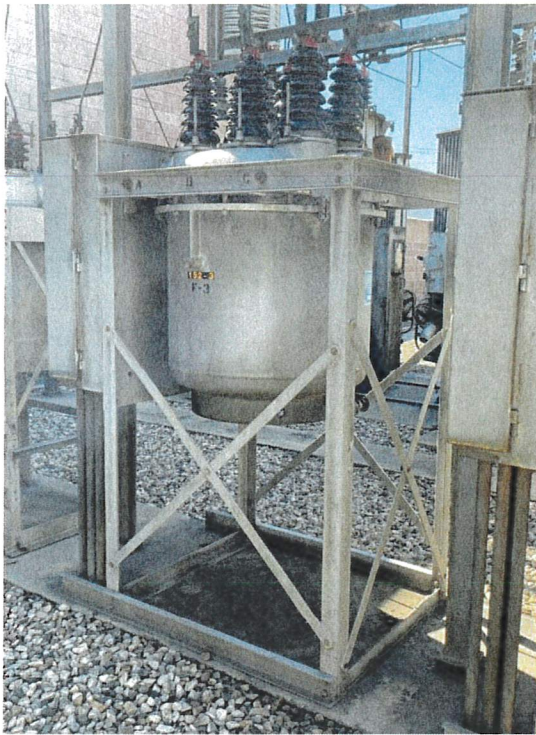
Residential and Commercial Service Planning Activity Summary
February 2021 - February 2022



**Activity from Jan-21 includes staff revisions to electric confirmations

Flower Feeder 3 MV Circuit Breaker Replacement

The 4 kV circuit breaker (OCB) used for isolating the Flower Feeder #3 was not opening as quickly as designed. After performing additional maintenance on this breaker, we determined that it could not be brought back to its original design specifications. As such, this breaker was replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original breaker, which will provide better equipment protection and reduced arc flash exposure to personnel.



Old F3 OCB



New F3 VCB

Breaker Fail Addition for 69 kV Circuit Breaker No. 452-7 at Lincoln Substation

In the fiscal year 2021-2022, BWP started a capital program to implement “breaker fail” schemes on several 34.5 & 69 kV circuit breakers. A breaker fail scheme detects if a circuit breaker fails to open, and then it attempts to open additional circuit breakers to isolate an electrical fault, significantly reducing the risk of damage to the affected electrical equipment.

Prior to implementation of the capital program, BWP performed a study on its 34.5 kV & 69 kV system to identify where the installation of a breaker fail scheme would ensure the timely isolation of an electrical fault even when a circuit breaker fails to open. 69 kV circuit breaker no. 452-7 at Lincoln Substation was selected as the first addition in this capital program because its failure to open resulted in a transformer fire at the Golden State substation in 2020.

In February, BWP’s electric equipment section completed the installation and testing of the breaker fail addition for circuit breaker 452-7 at Lincoln Substation. The picture below displays the protective relay devices involved in the implementation.



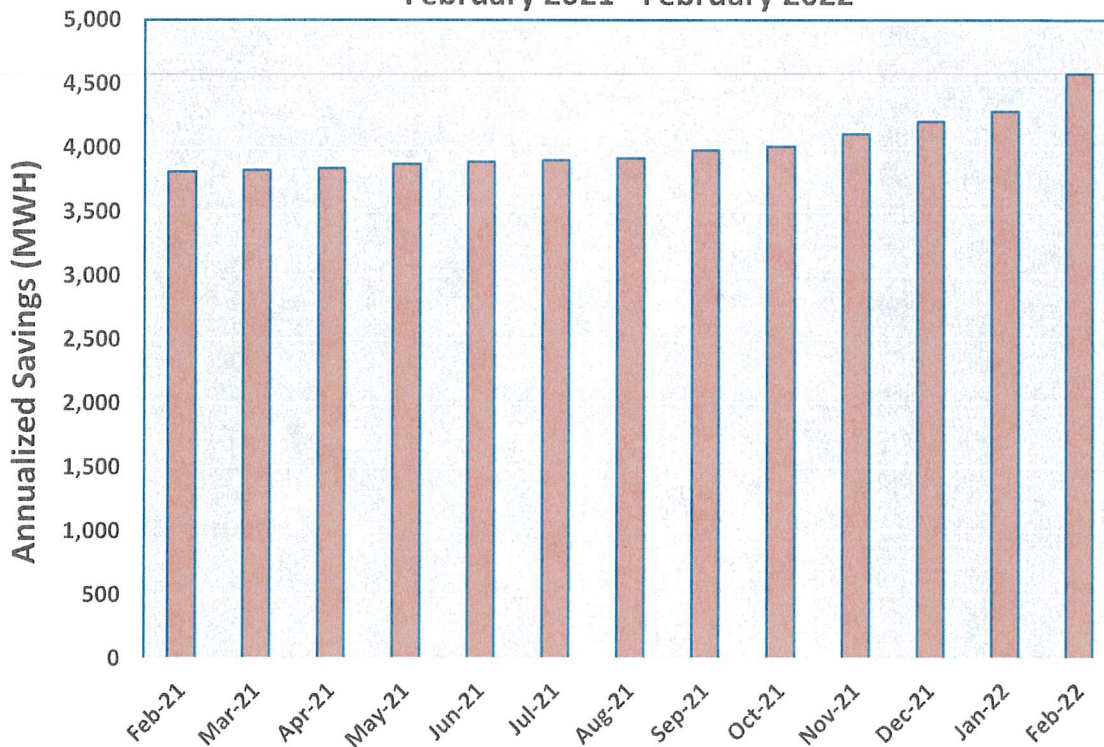
4527 Breaker Fail Addition @ Lincoln Substation

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, 81.88% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 4,578 MWh or a 49.40% reduction in energy consumption. LED conversions have also reduced evening load by 1,061 kW,** which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.

**Annualized Energy Savings
February 2021 - February 2022**



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

Wireless Telecom Attachments

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

In order for the communication carriers to build a new location for a wireless telecom attachment, BWP must first provide an electric service confirmation, which details how the location will be served. Each design must meet the city’s aesthetic requirements as well as BWP’s design guidelines. Once BWP approves the plans and a Public Works permit is issued, BWP issues work orders to our field crews to carry out inspection as well as the electrical and street lighting work. The table below summarizes the activity that has taken place to date:

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
Total	54	203	13	2	22

CUSTOMER SERVICE OPERATIONS

BWP continues to assist customers through the COVID-19 pandemic. Customer Service Representatives (CSR) assist customers, make payment arrangements to reduce the amount in arrears, and provide additional resources to help customers manage their finances related to their utility bill. **Staff applied CAPP and CWWAPP credits of approximately \$2.03 million to customer accounts in February, which reduced our electric and water arrearages by approximately 33%. The customers that received CAPP and CWWAPP credits were sent letters describing the credits and directed them to contact BWP to enter into payment arrangements for any remaining arrears not covered by the credits. We also began additional outreach to these customers to enter into payment arrangements, and from March 7 to March 28, CSRs contacted 268 customers, resulting in 61 payment arrangements totaling \$118,485. We will continue our outreach to further assist our customers to manage their outstanding arrears. If customers fail to make payment arrangements and continue to have outstanding arrears greater than 91 days, they could be subject to disconnection.**

We are evaluating when to resume normal operations, including disconnections, based on the results of our outreach and any additional funds provided by the State of California. We received authorization on October 27, 2020, from the Burbank City Council to resume disconnections of medium, large, and extra-large commercial customers. We discontinued disconnections once CAPP was announced, due to the prohibition of disconnections for 90 days after applying CAPP funds to customer accounts, which will be mid-May. We will work with Marketing to develop a communication plan for our medium, large, and extra-large commercial customers to resume disconnections for non-payment in mid-May. Additionally, we plan to bring back a proposal to propose resumption of disconnections for residential and small commercial customers at the May 5, 2022, BWP Board meeting to restart in July or August, which will require Burbank City Council authorization.

