



Weekly Management Report

July 31, 2020

- 1. Synopsis** Sustainable Burbank Commission Meeting on
July 20, 2020
Public Works Department

- 2. Memo** Future Pedestrian and Bicyclist Connectivity and
Safety Projects from Front Street to Downtown
Burbank and Magnolia Park
Community Development Department

- 3. Synopsis** Landlord-Tenant Commission Meeting
on July 6, 2020
Community Development Department

- 4. Minutes** Civil Service Board Meeting on July 1, 2020
Management Services Department

- 5. Minutes** Burbank Water and Power Board Meeting
on June 4, 2020
Water and Power

- 6. Report** June 2020 Operating Results
Water and Power

- 7. Memo** Information on Impacts of Suspension of Late
Fees and Service Disconnections in Response to
COVID-19 Orders
Water and Power

- 8. Memo** Mitigation Measures in Response to COVID-19
Water and Power

- 9. Memo** Temporary Suspension of Specific Traffic
Investigations Due to COVID-19
Public Works Department

SUSTAINABLE BURBANK COMMISSION
July 20, 2020

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award agenda item has been tabled until the State's "Safer at Home" order has been lifted.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Emily Ramey, Director of Business Development for Ygrene Energy Fund introduced herself to the group and stated she will forward an email to the Chair with more information about the company's services.

B. Commission Member Communication:

Ms. Robb commended Ms. Tenenbaum for her work to help keep businesses healthy during the "Safer at Home" order. Portions of San Fernando Boulevard have been closed to vehicle traffic, allowing restaurants to provide outdoor dining. Ms. Robb also stated that Presidential candidate, Joe Biden, announced his Climate Plan.

Ms. Tenenbaum encouraged the Commissioners to support Burbank businesses and stated that she attended a recent Council meeting.

Mr. O'Brien stated that the deadline to submit environmental impact comments for the high speed rail has been extended to July 31, 2020.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, applauded the use of community networks to exchange goods and reduce waste.

III. APPROVAL OF MINUTES:

Minutes from the June 15, 2020 meeting were approved by Ms. Gemmill, Mr. O'Brien, Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind. Ms. Kirschenbaum abstained.

IV. WORKPLAN DEVELOPMENT:

At its June 15, 2020 meeting, Commissioners agreed to begin the process of developing a workplan. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Zimskind led a discussion on developing priorities for the Commission. The group agreed to continue the discussion during the August 17, 2020 meeting.

V. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 is complete and community engagement goals have been approved by the Commission. Phase 2 will focus on enacting the goals. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

This agenda item was tabled until after a workplan is developed.

VI. AD HOC SUSTAINABILITY- RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT

At its November 18, 2019 meeting, the Commission agreed to disband the ad hoc Greenhouse Gas Reduction Plan Subcommittee and rename the ad hoc Sustainability Action Plan Subcommittee to the ad hoc Sustainability-related Plan Update. The Subcommittee will review the City's current sustainability-related action plans and offer recommendations for updates to the action plans. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

This agenda item was tabled until after a workplan is developed.

VII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT

At its July 15, 2019 meeting, the Commissioners agreed to form the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The ad hoc Subcommittee will clarify its goals and provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

This agenda item was tabled until after a workplan is developed.

VIII. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

At its February 2, 2020 meeting, the Commission agreed to form the ad hoc Equity and Economic Sustainability Subcommittee. The ad hoc Subcommittee will explore and make recommendations regarding equity and economic aspects of sustainability in the City. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

This agenda item was tabled until after a workplan is developed.

IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

Ms. Robb announced that the Burbank Glendale Pasadena Airport Authority will provide an update on its activities at the July 21, 2020 Council meeting.

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The group agreed to add the following to the August 17, 2020 meeting agenda:

- Mr. Hampel to discuss organics.
- Invite staff from BWP to discuss energy usage during Covid-19.
- Develop a workplan

XI. BURBANK GREEN SPOTLIGHT AWARD FOR AUGUSTS 2020:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for August 2020.

Ms. Tenenbaum suggested brainstorming on creative ways to present the Green Spotlight Award during the "Safer at Home" order.

XII. ADJOURNMENT:

The meeting adjourned at 6:41 p.m.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: July 21, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: David Kriske, Assistant CD Director – Transportation
By: Hannah Woo, Senior Planner

SUBJECT: City Manager Tracking List #2266 – Future Pedestrian and Bicyclist Connectivity and Safety Projects from Front Street to Downtown Burbank and Magnolia Park

At the December 10, 2019 City Council meeting, Mayor Springer requested a report on the planned projects to improve connectivity between Front Street (at the 777 Front Street La Terra Development Project), Downtown Burbank, and Magnolia Park. Several ongoing projects are currently funded to improve connectivity between these three points. In addition, the recently adopted Citywide Complete Our Streets Plan includes short-term, mid-term, and long-term projects that will further improve this connectivity in the future.

Between Front Street and Downtown Burbank, the Front Street Protected Bikeway Project would construct a two-way, in-street protected bikeway (separating people bicycling from people driving with bollards) connecting Front Street and the Downtown Burbank Metrolink Station with Downtown Burbank underneath Interstate-5. The La Terra Development Project (777 Front Street) would extend these protected bicycle lanes north from the Downtown Burbank Metrolink Station to the development site, constructed as a fully protected, sidewalk-level two-way cycle track. The First Street Complete Street Project would provide further connectivity with an in-street, protected Class IV bikeway with bollards and bus boarding enhancements along First Street between San Fernando Boulevard and Verdugo Avenue. Finally, pedestrian safety between the Metrolink Station and Downtown Burbank would be enhanced through the Bonnywood Place/First Street Pedestrian Safety Improvement Project.

Connectivity between Front Street and Magnolia Park would be provided primarily through the completion of the Chandler Bikeway Extension Project and the San Fernando Bikeway Project. These projects would provide a combination of a Class I bicycle path and a Class IV sidewalk-level protected bicycle lanes heading north along the Burbank Western Channel, then west along Cypress Avenue, Victory Boulevard, and Chandler Boulevard to connect to the existing Chandler Bikeway.

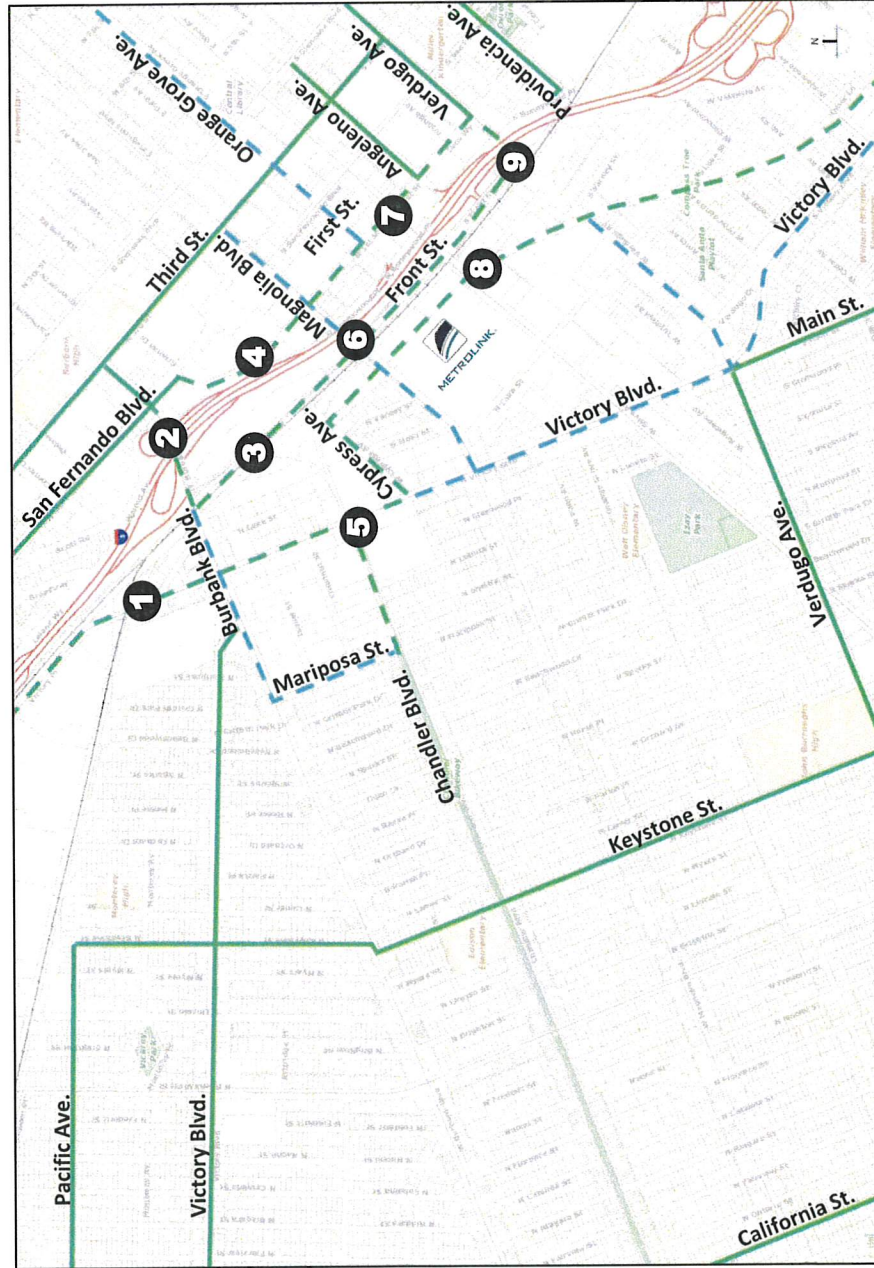
In addition to these funded projects, the recently adopted Citywide Complete Our Streets Plan also identifies future active transportation projects to close existing gaps and barriers in the City's mobility network. The Plan includes ideas such as a sidewalk-level protected bikeway on Magnolia Boulevard between Third Street and Victory Boulevard over the I-5 Magnolia Bridge and sidewalk-level protected bicycle lanes on Victory Boulevard. Unlike the projects currently funded above, most of the future projects identified in the Citywide Complete Our Streets Plan are currently not funded.

Please refer to Exhibit A for a map and Exhibit B for a project list and descriptions of the funded projects. Projects listed in the Citywide Complete Our Streets Plan may be found in the Plan itself located on the City's website: <https://www.burbankca.gov/completeourstreets>.

EXHIBITS

- Exhibit A: Map of Existing and Future Active Transportation Projects Connecting Downtown Burbank and Magnolia Park
- Exhibit B: Project List of Ongoing Funded Active Transportation Projects Connecting Downtown Burbank and Magnolia Park

EXHIBIT A: Map of Existing and Future Active Transportation Projects Connecting Downtown Burbank and Magnolia Park



- Ongoing Funded Projects**
1. San Fernando Bikeway Project
 2. Burbank Bridge Bicycle Lanes from Caltrans I-5 Empire Interchange HOV Project
 3. La Terra (777 Front St.) Development Project's Bikeway on Front St.
 4. First St. Complete Street Project and First Street Village Development Project's Bicycle Lanes
 5. Chandler Bikeway Extension Project
 6. La Terra (777 Front St.) Development Project's Magnolia Blvd. Pedestrian and Bicyclist Connection
 7. Bonnywood Pl./1st St. Pedestrian Safety Improvement Project
 8. Burbank Channel Bikeway Project
 9. Front St. Protected Bikeway Project

Legend

- Existing Facility
- Ongoing Funded Project
- Future Unfunded Project
- I-5 Freeway

EXHIBIT B

Project List of Ongoing Funded Active Transportation Projects Connecting Downtown Burbank and Magnolia Park

Project Name	Project Location	Project Description	Estimated Completion Date
1. San Fernando Bikeway Project	<ul style="list-style-type: none"> San Fernando Blvd. from Cohasset to Empire and from the Chandler Bikeway Extension Project to the Downtown Metrolink Station. 	<ul style="list-style-type: none"> Class I bicycle and pedestrian path connecting City of L.A. limits to Empire Avenue along the Metrolink rail line, and from the Chandler Bikeway Extension to the Downtown Metrolink Station. 	<ul style="list-style-type: none"> Fall 2025
2. Burbank Bridge Bicycle Lanes from Caltrans I-5 Empire Interchange High Occupancy Vehicle (HOV) Lanes Project	<ul style="list-style-type: none"> Burbank Blvd. Bridge between San Fernando Blvd. and Front St. 	<ul style="list-style-type: none"> Class II bicycle lanes on Burbank Blvd. bridge from San Fernando Blvd. to Front St. 	<ul style="list-style-type: none"> Fall 2021
3. La Terra (777 Front St.) Development Project's Bikeway on Front St.	<ul style="list-style-type: none"> Front St. from Burbank Blvd. to Downtown Metrolink Station 	<ul style="list-style-type: none"> Sidewalk-level Class IV protected bikeway and sidewalks on Front St. between Burbank Blvd. to Metrolink Station. Developer's bikeway will connect to City's Front St. Protected Bikeway Project. First/last-mile connectivity between Metrolink Station and Downtown Burbank. 	<ul style="list-style-type: none"> Dependent on the developer's construction plans

