



Weekly Management Report

November 6, 2020

- 1. Synopsis** Infrastructure Oversight Board
Public Works Department
- 2. Agenda** September 2020 Operating Results
Water & Power Department
- 3. Minutes** Sustainable Burbank Commission
Meeting on October 19, 2020
Public Works Department

Infrastructure Oversight Board

October 22, 2020 SYNOPSIS

Members Present: Armen Avazian; Maria Coronado; Greg Jackson; Tamala Takahashi; Jef Vander Borgh

Members Absent: Walter Brennan Jr.; Vanessa Rachal

ANNOUNCEMENTS

- I. Staff announced the Community Development's Greenhouse Gas Reduction Plan meeting that will occur on Thursday, November 5, 2020 at 6pm. Residents may also visit www.burbankca.gov/climateactionplan to take the online survey.

PUBLIC COMMENT

- I. Resident on Alameda expressed concern with the amount of parking permits allotted in her area. She claims the newly installed Street Sweeping restriction and the surrounding cul-de-sacs have exacerbated the parking situation.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

- I. Staff advised the Board that the Parking Permit Program is now under the purview of the Community Development Department. Staff advised caller to follow up with them for a resolution.

Board members would like to add this as a future agenda item. Staff will invite CDD to report on how the Preferential Residential Parking Permit Program is conducted.

Board member Vander Borgh requested staff to put the caller in direct contact with the Community Development Department.

CONSENT CALENDAR

- G-1.** It was moved and carried 5-0, with two board members absent from this item, to approve the September 24, 2020 meeting minutes.

REPORTS TO BOARD

G-2. CENTRAL LIBRARY DESIGN STUDY

Library staff provided the Board with a presentation on the process and conclusions of the Central Library design study conducted in 2020.

After discussion, the Board noted and filed.

G-3. FIRST QUARTER CIP REPORT FY 20-21

Staff presented the Board with the First Quarter Report of FY 20-21 and the Annual Report for FY 19-20, including Carryover projects.

Board member Takahashi asked staff to showcase completed projects that are funded by Measure P, as well as project status updates on the City's website for the public to view.

After further discussion, the Board noted and filed.

G-4 RESCHEDULING OF NOVEMBER AND DECEMBER MEETINGS

The regular meeting times for both November and December fall on a City holiday and the day before a City holiday, respectively. The Board considered rescheduling one or both meetings.

It was moved and carried 5-0 to combine the November and December meetings to occur on Thursday, December 3, 2020.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Review of the IOB's Scope of Responsibilities
2. Intersection Striping
3. Project Coordination Protocol

FUTURE AGENDA ITEMS

- A. Public Private Partnership (P3) Project Delivery Method
- B. Update on sales tax income

ADJOURNMENT

The meeting adjourned at 7:48pm.

Respectfully submitted,

Julie Carreon
Infrastructure Oversight Board - Recording Secretary
Public Works - Executive Assistant



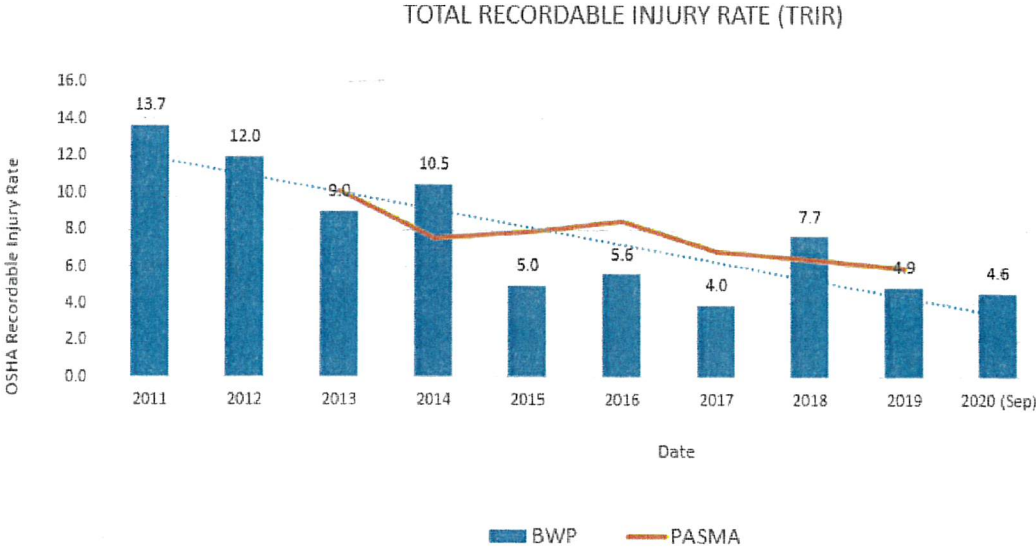
CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: November 5, 2020
TO: BWP Board
FROM: Lincoln Bleveans, Interim General Manager, BWP *LEB*
SUBJECT: September 2020 Operating Results

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

SAFETY

For this reporting period **BWP** experienced three OSHA recordable injuries. **BWP's** 12 month rolling average rate is **4.6**.



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 September, Net Income was \$471,000, which was \$56,000 better than budgeted. The better result was primarily the result of lower Water Supply Expenses due to using more ground water rather than the more expensive treated water from Metropolitan Water District. This was partially offset by lower Potable Sales due to COVID-19.

For Fiscal-Year-to-Date (FYTD) September, Net Income was \$1,762,000, which was \$1,037,000 better than budgeted. The better result was primarily attributed to lower Operating Expenses of \$701,000. Water Revenues were lower due to COVID-19 but were offset by lower Water Supply Expenses due to lower water demand and using more ground water.

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

Electric Estimated Financial Results

For the month of September, Net Income was \$30,000, which was \$737,000 worse than budgeted. The lower Net Income was the result of lower loads due to COVID-19, offset partially by warmer than average temperatures. Power Supply Expenses also contributed to the lower Net Income due to higher natural gas prices and transmission costs.

For FYTD September, Net Income was \$6,007,000, which was \$4,127,000 better than budgeted. The positive result was primarily due to a Wholesale Net Margin that was \$4,087,000 better than budgeted. COVID-19 had a large negative impact on electric revenues, mostly offset by lower Power Supply and Operating Expenses. However, it should be noted that about \$2,000,000 of the O&M Expense is depreciation and could occur later in the year.

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

COVID-19 “Safer at Home” Order Impacts

Financial Impacts

September’s results reflect the sixth month of the impacts resulting from the COVID-19 pandemic “Safer at Home” order (Order) issued on 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.

The current year’s adopted budget, based on the estimated impacts of the Order at the time, reflects a 5% lower energy demand and a 3% lower potable water usage

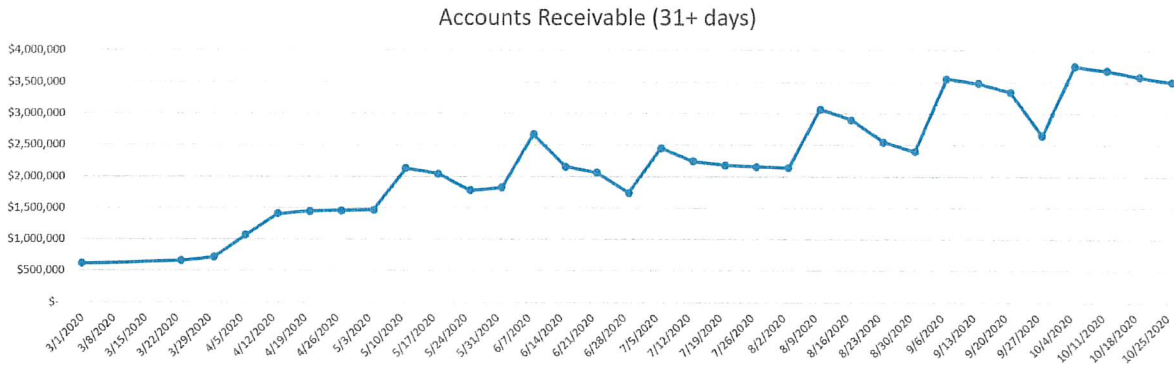
as compared to last year's budget. Recent data has shown that the impact of COVID-19 has resulted in a significant reduction in electric demand than budgeted and the water demand has a slight reduction in demand. Along with the decrease in demand, there is a large increase in customer receivables and uncollectibles.

For the Electric Fund, September energy demand was 3% below budget. An intense heatwave broke temperature records in the beginning of September, followed by two smaller heat waves during the month. September average high temperature was 92.1°F, compared to the 15-year average high temperature of 87.2°F. Although these heat waves did not last as long as the ones in August, September average high temperature was higher than the average high of 91.3°F in August. Even with higher than average temperatures, electric demand was below budget in September. This demonstrates that COVID-19 has a tremendous negative impact on energy sales, especially when commercial customers account for approximately 75% of electric sales. FYTD, energy usage was 5% below the budgeted amount with retail revenue loss of \$3,427,000 and gross margin was \$1,312,000 higher than budgeted, primary driven by our Wholesale asset utilization program.

For the Water Fund, September potable water demand was 8% below the budgeted demand. The decrease in demand from commercial customers, directly related to COVID-19 was partially offset by an increase in residential customer demand (residents account for 75% of potable sales), primarily driven by warmer weather. FYTD potable water demand was 4% below the budgeted amount with potable revenue loss of \$138,000 and gross margin was \$291,000 higher than budget, primarily driven by the BOU optimization strategy.