As of **March 28, 2022**, the following is the current outstanding debt by commodity after applying CAPP or CWWAP credits:

Aging By Service Type					
Service Type	31-60	61-90	91+	Total	% of Total
ELECTRIC	\$ 701,018	\$ 447,599	\$ 1,551,659	\$ 2,700,276	54%
WATER	\$ 158,814	\$ 75,844	\$ 352,302	\$ 586,960	12%
SEWER	\$ 145,051	\$ 93,809	\$ 564,186	\$ 803,046	16%
SOLID WASTE	\$ 146,226	\$ 94,139	\$ 590,928	\$ 831,294	17%
FIBER OPTIC	\$ 45,355	\$ 28,198	\$ 37,585	\$ 111,138	2%
GENERAL SERVICE	\$ 1,255	\$ 561	\$ 2,973	\$ 4,789	0%
MISCELLANEOUS	\$ -	\$ -	\$ 38	\$ 38	0%
Grand Total	\$1,197,719	\$740,150	\$3,099,671	\$5,037,540	100%

BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	15%
Update Customer Account Info	11%
Residential Start	9%
Residential Stop	7%
Clean & Show	7%

	Feb -21	Mar -21	Apr -21	May -21	Jun -21	Jul -21	Aug -21	Sep -21	Oct -21	Nov -21	Dec -21	Jan -22	Feb -22	% Inc/Jan
Call Volume	2,897	3,384	3,017	2,799	3,468	3,186	2,594	3,841	3,235	2,845	3,102	3,234	2,833	-12.4%

Call volume **decreased by 12%** in **February**. The majority of the calls were related to balance and **update customer account information**.

Online Account Manager

The enrollment in the online account manager (OAM) is currently at 61% 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 autopay. These initiatives will continue to drive down costs.

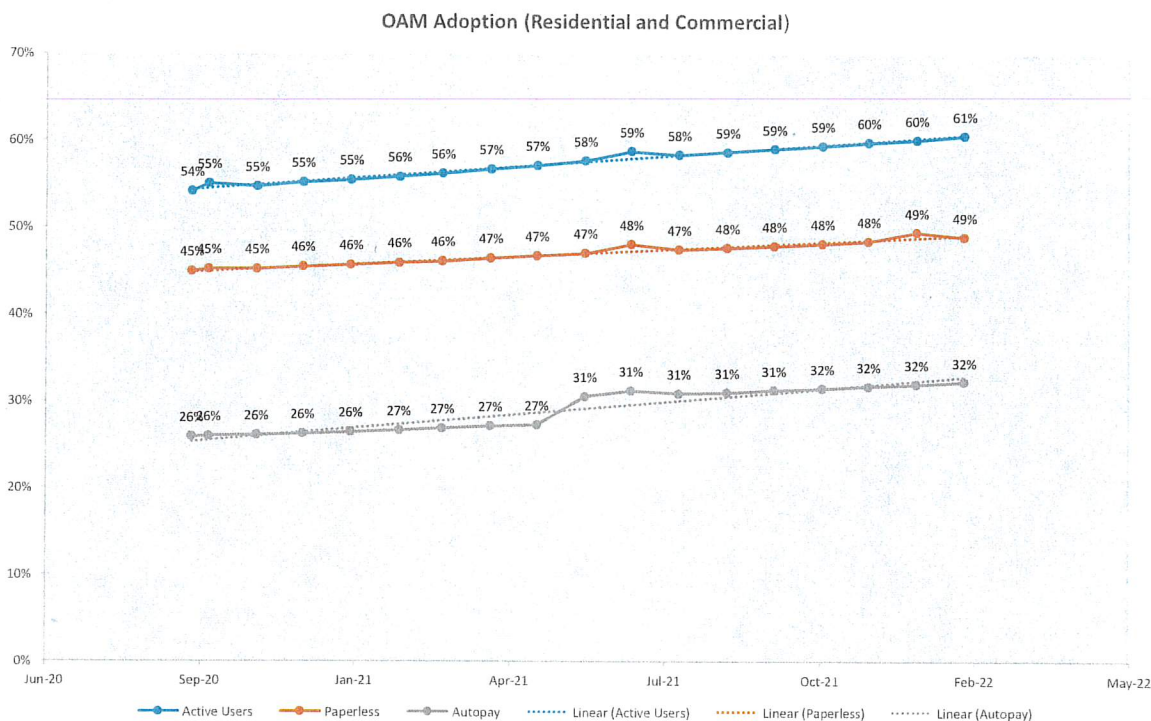
Staff believes that 66% customer OAM adoption is an achievable goal for BWP and in line with benchmarking data conducted by First Quartile Consulting, which shows utilities with the highest online account adoption have 66% of customers enrolled in an online account. Previously BWP had set an aspirational target of 80%, which is currently not deemed feasible.

For this fiscal year, BWP Marketing promoted a general OAM outreach campaign utilizing every owned channel, including on-bill messaging, *Digital Currents*, print *Currents*, social media, and BWP's website. 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.

BWP is currently in phase two, and we have been targeting the general residential market to increase OAM adoption. About 86% of customers that have not adopted the OAM are residential. Those campaigns have not yielded a significant increase in OAM adoption, so staff is in the process of segmenting our customers further and developing additional targeted messaging. The revised marketing campaign will focus on the clusters of customers who have not yet adopted OAM and address their concerns to overcome barriers to adoption. The campaign was initially targeted to launch in February 2022 but was delayed due to staffing and competing communication priorities. The campaign is now on track to launch in June 2022.

Following the launch of the segmented campaign, staff will measure the campaign's effectiveness and determine if phase three efforts are needed to reach the 66% OAM adoption goal.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	31,781	61%
Paperless	25,663	49%
Autopay	16,909	32%

Sustainability, Marketing, and Strategy

BWP’s Energy Efficiency and Water Savings – Fiscal Year to February 28, 2022

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

Due to the COVID-19 pandemic and state and local stay-home orders, energy efficiency programs that provided on-site visits were temporarily suspended. With the most recent Omicron surge, BWP suspended the programs in December 2021, but with the COVID-19 cases reducing dramatically, BWP, once again, resumed all of the program services in February 2022.

The Refrigerator Exchange Program has had a total of **60** refrigerators exchanged since June 2021. In addition, the Home Improvement Program (HIP) resumed in September 2021, with its new and refreshed program offerings. The HIP offers energy-water surveys

and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. Some of the HIP new services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and the properties within the disadvantaged community areas of Burbank. Furthermore, the program now offers energy-water surveys and the installation of efficiency measures for multi-family common area customers. Since resuming services, a total of **120 customers participated in the HIP**.

