Weekly Management Report
May 7, 2021

1.	**Memo**	Downtown Burbank Partnership Meeting on March 4, 2021 **Community Development Department**
2.	**Minutes**	Burbank Water & Power Board Meeting on April 1, 2021 **Water & Power Department**
3.	**Report**	March 2021 Operating Results **Water & Power Department**
4.	**Minutes**	Civil Service Board Meeting on April 7, 2021 **Management Services Department**
5.	**Report**	City's Enforcement of Face Covering Requirements **Police Department**

MEMORANDUM

COMMUNITY DEVELOPMENT

21 MAY -3 A9:28

DATE: April 28, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – March 4, 2021

- StreetPlus Team Leader Robert Newman updated the Board on the Downtown Burbank Hospitality and Social Outreach Program statistics for January and February 2021, noting that a total of 98 social service contacts were made with homeless individuals in that time. StreetPlus Ambassadors also continue to provide expanded maintenance services for Downtown Burbank including frequently disinfecting high-touch areas, providing disposable masks to help limit the spread of germs, and cleaning and maintaining the PBID communal dining areas.

- The Board discussed SB314, the proposed Bar and Restaurant Recovery Act. The bill proposes to loosen certain alcohol laws throughout the state with the goal of providing more flexibility to bars, restaurants and music venues in order to help them stay afloat. The Board approved a letter of support for this important economic recovery bill, which will be sent to Senator Scott Wiener's office on behalf of the Downtown Burbank Partnership.

- The Parklet Subcommittee provided an update to the board on efforts to purchase and install eight outdoor parklet areas along San Fernando Blvd. PBID staff will continue to work with Building and Public Works Department to receive approval of design and implementation.

- Resolution 2021-002 establishing a Subcommittee to discuss Business Attraction Efforts was approved by the Board. The Subcommittee, comprised of three Board members will discuss marketing and outreach to brokers and tenants.

7A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
APRIL 1, 2021

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

ROLL CALL

Board Present: Mr. Brody, Mr. Bardin, Mr. Eskandar, Mr. Ford, Mr. Herman, Mr. Smith

Board Absent: Ms. LaCamera

Staff Present: Ms. Lindell, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, acting Assistant General Manager, Power Supply; Mr. Aquino, acting Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Recker, acting Assistant General Manager, Electrical; Mr. Messineo, Power Production Manager; Ms. Carreon, Customer Service Supervisor; Mr. Kidd, Electrical Engineering Associate; Mr. Oyoung, Marketing Associate; Ms. Titus, Legislative Analyst; Mr. Bechet, Senior Planner, CDD; Mr. Villa, Senior Planner, CDD; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

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

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Lindell advised the board that BWP employees have begun to receive their Covid Moderna vaccines through the city. This coming week, we will be able to offer the second dose of the vaccine. At this time, 63% of employees have had at least one vaccine, several employees have also had their second shot if they received the vaccine on their own, outside of the city. On April 5, LA county will move to the orange tier. The city will be monitoring this change as it relates to restrictions being lifted. BWP will follow the direction of city leadership on this issue.

Ms. Lindell updated the board that BWP is completing interviews for the position of Assistant General Manager, Electrical Services (AGM-ES). We hope to have a selection made in the next couple of weeks to start a new individual in May. This would allow for some overlap with our acting AGM-ES prior to his retirement.

Ms. Lindell referenced an email regarding diversity and inclusion that she recently sent to all BWP employees. A copy of this communication was included and distributed as part of the board packet. Ms. Lindell believes it is important to note and acknowledge the social issues that are occurring and how leadership plans to work towards incorporating the lessons learned into the culture at BWP. Ms. Lindell read some of the email responses she received from BWP employees. The feedback was positive and appreciative. BWP is committed to creating a safe workspace, a space where input from all is welcome.

Ms. Lindell updated the board on the changes to the budget since the March meeting. BWP's $269 million electric budget has increased by $342,000 and the $45 million water budget has increased by $190,000. That total is primarily driven by an increased expense due to reducing our expected recovery from public works for our services we provide to them around customer service and billing by about $500,000. BWP assessed the amount we were charging Public Works and compared that cost of service to market. BWP adjusted its charges based on the market survey and to accurately reflect services provided. Ms. Lindell also highlighted other adjustments that were made to the budget.

Ms. Lindell advised that the strategic planning session with the board will need to be moved to August. With the rotational acting assignments BWP currently has, it would be more feasible to complete this task at a later date. Ms. Lindell proposed to have a second meeting in August to focus on strategic planning. There was consensus from the board to hold an additional meeting in August, preferably an in-person meeting.

In response to a request from Mr. Smith, Ms. Lindell advised that she can provide a schedule for returning to pre-Covid operations and holding in-person meetings, however, any schedule that is provided would be an estimate, entirely flexible based on county rules.

Mr. Brody thanked Ms. Lindell for the thoughtful, inclusive email to all BWP employees. He appreciated hearing the responses, learning that it was as well received as he expected it to be.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Herman and carried 6-0 to approve the meeting minutes of the regular meeting of March 4, 2021.

PRESENTATIONS

GOLDEN STATE SPECIFIC PLAN UPDATE

Mr. Villa, Senior Planner with the Community Development Department, provided an update on the golden state specific plan. The plan seeks to create a vibrant economic center and transportation hub that facilitates the preservation of existing key industries while creating new opportunities for housing and jobs with an elevated sense of arrival from the Hollywood-Burbank Airport, Metrolink stations and future high-speed rail station.

