

## BURBANK WATER AND POWER

### ASSISTANT GENERAL MANAGER, ELECTRIC SERVICES

Burbank Water and Power (BWP) is a not-for-profit utility owned by the citizens of Burbank, California. The Mission of BWP is to provide electric and water services to their customers in a safe and reliable manner while providing stable and competitive rates. Burbank is a Charter City that operates under a City Council-City Manager form of government. Burbank's five-member City Council determines how BWP's services are provided, including setting rates and approving services. Burbank is a full-service City, employing over 1,400 people.

BWP seeks an Assistant General Manager of Electric Services (AGM) to lead BWP's transmission, substation, and distribution delivery functions. Oversight responsibilities include engineering, operations, planning, overhead and underground field service crews, and electrical substation and testing crews. The AGM sets the professional tone for the Electric Services Department and is expected to consistently elevate performance metrics, financial results, and service delivery for the benefit of customers. He or she must be a collaborative leader able to proactively interact and communicate with other BWP departments, employees, and City, community, and industry partners.

The AGM will lead an 80-person workforce, many of whom are represented by organized labor. In addition, he or she will oversee the development and administration of an annual O&M budget projected to be \$12 million and a Capital budget forecasted to be \$30 million in 2021. Key projects include distribution system conversions (4kV to 12kV), overhead and underground electric distribution line replacements, system expansion to meet two large office complex developments, and 24 electric vehicle charging stations. Direct reports to the AGM include:

- Manager of Transmission & Distribution Engineering
- Manager of Electrical Distribution
- Manager of Electrical Equipment
- Senior Secretary



**Essential Functions:**

- Make strategic business assessments and position the business unit to meet the strategic challenges identified.
- Make informative and persuasive presentations to other City Departments and utilities, regulators, the BWP Board, and City Council.
- Conduct zero-based budgeting and staffing, and manage the budget in light of performance indicators and benchmarks.
- Conduct cost/benefit evaluations that take into account lifecycle and opportunity costs.
- Be comfortable interacting with management peers and the General Manager as part of a team that uses vigorous participatory management.
- Be committed to a "continuous improvement" outlook in governance, operations, project management, as well as organizational positioning and building.
- Be committed to employee development and succession planning.
- Be able to work effectively with employees having diverse views, interests and backgrounds.

**THE SUCCESSFUL CANDIDATE**

Candidates must possess any combination of education and/or experience to ensure he or she can effectively and efficiently build upon BWP’s current record of safety, reliability, sustainability, and value. Qualified candidates must demonstrate progressively responsible experience in an electric utility setting. The ideal candidate will possess strong leadership skills along with experience managing a diverse workforce that includes employees represented by organized labor. He or she must maintain

meaningful employee engagement by empowering, inspiring, mentoring, and developing employees. The AGM is expected to work as part of a team in a transparent and participatory environment. He or she must also possess a successful track record of proactive and collaborative communication with employees, peers and other key stakeholders.

Candidates must possess a strong customer service and public service mentality, along with unquestionable ethics and integrity. BWP seeks candidates who are fiscally knowledgeable and able to establish, execute, and achieve the department’s annual budget and financial goals. Candidates who understand how to leverage technology for effective and efficient utility operations are considered ideal. Experience interfacing directly with high-profile customers and past participation in economic development efforts is also highly desirable.

BWP puts a high priority on the following characteristics:

- Strategic thinker who can also operationalize programs.
- Strong distribution engineering background and analytical ability.
- Strong oral and written communication skills.
- Familiarity with utility accounting and financing.
- Politically astute, but apolitical in performance of job duties.
- Can be assertive and decisive within context of City policy, and also willing to identify desirable changes in City policy and lead efforts to implement them.
- Can communicate engineering and other technical utility issues in a manner that conveys useful information to policymakers and the public.



## THE ORGANIZATION

BWP operates out of three LEEDS Platinum Buildings and provides services to approximately 23,000 water customers and 55,000 electric customers in an urban center in greater Los Angeles. BWP has an annual budget of approximately \$330 million and a system peak of 320 MW.

BWP operates one of the more technically sophisticated and reliable distribution systems in the nation (current availability is 99.999%). The utility was an early adopter of numerous smart grid-enabling technologies, including, Automated Metering Infrastructure (AMI), Meter Data Management (MDM), an Oracle customer information system (CCMB), an extensive dark fiber system and gigabit Ethernet broadband service, smart relays and reclosers, integrated automated dispatch, and predictive distribution system analytics. All of BWP's largest customers and a large percentage of total load are on time-of-use rates.

BWP owns and operates a diverse power portfolio, comprised of approximately 35% renewable including landfill gas, wind, solar, hydroelectric, and utility-scale energy storage resources. BWP's goals are to become 60% renewable by 2030 and 100% Green House Gas-free by 2040.

The utility manages much of its power supply needs through participation in the Southern California Public Power Agency (SCPPA). However, BWP also operates the 300 MW gas-fired Magnolia Plant, two small gas-fired steam generators, and one simple-cycle combustion turbine, as well as a 24/7 power trading operation. The utilities energy efficiency efforts saved a cumulative 12.2 MWh for its customers.