Accounts Receivables

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



*Excludes in-lieu and 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 and has remained at 20% for the remainder of the Water Year (October 1 – September 30). By contrast, last year’s allocation ended at 75% (i.e., substantially wetter last year than this year).

Lake Oroville, the SWP’s largest reservoir, is currently at 45% of capacity and 74% of average for this time of year. Shasta Lake, the Central Valley Project’s (CVP) largest reservoir, is at 48% of capacity and 80% of average. In Southern California, SWP’s Castaic Lake is at 87% of capacity and 110% of average.

Burbank’s Water Use

The table below shows water use in Burbank during September 2020 compared to September 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
September 2019	156 gpcd	131 gpcd
September 2020	156 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.

Grants

BWP will work with B & A Professional Grant Consulting, to apply for a Drought Contingency Planning Grant, which, if awarded, will help us fund the cost to develop the plan. Having a Drought Contingency Plan outlines a strategy that builds long-term resiliency to drought, is a pre-requisite for future grant applications, and helps guide us toward meeting regulatory requirements. Applications are due January 6, 2021 and the maximum funding available for each grant is \$200,000.

Burbank Operating Unit (BOU) Water Production

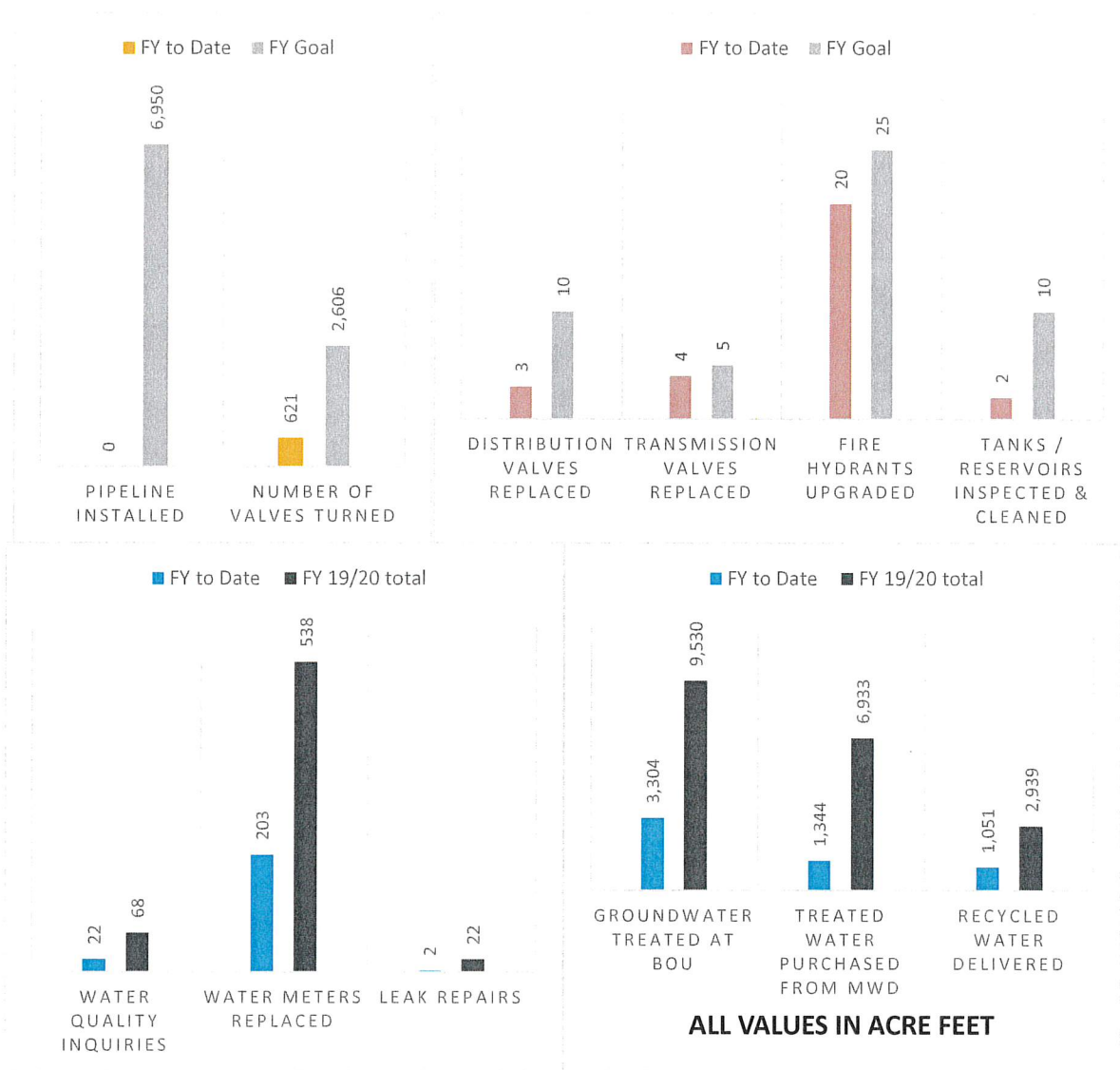
The table below provides the operational data for the BOU for the rolling quarter of July through September.

	Capacity Factor	Average Flow Rate (FY Total)
July 20	87.63%	7,887 gpm
August 20	95.16%	8,564 gpm
September 20	91.69%	8,252 gpm

The continued high capacity rate of the BOU has been assisted by several factors including well packer deflation and proactive management of the filter media replacement. This has allowed us to purchase less treated water from MWD (our highest cost water). The combination of these enhanced operating practices have all contributed to the higher capacity rates at the BOU, reducing the average cost of treated water. As we head into a season of reduced demands, the new Los Angeles Interconnection will allow us to continue operating the BOU at capacities higher than our historical averages.

Key Performance Indicators

The graphs below illustrate the progress the Water Division has made on key performance measures. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Our construction crew started a pipeline project on Cypress at Third Street and is phasing that work to focus on replacing transmission valves.



Leak Alert Notifications

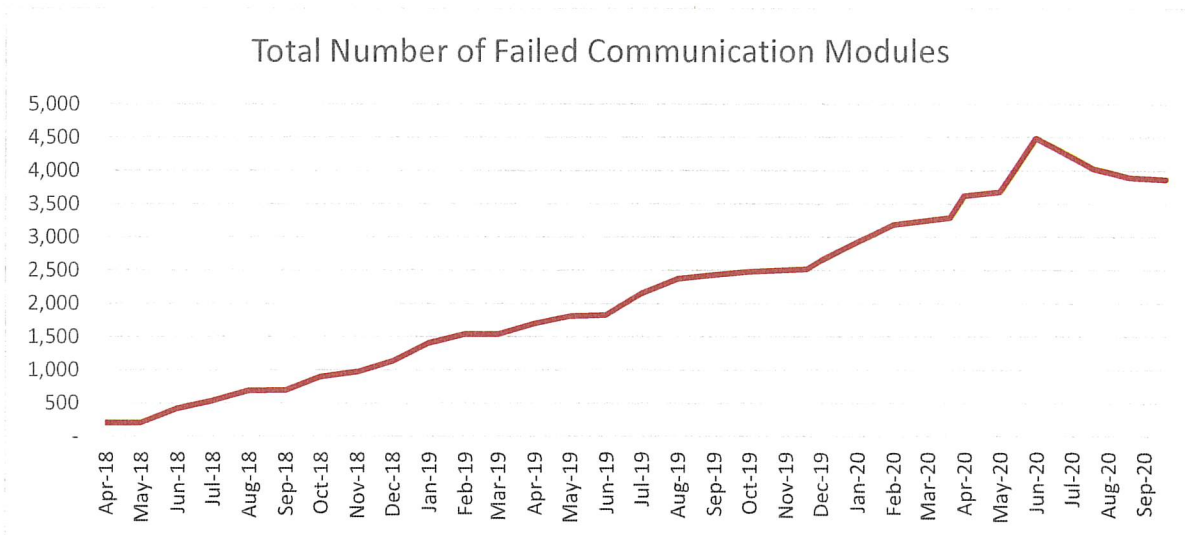
In 2009, BWP began installing an Automated Metering Infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed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

Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, BWP has provided 11,756 leak alerts to customers. Unfortunately,

a high volume of water meter communication modules are not working reliably and replacement units are no longer produced.

As of September 2020, 3,869 communication modules are not working properly out of 26,985 meters (about 14.3%). That is a decrease of 27 meters (-0.7%) since last month. In September, a failed collector was replaced, which accounts for the increase in the number of meters being read, and we are checking the meter database for possible errors (the number of meters that were read has been increasing since June).

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



Projects

An 8-inch cast iron water main ruptured at 3908 W Magnolia Blvd (in front of the Dollar King store) on September 9.

Shown here is a section of cast iron pipe in front of Dollar King with a 7-foot lateral crack that undermined the street and parkway. This pipe, like many others in the city, was installed in the 1920's. However, BWP has an ongoing water main replacement program that will replace old pipes and improve system reliability. Fortunately, we have a skilled team that responds quickly to main breaks. In this case, our quick action prevented this break from becoming a much more serious event. The crew stayed overnight to make sure that the area was secure and after round-the-clock work, the street was open to both lanes of traffic within 24 hours.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In September 2020, BWP experienced two sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,426,887 customer minutes.