Mr. Villa responded to board member questions.

DOWNTOWN BURBANK TRANSIT ORIENTED (TOD) SPECIFIC PLAN

Mr. Bechet, Senior Planner with the Community Development Department, provided an update on the downtown Burbank TOD specific plan. This plan combines and updates the existing Burbank center plan and 2012 San Fernando Blvd. master plan in order to meet state and council goals for affordable housing. The goal of the Burbank TOD specific plan is to help stabilize the jobs and housing imbalance by introducing more housing, including workforce and affordable housing and to create a beautiful, safe and thriving downtown Burbank.

Mr. Bechet responded to board member questions.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of January 2021. Mr. Liu also discussed an issue with the accounts receivable in transit account that was an item of concern during the fiscal year 19/20 year-end audit. BWP continues to work to reconcile this account and has met with city treasurer's staff and city finance to improve the reconciliation process and implement controls which will flag issues quickly.

Mr. Liu, Ms. Lindell, Mr. Recker and Mr. Tunnicliff responded to board member questions regarding the January 2021 financials and operations report for the month ending February 2021.

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

COVID-19 IMPACT UPDATE

Ms. Carreon presented an update on the number of customers in arrears and the status of associated debt. Ms. Carreon also reported out on the breakdown of applications for the Covid-19 Job Loss Bill Credit Program and highlighted two additional assistance programs offered to eligible renters and small businesses. Staff continues to work with customers impacted by Covid-19 through payment plan arrangements.

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

APPROVAL OF BURBANK WATER AND POWER'S ELECTRIC VEHICLE (EV) COMMERCIAL CHARGING STATION REBATE PROGRAM

Mr. Oyoung and Mr. Kidd presented the details of the updated EV commercial charging rebate program. The objective of the program is to support the installation of EV charging stations by commercial customers, with an emphasis in disadvantaged communities, to support transportation electrification adoption and lead to reduced greenhouse gas emissions and pollution.

Mr. Oyoung and Mr. Kidd responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. Herman and carried 6-0 that the BWP board recommend that city council approve BWP's EV charging station rebate program.

The Chair called for a brief recess at 7:31 p.m.

The Chair called the meeting back to order at 7:43 p.m.

DISCUSSION OF ISSUES REGARDING UTILITY SHUTOFF TO ENFORCE CORONAVIRUS-19 REGULATIONS

Ms. Lindell presented the issues and concerns related to BWP enforcing Covid-19 regulations through utility shutoff. BWP has worked closely with the City Attorney's Office to research and analyze this issue. While CA state legislation prohibits the shutoff of water as a "human right" there is not the same body of law that prohibits the shutoff of electricity. There are, however, multiple concerns with electricity shutoff as electricity is a critical service for individuals to earn their income, pay their water and power bills, and to those who rely on electricity to operate medical devices and store medicine. Currently, BWP is complying with court ordered shutoffs of electricity related to enforcing Covid-19 regulations. This item will be brought to the city council for discussion at the April 13, 2021 meeting.

Ms. Lindell responded to board member questions.

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

BWP BOARD BUDGET SUBCOMMITEE COMMENTS

The board reviewed and approved the budget speaking points for the subcommittee to present at council. All three members of the subcommittee will speak at the April 27 city council meeting. Mr. Brody requested that Ms. Lindell inquire with the City Manager if the subcommittee could speak at the beginning of BWP's presentation rather than call in during public comment.

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

LEGISLATIVE UPDATE

Ms. Titus provided a federal and state legislative update. Ms. Titus reported out on the American Rescue Plan Act which was signed into law by the President. Burbank should receive funding of $26 million from this act. The act also provides additional funding of $4.5 billion for low-income home energy rate assistance. Ms. Titus highlighted additional legislation which BWP is monitoring.

WATER DIVISION UPDATE

Mr. Wilson reported that California has experienced a very dry water year. The Department of Water Resources lowered the state water project allocation from 10% to 5%. This supply cut means MWD will likely receive less than one month's usual supply of water this year from the state project. The good news is that that State Water Project has enough water to get through this critically dry water year. In the long run, we will have to prepare for and adapt to the impacts of climate change and continue to focus on conservation.

Mr. Wilson responded to board member questions.

POWER SUPPLY UPDATE

Mr. Messineo updated the board on the MPP, Lake One and Tieton power plants. Maintenance is now completed on MPP and Tieton. Lake One is expected to return to service in mid-June.

Mr. Messineo and Mr. Tunnicliff responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Smith commented that he appreciates the enhanced level of communication the board is receiving from the General Manager. Mr. Smith requested a plan or schedule to return to in-person meetings, although this plan will be tentative, he believes we should begin preparing.

Mr. Ford commented that he is interested in the strategic planning discussion that will occur in August. To the extent that materials or discussion topics are available beforehand he would be interested in preparing.

Ms. Lindell appreciated the feedback form the board and credited staff for keeping her informed as well. Regarding the strategic planning session, we are looking for the board's perspective on industry trends in water and electric which could help BWP best identify the right vision to create our future.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m. The next scheduled board meeting is May 6, 2021 and will be held by video conference/teleconference.