<p>4. First St. Complete Street Project and First Street Village Development Project's Bicycle Lanes</p>	<ul style="list-style-type: none"> • 1st St. between San Fernando Blvd. and Verdugo Ave. 	<ul style="list-style-type: none"> • In-street Class IV protected bikeway with bollards and bus boarding enhancements. • Sidewalk-level Class IV protected bikeway in front of First Street Village development project's frontage. • Provide east/west connectivity between Downtown Metrolink Station and Downtown Burbank to eliminate first/last-mile gap. • Connect to future First Street Village development's sidewalk-level bikeway at 1st St. and Magnolia Blvd. and the future Front Street Protected Bikeway Project. 	<ul style="list-style-type: none"> • Fall 2021 • Dependent on the developer's construction plans
<p>5. Chandler Bikeway Extension Project</p>	<ul style="list-style-type: none"> • Chandler Blvd. from Lomita St. to Victory Blvd. to Cypress Ave. to Downtown Metrolink Station • Vertical connection from Front St. up to Magnolia Blvd. Bridge 	<ul style="list-style-type: none"> • Class IV protected bikeway to close first/last-mile gap between existing Chandler Bikeway to Downtown Metrolink Station. 	<ul style="list-style-type: none"> • Summer 2025
<p>6. La Terra (777 Front St.) Development Project's Magnolia Blvd. Pedestrian and Bicyclist Connection</p>	<ul style="list-style-type: none"> • Bonnywood Pl. at 1st St. and Olive Ave. 	<ul style="list-style-type: none"> • Double elevators and stairway connecting La Terra Project and Downtown Metrolink users to Downtown Burbank. 	<ul style="list-style-type: none"> • Dependent on the developer's construction plans • Winter 2020
<p>7. Bonnywood Pl./1st St. Pedestrian Safety Improvement Project</p>		<ul style="list-style-type: none"> • Close cut-through access road at Bonnywood Pl. and 1st St. • Improve pedestrian crossing by adding high-visibility crosswalks, upgrading pedestrian ramps to ADA, enlarging pedestrian landing area at the bottom of Olive Ave. Bridge. 	

<p>8. Burbank Channel Bikeway Project</p>	<ul style="list-style-type: none"> • Along Western Channel from Downtown Metrolink Station to South Channel Bikeway 	<ul style="list-style-type: none"> • Class I bicycle and pedestrian path connecting Downtown Metrolink Station to Victory Blvd. near Linden Ct. 	<ul style="list-style-type: none"> • Fall 2020
<p>9. Front St. Protected Bikeway Project</p>	<ul style="list-style-type: none"> • Front St. between 1st St. and Olive bridge underpass 	<ul style="list-style-type: none"> • Two-way, in-street Class IV protected bikeway separated with bollards. • Provide east/west connectivity between Downtown Metrolink Station and Downtown Burbank to eliminate first/last-mile gap. • Connect future La Terra (777 Front St.) development's sidewalk-level Class IV bicycle lanes. 	<ul style="list-style-type: none"> • Fall 2021

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: July 22, 2020

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – July 6, 2020

- One household attended the WebEx meeting and submitted a Tenant Information form related to communication with the landlord for addressing water leaks and possible pipe replacement in the unit. The Commission answered the household's questions and provided resources.
- Commission members provided the following announcements:
 - Governor Newsom's extension of the order that allows local jurisdictions to enact Eviction Ordinances in the State through September 30, 2020.
 - Effective July 1, 2020, Assembly Bill 1482 requires information be provided on new and renewal tenant leases regarding exemptions and just-cause evictions. The Commission requested additional resources be posted on the City's website.
- Staff provided the following announcements:
 - Staff invited the Commission to view the Housing Element Study Session held on July 21, 2020. Staff also shared the City Council would hear a presentation on a new funding source through the state of California for the creation of affordable housing opportunities in the City.
 - The City Council will consider an extension to the City's Eviction Moratorium on July 28th. The consideration is in light of the Governor's extended order to allow local jurisdictions to adopt eviction ordinances through September 30, 2020.
 - The Commission's staff liaison emailed the City Council goals and meeting schedule for the new fiscal year.
- The Commission agreed on the selection of two separate subcommittees for the months of July, August, and September:
 - Commission Chairperson Stump and Commissioner Smith; and
 - Commissioners Small and Pelayo.

- Commissioners provided updates on cases assigned related to: the eviction moratorium, and paying back-rent due for breaking a lease agreement. These cases were resolved through mediation and legal resources.
- The meeting was adjourned at 7:00 pm.

July 1, 2020
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: Matthew Doyle, Chairperson
Linda Barnes, Vice-Chairperson
Iveta Ovsepyan, Secretary
Jacqueline Waltman

Members not present: Miguel Porras

Also present: Brady Griffin, Human Resources Manager
David Kriske, Ast CD Director - Transportation & Planning
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Karen Pan, Administrative Officer
John Pfrommer, Police Lieutenant
Katie Picha, Administrative Analyst II
Melissa Potter, Assistant Library Services Director
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 4-0 to approve the minutes of the regular meeting of June 3, 2020.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – June 2020

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of July 2020, there was one provisional appointment extension, one temporary appointment extension, and two temporary assignment extensions. The extensions were being sought on behalf of the Police Department, Library Services Department, Public Works Department, and the Community Development Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month July 2020 as amended.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:55 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____ DATE _____
Matthew Doyle, Chairperson

_____ DATE _____
Iveta Ovsepyan, Secretary

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JUNE 4, 2020**

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:02 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. Smith called for the Pledge of Allegiance to the Flag.

ROLL CALL

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

Board Absent: Mr. Herman

Staff Present: Mr. Somoano, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Ancheta, Assistant General Manager, Electrical; Mr. Bleveans, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Mitchell, Water Maintenance /Construction Superintendent; Mr. Nahhas, Principal Civil Engineer; Mr. Recchia, Manager Energy Control Center; Mr. Mellon, Principal Electrical Engineer; Mr. Lee, Civil Engineering Associate; Mr. Flores, Marketing Manager; Ms. Kaczmarek, Manager Customer Service Operations; Ms. Sarkissian, Manager Customer Service Operations; Mr. Ortiz, Customer Service Supervisor; Mr. Oganessian, Manager Technology; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

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

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

The General Manager announced that the City of Burbank has issued curfews recently due to the pandemic, however, neither Burbank, nor LA County has issued a curfew for this evening.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Brody, seconded by Mr. Eskandar, and carried 4-0, noting one abstention from Mr. Smith, to approve the meeting minutes of the regular meeting of May 7, 2020.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update and operating report for the month of April 2020.

Mr. Liu, Mr. Tunncliff, Mr. Bleveans, and Mr. Ancheta responded to Board Member questions.

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

STATUS UPDATE ON THE RECYCLED WATER SYSTEM EXPANSION

Mr. Lee presented an update on the expansion of the recycled water system that has occurred since it was last presented to the Board in 2016. Mr. Lee reviewed new customers that are now using recycled water and future customers to the system within the next five years.

Mr. Lee and Mr. Wilson responded to Board Member questions.

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

COVID-19 IMPACT UPDATE

Mr. Recchia presented an update on the impacts of COVID-19 on energy demands and how BWP is adjusting their load forecast and adapting through changes in its generation portfolio mix in response to these changes.

Mr. Tunncliff updated the Board regarding payment delinquencies in connection to the deferral of utility shutoffs. The BWP lobby is currently open for cashiering operations only. Customer Service is working on identifying and developing potential programs to mitigate municipal utility bill impacts due to COVID-19.

Mr. Liu presented an overview of the financial impacts of COVID-19.

Mr. Recchia, Mr. Bleveans, Mr. Tunncliff, and Mr. Somoano responded to Board Member questions.

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

INFORMATION FROM STAFF

UPDATE ON GOLDEN STATE SUBSTATION EVENT

Mr. Ancheta advised the Board that the City has retained a third-party consultant to assist in an investigation of the substation outage event. The mobile substation and transformer bank A1 has been energized and is ready for summer loading.

Mr. Ancheta and Mr. Somoano responded to Board Member questions.

LEGISLATIVE UPDATE

Ms. Titus provided an update on federal and state legislation. Ms. Titus highlighted legislation related to COVID-19.

Ms. Titus responded to Board Member questions.

WATER SUPPLY UPDATE

Mr. Wilson discussed water supply and water storage levels. Mr. Wilson also discussed the water divisions response to COVID-19 in regards to planning for distributing water to customers during emergencies.

Mr. Wilson responded to Board Member questions.

POWER SUPPLY UPDATE

Mr. Bleveans reiterated key takeaways for power supply which were presented earlier during the COVID-19 Impact Update. Energy loads are down, and the Energy Control Center has done a great job adjusting their load forecasting and generation portfolio mix during this pandemic.

Mr. Bleveans responded to Board Member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar commented that he recently had the pleasure of working with BWP employee, Mr. Khachatourian. Mr. Khachatourian represented BWP well!

Ms. LaCamera commented that she is excited regarding the direction that BWP is taking with its recycled water expansion. She looks forward to hearing about new, future projects as they are presented to the Board. Ms. LaCamera is also interested in touring the Water Reclamation Plant sometime in the future. She is also happy to hear that Customer Service is working with customers regarding delinquencies and feels it is important to advise them of assistance programs that may possibly help them during this time.

Mr. Ford mentioned a local news story he saw recently regarding a customer's frustration with the charges on their LADWP utility bill. A representative from LADWP attempted to explain the demand charges associated with residential bills, however, they did not articulate the concept well. Mr. Ford encourages BWP to be mindful if we have any of these issues and how we communicate the concept of demand charges.

Mr. Brody commended Mr. Smith on his ability to navigate the Board through virtual meetings. Mr. Brody also applauded staff on their presentations, and Mr. Lee for his presentation regarding the recycled water system.

Mr. Smith reported that the BWP Board Budget Subcommittee did prepare and deliver comments for the May City Council budget study session. Mr. Smith requested that Ms. Kramer share the committee's comments with the Board. Mr. Smith also noted that there seemed to be a dramatic jump in the failure of the water meters, and that BWP should continue to monitor that situation. Mr. Smith also commented that there may be a technical issue with the WebEx link on the City's website. The link to join the BWP Board Meeting seems to have disappeared once the meeting started.

Mr. Somoano responded to Board Member comments.

With the consent of the Board, Mr. Smith advised that the Board will be dark in July and will reconvene in August, unless it's determined that there is a need for the Board to meet in July.

ADJOURNMENT

The meeting was adjourned at 8:23 pm. The next scheduled Board meeting is August 6, 2020 and will be held by video conference/teleconference.

Lyndsey Kramer
Recording Secretary

Jorge Somoano
Secretary to the Board

Jordan Smith, Chair, BWP Board



WATER AND POWER



9A.

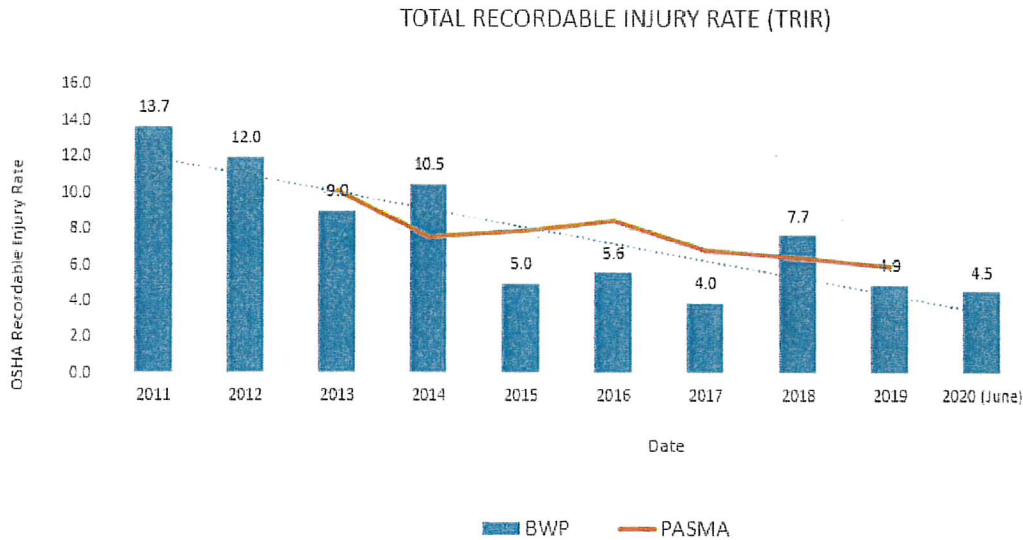
CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: August 6, 2020
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: June 2020 Operating Results

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

SAFETY

For the month of June, BWP experienced one OSHA recordable injury. BWP's 12 month rolling rate for the end of this reporting period is 4.5.



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)

Water Estimated Financial Results

For the month of June, Potable Water usage was 2% (9 million gallons) lower than budgeted and Potable Water Revenues were \$14,000 lower than budgeted. Recycled Water usage was 7% (8 million gallons) lower than budgeted and Recycled Water Revenues were \$42,000 lower than budgeted. June Water Supply Expenses were \$15,000 higher than budgeted, due to higher than planned purchase of MWD treated water since the Burbank Operable Unit (BOU) was not running at full capacity. June's Gross Margin was \$91,000 lower than budgeted. Net Income was \$401,000, which was \$91,000 lower than budgeted.