Reliability Measurement	October 2018 – September 2019	October 2019 – September 2020
Average Outages Per Year (SAIFI)	0.4020	0.4660
Average Outage Duration (CAIDI)	39.8 minutes	18.23 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.3961	0.3408
No. of Sustained Feeder Outages	13	10
No. of Sustained Outages by Mylar Balloons	2	1
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	3	0

Throughout the past decade, BWP has continued to strengthen BWP’s electrical system through 12kV conversions, overhead and underground conductor replacements, distribution transformer replacements, and installation of substation monitoring devices. In addition to inspections of our poles, substructure, and substations, and ongoing preventive maintenance such as infrared testing, capital improvement projects have been carefully planned to target the weakest portions of the distribution system. This makes Burbank’s electric grid one of the most robust and reliable systems in our nation.

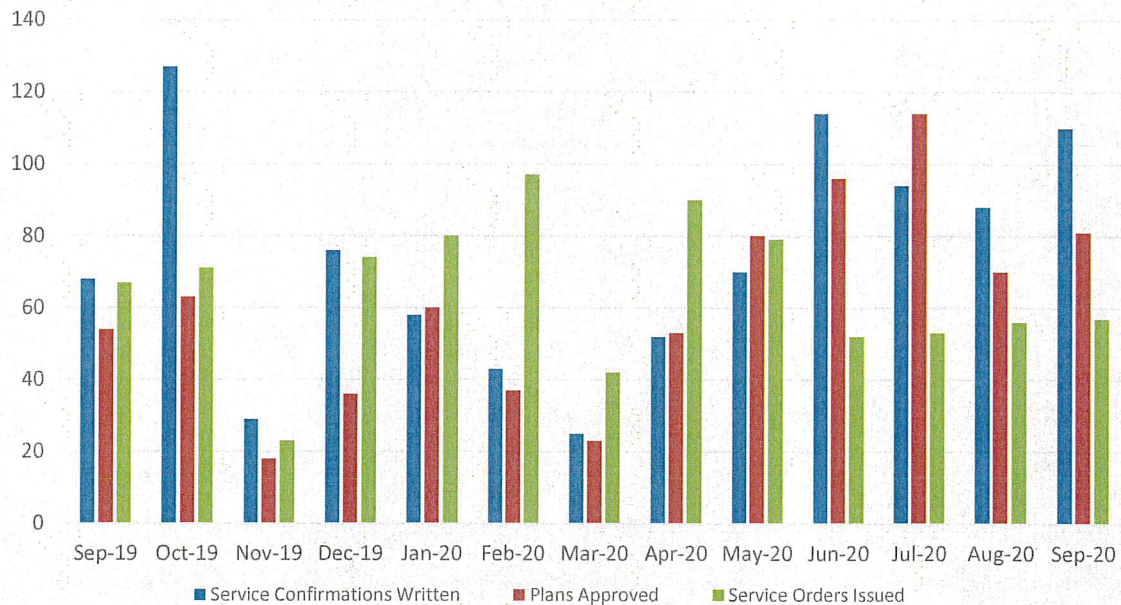
After a heat wave in August, engineering and field staff proactively resolved several issues including several overloaded transformers, an overloaded lateral, and load imbalance on a few feeders. As a testament to this effort, during the September heat wave consisting of 3 continuous days with temperatures above 100 degrees, there were no major disturbances to the BWP distribution system. Aside from minor lateral fuse replacements and a transformer outage, the system was unscathed.

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
September 2019 - September 2020**



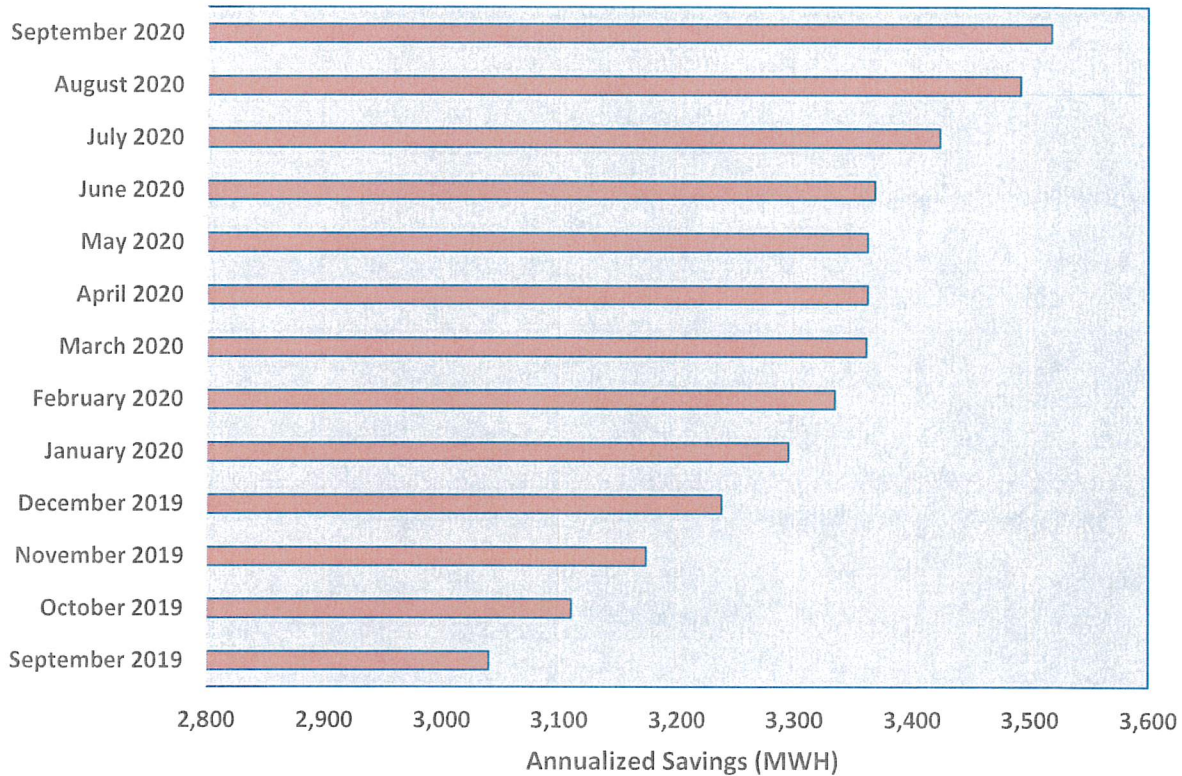
* Nov-19 activity slow down is not representative of a typical November and was the result of a temporary deficiency in labor resources for the service planning group.
 ** Mar-20 activity slow down is due to the coronavirus pandemic.

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, 66.62% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,518 MWh or a 37.96% reduction in energy consumption. LED conversions have also reduced evening load by 803 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.

Annualized Energy Savings
September 2019 - September 2020



CUSTOMER SERVICE

Customer Service Operations

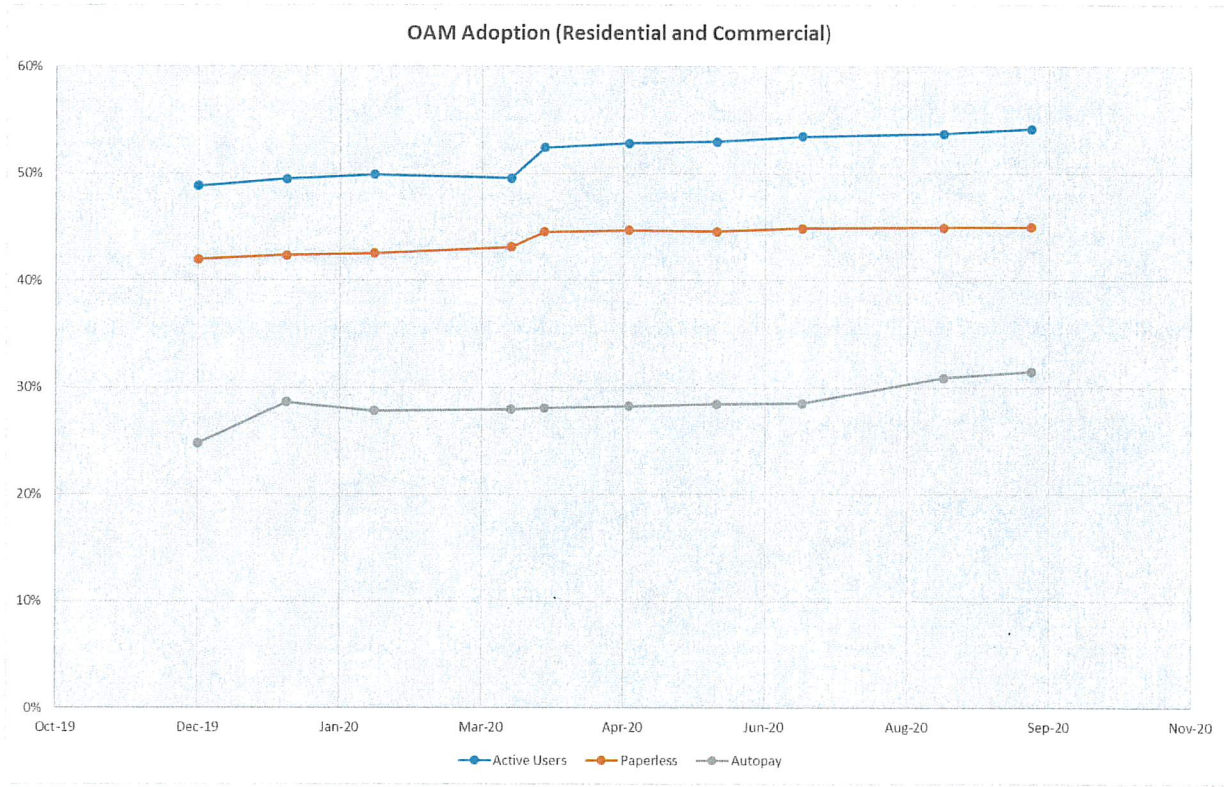
Customer Service continues to mail out informational letters to customers regarding COVID-related resources. An increase in calls was anticipated in the month of September. Call volumes, payment arrangements, and inquiries regarding assistance programs remained consistent with the previous month and did not increase as anticipated.