Lyndsey Kramer
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Robert Brody, BWP Board Vice Chair

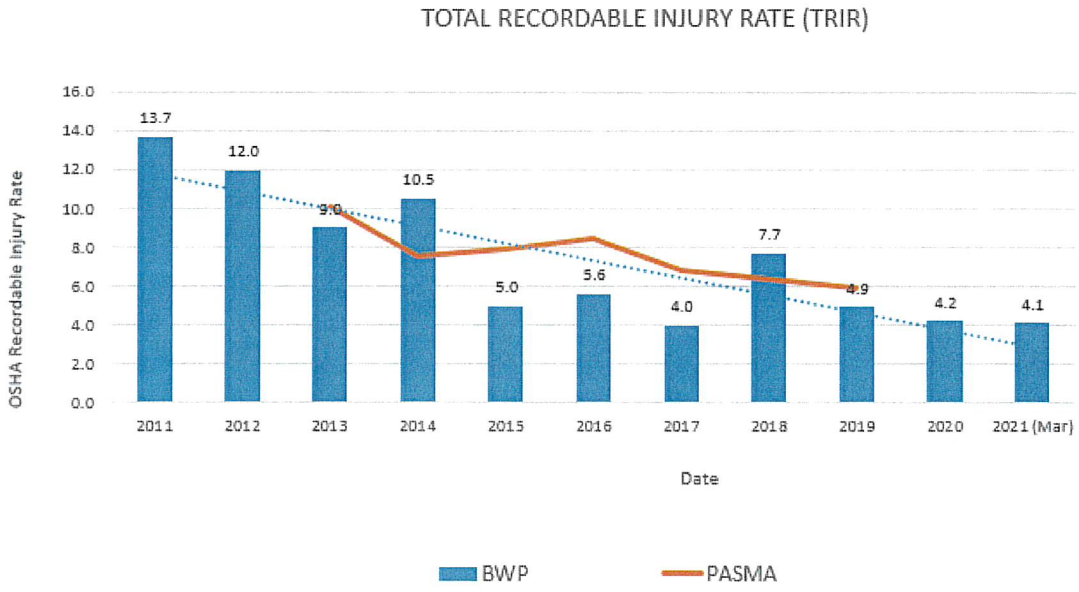
CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT

DATE: May 6, 2021
TO: BWP Board
FROM: Dawn Roth Lindell, General Manager, BWP
SUBJECT: **March 2021** Operating Results

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

SAFETY

For this reporting period BWP experienced zero OSHA recordable injuries. BWP's 12 month rolling average rate is 4.1.



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 February, net income (NI) was a loss of $100,000, which was $207,000 better than budgeted. The better result was primarily the result of lower operating expenses.

For fiscal-year-to-date (FYTD) February, NI was $2,202,000, which was $2,180,000 better than budgeted. The better result was primarily attributed to lower operating expenses and lower water supply expenses due to using more ground water rather than the more expensive treated water from MWD.

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

Electric Estimated Financial Results

For the month of February, NI was $5,047,000, which was $6,663,000 better than budgeted. The better result was primarily the result of lower retail power supply and transmission expenses.

For FYTD February, NI was $10,323,000, which was $10,048,000 better than budgeted. The better result was primarily attributed to lower retail power supply and transmission expenses, lower operating expenses, the wholesale asset utilization program, offset by lower retail sales as a result of COVID-19.

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

COVID-19 "Safer at Home" Order Impacts

Financial Impacts

February's results reflect the eleventh month of the impacts resulting from the COVID-19 pandemic orders beginning on March 19, 2020. With many Burbank commercial enterprises being closed or curtailing operations, this order has, and is anticipated to continue to, significantly impact commercial demand for water and energy in Burbank.

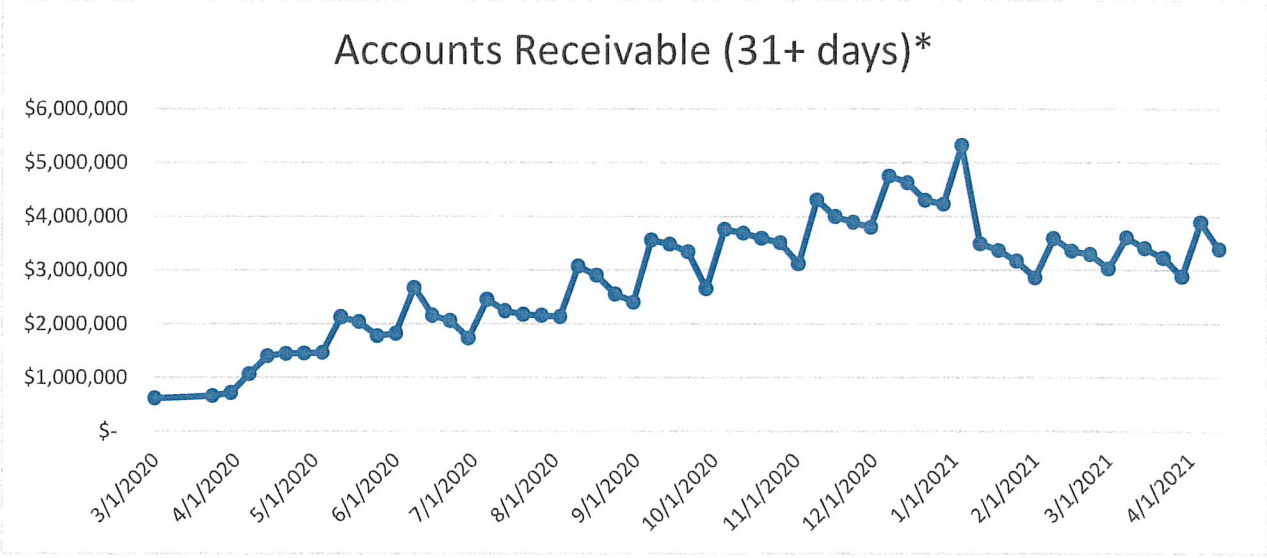
The current year's adopted budget, based on the estimated impacts of the pandemic order at the time, reflects a 5% lower energy demand and a 3% lower potable water usage as compared to last year's budget. Recent data has shown that the impact of COVID-19 has resulted in a significant reduction in electric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