June fiscal-year-to-date (FYTD) Potable Water usage was 1% (30 million gallons) higher than budgeted. FYTD June Potable Water Revenues were \$100,000 better than budgeted. FYTD Recycled Water usage was 6% (56 million gallons) lower than budgeted and Recycled Water Revenues were \$155,000 lower than budgeted. FYTD Water Supply Expenses were \$398,000 higher than budgeted, due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay, resulting to no local water production from February through early part of the March. YTD Water Supply Expenses were also impacted by higher than planned purchase of MWD treated water due to damages suffered by the Burbank Operable Unit (BOU) from the Golden State Station fire in April. The FYTD June Gross Margin was \$456,000 lower than budgeted. Operating Expenses were \$1,864,000 lower than budgeted. Net Income was \$1,936,000, which was \$1,480,000 better than budgeted.

Electric Estimated Financial Results

For the month of June, electric loads were 13% lower than budget. Retail Sales were \$1,809,000 lower than budgeted. June Power Supply Expenses were \$1,266,000 lower than budgeted. June's Wholesale Margin was \$220,000 better than budgeted. June's Gross Margin was \$667,000 lower than budgeted. Net Loss was \$1,333,000, which was \$667,000 lower than budgeted.

FYTD June electric loads were 8% lower than budget. Retail Sales were \$11,554,000 lower than budgeted. FYTD Power Supply Expenses were \$11,555,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), lower retail load, and lower than planned O&M expenses. FYTD Wholesale Margin was \$50,000 lower than budgeted. FYTD Gross Margin was \$1,342,000 lower than budgeted. June FYTD Operating Expenses were \$1,874,000 lower than budgeted. Net Loss was \$1,596,000, which was \$783,000 better than budgeted.

COVID-19 "Safer at Home" Order Impacts

Financial Impacts

June's results reflect the third full month of the impacts resulting from the COVID-19 pandemic "Safer at Home" order (the order) issued by Los Angeles County and the State of California on Thursday, March 19, 2020. With many Burbank commercial enterprises being closed or curtailing operations, this order has, and is anticipated to continue to, significantly impact commercial demand for water and energy in Burbank. Historically, approximately 25% of Burbank's water, and 75% of Burbank's electric, load is attributable to its commercial enterprises.

June saw a slight decrease in water demand from budget. June potable water usage was 2% below the budgeted amount primarily attributed to lower demand from commercial customers.

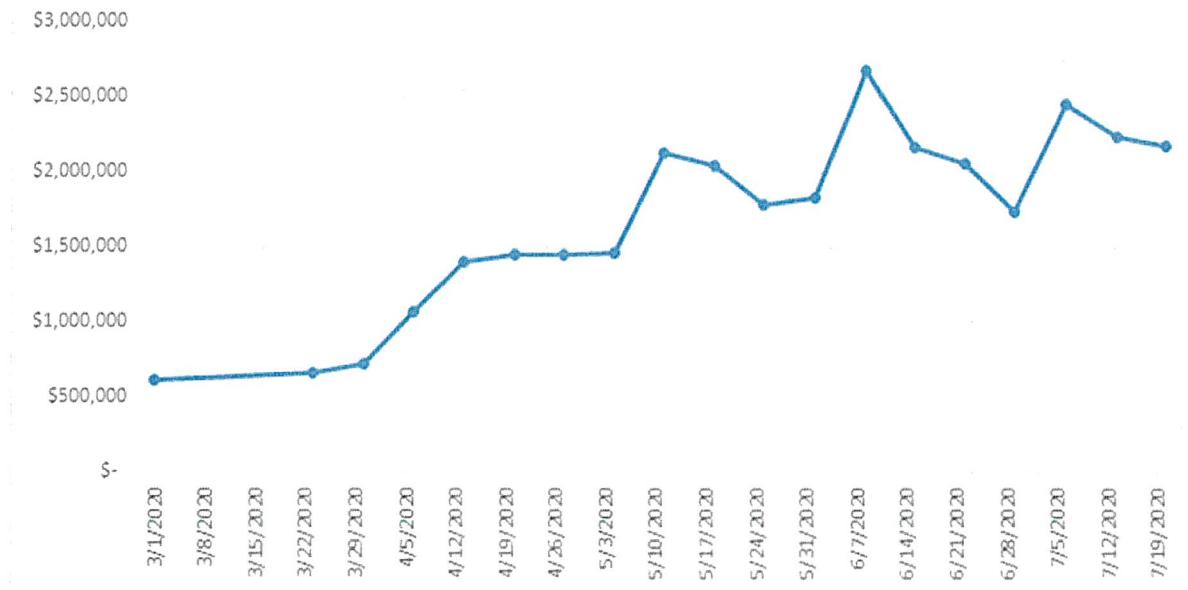
June experienced significantly lower daily energy demand as compared to the budget. June's energy demand was 13% below the budgeted amount. Since commercial load makes up 75% of electric demand, it is understandable that the order's impact is more significant on the Electric Fund than the Water Fund. BWP has observed that its load curves have been largely unchanged with lower peaks and load minimums lower by 5%-6%.

At the May 7 BWP Board meeting, staff estimated that if the order remained in effect through June 30, 2020, the Water Fund would experience a 9% reduction in potable water sales, resulting in a \$700k loss in water revenues and a \$400k lower water gross margin than originally planned; and the Electric Fund would see an additional 12% reduction in energy sales, resulting in a \$4.2 million loss in electric revenues and an electric gross margin that is \$3.6 million lower than originally planned. Based on June's sales, Electric and Water fund have seen improved gross margin due to Covid by \$ 600k and \$270k, respectively.

Accounts Receivables

The chart below shows the drastic increase for receivables that are over 31 days old for BWP's Electric and Water Funds.

Accounts Receivable (31+ days)



*Excludes in-lieu and UUT

WATER DIVISION

State Water Project Update

On May 22, 2020, the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A from 15% to 20% due to above-average precipitation in May. Following below-average precipitation most of the winter, May storms delivered 181% of average in the Northern Sierra for this time of year. The May announcement will likely be the final allocation update of 2020. This year's snowpack is the 11th driest on record since 1950 and precipitation stands as the seventh driest on record since 1977. Thirty percent of California's annual water supply comes from snowpack.

Lake Oroville, the SWP's largest reservoir, is currently at 58% of capacity and 74% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 65% of capacity and 85% of average. In Southern California, SWP's Castaic Lake is at 93% of capacity and 109% of average.

A 20% allocation amounts to 843,696 acre-feet of water.

Burbank’s Water Use

The table below shows water use in Burbank during June 2020 compared to June 2019 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 2019	143 gpcd	132 gpcd
June 2020	147 gpcd	135 gpcd

These figures show annual water use is on target to be below 157 gpcd that must be met by the year 2020.

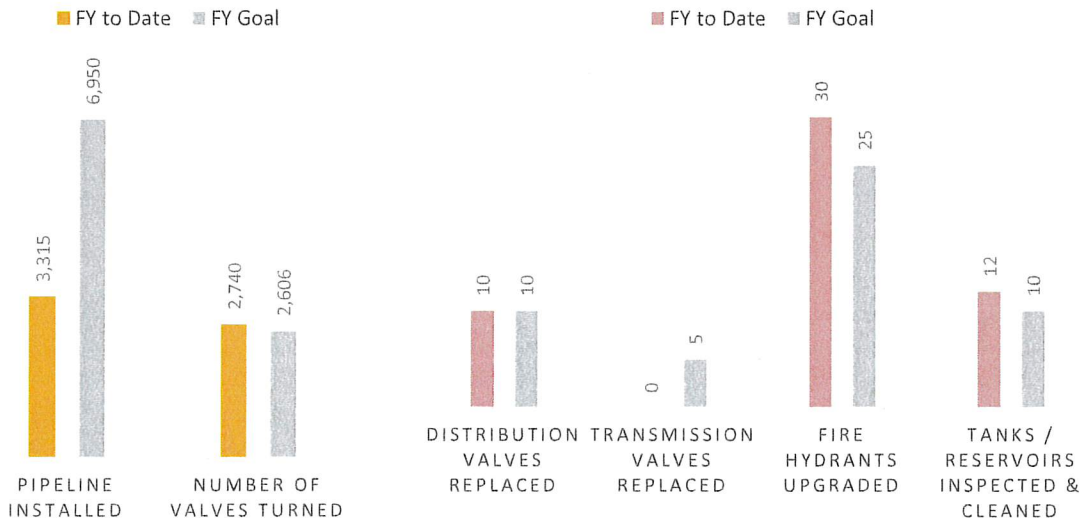
Burbank Operating Unit (BOU) Water Production

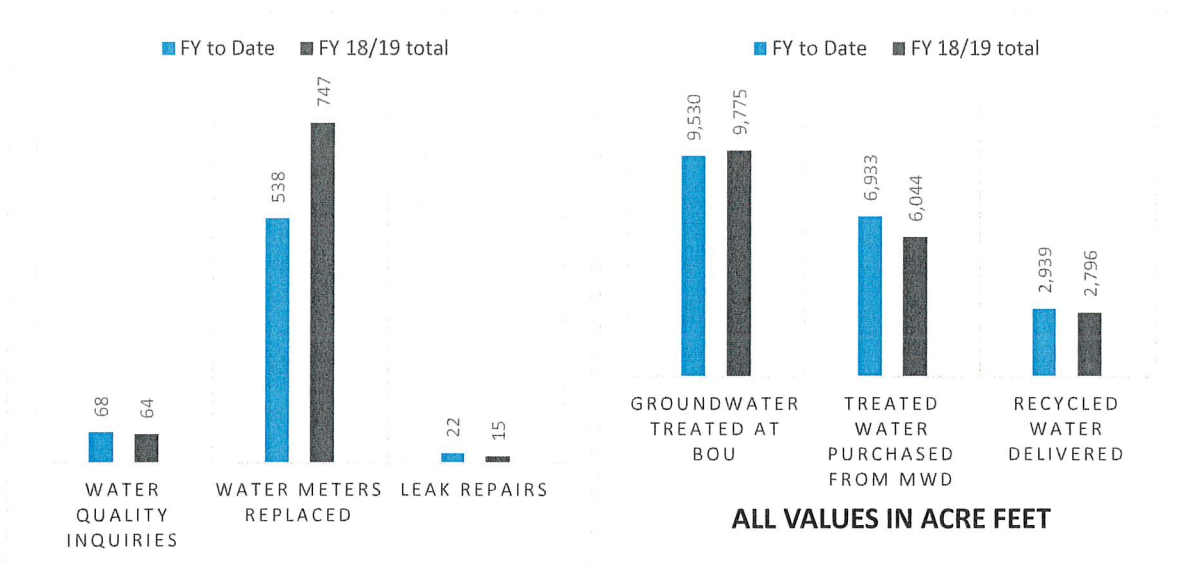
The table below provides the operational data for the BOU for the rolling quarter of April through June.

	Capacity Factor	Average Flow Rate (FY Total)
April 20	47.82%	4,304 gpm
May 20	68.87%	6,199 gpm
June 20	73.23%	6,591 gpm

Key Performance Indicators

The graphs below illustrate the progress the Water Division has made on key performance measures.





Leak Alert Notifications

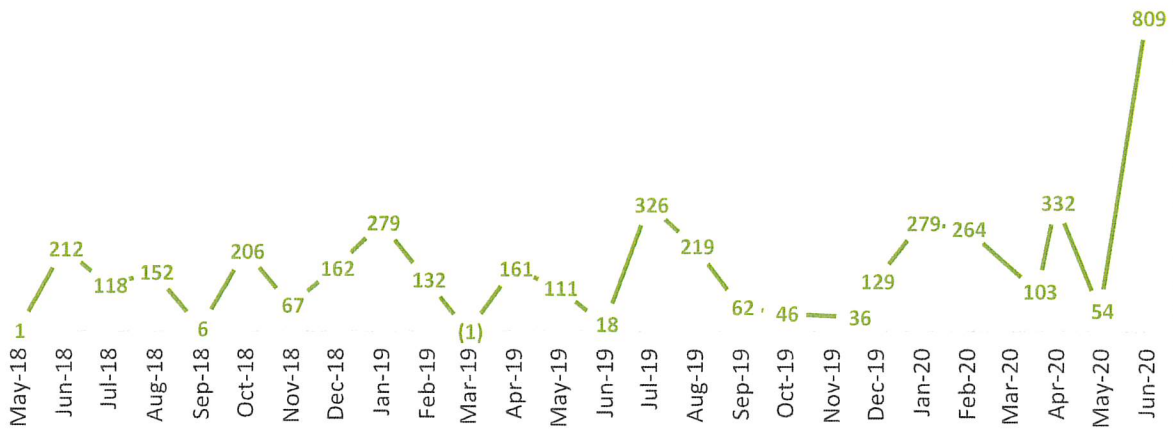
During the Fall of 2009, BWP began installing an Automated Metering Infrastructure (AMI) System by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The water use was transmitted by radio from the endpoints located in the meter box and received by 10 collectors 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 18 months.