Call Types	% of Calls
Balance	20%
Residential Stop	8%
Residential Start	6%
Update Account Info	4%
Clean & Show	4%

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	% Inc/Dec
Call Volume	4,675	5,374	4,330	5,389	4,778	4,337	4,320	3,543	3,392	3,582	4,055	3,812	3,783	-0.77%

Online Account Manager

The enrollment in the Online Account Manager (OAM) is currently at 54% of all active accounts; increase in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 80% 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:

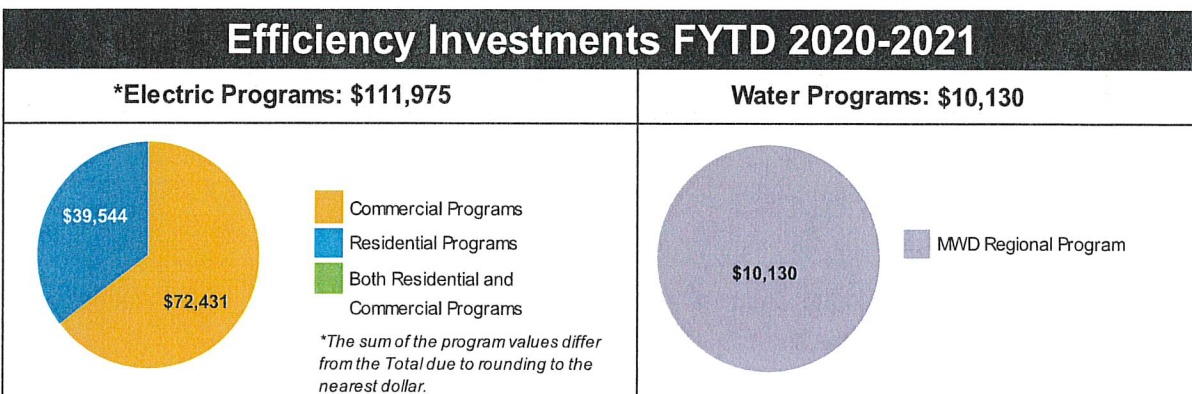
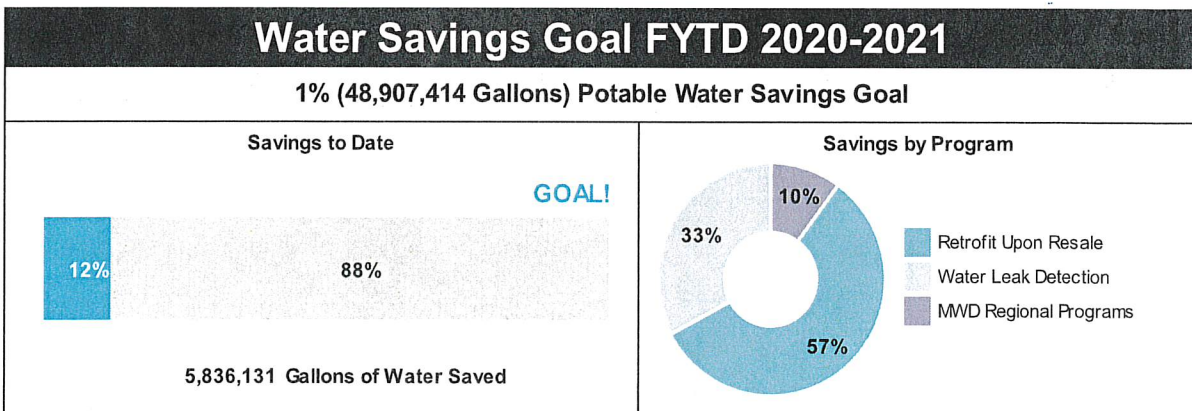
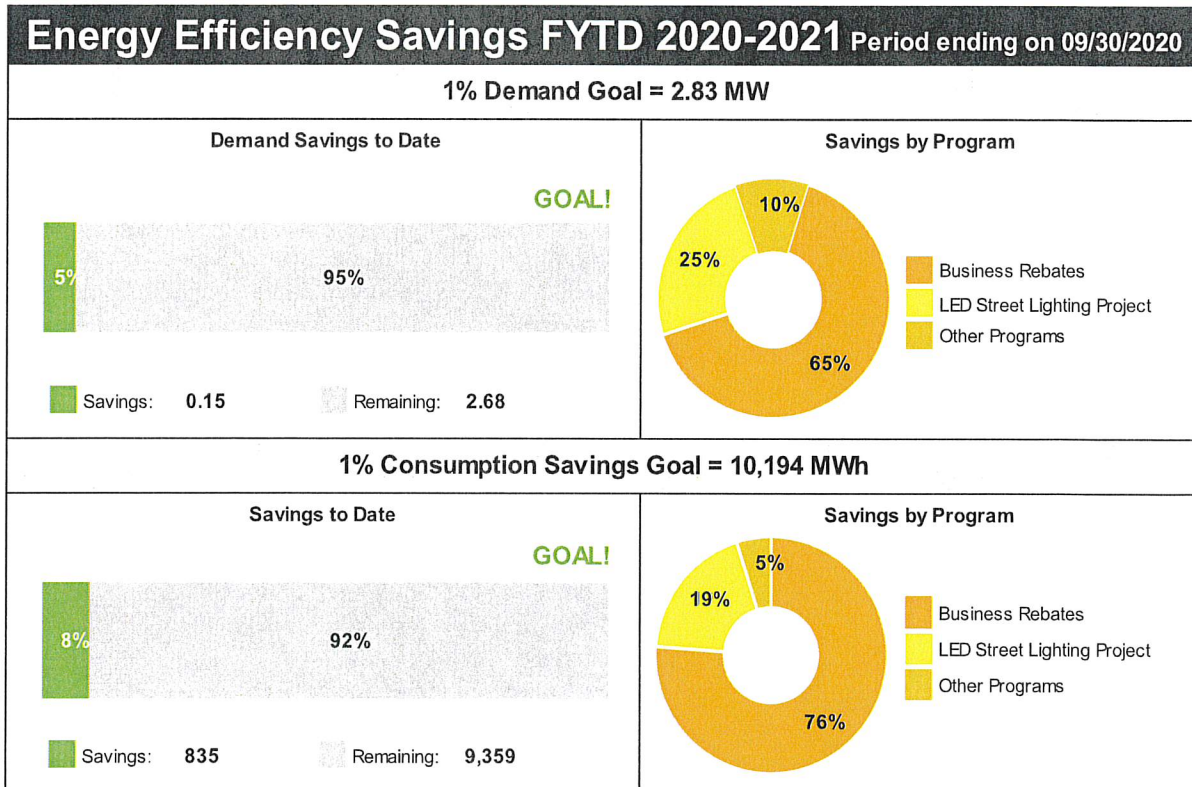


	Active	% of Total Active Accounts
Active Users	28,161	54%
Paperless	23,415	45%
Autopay	16,303	31%

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

To comply with State and local COVID-19 orders, both residential and commercial energy efficiency programs that required home/onsite visits have been suspended since March 2020. Despite the imposed restrictions, other energy efficiency and water conservation programs that do not require on-site visits such as BWP's rebate programs continue to operate. As a result of the continued program suspensions due to COVID-19, program activities continued to be significantly reduced for the month of September 2020. However, commercial program participation continues to

significantly contribute to the reported savings for the month of **September**, mostly from the BWP Business Rebates program utilized by some of the largest commercial customers. Incentives for large projects have incentive caps but yield total project efficiency savings.