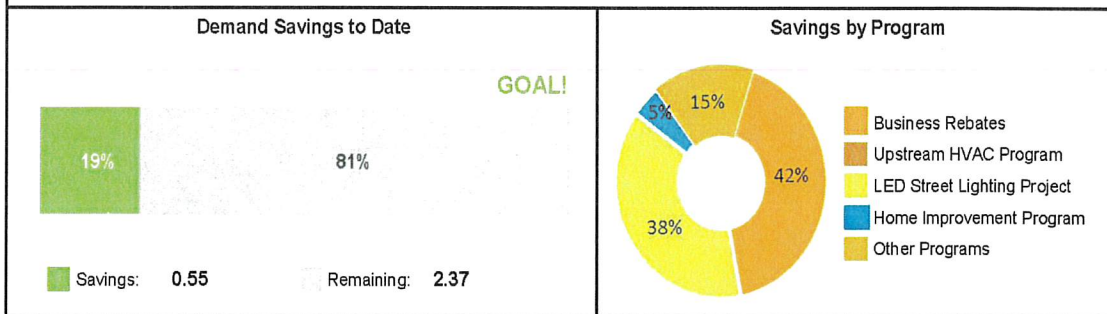
Some additional energy efficiency programs include residential and commercial rebates for the purchase and installation of high-efficiency measures, AC Replace Before It Breaks, Shade Tree, and LivingWise.

In the month of **February**, business rebates program participation contributes substantially to the reported savings.

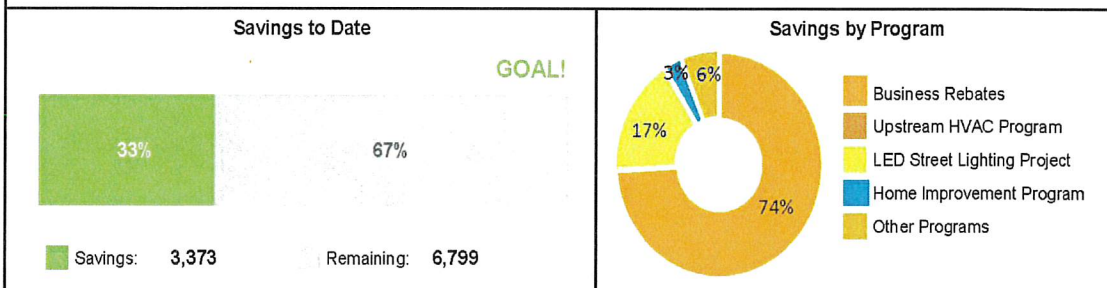
BWP also offers a variety of water conservation programs to Burbank residents and businesses. **In addition to water efficiency measure direct installation services through the Home Improvement Program, BWP customers can take advantage of regional water conservation rebate programs offered by the MWD.** Burbank residents and businesses are eligible for rebates for various water-saving technologies to help encourage water efficiency and conservation. Since the beginning of this fiscal year, **143** customers have participated in regional water conservation rebate programs.

Energy Efficiency Savings FYTD 2021-2022 Period ending on 2/28/2022

1% Demand Goal = 2.92 MW

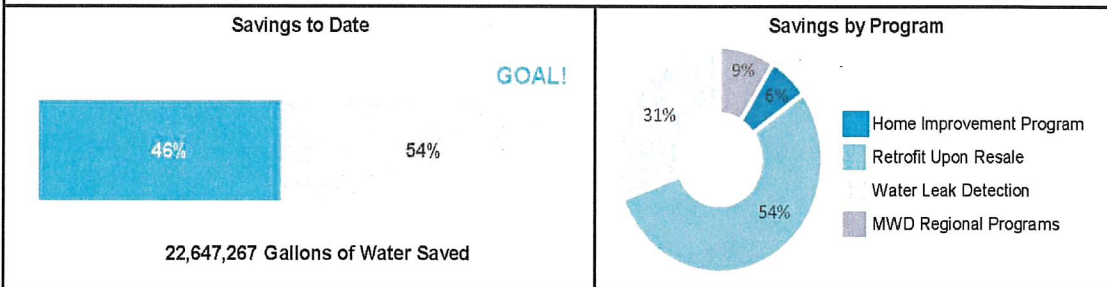


1% Consumption Savings Goal = 10,172 MWh



Water Savings Goal FYTD 2021-2022

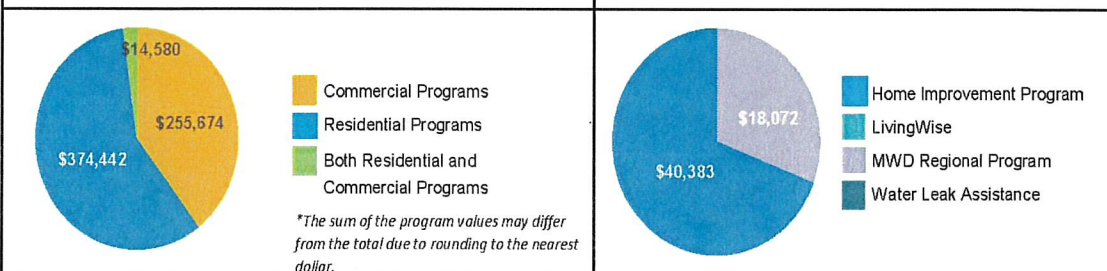
1% (49,630,000 Gallons) Potable Water Savings Goal



Efficiency Investments FYTD 2021-2022

*Electric Programs: \$644,696

Water Programs: \$58,455



Electric Vehicle (EV) Charging Program

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

The city now has seventy-three public EV charging ports, including 2 DC fast chargers and 24 curbside ports. The public charging rate is \$0.1753 per kWh for Level 1 and Level 2 charging stations and \$0.2817 per kWh for DC fast chargers.

Public Charging Energy Delivery

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

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
December 2019 - February 2020	28,047 kWh	\$ 4,779	\$ 101	Pre-COVID, all units operational
March 2020 - February 2021	14,211 kWh	\$ 2,724	\$ 60	COVID downturn
March 2021 - May 2021	23,889 kWh	\$ 4,299	\$ 91	COVID recovery period
June 2021 - January 2021	35,228 kWh	\$ 6,931	\$ 95	Post-installation of new ports
February 2022	38,556kWh	\$ 7,016	\$ 96	Most recent month

New Public EV Charging Station Construction

Construction started on four new public level 2 ports near John Burrough's High School on March 10th. This is the first of 8 projects for this fiscal year that will install 31 new Level 2 ports and one new DC Fast Charging station. Construction for four more ports at Theodore Roosevelt Elementary is planned to begin in April.

Commercial Rebate Program

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

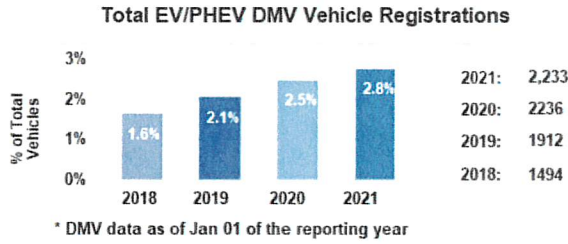
BWP has reserved \$80,000 for 21 ports installed at IKEA. Another key account has applied for a rebate for an additional 8 charging ports, and staff has received calls from commercial customers interested in applying for as many as 40 ports (the maximum allowed under the new rebate program).