The City of Burbank offers a unique customer composition that is dominated heavily by residential customers in number. However, 67% of BWP's electric sales is gained from 3% of BPW's customers, including commercial media giants (Disney, Warner Brothers, Nickelodeon, etc.) that require significant attention to power quality, reliability and renewable energy supplies.

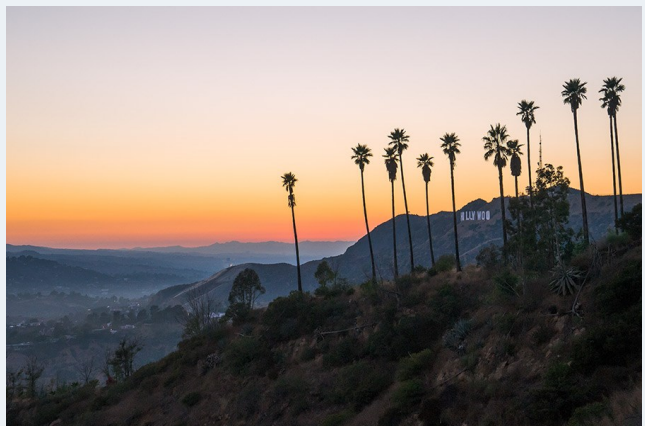
BWP's forecast for electric rate increases for the next four years is in the 1.5% to 2.5% range. Since 2004, BWP's average electric rate increases have been lower than that of the average inflation rate. BWP's electric bonds are rated 'Aa3' by Moody's Investor Service. More information can be found at:

<https://www.burbankwaterandpower.com/>

## THE COMMUNITY

Tucked between the Hollywood Hills and the Verdugo Mountains in the heart of Los Angeles County, the City of Burbank is a picturesque city with a small-town feel that belies its prominent position in the world of entertainment. Its excellent school system, extensive shopping, moderate year-round climate, tree-lined neighborhoods, proximity to ocean and mountains, and many parks make Burbank an excellent place to call home.

Throughout its 100-year history, Burbank has embodied a forward-thinking city that provides a high quality of life and strong sense of community to its residents. Presently, Burbank maintains its long standing relationship with Warner Brothers and Disney and is now home to hundreds of media and related support companies such as ABC, Cartoon-Network Studios, Nickelodeon Animation, Clear Channel, and other post production, film processing, special effects, equipment rental and related businesses. As such, Burbank is happily referred to as the "Media Capital of the World." These iconic companies, along with the City's theaters, restaurants, shops, nightspots, and festivals, attract nearly ten million tourists and visitors each year.







## THE COMMUNITY (continued)

Burbank’s diversified economic base provides full-time employment opportunities for approximately 150,000 individuals across a wide variety of industries including high tech, retail, finance/banking and hospital/medical. In addition, the City has 41 public parks and facilities, a public golf course, equestrian trails, bike paths, a weekly Farmer’s Market, outstanding municipal services, an innovative recycling program, and high performing schools.

Named one of the nation’s 100 Best Communities for Young People in 2008 and 2010, the City was also ranked the 16th safest city to live in the United States in 2016 by BusinessInsider.com. The 17-square-mile Burbank community is a wonderful place to live, work, and play, but is also in near proximity to many other communities including Pasadena, Santa Clarita, Arcadia, La Canada Flintridge, Northridge, and Studio City. To learn more, visit: <https://www.burbankca.gov/>

## COMPENSATION, BENEFITS AND RELOCATION

The annual salary range is \$175,552.32 to \$230,851.44. Candidates who possess either an Engineer Certification or Certification as a Project Management Professional (PMP) are eligible for an additional 5.25%.

Relocation expenses may be covered by request and are negotiable. The City of Burbank offers an excellent compensation and benefits program, which includes:

- CalPERS retirement: 2.5% at 55 for Classic PERS participants. 2% at 62 for new PERS participants. The City does not participate in Social Security.
- Deferred Compensation Program: 457 plan with City matching employee contributions up to \$75/month.

- Retiree Medical Trust: The City contributes \$100/pay period to a Retiree Medical Trust.
- Cafeteria Plan: \$350/month towards a Medical Plan plus additional medical premium if eligible. Total potential allowance up to \$1,510 monthly for family CalPERS premiums.
- Ten annual Holidays and the following Universal Leave accrual rates (includes vacation and sick leave):
  - ◊ 0 to 5 years of service: 7.462 hours/pay period
  - ◊ 5 to 15 years of service: 9 hours/pay period
  - ◊ 15+ years of service: 10.539 hours/pay period
  - ◊ Option to cash out up to 500 hours per fiscal year in compliance with balance requirements.
- Additional benefits include: retiree health savings, dental and vision Insurance, life insurance, accidental death & dismemberment insurance, tuition reimbursement, employee assistance program, professional development, bilingual pay, military leave, and short term/ long term disability insurance.

## TO APPLY

Interested candidates should submit a cover letter and resume no later than **February 10, 2021** to:

[jgallo@mfpllc.us](mailto:jgallo@mfpllc.us)

Joyce Ann Gallo  
Senior Recruiter  
Mycoff Fry Partners LLC  
PO Box 1310  
Conifer, CO 80443  
(800) 525-9082

BWP is an Equal Employment Opportunity/ADA Employer