For the electric fund, February energy demand was 10% below budget. COVID-19 has a tremendous negative impact on energy sales, especially when commercial

customers account for approximately 75% of electric sales. FYTD energy usage was 6% below budget and retail revenues were $6,679,000 below budget. The loss in retail revenue was more than offset by retail load management, economic dispatch and the wholesale asset utilization program, resulting in higher gross margin of $5,628,000.

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

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



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

WATER DIVISION

State Water Project Update

With California off to a dry start for the water year, the California Department of Water Resources (DWR) announced a reduction in the State Water Project (SWP) allocation from 10% to 5 % of requested supplies for the 2021 water year.

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

Lake Oroville, the SWP's largest reservoir, is currently at **41%** of capacity and **53%** of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at **53%** of capacity and **65%** of average. In southern California, SWP's Castaic Lake is at **77%** of capacity and **85%** of average.

Burbank's Water Use

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

	Average Monthly Use	Rolling 12 Month Average
March 2020	**102 gpcd**	**136 gpcd**
March 2021	**126 gpcd**	**137 gpcd**

Grants

BWP worked with B & A Professional Grant Consulting to apply for a drought contingency planning grant (offered by the Bureau of Reclamation), which, if awarded, will help us fund the cost to develop the plan. The drought contingency plan outlines a strategy that builds long-term resiliency to drought and is a pre-requisite for future grant applications. This will help guide us toward meeting regulatory requirements. Applications were due January 6, 2021. The maximum funding available for each grant is $200,000 and will be awarded October 1, 2021.

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the months of **October through March.**

	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
Oct-20	97.81%	8,803 gpm	21% / 79%
Nov-20	55.61%	5,005 gpm	49% / 51%
Dec-20	86.25%	7,762 gpm	19% / 81%
Jan-21	69.16%	6,224 gpm	24% / 76%
Feb-21	93.55%	8,402 gpm	25% / 75%
Mar-21	96.00%	8,640 gpm	27% / 73%
		Ave Blend %-last 3 fiscal years	39% / 61 %

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

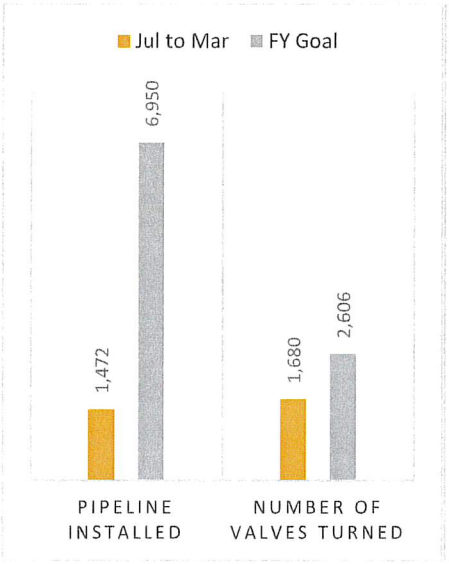
During the low water use months, BWP's demand can be lower than the BOU's treatment capacity. When this happens we use this additional capacity to continue to treat the contaminated groundwater at a higher rate and send the balance of the treated water to Los Angeles. BWP and LADWP have a transfer agreement which stipulates LADWP will directly reimburse MWD for the water used to blend and will reimburse BWP the costs related to O&M distribution and treatment. The LAIX began normal operation in February 2021 and continues to the end of March. **The total transfer for the month of March was 339.5 ac/ft.**

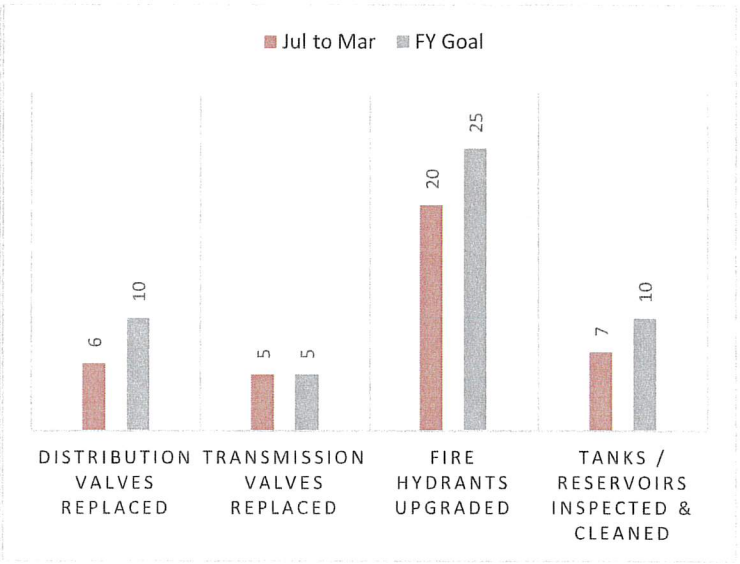
Water processed at the BOU must be accounted for in Burbank's groundwater credits. Groundwater credits are earned through return credits for 20% of recycled water use and by spreading raw water into the basin. **In March 2021, BWP used the MWD raw water connection at the Pacoima and Lopez spreading grounds to store 1640.8 ac/ft of water, bringing our annual total to about 3493 ac/ft of water. The availability of water to spread next year may be difficult. The Pacoima spreading grounds will be closed for a 2 year CIP project and consecutive below average snowpacks may lead to shortages. With these factors in mind we have adjusted our fiscal year goal; now we intend to spread about 6,000 ac/ft of water.**