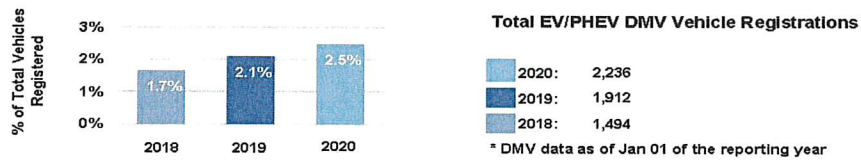


Electric Vehicle (EV) Charging Program

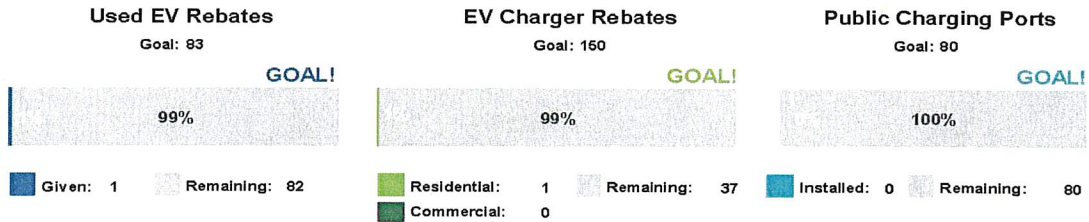
Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of June 1, 2020, pricing for public EV charging is \$0.3069 per kilowatt-hour (kWh) from 4PM to 7PM and \$0.1753 per kWh for all other hours for Level 1 and Level 2. For the DC Fast 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 safer-at-home order issued in March. **Lower than expected participation in the rebate programs can likely also be attributed to COVID-19. Car sales are low across the board, which may have influenced low participation in the Used EV Rebate.**

Transportation Electrification 2020-2021 Period ending on 09/30/2020


EV Growth in Burbank*



Transportation Electrification Initiatives for FY 2020-2021

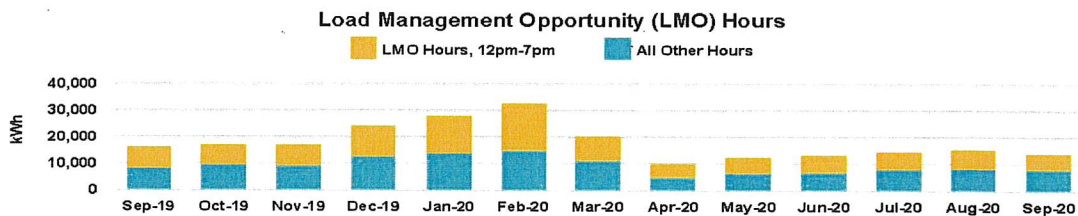


Public Charging Port Statistics



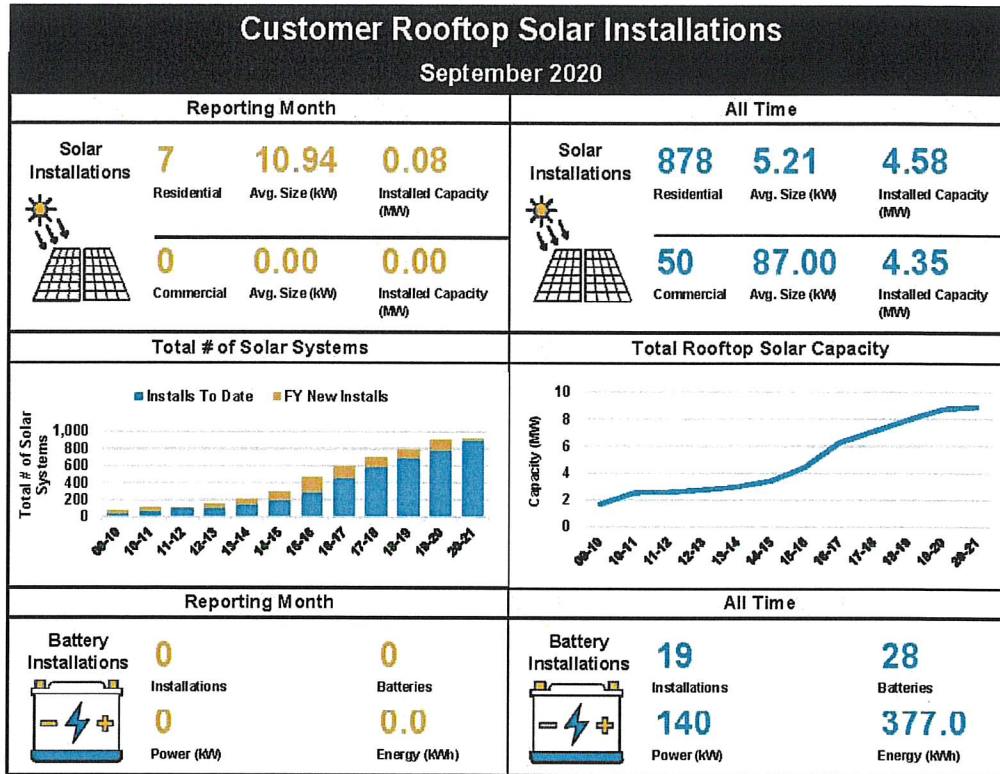
	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG Reduced*	Peak Charging Sessions	Charging Occupancy
	Total Ports	Total Available						
September:	47	47	1,500	13,818	\$2,871	7,960	20%	8%
Average:	47	47	1,570	14,449	\$2,973	8,323	19%	9%
FY Total:	47	47	4,709	43,346	\$8,920	24,969	19%	9%

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



Rooftop Solar and Battery Installations

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



TECHNOLOGY

Broadband Services (ONE Burbank)

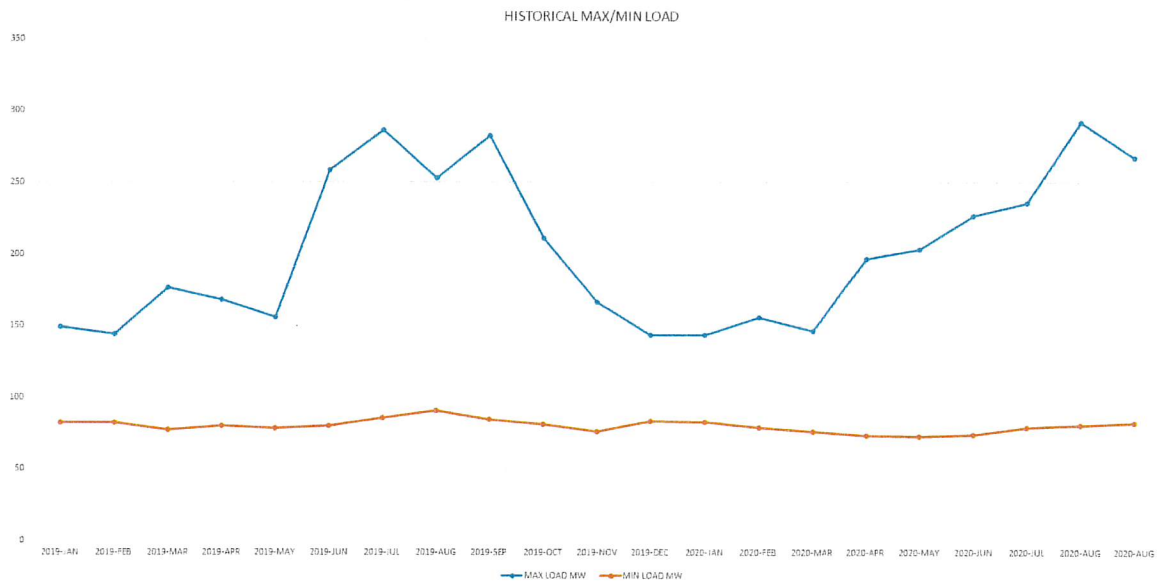
	September 2020 New Orders	Revenues for September 2020	FYTD 2020-21 Revenues	FYTD Budget
Lit	2	\$114,116	\$354,484	\$395,000
Dark	1	\$194,980	\$590,660	\$592,501
Total	3	\$309,096	\$945,144	\$987,501

There was a small impact on ONE Burbank revenues in FY 19/20 from COVID-19 due to the shutdown of film and television production. This was mostly offset by businesses requesting higher bandwidth service as they shifted to work-from-home. Final revenues for the year were \$3.8M vs. the forecasted \$3.85M. The negative impact is likely to dissipate as studio production resumes. It remains to be seen whether work-from-home policies will revert or be made permanent. Revenues for Q1 20/21 were \$945k, versus \$919k in Q1 19/20, reflecting the natural business growth in spite of COVID-19.

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for September 2020 was 267.6 MW at 4:51 PM on September 5, and the minimum load was 82.1 MW at 3:31 AM on September 1.



Minimum load values corrected for Sept & Dec 2018.