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, 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, we have provided 11,756 leak alerts to customers. Unfortunately, a high volume of communication modules are not working reliably and replacement units are no longer produced.

As of June 2020, 4,485 communication modules are not working properly out of 26,985 meters (about 17%). That is an increase of 809 meters since last month. We are investigating the reason for the large increase in failures.

We 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, we are now in the process of notifying additional customers.

FAILED METERS PER MONTH



Projects

Avon & Oak:

The water service crew removed a multi sectional cast iron lateral that was leaking and causing the hydrant assembly to lean towards the curb face. Crew members made the repair with a single section of ductile iron pipe and installed a new hydrant assembly.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In June 2020, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,509,428 customer minutes.

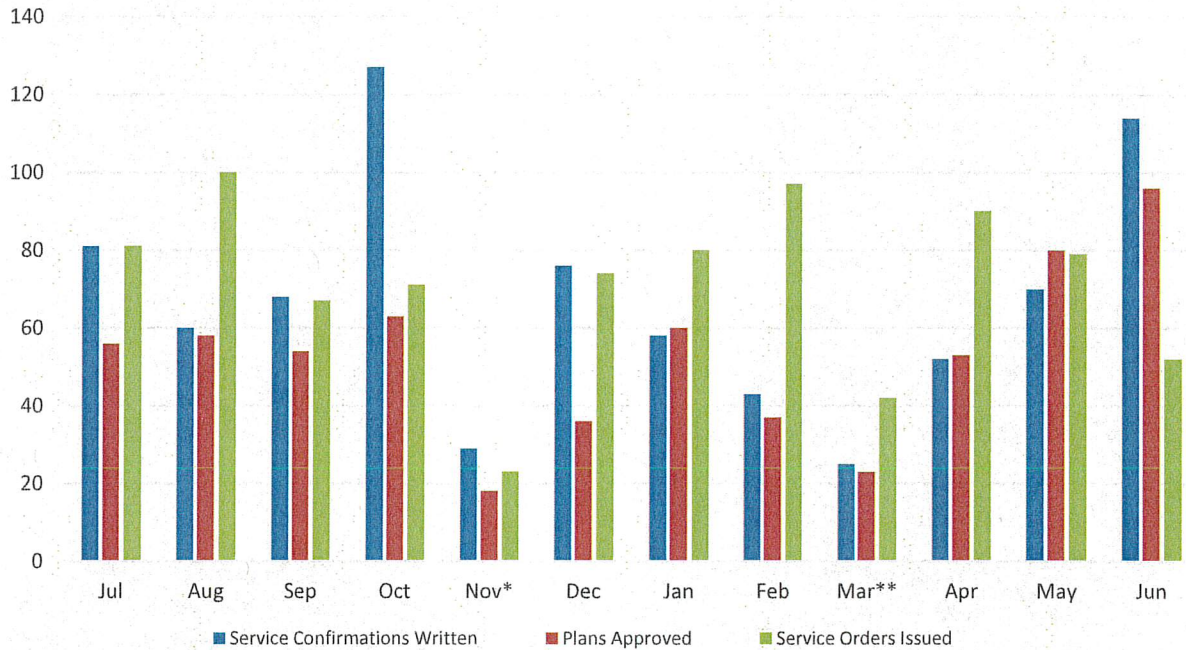
Reliability Measurement	July 2018 – June 2019	July 2019 – June 2020
Average Outages Per Year (SAIFI)	0.4164	0.3802
Average Outage Duration (CAIDI)	37.78 minutes	22.56 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.3467	0.3605
No. of Sustained Feeder Outages	13	9
No. of Sustained Outages by Mylar Balloons	1	2
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	3	0

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 Electrical Engineering Section.

**Residential and Commercial Service Planning Activity Summary
Fiscal Year 19-20**



* Nov-19 activity slow down is not representative of a typical November and was the result of a temporary deficiency in labor resources for the service planning group.
 ** Mar-20 activity slow down is due to the coronavirus pandemic.

Potential Transformer Installation at McCambridge Substation

BWP uses hundreds of protective relays to ensure that the utility’s assets are properly protected in case of a system event, like mylar balloons floating into the transmission lines and causing a fault. In the event that the primary protective relays are not able to operate, backup protective relays are used to provide system protection.

System protection studies have been conducted by the Substation Engineering team and show that backup protection for subtransmission lines can be improved by adding potential transformers (PT) at certain substations. This addition minimizes the risk of widespread subtransmission outages. Following the study results, plans were made to install PTs at McCambridge substation to enhance its subtransmission line protection.

A set of three PT’s were installed on the McCambridge 34.5kV bus; this work also required a new structure to be designed and constructed to place the PT’s appropriately. These PT’s allow the protective relays to be configured more

precisely and prevent unnecessary operation of relays which will reduce system outage times.



Before PT Installation

After PT Installation

Battery Replacement at Flower Substation

Substation batteries provide backup power for the control and protection equipment, performing a vital role in the reliable operation of the substation in case of a substation power outage. BWP maintenance crews conduct regular inspection and testing on the batteries to keep track of the battery's conformance to established performance specifications to ensure substation reliability. Based on previous battery test results, it was recommended to replace the battery bank at Flower.

Sixty new batteries, battery racks, spill containments, fusible disconnect switch and battery charger were recently installed at Flower Substation in June.

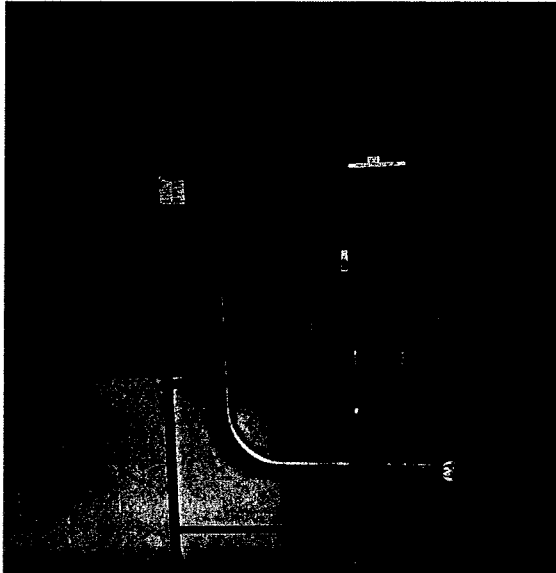


Battery Bank – Before Installation

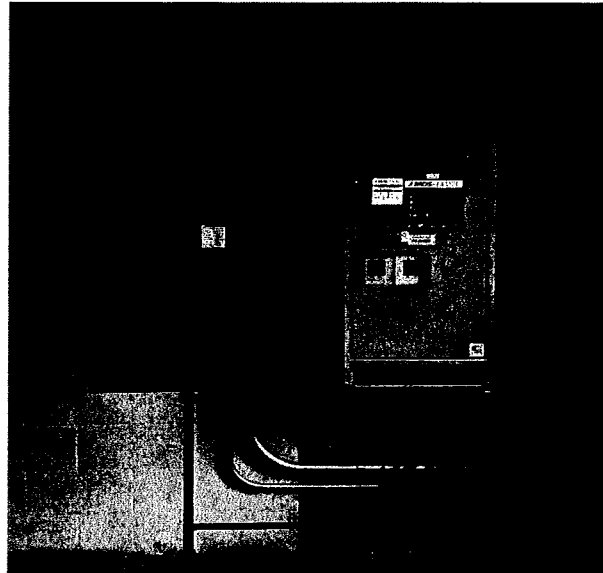


Battery Bank – After Installation





Battery Charger & Disconnect Switch
Before Installation

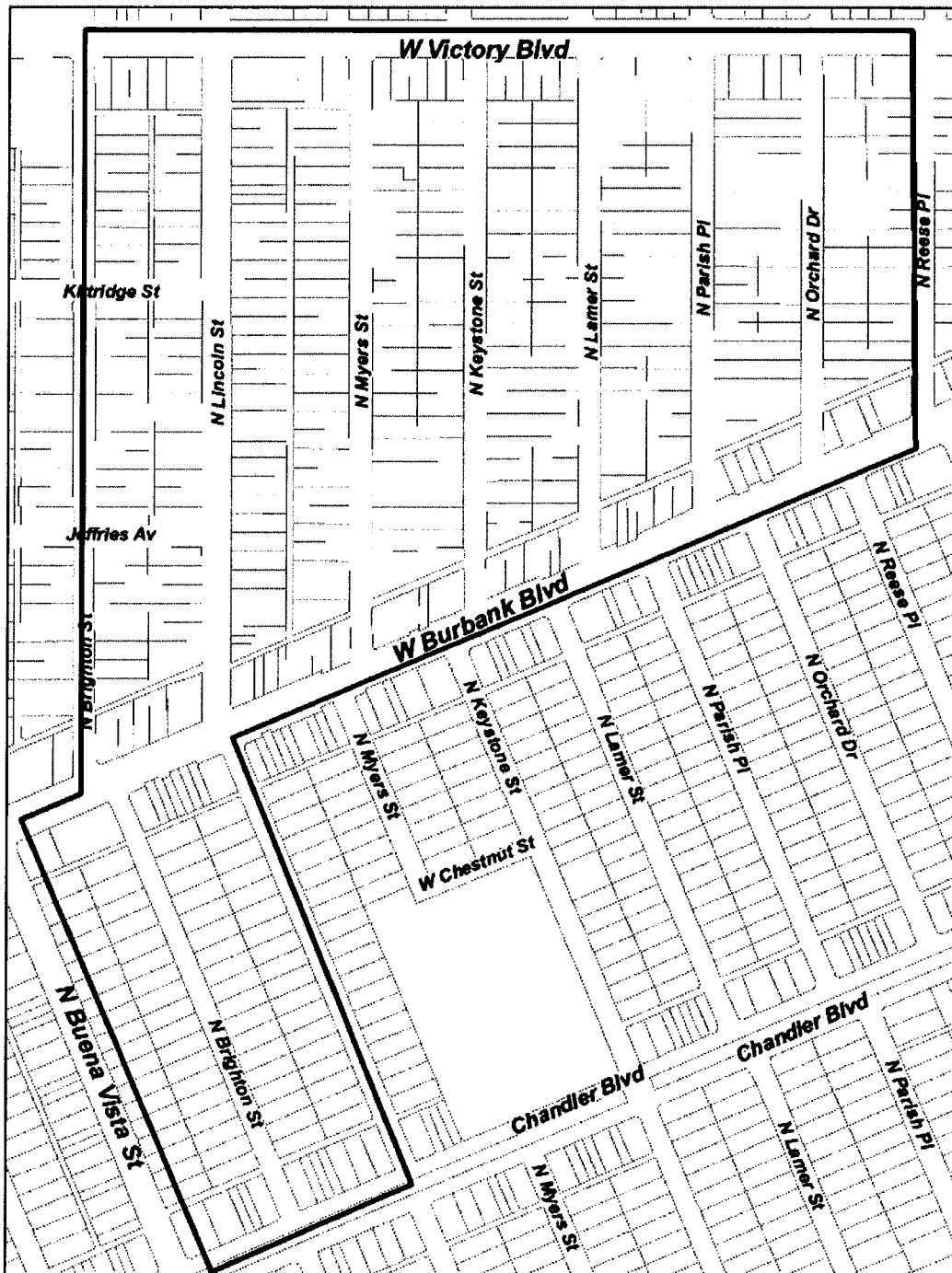


Battery Charger & Disconnect Switch
After Installation

Victory-7 4kV to 12kV Pole Line Rebuild & Conversion

In alignment with its Electric Distribution Master Plan goals, BWP is managing its aging infrastructure through strategic replacement of assets by converting its circuits from 4kV to 12kV. Performing these conversions improves system efficiency and replaces deteriorated poles, worn distribution transformers, and conductors with new ones. Additionally, it transfers electrical load from BWP's oldest 4kV electrical substations. This also allows for the timely retirement of BWP's older 4kV stations, which enables BWP to avoid costly upgrades to its large power transformers, power circuit breakers, voltage regulators, disconnect switches, and other station components.

The Victory-7 conversion area contains 149 poles, 67 transformers, 8,610 feet of overhead primary wire, and 13,930 feet of overhead secondary wire.



V-7 Conversion Area

The pole line rebuild for the Victory-7 4kV feeder has resumed in alley areas. Construction work in the remaining portions of the conversion area will continue through fall of 2020.

Winona Underground Substructure Installation

On April 13, 2020, construction started on underground circuits to provide necessary capacity for servicing the Avion Burbank development near the airport. The substructure work included setting of four 8'x14'x7' distribution manholes, trenching, installation of approximately 1,489 ft. (6) 6", (1) 3" PVC conduits, backfilling and repaving.

On April 17, 2020, the setting of four 8'x14'x7' manholes was completed. Trenching started on April 20, 2020, from Hollywood Way to Winona Ave. and by June 25, 2020, approximately 1,040 ft. of underground conduit have been installed along Winona Ave. and Hollywood Way. Remaining work along Winona Ave. at Lima St. and corner of Hollywood Way and Winona Ave. is estimated to be complete by the end of July 2020.



Manhole Installation: Shoring



Manhole Installation: Ground rod installation



Manhole Installation: Lid installed



Conduit Installation: Trenching



Repaving: MH-630 On Winona Ave.