Residential Rebate Program

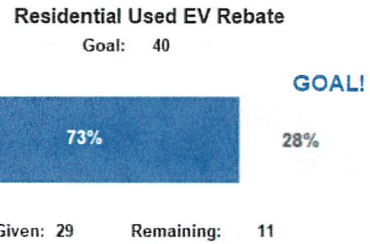
The revamped Residential Electric Vehicle Charging Station Rebate Program will launch by the end of March. This will include a panel upgrade adder and additional funds for customers in disadvantaged communities. Customers will now be able to receive two rebates per service address instead of only one rebate, and there will now be increased incentives for smart charging stations.

Transportation Electrification 2021-2022 Period ending on 2/28/2022

EV Growth in Burbank*



Vehicle Rebates



Transportation Electrification Initiatives for FY 2021-2022

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



Residential Charging Station Rebates



Commercial Charging Station Rebates



Public Charging Ports



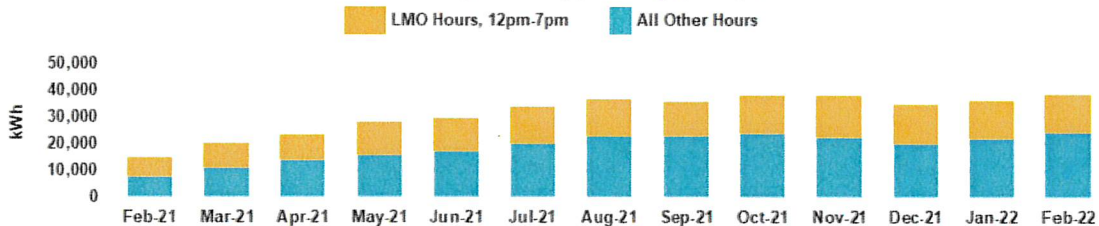
Public Charging Port Statistics



	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG *Reduced	Charging Sessions at ¹ Peak	² Charging Occupancy
	Total Ports	Total Available						
February:	73	73	3,850	38,556	\$7,016	22,210	27%	21%
Average:	73	73	3,704	36,361	\$7,151	21,214	22%	15%
FY Total:	73	73	29,628	290,891	\$57,209	169,712	22%	15%

* 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

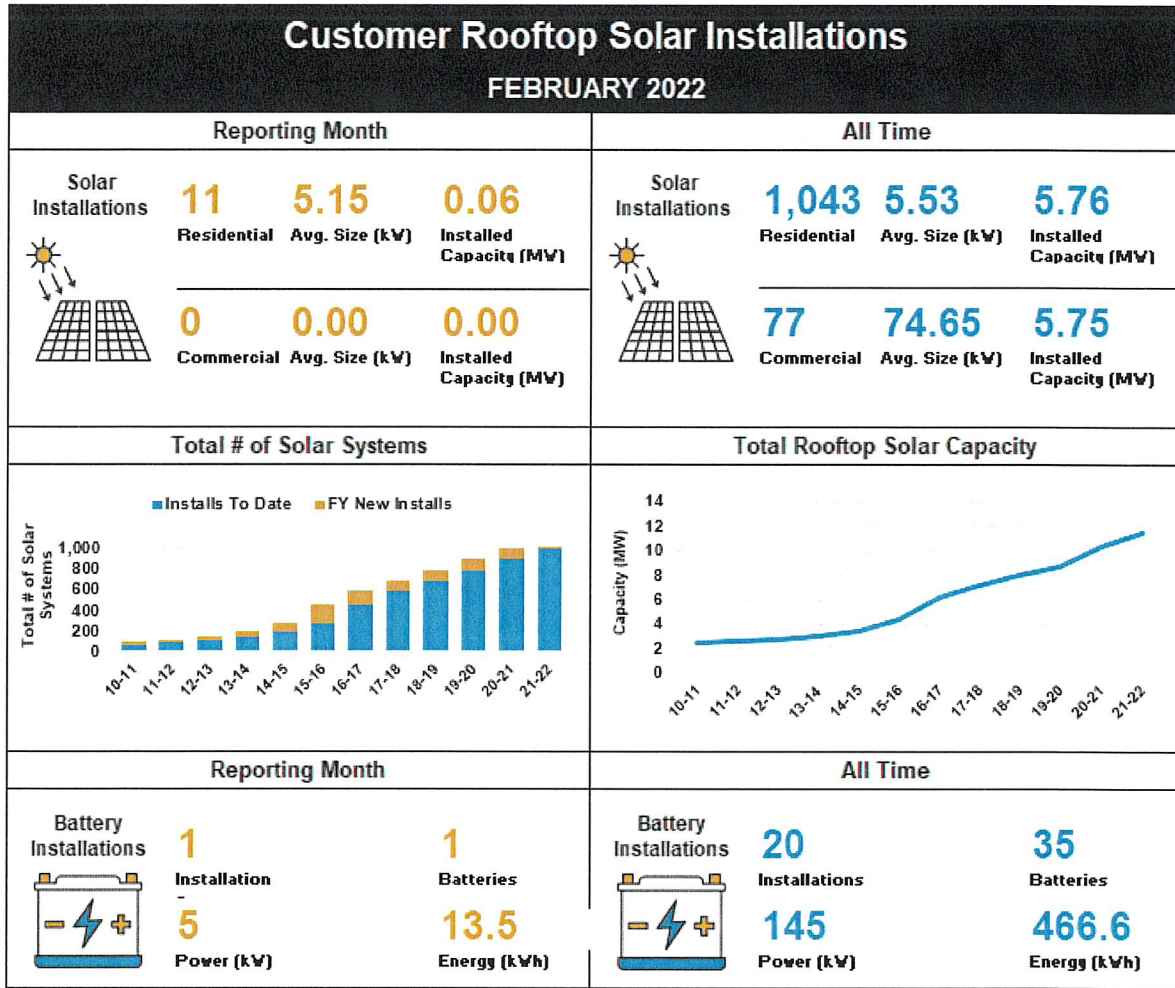


¹Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

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



TECHNOLOGY

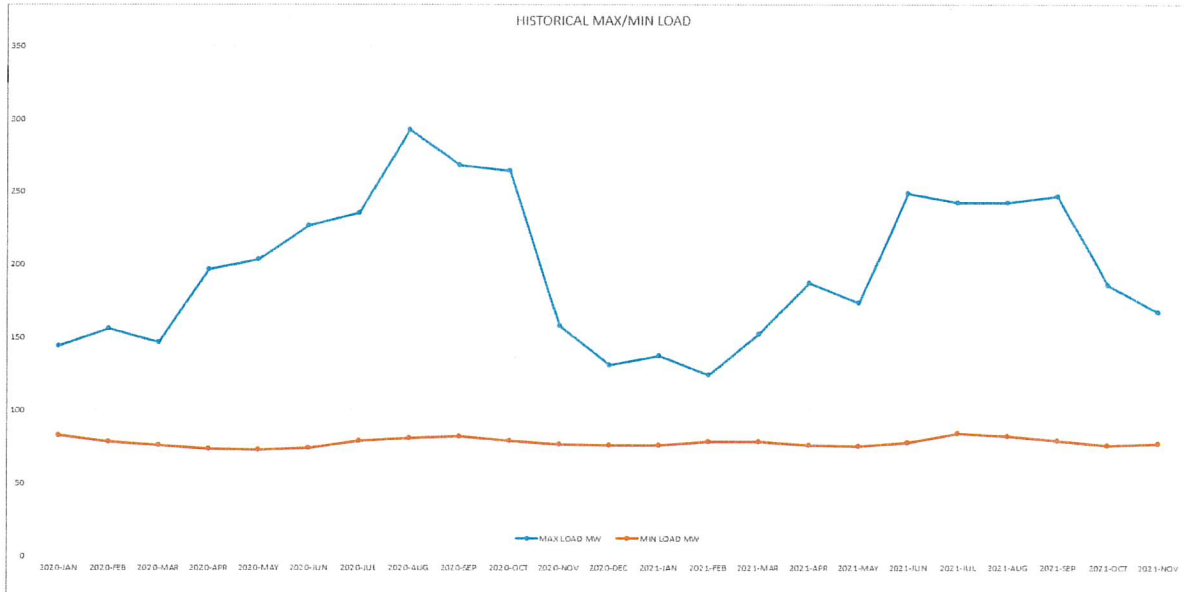
Broadband Services (ONEBurbank)