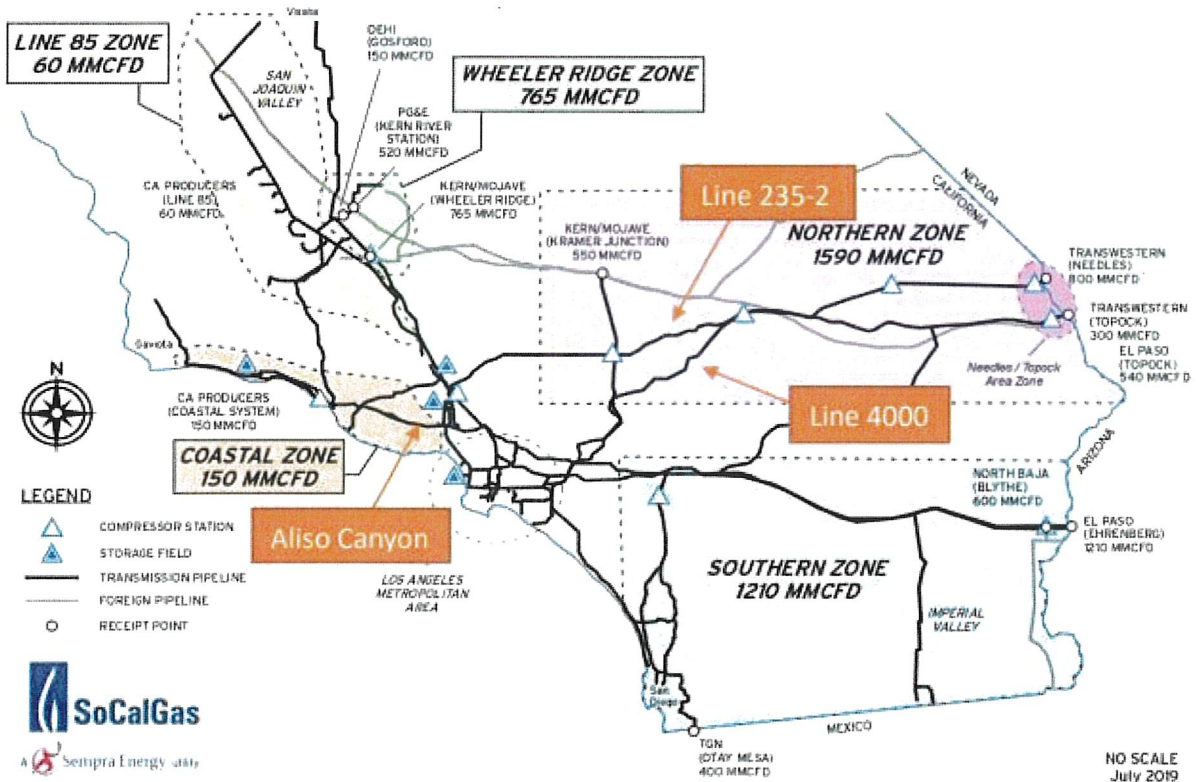
YEAR	MAX LOAD	MAX DATE
2020	292.3 MW	18-August-20 15:22:41
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

The Burbank power system did experience an extreme heat wave but did not experience any natural gas supply issues for September 2020.

That heat wave (from September 4 to September 6) caused many utilities throughout the West to call Energy Emergency Alerts. In addition, Governor Newsom issued a Proclamation of State of Emergency that suspended some regulations on air quality control so that emergency power generator actions could be taken. BWP did have a forced outage of Magnolia Power Plant but did not experience any power supply issues during this heat wave.

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) SoCal Gas used two vendors to perform In-line Inspections (ILI) in October 2019. The ILI reports showed the repairs needed to be made to the line. Those repairs are now complete, and the current return to service date in ENVOY is September 1, 2020. The re-pressurization process is currently progressing without delays. SoCal Gas has not made any updates to this work since August.

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.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	114	3,767	10,769	13
MPP	85%	614	113,869	7,608	4

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 thirteen times during the month of September.**

Magnolia Power Project (MPP)

	September	FYTD	YTD
Availability	85%	95%	82%
Unit Capacity Factor (240 MW)	66%	73%	60%

MPP tripped offline on September 5 due to a Combustion Turbine (CT) Stop Ratio Valve (SRV) failing to close and interrupting gas supply to the Unit. Repairs were made and MPP was returned to service on September 6.

MPP was taken offline to perform a scheduled water wash of the CT, and to complete additional preventative maintenance on September 11. MPP was returned to service on September 14.

MPP tripped offline on September 29 due to a failed CT Generator Potential Transformer (PT). Repairs were made and MPP was returned to service on October 1.

Tieton Hydropower Project (Tieton)

Tieton's 2020 generation season began April 6, 2020 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (USBR). On August 27, water flow increased enough to operate both generation units concurrently and both units have been in operation since. Rimrock Reservoir, which supplies water to Tieton, is at 38% 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

Emissions Source Testing will be scheduled for both MPP and Lake 1 during the 4th quarter of 2020 in order to comply with the air quality permits issued by the South Coast Air Quality Management District.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, 4 storm water samples per reporting year and compare them to statewide regulatory limits. BWP has not taken any storm water samples during the current reporting year (July 1, 2020 to June 30, 2021) due to a lack of precipitation. The storm water sampling results from the previous reporting year continue to indicate elevated levels of metals.

In order to address the storm water compliance issues, BWP is in the process of implementing a Campus Storm Water Improvement Project. BWP has completed an environmental review of the Project required under the California Environmental Quality Act (CEQA). The environmental review will be finalized when the project is approved by the Burbank City Council. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support for the Project. After the final design is completed, specifications will be prepared and a Request for Proposals (RFP) will be issued for the construction activities.

PROJECT UPDATES:

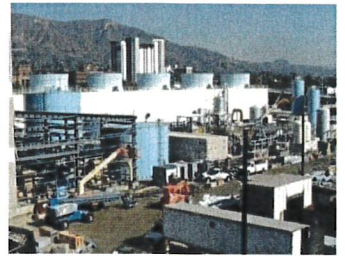
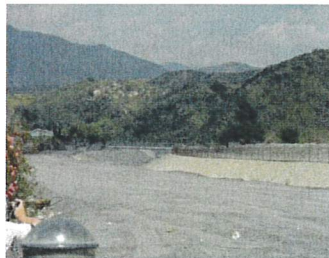
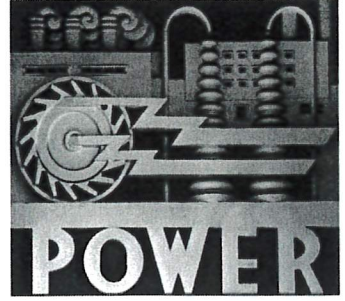
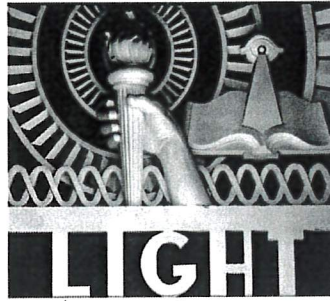
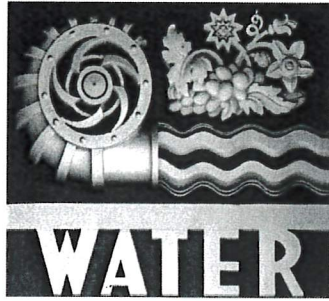
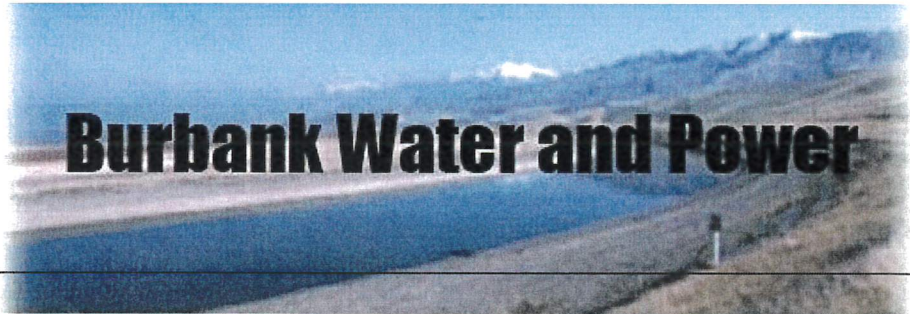
Power Resources

Transmission Update

Negotiations with LADWP regarding the renewal of several existing Transmission Service Agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment extended the Hoover TSA through September 30, 2021. The IPP related TSA 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
September-20**

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

MTD FY 20-21	MTD Sep-20 FY 20-21	\$ Variance	% Variance		YTD Estimate FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
100,262	102,903	(2,641)	(3%) ^(a)	NEL MWh	308,027	324,203	(16,176)	(5%) ^(A)
				Retail				
\$ 15,168	\$ 15,673	\$ (505)	(3%)	Retail Sales	\$ 46,661	\$ 50,087	\$ (3,427)	(7%)
531	622	(91)	(15%) ^(b)	Other Revenues ⁽³⁾	1,358	1,866	(507)	(27%) ^(B)
<u>11,399</u>	<u>10,490</u>	<u>(909)</u>	<u>(9%) ^(c)</u>	Retail Power Supply & Transmission	<u>31,126</u>	<u>32,285</u>	<u>1,159</u>	<u>4% ^(C)</u>
4,301	5,806	(1,505)	(28%)	Retail Margin	16,893	19,668	(2,775)	(14%)
				Wholesale				
2,936	2,839	97	3%	Wholesale Sales	14,086	17,674	(3,587)	(20%)
<u>2,111</u>	<u>2,782</u>	<u>671</u>	<u>24%</u>	Wholesale Power Supply	<u>9,646</u>	<u>17,320</u>	<u>7,674</u>	<u>44%</u>
825	57	768	1353%	Wholesale Margin	<u>4,440</u>	<u>353</u>	<u>4,087</u>	<u>1156%</u>
<u>5,126</u>	<u>5,862</u>	<u>(737)</u>	<u>(13%)</u>	Gross Margin	<u>21,333</u>	<u>20,021</u>	<u>1,312</u>	<u>7%</u>
				Operating Expenses				
941	941	-	0%	Distribution	2,653	2,962	309	10%
110	110	-	0%	Administration/Safety	429	337	(92)	(27%) ^(D)
231	231	-	0%	Finance, Fleet, & Warehouse	672	687	15	2%
525	525	-	0%	Transfer to General Fund for Cost Allocation	1,570	1,574	4	0%
476	476	-	0%	Customer Service, Marketing & Conservation	969	1,422	453	32% ^(E)
445	445	-	0%	Public Benefits	1,677	1,422	(255)	(18%)
35	35	-	0%	LCSF	70	105	35	33% ^(F)
237	237	-	0%	Security/Oper Technology	721	666	(55)	(8%)
110	110	-	0%	Telecom	280	353	73	21% ^(G)
187	187	-	0%	Construction & Maintenance	238	561	323	58% ^(H)
<u>1,781</u>	<u>1,781</u>	<u>-</u>	<u>0%</u>	Depreciation	<u>3,338</u>	<u>5,344</u>	<u>2,006</u>	<u>38%</u>
5,079	5,079	-	0% ^(d)	Total Operating Expenses	<u>12,618</u>	<u>15,434</u>	<u>2,816</u>	<u>18%</u>
\$ 46	\$ 783	\$ (737)	(94%)	Operating Income/(Loss)	\$ 8,715	\$ 4,588	\$ 4,127	90%