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (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, 64.79% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,368 MWh or a 36.34% reduction in energy consumption. LED conversions have also reduced evening load by 769 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

CUSTOMER SERVICE

Customer Service Operations

There was a slight increase of 5.6 percent in call volumes in June compared to May. Customer Service Representatives continue to assist customers with payment arrangements and offer COVID-related assistance programs. During this pandemic, utility bills continue to be sent to customers, while late fees and disconnection for non-payment have ceased. Late payment notices have also ceased during this COVID period.

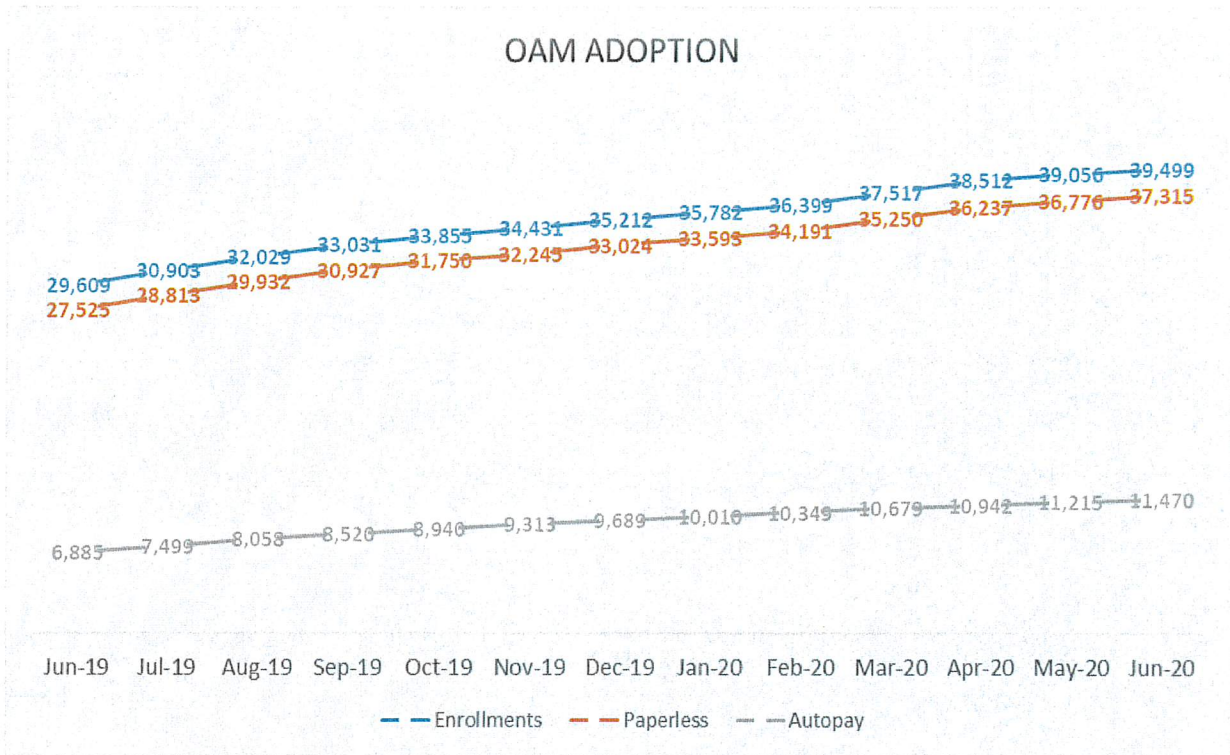
Call Types	% of Calls
Balance	24%
Residential Start Service	8%
Residential Stop Service	7%
Update Customer Account Info	6%
Account#/PIN	6%

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	% Inc/Dec
Call Volume	7,227	5,740	6,310	5,029	5,507	5,417	4,675	5,374	4,330	5,389	4,778	4,337	4,320	3,543	3,392	3,582	5.6%

Online Account Manager

The adoption of the Online Account Manager (OAM) is currently at 53% of all active accounts; increase in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 90% 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. Below is the chart outlining activity for the OAM:



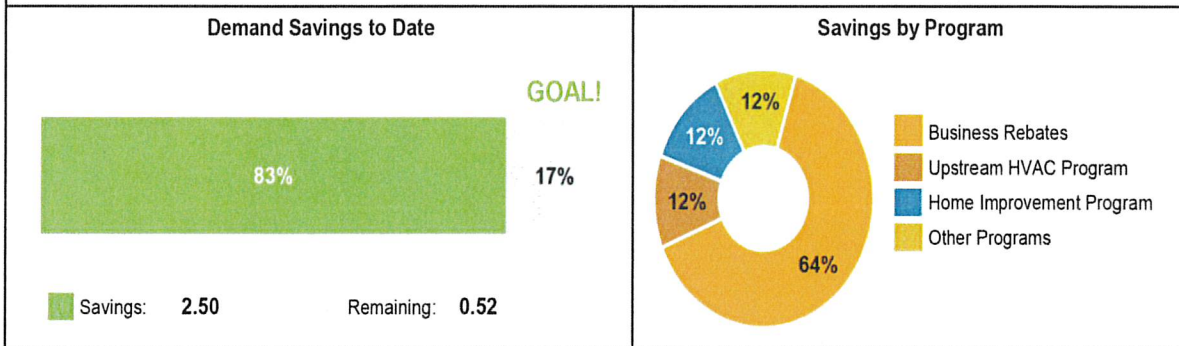
	Active	% of Total Active Accounts
Enrollments	27,604	53%
Paperless	23,234	45%
Autopay	15,783	30%

BWP's Energy Efficiency and Water Savings – Fiscal Year to June 30, 2020

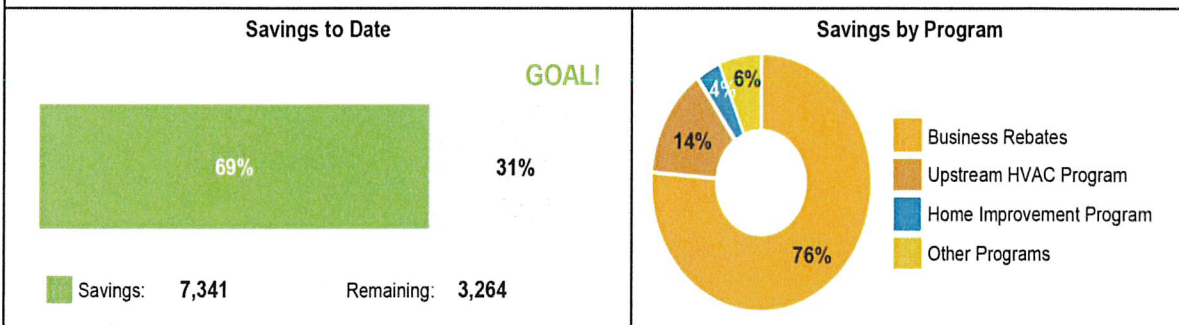
To comply with State and Local COVID-19 orders, energy efficiency programs that required home visits were suspended through **June 2020**. **The suspension of programs due to COVID-19 significantly contributed to not meeting the efficiency goals for the Fiscal Year ending June 2020.** Commercial program participation significantly contributed to the reported savings for the month of **June 2020**, 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.

Energy Efficiency Savings FYTD 2019-2020 Period ending on 06/30/2020

1% Demand Goal = 3.02 MW

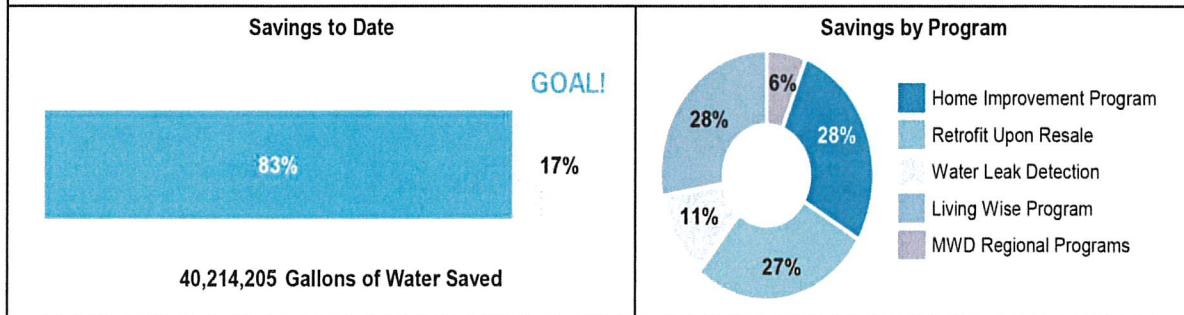


1% Consumption Savings Goal = 10,605 MWh



Water Savings Goal FYTD 2019-2020

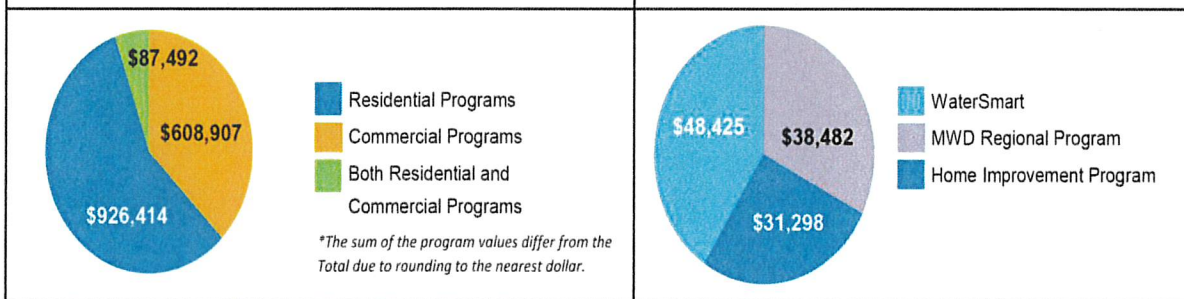
1% (48,457,099 Gallons) Potable Water Savings Goal