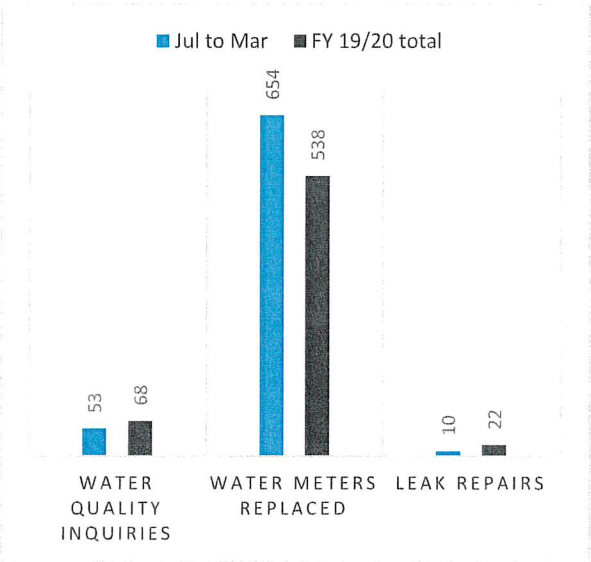
Key Performance Indicators

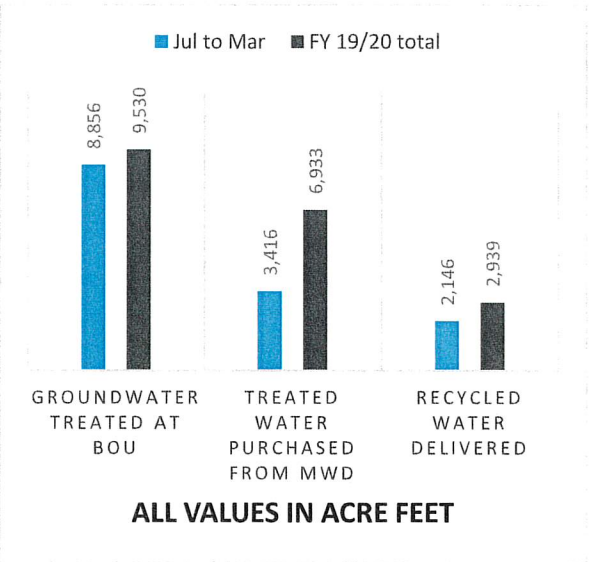
The graphs below illustrate the progress the water division has made on key performance measures through **March.** Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is **21%** complete and we are **75%** through the fiscal year. There are several reasons for this, chief among them is that we shifted resources to complete the installation of all five transmission valves slated for this year. The work was complex and time consuming, but severely needed.

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









Leak Alert Notifications

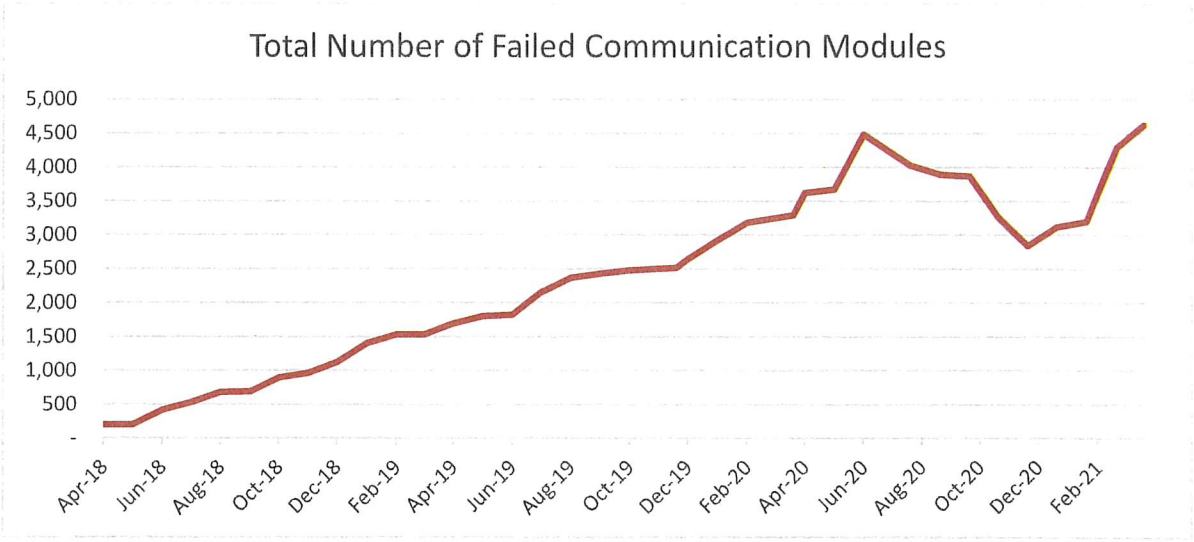
In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed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

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

As of March 2021, BWP was not able to receive remote reads for 4,625 water meters out of 27,058 (17% of the total) due to failing communications modules and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read approximately 800 meters with failed communication modules and we are now able to read them.