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

(\$ in 000's)								
MTD FY 20-21	MTD Sep-20 Budget	\$ Variance ⁽²⁾	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance ⁽²⁾	% Variance
\$ 46	\$ 783	\$ (737)	(94%)	Operating Income/(Loss)	\$ 8,715	\$ 4,588	\$ 4,127	90%
				Other Income/(Expenses)				
142	142	-	0%	Interest Income	405	426	(21)	(5%)
126	126	-	0%	Other Income/(Expense) ⁽⁴⁾	(2,261)	(2,281)	20	(1%)
(284)	(284)	-	0%	Bond Interest/ (Expense)	(852)	(852)	-	0%
(16)	(16)	-	0%	Total Other Income/(Expenses)	(2,708)	(2,708)	-	0%
30	767	(737)	(96%)	Net Income	6,007	1,880	4,127	219%
1,054	1,054	-	0%	Capital Contributions (A/C)	1,336	3,163	(1,826)	(58%) ⁽¹⁾
<u>\$ 1,085</u>	<u>\$ 1,822</u>	<u>\$ (737)</u>	<u>(40%)</u>	Net Change in Net Assets	<u>\$ 7,343</u>	<u>\$ 5,043</u>	<u>\$ 2,300</u>	<u>46%</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 a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.
5. MTD is estimated for September 2020; FYTD reports July and August 2020 actuals.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	100,262	102,903	(2,641)	- NEL is 3% 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, largely offset by warmer temperatures. An intense heatwave broke temperature records in Southern California in early September, followed by few less intense and shorter heatwaves for the remaining of September. The September average high temperature was 92.1°F, compared to the 15-year average high temperature of 87.2°F. MTD CDD were 348 versus the 15-year average of 274.
b.	Other Revenues	531	622	(91)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	11,399	10,490	(909)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	5,079	5,079	-	- Expenses for September 2020 are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	308,027	324,203	(16,176)	- NEL is 5% 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, partially offset by warmer temperatures. FYTD actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. FYTD CDD were 1,015 versus the 15-year average of 929.
B.	Other Revenues	1,358	1,866	(507)	- 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	31,126	32,285	1,159	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Administration / Safety	429	337	(92)	- The unfavorable variance is attributable to timing of expenditures on membership dues.
E.	Customer Service, Marketing & Conservation	969	1,422	453	- The favorable variance is primarily attributable to timing of expenditures on other professional services and software & hardware.
F.	LCSF	70	105	35	- The favorable variance is primarily attributable to lower than planned spending on private contractual services.
G.	Telecom	280	353	73	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on other professional and private contractual services.
H.	Construction & Maintenance	238	561	323	- The favorable variance is primarily attributable to timing of expenditures on custodial services and building grounds maintenance & repair, and more work for others and capital than planned.
I.	Capital Contributions (AIC)	1,336	3,163	(1,826)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME/(LOSS): \$30</u>		\$ (737)	\$ (737)
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(505)	(505)
Power Supply and Transmission			
- Higher spot power and fuel price offset by economic dispatch		(366)	(366)
- Lower retail load	55		55
- Prior period true up		(202)	(202)
- Higher transmission		(292)	(292)
- Higher than planned renewables		(103)	(103)
Other Revenues & Other income/(Expenses)		(91)	(91)
Wholesale Margin	768		768
Total	<u>\$ 823</u>	<u>\$ (1,559)</u>	<u>\$ (736)</u>

Estimated September 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): \$6,007</u>	\$ 4,127		\$ 4,127
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(3,427)	(3,427)
Power Supply and Transmission			
- Economic dispatch offset by higher energy prices	437		437
- Higher than planned transmission expenses	25		25
- Lower retail load	340		340
- Lower than planned O&M	560		560
- Prior period true up		(202)	(202)
Other Revenues		(507)	(507)
Wholesale Margin	4,087		4,087
Total	\$ 5,449	\$ (4,136)	\$ 1,312
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	309		309
Administration/Safety		(92)	(92)
Finance, Fleet, & Warehouse	15		15
Customer Service, Marketing & Conservation	453		453
Public Benefits		(255)	(255)
Security/Oper Technology	35		35
Telecom	73		73
Construction & Maintenance	323		323
Depreciation expense	2,006		2,006
All other		(51)	(51)
Total	\$ 3,214	\$ (398)	\$ 2,816

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

	Sep-20	Aug-20	Jul-20	Jun-20	Mar-20	Dec-19	Sep-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments										
General Operating Reserve	\$ 64,628	\$ 58,958	\$ 48,483 ^(b)	\$ 52,719 ^{(b)(c)}	\$ 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	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA ^(d)	4,480	8,250	12,804	17,183	17,062	17,014	16,912	16,817		
Sub-Total Cash and Investments	79,108	77,208	71,287	79,882	91,029	94,495	88,959	94,137	73,010	42,770
Customer Deposits	(1,486)	(1,702)	(1,643)	(1,811)	(6,300)	(6,632)	(4,822)	(5,641)		
Public Benefits Obligation	(7,831)	(7,608)	(7,238)	(6,990)	(6,849)	(7,125)	(6,607)	(6,069)		
Pacific Northwest DC Intertie	(48)	(48)	(48)	(62)	(255)	(855)	(1,389)	(2,218)		
Low Carbon Fuel Standard ^(e)	(3,394)	(3,396)	(3,397)	(3,642)	(2,267)	(2,267)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	<u>66,349</u>	<u>64,454</u>	<u>58,960</u>	<u>67,376</u>	<u>75,360</u>	<u>77,615</u>	<u>73,874</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

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

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

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

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

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

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

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ^{(1) (2) (6)}
MTD and FYTD September 2020
(\$ in 000's except Gallons)**

MTD FY 20-21	MTD Sep-20 Budget	\$ Variance ⁽²⁾	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance ⁽²⁾	% Variance
496	539	(43)	(8%) ^(a)	Water put into the system in Millions of Gallons	1,529	1,586	(57)	(4%) ^(A)
106	102	4	3% ^(b)	Metered Recycled Water In Millions of Gallons	337	328	9	3% ^(B)
Operating Revenues								
\$ 2,796	\$ 2,937	\$ (142)	(5%)	Potable Water	\$ 8,493	\$ 8,631	\$ (138)	(2%)
410	417	(7)	(2%)	Recycled Water	1,305	1,335	(30)	(2%)
99	122	(23)	(19%) ^(c)	Other Revenue ⁽³⁾	297	365	(68)	(19%) ^(C)
<u>3,305</u>	<u>3,476</u>	<u>(171)</u>	<u>(5%)</u>	Total Operating Revenues	<u>10,095</u>	<u>10,331</u>	<u>(237)</u>	<u>(2%)</u>
Water Supply Expenses								
1,118	1,345	227	17% ^(d)	Water Supply Expense	3,399	3,926	528	13% ^(D)
<u>2,187</u>	<u>2,131</u>	<u>56</u>	<u>3%</u>	Gross Margin	<u>6,696</u>	<u>6,405</u>	<u>291</u>	<u>5%</u>
Operating Expenses								
746	746	-	0%	Operations & Maintenance - Potable	1,920	2,240	320	14% ^(E)
140	140	-	0%	Operations & Maintenance - Recycled	347	419	72	17%
207	207	-	0%	Allocated O&M	429	624	194	31% ^(F)
175	175	-	0%	Transfer to General Fund for Cost Allocation	525	525	-	0%
355	355	-	0%	Depreciation	951	1,066	115	11%
1,624	1,624	-	0% ^(e)	Total Operating Expenses	4,172	4,873	701	14%
<u>564</u>	<u>507</u>	<u>56</u>	<u>11%</u>	Operating Income/(Loss)	<u>2,524</u>	<u>1,532</u>	<u>992</u>	<u>65%</u>
Other Income/(Expenses)								
21	21	-	0%	Interest Income	58	64	(6)	(10%)
45	45	-	0%	Other Income/(Expense) ⁽⁴⁾	(372)	(396)	24	6%
(158)	(158)	-	0%	Bond Interest/(Expense)	(448)	(475)	(27)	(6%)
(92)	(92)	-	0%	Total Other Income/(Expenses)	(761)	(807)	45	6%
471	415	56	14%	Net Income/(Loss)	<u>1,762</u>	<u>725</u>	<u>1,037</u>	<u>143%</u>
94	94	-	0%	Aid in Construction	126	281	(155)	(55%) ^(G)
<u>\$ 565</u>	<u>\$ 509</u>	<u>\$ 56</u>	<u>11%</u>	Net Change in Net Assets	<u>\$ 1,889</u>	<u>\$ 1,006</u>	<u>\$ 882</u>	<u>88%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

3. Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.