	February 2022 New Orders	Revenues for February 2022	FYTD 2021-22 Revenues	FYTD Budget
Lit	7	\$158,021	\$1,195,660	\$1,080,000
Dark	2	\$186,615	\$1,462,345	\$1,620,000
Total	9	\$344,636	\$2,658,005	\$2,700,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for February 2022 was 155.1 MW at 3:27 PM on February 10, 2022, and the minimum load was 76.8 MW at 3:44 AM on February 13, 2022.

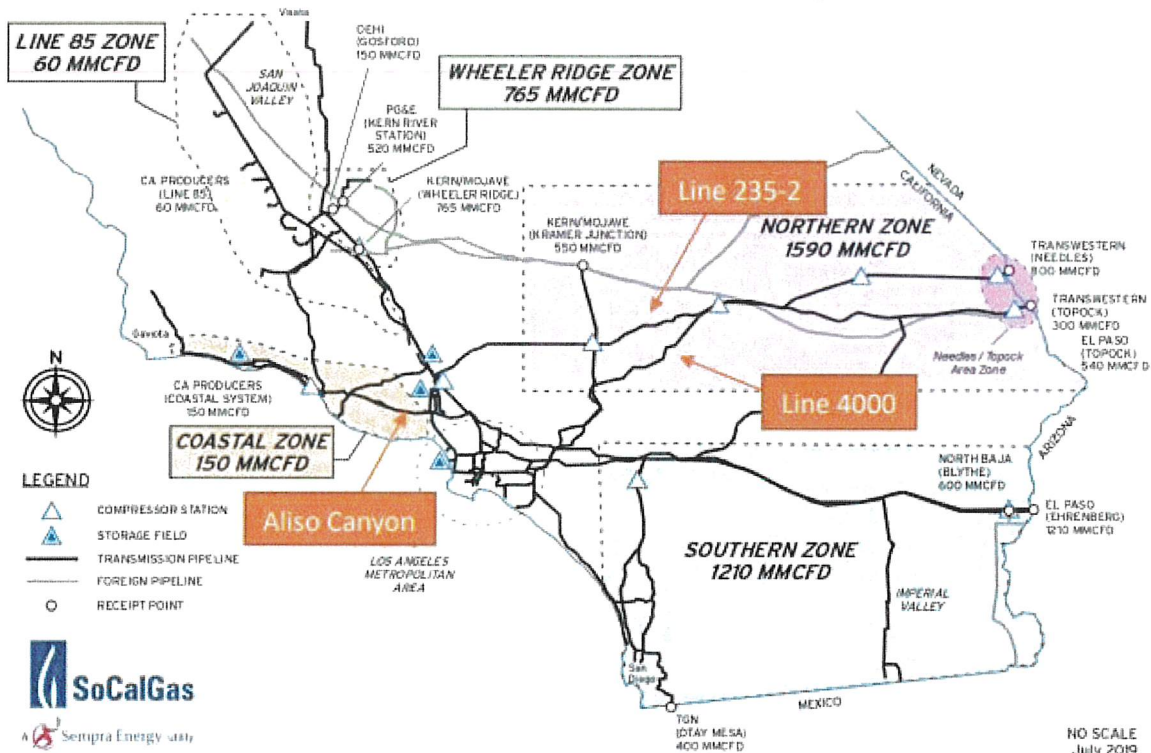


YEAR	MAX LOAD	MAX DATE
2022	155.1 MW	10-February-22 15:27
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41

The Burbank power system did not experience any operational issues or natural gas supply issues for February 2022.

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

Image 1: Receipt Points & Transmission Zone Firm Capacities



ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	99%	0	0	-	0
MPP	100%	672	112,672	7,647	0

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

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

Magnolia Power Project (MPP)

	February	FYTD	YTD
Availability	100%	98%	100%
Unit Capacity Factor (240 MW)	70%	69%	71%

There were no plant trips or other outages at MPP during the month of February 2022. MPP was shut down on March 11, 2022, to perform an offline water wash of the combustion turbine compressor, boiler inspection, and other balance of plant maintenance. MPP returned to service on March 21, 2022.

Tieton Hydropower Project (Tieton)

Tieton is ready to operate once sufficient water flow is available from the United States Bureau of Reclamation, which controls water flow from the Tieton Dam. It is anticipated generation will begin in late March.

ENVIRONMENTAL

Air Quality

There are no air quality updates at this time.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four stormwater samples per reporting year and compare them to statewide regulatory limits. On December 14, 2021, the second set of stormwater samples was collected for the current reporting year, and the results are pending. The results from previous samples continue to indicate ongoing compliance issues with metals, specifically zinc and copper. Samples were also collected from the offsite influent that commingles with BWP's 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 environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase have taken longer than originally expected due to the complexity of the project as well as other factors, including the onset of a pandemic. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. After the final design is completed, bid specifications will be prepared, and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits, which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board on June 7, 2021. These TSOs and interim

limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by November 17, 2023.

PROJECT UPDATES:

Power Resources

Renewable Portfolio Standard (RPS) Compliance

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

Integrated Resource Plan (IRP) Update

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

Transmission Update

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

Intermountain Power Project (Delta, UT) Renewal Progress

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

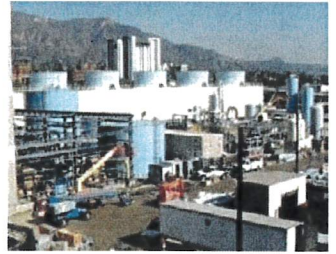
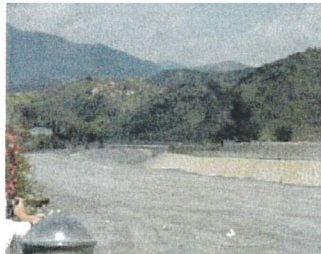
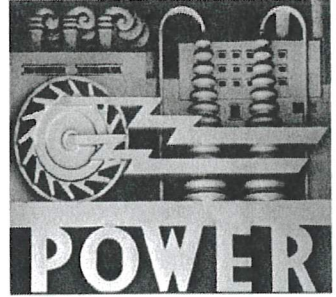
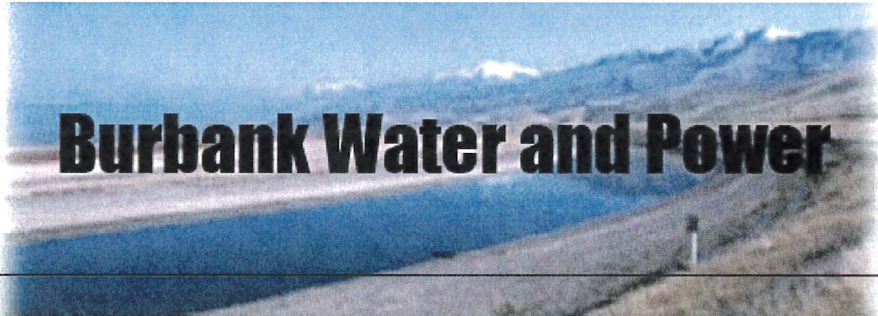
Staff continues to actively work with Intermountain Power Agency on cost increases due to the Hydrogen Betterments Project and coal supply issues. In regard to the coal supply concerns, IPP participants have agreed to limit output of the IPP units to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants minimal needs during the less critical times of the year. This operational change should allow for growth of the existing coal pile sufficient to meet the critical needs of the participants, which more typically occur during the third quarter of the calendar year. Updates will be provided as more details are made available. BWP's share of the unit will remain at 11 MW until June 30, 2022. Our rights to the unit are 89 MW, so the coal supply shortage has decreased our share of IPP by 78 MW.

Power Production

Lake One Power Plant Emissions Retrofit Project

The request for proposals (RFP) package for the Lake One Power Plant Emissions Retrofit Project was released to the public on February 15, 2022. Staff has responded to questions received from prospective bidders and the bidding period closed on March 15, 2022. Proposals will soon be evaluated, and staff will develop a recommendation for contractor selection.

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
January-22**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD January 2022**

(\$ in 000's)

	MTD Budget		YTD Budget		YTD Actual		%
	FY 21-22	Variance	FY 21-22	Variance	FY 21-22	Variance	
\$	(655)	\$ (94)	806	\$ (4,410)	806	\$ (4,410)	(85%)
Operating Income/(Loss)		(17%)					
Other Income/(Expenses)							
Interest Income	105	39	573	109	573	109	24%
Other Income/(Expense) ⁽⁴⁾	1,288	1,262	(408)	2,068	(408)	2,068	84% ^(K)
Bond Interest/ (Expense)	(279)	-	(1,956)	-	(1,956)	-	0%
Total Other Income/(Expenses)	1,114	1,301	(1,791)	2,178	(1,791)	2,178	55%
Net Income	458	1,207	(986)	(2,233)	(986)	(2,233)	(179%)
Capital Contributions (AIC)	19	(1,196)	4,508	(3,994)	4,508	(3,994)	(47%) ^(L)
Net Change in Net Assets	477	\$ 11	3,522	\$ (6,226)	3,522	\$ (6,226)	(64%)

1. This report may not foot due to rounding.

2. () = Unfavorable.

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

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	77,535	84,662	(7,127)	NEL is 8% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature in January was 71.2°F, compared to the 15-year average high temperature of 70.3°F. The average low temperature was 41.9°F, compared to the 15-year average low temperature of 43.4°F. MTD CDD were 0 versus the 15-year average of 6.
b.	Retail Power Supply & Transmission	7,882	8,490	608	The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
c.	Distribution	665	1,026	362	The favorable variance is primarily attributable to the timing of capital labor and work for others and vacancies.
d.	Finance, Fleet, & Warehouse	219	285	67	The favorable variance is primarily attributable to vacancies and the timing of software purchases and professional services.
e.	Customer Service, Marketing & Conservation	342	502	159	The favorable variance is primarily attributable to the timing of professional services and software purchases and to vacancies.
f.	Telecom	86	124	38	The favorable variance is primarily attributable to the timing of private contractual services.
g.	Construction & Maintenance	134	202	68	The favorable variance is primarily attributable to the timing of custodial services and building ground maintenance and repairs and to vacancies.
g.	Other Income/(Expense)	1,288	26	1,262	The favorable variance is primarily attributable to the timing of revenues related to the sale of Low Carbon Fuel Standard credits.
h.	Capital Contributions (AIC)	19	1,215	(1,196)	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 January 2022
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	621,737	671,782	(50,045)	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. The FYTD average high temperature was 79.5°F, compared to the 15-year average high temperature of 81.1°F. The FYTD average low temperature was 52.3°F, compared to the 15-year average low temperature of 53.5°F. FYTD CDD were 1,050 versus the 15-year average of 1,122.
B.	Other Revenues	2,991	3,965	(974)	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	66,997	64,183	(2,814)	The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Distribution	5,451	6,966	1,515	The favorable variance is primarily attributable to more capital labor and work for others than planned, vacancies and the timing of private contractual services.
E.	Finance, Fleet, & Warehouse	1,185	1,905	720	The favorable variance is primarily attributable to vacancies and the timing of software purchases and professional services.
F.	Customer Service, Marketing & Conservation	2,958	4,003	1,045	The favorable variance is primarily attributable to vacancies and the timing of professional services and to delaying the adjustment for uncollectible debt in light of federal funds received to pay down customer arrearages.
G.	Public Benefits	1,104	2,812	1,707	The favorable variance is primarily attributable to the timing of professional services.
H.	Security/Oper Technology	1,606	955	(651)	The unfavorable variance is primarily attributable to the timing of capital labor and work for others and to the timing of software and hardware purchases.
I.	Telecom	692	891	198	The favorable variance is primarily attributable to vacancies, the timing of expenditures for private contractual services and to the timing of capital labor and work for others.
J.	Construction & Maintenance	858	1,423	565	The favorable variance is primarily attributable to the timing of capital labor and work for others, custodial services, and building ground maintenance and repairs.
K.	Other Income/(Expense)	(408)	(2,477)	2,068	The favorable variance is primarily attributable to the timing of revenues and expenses related to Low Carbon Fuel Standard credits and to higher than planned miscellaneous revenue from the sale of scrap materials, inventory, and assets.
L.	Capital Contributions (AIC)	4,508	8,502	(3,994)	The unfavorable variance is attributable to the timing of AIC projects.

January 2022 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): \$458</u>	\$ 1,207	\$ -	\$ 1,207
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(926)	(926)
Power Supply and Transmission:			
- Lower retail load	164	-	164
- Lower than planned renewables cost and other	30	-	30
- Lower transmission	9	-	9
- Higher energy prices	-	(877)	(877)
- New minimum for IPP and Hydrogen Betterment	-	(726)	(726)
- Lower O&M	461	-	461
- Retail load management and economic dispatch	233	-	233
- SCPPA True-up and prior period adjustments	1,314	-	1,314
Other Revenues	-	(176)	(176)
Wholesale Margin	-	(35)	(35)
Total	\$ 2,211	\$ (2,741)	\$ (529)
 <u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	362	-	362
Administration/Safety	-	(17)	(17)
Finance, Fleet, & Warehouse	67	-	67
Customer Service, Marketing & Conservation	159	-	159
Public Benefits	25	-	25
Security/Oper Technology	-	(11)	(11)
Telecom	38	-	38
Construction & Maintenance	68	-	68
Depreciation expense	-	(261)	(261)
All other	1,306	-	1,306
Total	\$ 2,025	\$ (288)	\$ 1,737