Efficiency Investments FYTD 2019-2020

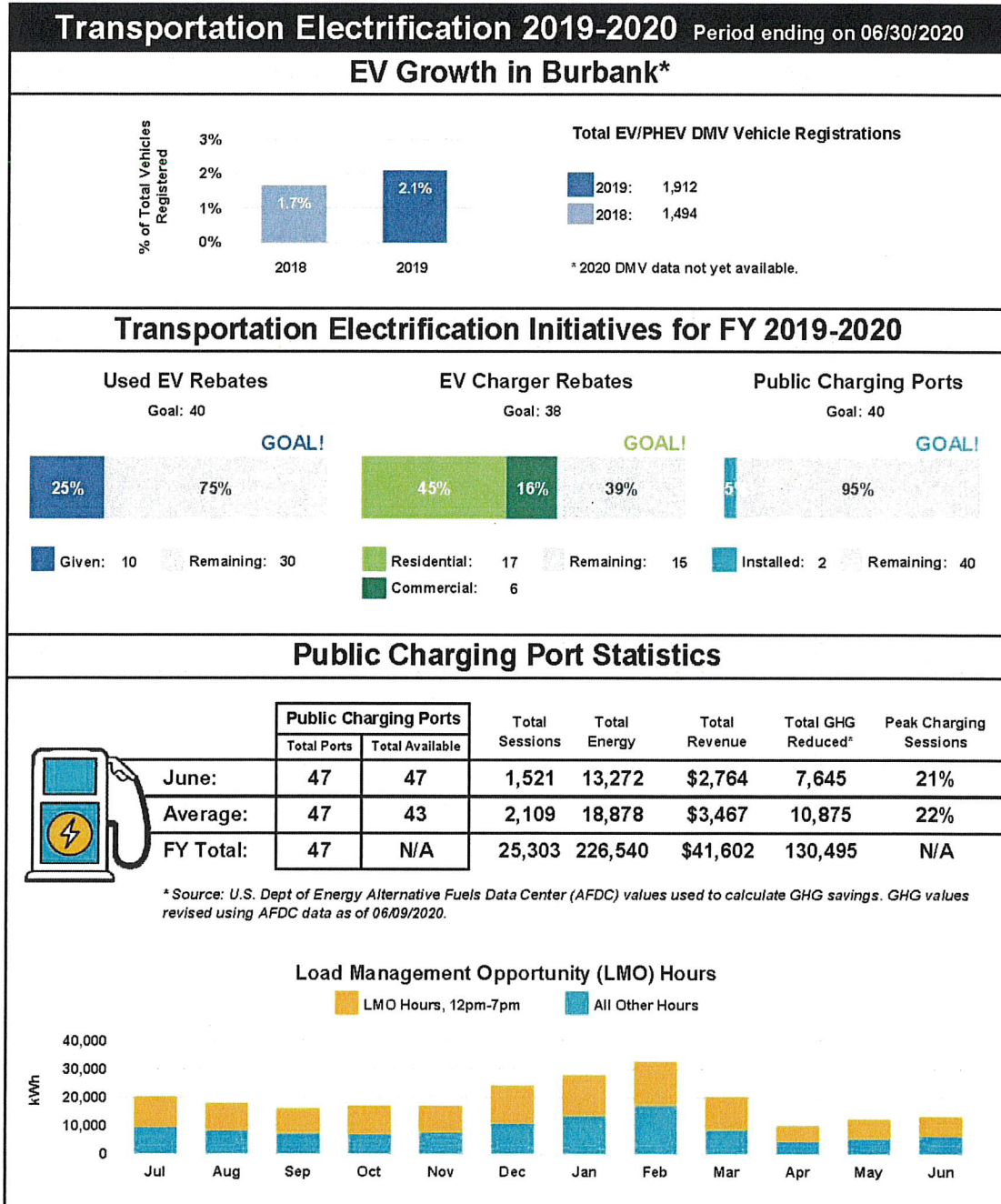
***Electric Programs: \$1,622,813**

Water Programs: \$118,205

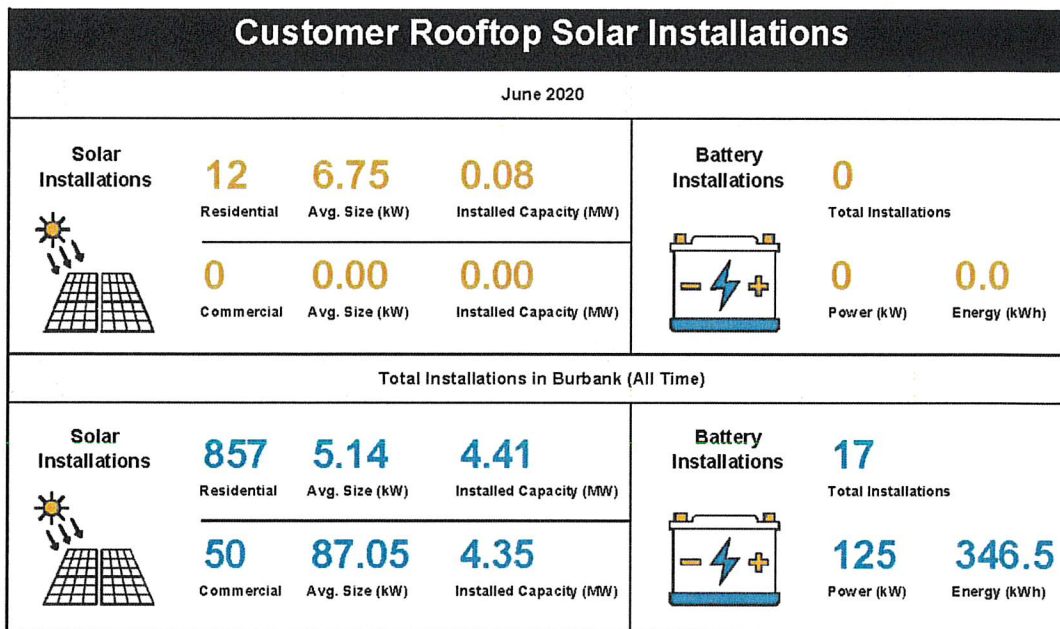


Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of **June 1, 2020**, pricing for public EV charging is **\$0.3069 per kilowatt-hour (kWh) from 4PM to 7PM** and **\$0.1753 per kWh for all other hours** for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is **\$.4980 per kWh from 4PM to 7PM** and is **\$0.2817 per kWh for all other hours**. Reduced public charger usage can likely be attributed to the shelter-in-place order issued in March.



Rooftop Solar and Battery Installations



TECHNOLOGY

Broadband Services (ONE Burbank)

	June 2020 New Orders	Revenues for June 2020	FYTD 2019-20 Revenues	FYTD Budget
Lit	4	\$115,538	\$1,371,183	\$1,540,000
Dark	1	\$191,815	\$2,426,480	\$2,310,000
Total	5	\$307,353	\$3,797,663	\$3,850,000

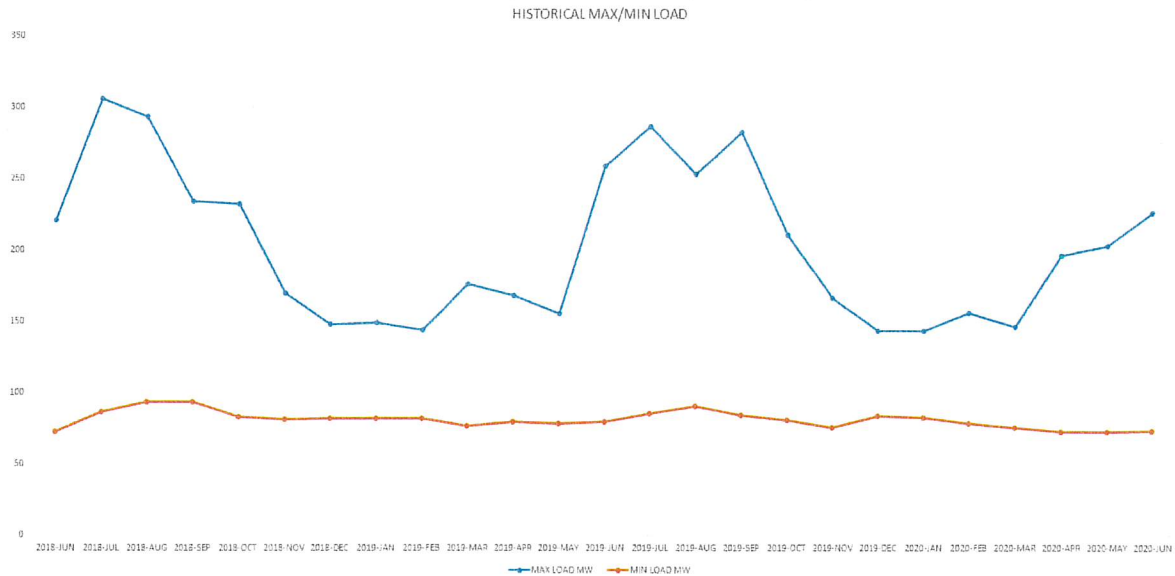
Cyber Security Update – June 2020

BWP is currently implementing technology improvements which will impact the way cyber security data is gathered and metrics are reported going forward. BWP will make every effort to provide accurate and relevant data within these reports, however, as necessary technology improvements are required, these reports and the data referenced within them may change.

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for June 2020 was 226.5 MW at 3:48 PM on Wednesday, June 10, and the minimum load was 73.6 MW at 5:58 AM on Tuesday, June 2.



Minimum load values corrected for Sept & Dec 2018.

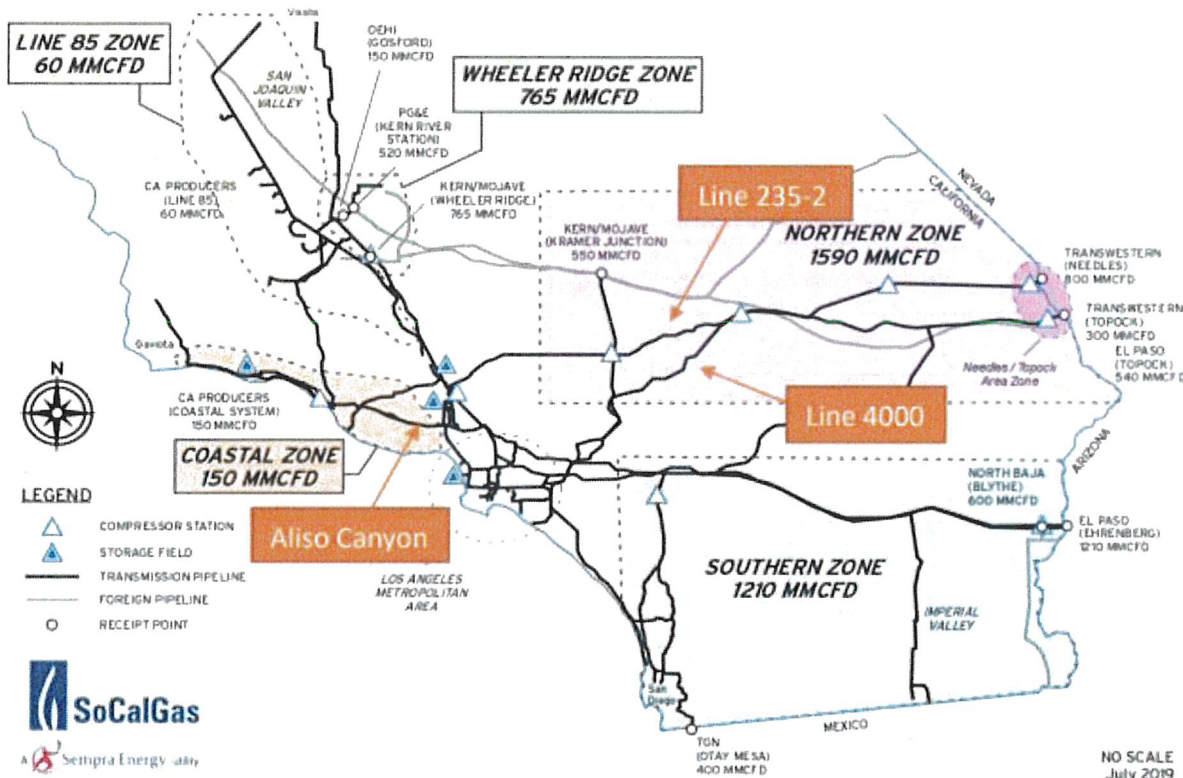
YEAR	MAX LOAD	MAX DATE
2020	226.5 MW	10-June-20 15:48:46
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

The Burbank power system did experience a heat wave but did not experience any natural gas supply issues for June 2020.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCal Gas' 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



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) was again removed from service on January 27, 2020 after a preliminary report was received indicating a single location that needed to be immediately remediated. The repair has been completed and the pipeline was returned to service at a reduced pressure on February 17, 2020.

SoCal Gas used two vendors to perform in-line inspections in October 2019 and received a final report on February 25, 2020 from one vendor and a preliminary report from the other vendor on June 5, 2020. One report had one safety-related condition (SRC), the other reported had 31 SRCs. These SRC's will result in remediation work being performed including excavations and some pipe replacements. Delays may be caused by weather issues, restricted maintenance operations, permit requirement restrictions, additional remediation and safety concerns. The current return to service date is 12/1/2020.

Line 4000

Following the Line 235-2 rupture, SoCal Gas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same "family" of pipelines as Line 235-2. SoCal Gas lowered the pressure to increase the factor of safety on the pipeline until SoCal

Gas can conduct further analysis of Line 4000 based on what is learned from Line 235-2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles.

Line 4000 was taken out of service on September 19, 2019 for validation digs. Line 4000 returned to service on October 24, 2019 at reduced pressure.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x (lbs)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	12	300	91	2
MPP	92%	660	113,732	4,576	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 One was placed online two times during the month of June.**

Magnolia Power Project (MPP)

	June	FYTD	YTD
Availability	92%	86%	75%
Unit Capacity Factor (240 MW)	66%	65%	54%

MPP was shut down on June 12, 2020 for a scheduled offline water wash of the combustion turbine compressor. Several other preventative maintenance items were completed during the outage. MPP was successfully restarted on June 15, 2020 and released to the participants for dispatch as scheduled.

Tieton Hydropower Project (Tieton)

Generation began April 6, 2020 with limited water flow controlled by the United States Bureau of Reclamation (USBR). Water flow has varied and allowed for generation up to 9.5 MW from a single generation unit in June. Rimrock Reservoir, which supplies water to Tieton, is at 99% full and the USBR water management goal remains storage control. This status will fluctuate reservoir output depending on the desired reservoir level as well as the rate of water input resulting from snowmelt and other contributing sources.

ENVIRONMENTAL

Air Quality

There are no air quality updates at this time.

Storm Water

All the required storm water samples for the current reporting year (July 2019 –June 2020) have been collected at the BWP Campus. No additional sampling is necessary. Storm water samples are required to be analyzed by an independent laboratory and the results submitted to the State Water Resources Control Board's online reporting tool. The sample analytical results for this reporting year continue to indicate elevated levels of zinc. **BWP has completed most of the environmental review process for the storm water improvement project to address the BWP campus storm water compliance issues. The environmental review process will be finalized when the project goes to City Council for approval. BWP has hired MNS Engineers to prepare the final 100% design plans, as well as provide ancillary engineering support for the storm water improvement project. BWP has received 60% draft engineering plans which are currently under review. After the final design is completed, a bid package will be prepared.**

PROJECT UPDATES:

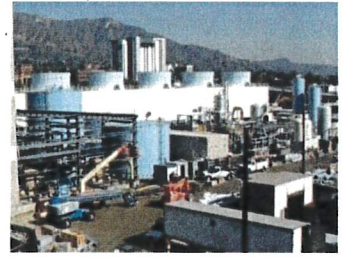
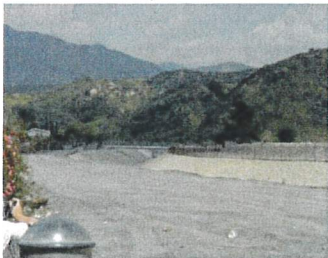
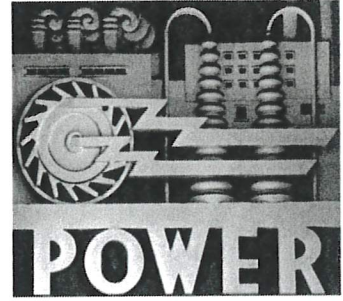
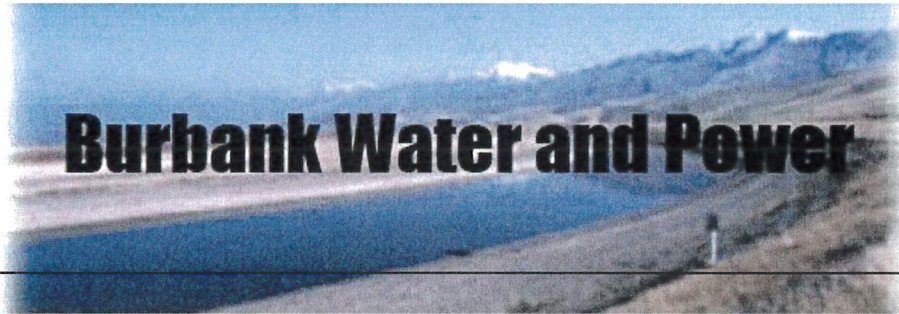
Power Resources

Transmission Update

Negotiations with LADWP, for several existing Transmission Service Agreements, including those associated with Hoover Dam and IPP generation resources are ongoing. A one-year extension of the existing Hoover Transmission Service Agreement was approved by consent by City Council on August 13, 2019. The IPP related Transmission Service Agreement expires in 2027.