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

5. MTD is estimated for September 2020; FYTD reports July and August 2020 actuals.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD September 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	496	539	(43)	- Potable water demand was below 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, largely offset by warmer temperatures. An intense heatwave broke temperature records in Southern California in early September, followed by few less intense and shorter heatwaves for the remaining of September. The September average high temperature was 92.1°F, compared to the 15-year average high temperature of 87.2°F. MTD CDD were 348 versus the 15-year average of 274.
b.	Recycled Water Usage in Millions of Gallons	106	102	4	- Recycled water demand was higher than budget as a result of warmer temperatures. An intense heatwave broke temperature records in Southern California in early September, followed by few less intense and shorter heatwaves for the remaining of September. The September average high temperature was 92.1°F, compared to the 15-year average high temperature of 87.2°F. MTD CDD were 348 versus the 15-year average of 274.
c.	Other Revenue	99	122	(23)	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
d.	Water Supply Expense	1,118	1,345	227	- The favorable variance was a result of lower demand, using more Valley/BOU water which is cheaper to produce than imported MWD water, and a MWD Readiness to Serve Charge true up credit for FY 19/20.
e.	Total Operating Expenses	1,624	1,624	-	- Expenses for September 2020 are at budgeted values.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD September 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	1,529	1,586	(57)	- FYTD Potable water sales were 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, partially offset by warmer temperatures. FYTD actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. FYTD CDD were 1,015 versus the 15-year average of 929.
B.	Metered Recycled Water in Millions of Gallons	337	328	9	- FYTD Recycled water sales are higher than budget due to warmer temperatures. FYTD actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. FYTD CDD were 1,015 versus the 15-year average of 929.
C.	Other Revenue	297	365	(68)	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
D.	Water Supply Expense	3,399	3,926	528	- The favorable variance was a result of lower demand and using more Valley/BOU water which is cheaper to produce than imported MWD water, and a MWD Readiness to Serve Charge true up credit for FY 19/20.
E.	Operations & Maintenance - Potable	1,920	2,240	320	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on other professional and private contractual services, and supplies.
F.	Allocated O&M	429	624	194	- 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.
G.	Aid in Construction	126	281	(155)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$471</u>	\$ 56		\$ 56
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(142)	(142)
Recycled Revenues		(7)	(7)
Other Revenue		(23)	(23)
Water Supply Expense	227		227
Total	<u>227</u>	<u>\$ (171)</u>	<u>\$ 56</u>

Estimated September 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: \$1,762</u>	\$ 1,037		\$ 1,037
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(138)	(138)
Recycled Revenues		(30)	(30)
Other Revenue		(68)	(68)
Water Supply Expense	528		528
Total	\$ 528	\$ (237)	\$ 291
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	320		320
Recycled Water O&M	72		72
Allocated O&M	194		194
Depreciation Expense	115		115
All Other	45		45
Total	\$ 746	\$ -	\$ 746

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

	Sep-20	Aug-20	Jul-20	Jun-20	Mar-20	Dec-19	Sep-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments										
General Operating Reserves	\$ 11,075	\$ 9,504	\$ 7,931 ^(a)	\$ 8,395 ^{(a)(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	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	13,295	11,724	10,151	10,615	11,046	18,561	15,394	13,775	17,830	9,370
Customer Deposits	(1,133)	(1,073)	(1,172)	(1,227)	(1,504)	(1,650)	(1,252)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 12,162</u>	<u>\$ 10,651</u>	<u>\$ 8,979</u>	<u>\$ 9,388</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.

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

SUSTAINABLE BURBANK COMMISSION
October 19, 2020 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:04 p.m.

II. ROLL CALL:

Members Present:

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

Members Absent:

Darin Chase
Larry Cross
Maggie Martinez
Chris Rizzotti

Council Members and Staff Present:

Bob Frutos – Vice Mayor
Ken Berkman - Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Kreigh Hampel – Recycle Center Coordinator
Mary Doyle – Senior Clerk, Public Works
Karina Rosales – Senior Clerk, Public Works
Noemi Garcia – Clerical Worker, Public Works

III. CHAIR ANNOUNCEMENT REGARDING CAMPAIGNING:

Ms. Robb read an announcement provided by staff against campaigning at Commission and Board meetings.

IV. GREEN SPOTLIGHT AWARD:

This agenda item has been tabled until the “Safer at Home” order has been lifted. The Commissioners discussed the possibilities of restarting the Green Spotlight Award.

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

A. Public Communication:

Burbank Resident, Tamala Takahashi, asked to revisit the plastic ban including bags, and straws in restaurants, as well as using recyclable containers in addition to the polystyrene ban. She also asked the Commission to reconsider bringing the Green Spotlight Awards back to the community to bring awareness to the current Climate Crisis.

B. Commission Member Communication:

Ms. Tenenbaum announced she gave a virtual speech in South Africa sharing matters going on in Burbank such as lower emissions since COVID-19 and working with the transportation and energy sectors to lower greenhouse gases. She has also been asked to complete a cooking show episode on sustainability.

Ms. Robb announced there will be a Greenhouse Gas Reduction Plan (GGRP) community meeting on November 5, 2020 at 6:00 p.m.

Ms. Gemmill shared that the classes for the Victory Garden have concluded and out of 15 participants, a total of 4 were Burbank residents.

C. Staff Communication:

Earlier in the meeting, Vice Mayor Frutos announced that Council Member Gabel-Luddy's, term of office will be ending in December.

John Molinar, Assistant Public Works Director - Street & Sanitation, reminded the group to avoid quorums if attending any meetings.

VI. APPROVAL OF MINUTES:

Minutes from the September 21, 2020, meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. Mokhtari, Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind. Mr. O'Brien abstained.

VII. BURBANK WATER AND POWER (BWP) CUSTOMER SERVICE DISCUSSION ON ENERGY PROGRAMS DURING COVID-19:

Staff from BWP was unable to attend. At Ken Berkman, Public Works Director's, suggestion, staff will invite the new BWP General Manager, Dawn Roth Lindell, to the November meeting.

VIII. UPDATE FROM STAFF ON POLYSTYRENE/SINGLE USE PLASTIC BAN:

Kreigh Hampel, Recycle Center Coordinator, discussed the current status of the City's Plastic Policy.

Mr. Hampel and the Commissioners engaged in a question and answer session.

IX. WORKPLAN DEVELOPMENT:

The Commissioners discussed and edited the workplan document. Ms. Robb moved and Ms. Tenenbaum seconded a motion to create five ad hoc subcommittees; Food System Sustainability, Building Requirements, Electrification, Transportation, and Grants. The motion was unanimously approved.

Ms. Gemmill, Mr. O'Brien, Ms. Schanberger, and Ms. Zimskind volunteered for the ad hoc Food System Sustainability Subcommittee.

Mr. Mokhtari, Mr. O'Brien, Ms. Robb, and Ms. Schanberger volunteered for the ad hoc Building Requirements Subcommittee.

Ms. Kirschenbaum, Ms. Tenenbaum, and Mr. Weber volunteered for the ad hoc Electrification Subcommittee.

Mr. Mokhtari, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind volunteered for the ad hoc Transportation Subcommittee.

Mr. Mokhtari, Ms. Robb, and Ms. Schanberger volunteered for the ad hoc Grants Subcommittee.

Each of the five new ad hoc subcommittees will present their mission statement and goals at the November 16, 2020, meeting.

X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Tenenbaum provided an update on social media engagement and asked Commissioners to create content for her to post on social media platforms.

- XI. AD HOC SUSTAINABILITY – RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT:**
Ms. Robb moved and Ms. Tenenbaum seconded a motion to change the ad hoc Sustainability–Related Action Plans Update Subcommittee report to the ad hoc Greenhouse Gas Reduction Plan (GGRP) Update Subcommittee. The motion passed unanimously by all in attendance.
- XII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT:**
Ms. Robb stated there were no updates.
- XIII. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:**
Ms. Robb stated there were no updates.
- XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:**
Ms. Robb announced that she will attend the October 27, 2020 Council meeting as a member of the public and will share notes on the following agenda item:
- Consideration of City of Burbank Response to the 2019-2020 Los Angeles County Civil Grand Jury Report “A Diet for Landfills: Cutting Down on Food Waste”
- XV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**
The group agreed to add the following to the November 16, 2020, meeting agenda:
- Invite the new BWP General Manager, Dawn Roth Lindell, to the November meeting.
- XVI. BURBANK GREEN SPOTLIGHT AWARD FOR NOVEMBER 2020:**
The agenda item has been tabled until the State’s “Safer at Home” order has been lifted.
- XVII. ADJOURNMENT:**
The meeting was adjourned at 6:57 p.m. The next meeting will be held on Monday, November 16, 2020 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

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