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME/(LOSS): \$(986)</u>	\$ -	(2,233)	\$ (2,233)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(6,854)	(6,854)
Power Supply and Transmission			
- Lower retail load	1,108	-	1,108
- Lower than planned renewables cost and other	971	-	971
- Lower transmission	249	-	249
- Higher energy prices	-	(4,193)	(4,193)
- New minimum for IPP and Hydrogen Betterment	-	(2,087)	(2,087)
- Lower O&M	1,339	-	1,339
- Lake unit repairs	-	(2,750)	(2,750)
- Retail load management and economic dispatch	1,260	-	1,260
- SCPPA True-up and prior period adjustments	1,289	-	1,289
Other Revenues	-	(974)	(974)
Wholesale Margin	838	-	838
Total	\$ 7,054	\$ (16,858)	\$ (9,804)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	1,515	-	1,515
Administration/Safety	-	(70)	(70)
Finance, Fleet, & Warehouse	720	-	720
Customer Service, Marketing & Conservation	1,045	-	1,045
Public Benefits	1,707	-	1,707
Security/Oper Technology	-	(651)	(651)
Telecom	198	-	198
Construction & Maintenance	565	-	565
Depreciation expense	326	-	326
All other	2,217	-	2,217
Total	\$ 8,292	\$ (721)	\$ 7,572

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

	Jan-22	Dec-21	Sep-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments											
General Operating Reserve	\$ 83,457	\$ 79,621	\$ 70,437 ^(b)	\$ 73,156	\$ 70,186	\$ 65,223	\$ 65,133 ^(b)	\$ 52,719 ^{(b)(c)}	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA ^(d)	3,792	3,771	3,762	3,740	4,210	6,021	3,769	17,163	16,817		
Sub-Total Cash and Investments	97,249	92,392	84,199	86,896	84,396	81,244	78,902	79,882	94,137	73,010	42,770
Customer Deposits	(10,137)	(10,762)	(7,870)	(4,245)	(2,722)	(3,083)	(1,486)	(1,811)	(5,641)		
Public Benefits Obligation	(8,940)	(8,883)	(8,584)	(8,128)	(8,198)	(8,287)	(7,826)	(6,950)	(6,069)		
Pacific Northwest DC Intertie	-	-	-	-	-	(45)	(48)	(62)	(2,218)		
Low Carbon Fuel Standard ^(e)	(3,932)	(2,767)	(2,855)	(2,999)	(2,470)	(3,273)	(3,394)	(3,642)	(2,267)		
IPP Decommission	(2,000)	(2,000)	(2,000)	(2,000)	-	-	-	-	-		
Cash and Investments (less Commitments)	72,239	67,980	62,889	69,523	71,005	66,556	66,149	67,376	77,942	73,010	42,770

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

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

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

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

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

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

(g) Includes a \$4.4M drawdown to pay 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 January 2022**
(\$ in 000's except Gallons)

MTD Actual FY 21-22	MTD Budget FY 21-22	\$ Variance	% Variance	YTD Actual FY 21-22	YTD Budget FY 21-22	\$ Variance	% Variance
342	364	(22)	(6%) ^(a)	3,087	3,241	(155)	(5%) ^(A)
52	48	4	9%	595	595	(1)	(0%)
\$ 1,718	\$ 2,007	\$ (289)	(14%)	\$ 16,838	\$ 18,094	\$ (1,256)	(7%)
224	205	19	9%	2,449	2,393	56	2%
130	120	9	8%	968	843	125	15%
2,071	2,332	(261)	(11%)	20,255	21,331	(1,076)	(5%)
814	929	115	12% ^(b)	6,839	8,186	1,347	16% ^(B)
1,257	1,403	(146)	(10%)	13,416	13,144	272	2%
695	767	71	9%	4,711	5,435	724	13% ^(C)
106	143	37	26%	1,010	976	(34)	(3%)
190	227	37	16%	1,281	1,588	307	19% ^(D)
143	144	0	0%	1,003	1,005	1	0%
345	373	28	8%	2,416	2,609	193	7%
1,479	1,653	173	10%	10,421	11,612	1,191	10%
(222)	(250)	28	11%	2,995	1,532	1,462	95%
13	11	2	19%	98	75	23	31%
56	49	7	15%	(119)	(188)	69	37%
(226)	(268)	42	16%	(1,166)	(1,156)	(9)	(1%)
(157)	(209)	51	25%	(1,187)	(1,270)	83	7%
(379)	(458)	79	17%	1,808	263	1,545	588%
5	33	(27)	(84%)	414	228	186	81%
\$ (374)	\$ (426)	\$ 52	12%	\$ 2,223	\$ 491	\$ 1,732	352%

Water put into the system in Millions of Gallons

Metered Recycled Water in Millions of Gallons

Operating Revenues

Potable Water

Recycled Water

Other Revenue ⁽³⁾

Total Operating Revenues

Water Supply Expense

Gross Margin

Operating Expenses

Operations & Maintenance - Potable

Operations & Maintenance - Recycled

Operations & Maintenance - Shared Services

Transfer to General Fund for Cost Allocation

Depreciation

Total Operating Expenses

Operating Income/(Loss)

Other Income/(Expenses)

Interest Income

Other Income/(Expense) ⁽⁴⁾

Bond Interest/(Expense)

Total Other Income/(Expenses)

Net Income/(Loss)

Capital Contributions (AIC)

Net Change in Net Assets

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 January 2022
 (\$ in 000's except Gallons)

Foot. note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	342	364	(22)	- Potable water demand was below budget most likely due to conservation. Burbank received 0.15 inches of rainfall in January as compared to the monthly normal of 2.97 inches. The average high temperature in January was 71.2°F. compared to the 15-year average high temperature of 70.3°F. The average low temperature was 41.9°F, compared to the 15-year average low temperature of 43.4°F. MTD CDD were 0 versus the 15-year average of 6.
b.	Water Supply Expense	814	929	115	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.

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

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	3,087	3,241	(155)	- Potable water demand was below budget most likely due to conservation and higher than normal participation. FYTD Burbank received 8.07 inches of rainfall compared to the FYTD normal of 6.41 inches. The FYTD average high temperature was 79.5°F, compared to the 15-year average high temperature of 81.1°F. The FYTD average low temperature was 52.3°F, compared to the 15-year average low temperature of 53.5°F. FYTD CDD were 1,050 versus the 15-year average of 1,122.
B.	Water Supply Expense	6,839	8,186	1,347	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
C.	Operations & Maintenance - Potable	4,711	5,435	724	- The favorable variance is primarily attributable to the timing of professional and private contractual services and vacancies.
D.	Operations & Maintenance - Shared Services	1,281	1,588	307	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.