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, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.



**Estimated Financial Report
June-20**

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD June 2020
(\$ in 000's except MWh Sales)**

MTD FY 19-20	MTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance
83,714	96,421	(12,707)	(13%) ^(a)	NEL MWh	1,051,101	1,143,544	(92,443)	(8%) ^(A)
				Retail				
\$ 12,229	\$ 14,038	\$ (1,809)	(13%)	Retail Sales	\$ 158,025	\$ 169,579	\$ (11,554)	(7%)
243	587	(344)	(59%) ^(b)	Other Revenues ⁽³⁾	5,752	7,045	(1,293)	(18%) ^(B)
9,348	10,614	1,266	12% ^(c)	Retail Power Supply & Transmission	108,179	119,734	11,555	10% ^(C)
3,124	4,011	(887)	(22%)	Retail Margin	55,598	56,890	(1,292)	(2%)
				Wholesale				
1,646	6,273	(4,627)	(74%)	Wholesale Sales	9,374	50,000	(40,626)	(81%)
1,269	6,117	4,848	79%	Wholesale Power Supply	8,174	48,750	40,576	83%
377	157	220	140%	Wholesale Margin	1,200	1,250	(50)	(4%)
3,501	4,168	(667)	(16%)	Gross Margin	56,798	58,140	(1,342)	(2%)
				Operating Expenses				
1,021	1,021	-	0%	Distribution	11,869	11,242	(627)	(6%)
119	119	-	0%	Administration/Safety	1,293	1,547	254	16% ^(D)
220	220	-	0%	Finance, Fleet, & Warehouse	2,451	2,694	242	9%
507	507	-	0%	Transfer to General Fund for Cost Allocation	6,087	6,087	0	0%
446	446	-	0%	Customer Service, Marketing & Conservation	3,981	5,346	1,366	26% ^(E)
389	389	-	0%	Public Benefits	4,486	4,699	213	5%
190	190	-	0%	Security/Oper Technology	2,345	2,086	(259)	(12%) ^(F)
110	110	-	0%	Telecom	1,342	1,385	43	3%
183	183	-	0%	Construction & Maintenance	1,776	2,191	414	19% ^(G)
1,575	1,575	-	0%	Depreciation	18,668	18,895	227	1%
4,758	4,758	-	0% ^(d)	Total Operating Expenses	54,298	56,172	1,874	3%
\$ (1,257)	\$ (591)	\$ (667)	(113%)	Operating Income(Loss)	\$ 2,500	\$ 1,968	\$ 532	27%

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD June 2020**

(\$ in 000's)

MTD FY 19-20	MTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance
\$ (1,257)	\$ (591)	\$ (667)	(113%)	Operating Income/(Loss)	\$ 2,500	\$ 1,968	\$ 532	27%
				Other Income/(Expenses)				
162	162	-	0%	Interest Income	2,083	1,947	136	7%
106	106	-	0%	Other Income/(Expense) ⁽⁴⁾	(2,047)	(2,162)	115	5% ^(H)
(344)	(344)	-	0%	Bond Interest/ (Expense)	(4,132)	(4,132)	-	0%
(76)	(76)	-	0%	Total Other Income/(Expenses)	(4,096)	(4,347)	251	6%
(1,333)	(667)	(667)	(100%)	Net Income	(1,596)	(2,379)	783	33%
359	359	-	0%	Capital Contributions (AIC)	3,210	2,905	305	11% ^(I)
<u>\$ (975)</u>	<u>\$ (308)</u>	<u>\$ (667)</u>	<u>(217%)</u>	Net Change in Net Assets	<u>\$ 1,614</u>	<u>\$ 526</u>	<u>\$ 1,089</u>	<u>207%</u>

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 miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

5. MTD is estimated for June 2020; FYTD reports July 2019 through May 2020 actuals.

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD June 2020
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	83,714	96,421	(12,707)	- MTD NEL is 13% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued by Los Angeles County officials and California Governor Newsom on March 19th, 2020. For the month of June, average high temperature was 81.3°F, compared to the normal of 81.2°F. MTD HDD were 6 versus the 15 year average of 0. MTD CDD were 167 versus the 15 year average of 322.
b.	Other Revenues	243	587	(344)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	9,348	10,614	1,266	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	4,758	4,758	-	- Expenses for June 2020 are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD June 2020
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	1,051,101	1,143,544	(92,443)	- NEL is 8% lower than budget, which is impacted by the closing of businesses within Burbank due to the "Safer at home" order issued by Los Angeles County officials and California Governor Newsom on March 19th, 2020. FYTD actual average high temperature from July to October is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD CDD were 1,462 versus the 15 year average of 1,553. FYTD HDD were 1,405 versus the 15 year average of 1,300.
B.	Other Revenues	5,752	7,045	(1,293)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	108,179	119,734	11,555	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Administration / Safety	1,293	1,547	254	- The favorable variance is attributable to lower than planned expenditures on other professional services, training and event sponsorship.
E.	Customer Service, Marketing & Conservation	3,981	5,346	1,366	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on other professional services and software & hardware.
F.	Security/Oper Technology	2,345	2,086	(259)	- The unfavorable variance is primarily attributable to less work on capital and O&M than planned, offset by lower than planned spending on professional services and software/hardware.
G.	Construction & Maintenance	1,776	2,191	414	- The favorable variance is primarily attributable to lower than planned work performed from Power Supply; and lower than planned spending on custodial services, building grounds maintenance & repair, and on private contractual services.
H.	Other Income/(Expense)	(2,047)	(2,162)	115	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and assets, as well as the BABS subsidy, which tend to fluctuate. July 2019 includes a one-time pension payment to CalPERS of \$3.43M.
I.	Capital Contributions (AIC)	3,210	2,905	305	- The favorable variance is due to \$2.55M received from the State of California for relocation of the Burbank Bridge in April-20.

Estimated May 2020 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	<u>Variance Month-to-Date</u>		<u>Budget to Actual Variance</u>
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	
<u>MTD NET INCOME/(LOSS): (\$1,333)</u>		\$ (667)	\$ (667)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(1,809)	(1,809)
Power Supply and Transmission			
- Lower than planned renewables	526		526
- Lower energy prices and economic dispatch	339		339
- Lower retail load	227		227
- Lower transmission	174		174
Other Revenues & Other income/(Expenses)		(344)	(344)
Wholesale Margin	220		220
 Total	 <u>\$ 1,486</u>	 <u>\$ (2,153)</u>	 <u>\$ (667)</u>

Estimated May 2020 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): (\$1,596)</u>	\$ 783		\$ 783
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(11,554)	(11,554)
Power Supply and Transmission			
- Lower energy prices and economic dispatch	3,658		3,658
- Lower retail load	2,047		2,047
- Lower O&M expenses than planned	1,842		1,842
- Lower than planned annual true up	1,529		1,529
- Lower than planned transmission expenses	1,235		1,235
- Lower than planned renewables and other	1,244		1,244
Other Revenues		(1,293)	(1,293)
Wholesale Margin	(50)		(50)
Total	\$ 11,505	\$ (12,847)	\$ (1,342)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution		(627)	(627)
Administration/Safety	254		254
Finance, Fleet, & Warehouse	242		242
Customer Service, Marketing & Conservation	1,366		1,366
Public Benefits	213		213
Security/Oper Technology		(259)	(259)
Telecom	43		43
Construction & Maintenance	414		414
Depreciation expense	227		227
All other	251		251
Total	\$ 3,011	\$ (886)	\$ 2,125

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

	Jun-20	Mar-20	Dec-19	Sep-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserve	\$ 50,233 ^{(a) (b)}	\$ 63,968	\$ 67,481	\$ 62,047	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	17,163	17,062	17,014	16,912	16,817		
Sub-Total Cash and Investments	<u>77,396</u>	<u>91,029</u>	<u>94,495</u>	<u>88,959</u>	<u>94,137</u>	73,010	42,770
Customer Deposits	(1,811)	(6,300)	(6,632)	(4,822)	(5,641)		
Public Benefits Obligation	(7,569)	(6,849)	(7,125)	(6,607)	(6,069)		
Pacific Northwest DC Intertie	(62)	(255)	(855)	(1,389)	(2,218)		
Low Carbon Fuel Standard ^(c)	(3,642)	(2,267)	(2,267)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	<u><u>64,312</u></u>	<u><u>75,360</u></u>	<u><u>77,615</u></u>	<u><u>73,874</u></u>	<u><u>77,942</u></u>	<u><u>73,010</u></u>	<u><u>42,770</u></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 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. Amount is still being reviewed.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD June 2020
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Jun-20 Budget	\$ Variance ⁽²⁾	% Variance
466	475	(9)	(2%) ^(a)	Water put into the system in Millions of Gallons	5,250	5,219	30	1% ^(A)
98	106	(8)	(7%) ^(b)	Metered Recycled Water in Millions of Gallons	945	1,002	(56)	(6%) ^(B)
Operating Revenues								
2,528	2,542	\$ (14)	(1%) ^(a)	Potable Water	28,825	28,725	\$ 100	0% ^(C)
393	434	(42)	(10%)	Recycled Water	3,949	4,104	(155)	(4%)
42	62	(20)	(32%) ^(d)	Other Revenue ⁽³⁾	740	743	(3)	(0%)
<u>2,963</u>	<u>3,039</u>	<u>(76)</u>	<u>(2%)</u>	Total Operating Revenues	<u>33,514</u>	<u>33,572</u>	<u>(58)</u>	<u>(0%)</u>
1,138	1,123	(15)	(1%) ^(a)	Water Supply Expense	13,020	12,622	(398)	(3%) ^(D)
<u>1,825</u>	<u>1,916</u>	<u>(91)</u>	<u>(5%)</u>	Gross Margin	<u>20,493</u>	<u>20,949</u>	<u>(456)</u>	<u>(2%)</u>
Operating Expenses								
435	435	-	0%	Operations & Maintenance - Potable	7,323	8,067	744	9% ^(E)
139	139	-	0%	Operations & Maintenance - Recycled	1,445	1,670	225	13% ^(F)
210	210	-	0%	Allocated O&M	2,110	2,514	404	16% ^(G)
172	172	-	0%	Transfer to General Fund for Cost Allocation	2,070	2,070	0	0%
<u>370</u>	<u>370</u>	<u>-</u>	<u>0%</u>	Depreciation	<u>3,945</u>	<u>4,437</u>	<u>491</u>	<u>11%</u>
1,326	1,326	-	0% ^(f)	Total Operating Expenses	16,894	18,758	1,864	10%
<u>499</u>	<u>590</u>	<u>(91)</u>	<u>(15%)</u>	Operating Income/(Loss)	<u>3,600</u>	<u>2,191</u>	<u>1,408</u>	<u>64%</u>
Other Income/(Expenses)								
21	21	-	0%	Interest Income	297	255	42	17%
39	39	-	0%	Other Income/(Expense) ⁽⁴⁾	(85)	(86)	1	1%
(159)	(159)	-	0%	Bond Interest/(Expense)	(1,876)	(1,904)	28	1%
<u>(99)</u>	<u>(99)</u>	<u>-</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(1,664)</u>	<u>(1,735)</u>	<u>71</u>	<u>4%</u>
401	491	(91)	(18%)	Net Income/(Loss)	1,936	456	1,480	324%
40	40	-	0%	Aid in Construction	314	484	(170)	(35%) ^(H)
<u>\$ 441</u>	<u>\$ 532</u>	<u>\$ (91)</u>	<u>(17%)</u>	Net Change in Net Assets	<u>\$ 2,250</u>	<u>\$ 940</u>	<u>\$ 1,310</u>	<u>139%</u>

1. This report may not foot due to rounding.
2. () = Unfavorable
3. Other Revenue includes items such as damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.
5. MTD is estimated for June 2020; FYTD reports July 2019 through May 2020 actuals.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD June 2020
(\$ 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	466	475	(9)	- Potable water demand was slightly lower than budget. For the month of June, average high temperature was 81.3°F, compared to the normal of 81.2°F. MTD HDD were 6 versus the 15 year average of 0. MTD CDD were 167 versus the 15 year average of 322. Burbank received a trace of rainfall in June as compared to the monthly norm of .06 inches.	
b.	Recycled Water Usage in Millions of Gallons	98	106	(8)	- Recycled water demand was lower than budget. Please refer to footnote (a).	
c.	Potable Water Revenue	2,528	2,542	(14)	- The WCAC impact increased potable water revenues by \$11k MTD. Without this adjustment, potable water revenues would be unfavorable by 1%.	
						MTD Actual
					WCAC Revenue	\$1,127
					WCAC Expenses	\$1,138
					WCAC revenue deferral/(accrual)	<u>(\$11)</u>
d.	Other Revenue	42	62	(20)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.	
e.	Water Supply Expense	1,138	1,123	(15)	- The unfavorable variance was also impacted by higher than planned purchase of MWD treated water since the Burbank Operable Unit (BOU) was not running at full capacity.	
f.	Total Operating Expenses	1,326	1,326	-	- Expenses for June 2020 are at budgeted values.	