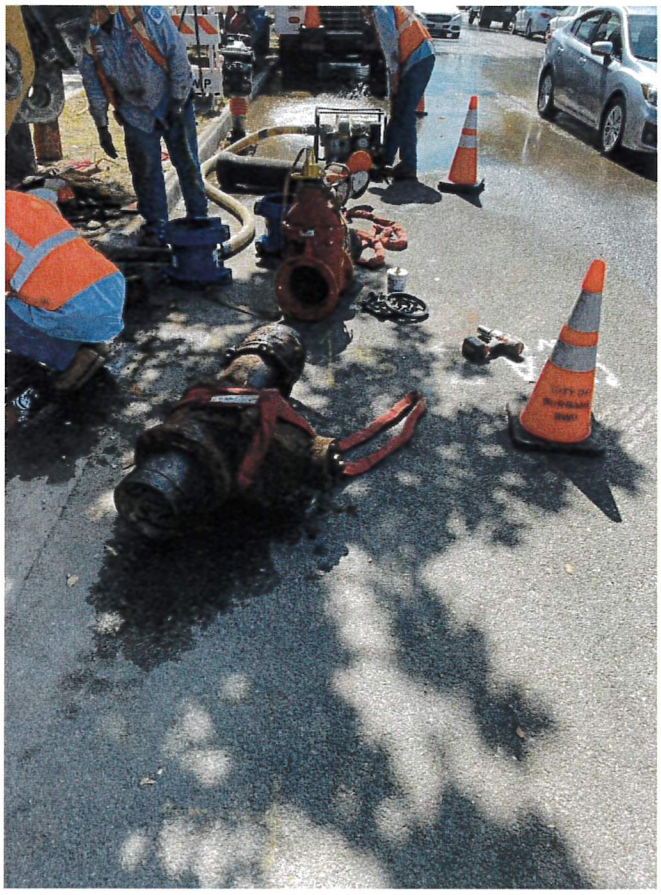
BWP previously notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications, and due to continued failures BWP is now in the process of notifying additional customers.

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



Projects

The water crew is shown replacing a broken 8" valve that was originally installed in the late 1940's. This work is part of BWP's CIP annual distribution valve maintenance replacement program. We have a goal or replacing 10 or more of these valves each year. Valve replacement is an important part of our water master plan. It improves water quality and, in cases of emergency or maintenance, minimizes interruption of service to our customers.



ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

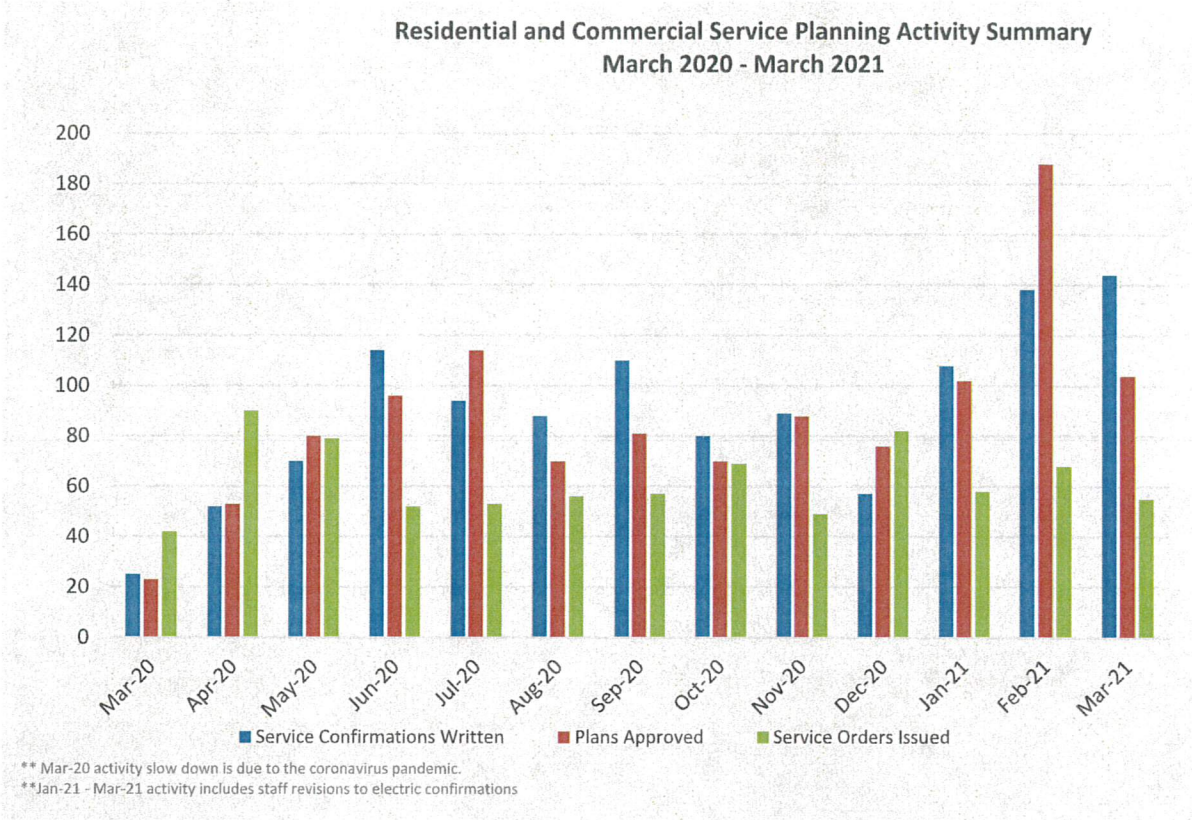
In March 2021, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,635,912 customer minutes.