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

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$(379)</u>	\$ 79	\$ -	\$ 79

MTD GROSS MARGIN VARIANCE

Potable Revenues	-	(289)	(289)
Recycled Revenues	19	-	19
Other Revenue	9	-	9
Water Supply Expense	115	-	115
Total	<u>144</u>	<u>\$ (289)</u>	<u>\$ (146)</u>

FYTD O&M AND OTHER VARIANCES

Potable O&M	71	-	71
Recycled Water O&M	37	-	37
Allocated O&M	37	-	37
Depreciation Expense	28	-	28
All Other	52	-	52
Total	<u>\$ 225</u>	<u>\$ -</u>	<u>\$ 225</u>

January 2022 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: \$1,808</u>	\$ 1,545	\$ -	\$ 1,545

FYTD GROSS MARGIN VARIANCE

Potable Revenues	-	(1,256)	(1,256)
Recycled Revenues	56	-	56
Other Revenue	125	-	125
Water Supply Expense	1,347	-	1,347
Total	<u>\$ 1,528</u>	<u>\$ (1,256)</u>	<u>\$ 272</u>

FYTD O&M AND OTHER VARIANCES

Potable O&M	724	-	724
Recycled Water O&M	-	(34)	(34)
Allocated O&M	307	-	307
Depreciation Expense	193	-	193
All Other	84	-	84
Total	<u>\$ 1,307</u>	<u>\$ (34)</u>	<u>\$ 1,274</u>

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

	Jan-22	Dec-21	Sep-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments											
General Operating Reserves	\$ 11,563	\$ 11,294	\$ 14,287 ^(a)	\$ 12,181	\$ 15,066	\$ 13,972	\$ 10,972 ^(a)	\$ 8,395 ^{(a)(b)}	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	13,783	13,514	16,507	14,401	17,286	16,192	13,192	10,615	13,775	17,830	9,370
Customer Deposits	(996)	(1,002)	(1,021)	(1,125)	(1,151)	(1,311)	(1,133)	(1,227)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 12,787</u>	<u>\$ 12,512</u>	<u>\$ 15,487</u>	<u>\$ 13,276</u>	<u>\$ 16,136</u>	<u>\$ 14,882</u>	<u>\$ 12,060</u>	<u>\$ 9,388</u>	<u>\$ 12,321</u>	<u>\$ 17,830</u>	<u>\$ 9,370</u>

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

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

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

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

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

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: April 6, 2022

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of March 2022

Vacancies open to the public (number of vacancies)

The Management Services Department (MSD) is currently accepting applications from the public for these positions.

Assistant Planner	Senior Administrative Analyst (M) (PW)
(4) Crossing Guard*	Senior Civil Engineer (PW)
(5) Facility Attendant II (PT) (Temp)*	(2) Senior Lifeguard*
(15) Lifeguard*	Workers' Comp Representative III (Temp)*
(8) Lifeguard-Instructor*	(4) Youth Employment Team Leader
(7) Locker Room Attendant*	(4) Youth Employment Junior Team Leader
(8) Police Recruit or Police Officer Lateral*	(4) Youth Services Worker (BEST)*

*Continuous opening/open until filled

Vacancies open to City employees (number of vacancies)

There are currently no positions where MSD is accepting applications from City employees only.

Recruitment examinations in process

MSD is conducting an examination process for these positions. MSD estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

Building Inspector I (May 2022)	(6) Police Recruit or Police Officer Lat (Apr 2022)
(4) Communications Operator (Apr 2022)	Power Plant Maintenance Trainee (Jun 2022)
(3) Electrician Apprentice (Jun 2022)	Power Plant Operator Trainee (Jun 2022)
Fleet Maintenance Technician (PW) (Apr 2022)	Senior Planner (May 2022)
Food Services Supervisor (Apr 2022)	Street Maintenance Leadworker (Mar 2022)
(3) Library Clerk (Apr 2022)	Test Technician Apprentice (Jun 2022)
(5) Line Mechanic Apprentice (Jun 2022)	(20) Youth Services Worker (CREST) (Apr 2022)
Pipefitter Apprentice (Jun 2022)	(35) Youth Services Worker (STEP) (Apr 2022)
Pipefitter/Operator (Apr 2022)	

Recruitment examinations completed

MSD completed the examination process for these positions. MSD gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MSD is awaiting notice of selection.

(3) Administrative Analyst I (M) (PD)	Jailer
Administrative Analyst II (Z) (FS)	(5) Jailer (As-Needed)
(2) Administrative Analyst II (FS, MS)	Legal Secretary
Applications Development Analyst IV (BWP)	(2) Library Assistant
Building Inspector III	(10) Lifeguard
Cement Finisher	(8) Lifeguard-Instructor
Clerical Worker (PT) (CMO)	(2) Locker Room Attendant
Collection Systems Worker	(2) Marketing Associate
Communications Operator (As-Needed)	(3) Parking Control Officer
Custodial Leadworker	(2) Police Cadet (PT)
(7) Custodian (BWP, PW - 6)	(8) Police Recruit or Police Officer Lateral
(2) Customer Service Representative II	Recreation Coordinator
Engineering Associate/Traffic	(7) Recreation Leader
(2) Engineering Associate/Traffic	Senior Administrative Analyst (PR)
Executive Assistant (CDD)	Senior Electrician
Financial Accounting Manager – BWP (Temp)	(3) Senior Recreation Leader
(5) Firefighter Recruit or Firefighter Lateral	(3) Senior Tree Trimmer
(3) Fleet Maintenance Tech (BWP, PW - 2)	(2) Solid Waste Operator
(4) Forensic Specialist (As-Needed)	Transportation Services Driver (PT)
Human Resources Technician II	Utility Worker (PW)
(1) Intermediate Clerk (FD)	Utility Worker (PT) (As-Needed) (PW)
Instrument Controls Technician	Water Plant Operator
Instrument Controls Supervisor	(12) Work Trainee I (PR)

Recruitments by outside recruitment firms

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Assistant CD Director - Building Official	Purchasing Manager
Manager Energy Control Center	Sustainability Officer
Marketing Manager	Water Quality Analyst
Power Resources Manager	

Upcoming job openings

MSD received notice that these positions are vacant, and they will be open to accept applications soon.

Account Clerk	Heavy Equipment Operator
(2) Administrative Analyst I (M) (PR, MS)	Intermediate Clerk (CT)
Animal Control Officer	Library Page (PT)
Associate Transportation Planner	Motor Sweeper Operator
Buyer I	Parking Control Supervisor
Communications Technician Aide	Plan Check Engineer
Communications Technician Supervisor	(6) Police Recruit or Police Officer Lateral
Crime Analyst	Principal Clerk (PD)
Custodial Supervisor (PW)	Senior Engineering Technician
Customer Service Supervisor	Senior Fleet Maintenance Technician
Electrical Engineering Associate II	Senior Groundskeeper
Electrical Service Planner	Senior Library Assistant
(2) Engineering Technician (BWP, PW)	(3) Senior Tree Trimmer
(5) Firefighter Recruit or Firefighter Lateral	Technical Support Analyst I
(3) Groundskeeper Helper	(4) Tree Trimmer

(3) Tree Trimmer Helper
Welder (PW)

Workers' Compensation Rep II

Recruitment Plan Update – Police Recruit

We currently have eight vacancies. Last month there were eight vacancies. Two candidates were hired this month, and we received notice of two new vacancies (Personnel Requisition) this month.

Currently in the onboarding process, there are:

- Four candidates undergoing background checks and/or medical examination. If they pass background and medical, vacancies will decrease to four.

Examination phase

- Physical agility examinations will continue to occur once a month. Our pace is to complete 12 this year.

Police Academy stats

- Two Police Recruits graduated the Rio Hondo Police Academy.
- Two Police Recruits are attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

Recruitment Plan Update – Firefighter Recruit

Recruitment staff is assisting the Fire Department with their Firefighter Recruit recruitment efforts. There are currently five vacancies and staff anticipate opening Firefighter early April 2022, and Firefighter Recruit in June 2022.