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD June 2020
(\$ 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	5,250	5,219	30	- FYTD Potable water sales are slightly higher than budget. Rainfall season-to-date was 14.5 inches, .6 inches less than the season norm of 15.1 inches. FYTD actual average high temperature from July to October is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD CDD were 1,462 versus the 15 year average of 1,553. FYTD HDD were 1,405 versus the 15 year average of 1,300.
B.	Metered Recycled Water in Millions of Gallons	945	1,002	(56)	- FYTD Recycled water sales are lower than budget. Please refer to footnote (A).
C.	Potable Water	28,825	28,725	100	- The WCAC Impact increased potable water revenues by \$553k YTD. Without this adjustment, potable revenues would be unfavorable by 2%
					WCAC Revenue
					WCAC Expenses
					WCAC revenue deferral/(accrual)
					FYTD Actual
					\$12,467
					\$13,020
					(\$553)
D.	Water Supply Expense	13,020	12,622	(398)	- Water supply expense is higher than budget due to no water provided from local production in Feb-20 through the beginning of March (thus using more expensive treated water) due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay. Valley Pumping Plant production has since resumed. The unfavorable variance was also impacted by higher than planned purchase of MWD treated water since the April Golden State Station fire as the Burbank Operable Unit (BOU) has not been running at full capacity as a result of damages suffered from the fire.
E.	Operations & Maintenance - Potable	7,323	8,067	744	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on other professional services, street & pavement repairs, and supplies.
F.	Operations & Maintenance - Recycled	1,445	1,670	225	- The favorable variance is attributable to lower than planned spending on other professional services, electricity for water pumping, and private contractual services.
G.	Allocated O&M	2,110	2,514	404	- Allocated O&M is lower than budget due to favorable variances in allocated expenses (Administration, Safety, Finance, Customer Service, Marketing, Construction and Maintenance) from the Electric Fund.
H.	Aid in Construction	314	484	(170)	- The unfavorable variance is attributable to lower than planned AIC projects.

Estimated June 2020 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): \$401</u>		\$ (91)	\$ (91)
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(14)	(14)
Recycled Revenues		(42)	(42)
Other Revenue		(20)	(20)
Water Supply Expense		(15)	(15)
Total	-	\$ (91)	\$ (91)

Estimated June 2020 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: \$1,936</u>	\$ 1,480		\$ 1,480
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	100		100
Recycled Revenues		(155)	(155)
Other Revenue		(3)	(3)
Water Supply Expense		(398)	(398)
Total	\$ 100	\$ (556)	\$ (456)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	744		744
Recycled Water O&M	225		225
Allocated O&M	404		404
Depreciation Expense	491		491
All Other	71		71
Total	\$ 1,936	\$ -	\$ 1,936

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

	Jun-20	Mar-20	Dec-19	Sep-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserves	\$ 9,334 ^{(c) (d)}	\$ 8,826	\$ 16,341	\$ 13,174	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>11,554</u>	<u>11,046</u>	<u>18,561</u>	<u>15,394</u>	<u>13,775</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,227)	(1,504)	(1,650)	(1,252)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 10,327</u>	<u>\$ 9,543</u>	<u>\$ 16,911</u>	<u>\$ 14,142</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. Amount is still being reviewed.

STAFF REPORT



**WATER AND
POWER**



DATE: August 6, 2020

TO: Burbank Water and Power Board

FROM: Jorge Somoano, General Manager, Burbank Water and Power *[Signature]*

SUBJECT: INFORMATION ON IMPACTS OF SUSPENSION OF LATE FEES AND SERVICE DISCONNECTIONS IN RESPONSE TO COVID-19 ORDERS

PURPOSE

Municipal utility services are essential to the residents and businesses in Burbank. In response to the state and local emergency in place due to the COVID-19 pandemic, BWP has been directed to suspend a collection process that includes late fees and service disconnections to ensure essential municipal utility services are provided to the citizens and businesses in Burbank. The purpose of this report is to provide an update of the growing aging of debt in accounts receivable due to customers deferring payment of their municipal utility services bill.

BACKGROUND

The COVID-19 pandemic has significantly impacted the local economy and the many Burbank businesses and residents. Since the initial Shelter-In-Place order was issued, Staff has been proactively assisting customers including:

- Complying with the directive to suspend late fees and disconnections for delinquent accounts.
- Suspending any utility rate increases.
- Distributing COVID-19 information about resources and services available from various Federal, State, and Local agencies.
- Providing payment arrangements and efficiency services to help manage costs for households and businesses.

In addition to these efforts, BWP has been tracking and analyzing the growth of delinquent accounts in the accounts receivables. The amount owed by customers for their municipal

utility services has grown from just under one million dollars to about three million dollars owed by over 4,900 residential and 1,400 commercial accounts.

The suspension of late fees and disconnections does not forgive the payment for municipal utility services, but rather acknowledges that the municipal services account holders are still obligated to pay the amount on deferred payments. Staff is tracking and analyzing the amount of debt being deferred by customers and is proactively encouraging customers to contact BWP in order to educate and facilitate access to resources that aid in a customer managing their account.

DISCUSSION

Analysis by Staff uncovers trends that are bringing into focus how customers are utilizing the suspension of late fees and disconnections for non-payment of municipal utility services as a resource. The trends indicate that some customers are deferring payments one or two months while other customers are deferring payment of bills for more than four months. If certain trends continue, there may be a sizable portion of customers that defer their municipal utility service debt to an amount that may be difficult for the customer to manage when the debt becomes due.

As a community owned, non-profit utility, the BWP staff continues to empathize for the members of our community negatively impacted by the current health crises and realize that the impact of COVID-19 continues as realized by some of the roll back of reopening the state economy. Staff believes a suitable plan needs to be developed to help with the transition of having our customers become current.

One possible resource in the development of a broad plan to assist customers impacted by COVID-19 is the Public Benefit Fund. The Public Benefit Fund is authorized by State law (AB 1890; 1996) and requires utilities to collect and spend 2.85 percent of their electric revenues on cost effective energy efficiency, new renewable generation, and research, development demonstration, and low-income assistance programs. BWP funds and implements a portfolio of energy efficiency programs to meet State and local goals. The use of Public Benefit Funds to assist Municipal utility account holders who experience impacts due to COVID-19 orders may fall into one or more of the authorized categories of lawful use.

Staff will make a make a presentation to further discuss the challenges with the current suspension of service and late fees and discuss possible opportunities.

CONCLUSION

Note and file.

MEMORANDUM**WATER AND
POWER**

DATE: August 6, 2020

TO: Burbank Water and Power Board

FROM: Jorge Somoano, General Manager, BWP *Jre*

SUBJECT: MITIGATION MEASURES IN RESPONSE TO COVID-19

PURPOSE

The purpose of this report is to provide the Board with an update on loss of revenues as a result of COVID-19 and the mitigation measures Staff is putting in place. At the August 6, 2020 Board meeting, Staff will make a presentation discussing the variances from the budget and actions underway to mitigate the loss of revenues while continuing to provide safe, reliable, affordable, and sustainable electric, water, and fiber services to Burbank.

BACKGROUND

On March 19, 2020, Los Angeles County officials and California Governor Newsom issued the "Safer at Home" order in response to the COVID-19 pandemic. The order forced many businesses to close or curtail operations. With many Burbank commercial enterprises closed or curtailing operations, this order has significantly impacted commercial demand for water and energy in Burbank.

As discussed with the Board at prior meetings, electric and water sales are down 9 as compared to pre-COVID-19 levels. In this context, it is important to note that approximately 75% of BWP's electric and 25% of BWP's water loads are attributable to its commercial enterprises. Thus, reductions in local economic activity can have a significant impact on BWP's sales, especially in the electric fund.

BWP's original budget presentation in March 2020 for fiscal year 2020-21 was developed and discussed prior to the full effects of COVID-19 and thus reflected ordinary course assumptions regarding sales, revenues (including collectibles), operating and capital expenditures, and capital structure (including cash balances and indebtedness).

As COVID-19's impacts became material to Burbank and BWP, that original budget was revised to reflect some COVID-19 related reductions, primarily in sales and capital expenditures, but assumed that "business as usual" would begin to return on July 1, 2020.

While this July 1, 2020 assumption was consistent with prevailing expectations at the time, it has proven to be far too optimistic. In response, BWP has been adjusting its operations, capital expenditures, and planning to best provide safe, reliable, affordable, and sustainable electric, water, and fiber services to Burbank into an uncertain future.

DISCUSSION

It is impossible to predict the path of COVID-19 and its future impact on BWP. To mitigate this uncertainty, BWP is taking a two-pronged approach to COVID-19 adaptation: 1) take immediate steps to reduce expenditures and 2) rigorous review scenarios to prudently position BWP to be nimble for various outcomes.

Immediate Steps

BWP has already reduced numerous operating and capital expenditures, including restrictions on hiring, non-safety related travel and training, as well as vehicle purchases and similar capital expenditures.

At the same time, optimize the reduction of cost of water and electric cost to serve the lower sales.

Scenario Planning

As noted above, BWP's electric and water sales have been significantly affected by COVID-19. The extent and duration of these impacts is currently impossible to predict. That said, over time BWP's sales show relatively consistent levels of reduction under COVID-19. Thus, BWP's COVID-19 scenario planning has to-date focused on the timing of sales recovery while holding the magnitude of the impacts constant. These scenarios will be discussed in detail at the Board meeting.

At the same time, reduced economic activity in Burbank, in California, and around the country and the world have in some cases reduced customers' ability and/or willingness to pay their BWP bill. Thus BWP has seen unfavorable trends in customer receivables along with a potential rise in uncollectibles. These impacts are also part of the scenarios to be discussed.

BWP has also undergone a detailed and rigorous analysis of its operating and capital expenditure plans, identifying those expenditures that might be modified or deferred to reduce negative cash flow but at the same time cash infusion options are also being consider.

In this regard, it is important to note that BWP staff is not requesting modifications to budget, rates, or approval of debt financing at this time. Instead, at the Board meeting, staff will present planning scenarios, the impact of BWP's mitigation planning on those scenarios, and the associated planning-level impacts on five-year forecasts. More generally, staff will also discuss the potential impacts on BWP's ability to provide safe, reliable, affordable, and sustainable electric and water services as COVID-19 unfolds.

This analysis and these actions are necessarily iterative as the COVID-19 pandemic and its effects continue to evolve. Per the Board's request, during the pandemic Staff will return at each Board meeting to provide an update.

RECOMMENDATION

Note and file.

MEMORANDUM



**PUBLIC
WORKS**



DATE: July 24, 2020

TO: Justin Hess, City Manager

FROM: Ken Berkman, Public Works Director ^{KB}
VIA: Jonathan Yee, Assistant Public Works Director Traffic

SUBJECT: Temporary Suspension of Specific Traffic Investigations due to COVID-19

The Public Works Traffic Division investigates all public requests related to traffic conditions and safety improvements. These requests include traffic signals, stop signs, speed humps, street markings, traffic signs, and red/blue curbs.

Most of these requests require traffic counts and/or a petition. However, the current COVID-19 pandemic has significantly impacted traffic volumes and the ability for petitioners to safely gather signatures. As you know, we as a City do not want to encourage close contact with non-family or shared domicile members of the public, and the Traffic Division team and I believe it would be illogical to consider changes to the roadways during these "safer-at-home" times, when traffic volumes are 30% to 60% lower than March 2020.

Given these facts, Public Works is seeking your concurrence to temporarily suspend investigation of requests that require traffic counts and/or petitions, such as traffic signals, speed humps, and stop signs.

The Traffic Management Center analyzes traffic counts each week and staff recommends resuming investigations once traffic counts are within 10% of March 2020 levels. At that time, staff will also consider disabling the automatic pedestrian crossing cycles and restore normal signal operations, in general, while keeping a daily eye on traffic congestion. We will notify you of any potential restoration of individual signal operations if any are required before that threshold.

Staff will continue to investigate any request that does not require traffic counts or a petition. These include red or blue curbs, regulatory signs, and other safety related items.