Reliability Measurement	April 2019 – March 2020	April 2020 – March 2021
Average Outages Per Customer Per Year (SAIFI)	0.3356	0.3959
Average Outage Duration (CAIDI)	18.73 minutes	20.4 minutes
Average Service Availability	99.999%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3322	0.3907
No. of Sustained Feeder Outages	5	11
No. of Sustained Outages by Mylar Balloons	2	2
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	0	0

PROJECT UPDATES

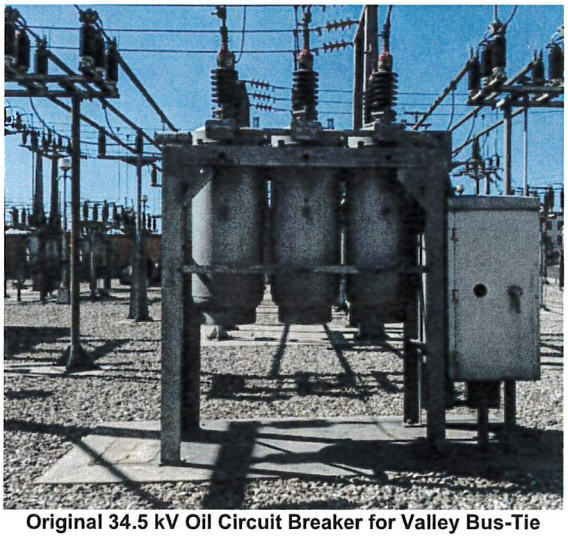
Residential and Commercial Service Planning Activities

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 T&D engineering section.

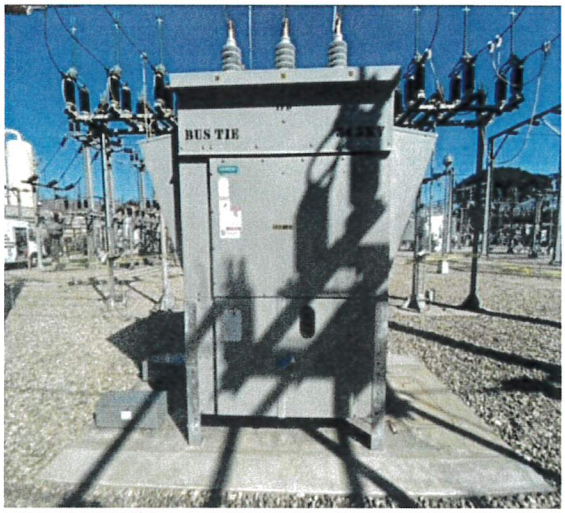


Circuit Breaker Replacement

The 34.5 kV oil-filled circuit breaker (OCB) used for isolating Valley Substation bus-tie was not opening as quickly as designed. The existing unit was commissioned back in 1958. After performing additional maintenance on this circuit breaker, it was determined it could not be brought back to its original design specifications. As such, this circuit breaker was removed and replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original OCB, which means it does a better job of protecting equipment and reducing arc flash exposure to personnel.



Original 34.5 kV Oil Circuit Breaker for Valley Bus-Tie

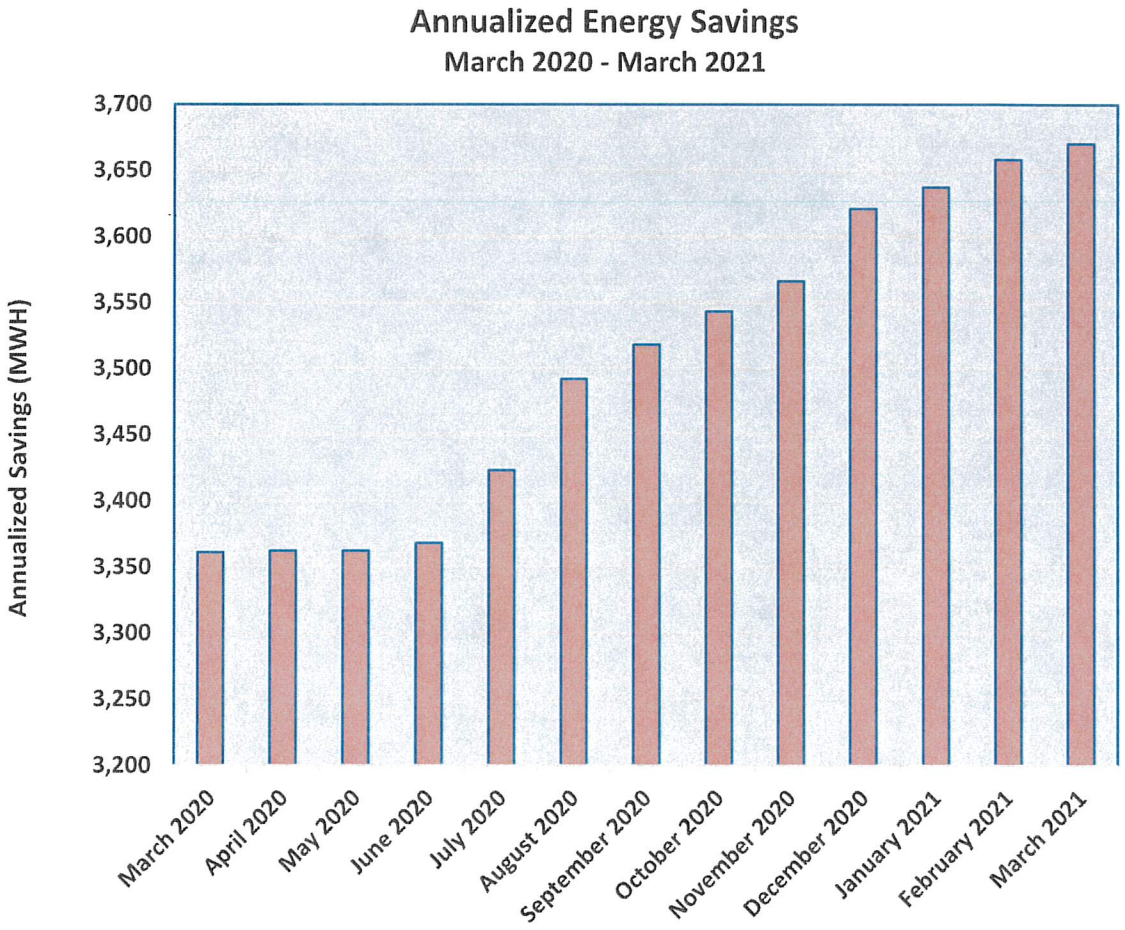


New 34.5 kV Vacuum Circuit Breaker for Valley Bus-Tie

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high pressure sodium (HPS) street light luminaires with light emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. **To date, 69.08% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,670 MWh or a 39.60% reduction in energy consumption. LED conversions have also reduced evening load by 838 kW, which shortens the "neck of the duck curve" and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.**



CUSTOMER SERVICE

Customer Service Operations

BWP continues to assist customers through the COVID-19 Job Loss Bill Credit Program. Customer service representatives assist customers, make payment arrangements to reduce the amount in arrears, and provide additional resources to help customers manage their utility bill.

BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	**20%**
Residential Stop	**9%**
Residential Start	**6%**
Clean & Show	**6%**
Kandela Offer	**6%**

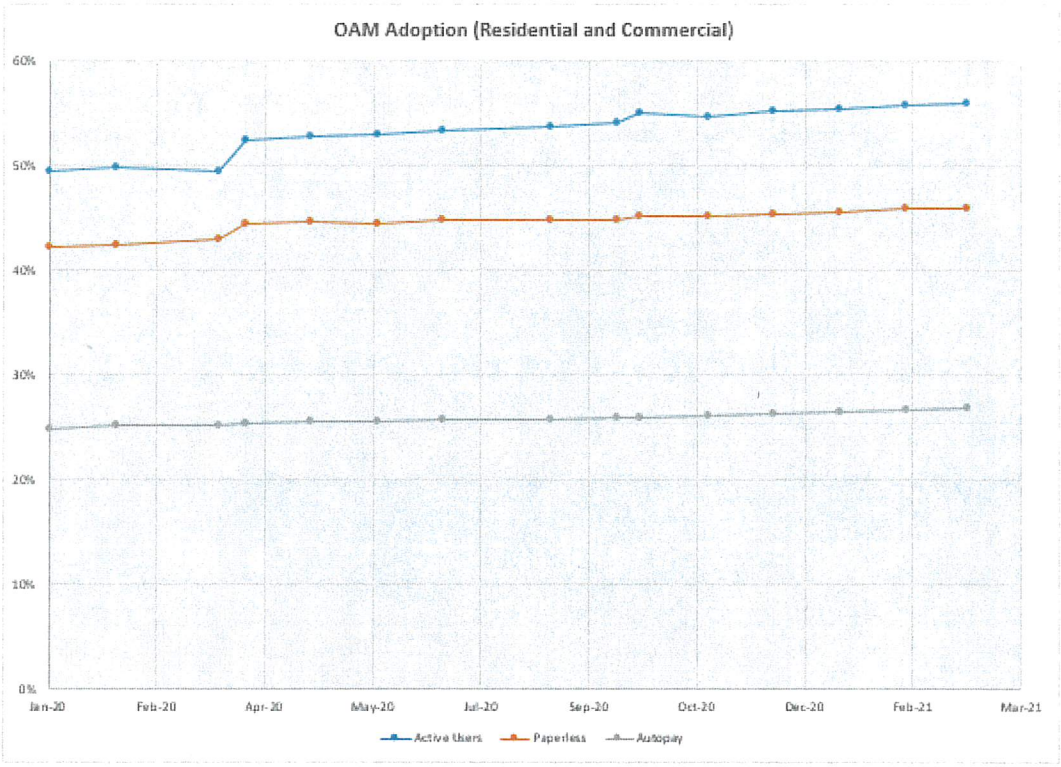
	Mar - 20	Apr - 20	May - 20	Jun - 20	Jul - 20	Aug - 20	Sep -20	Oct - 20	Nov - 20	Dec - 20	Jan - 21	Feb - 21	**Mar - 21**	**% Inc/Feb**
Call Volume	4,320	3,543	3,392	3,582	4,055	3,812	3,783	3,527	3,055	3,684	3,383	2,897	**3,384**	**14.4%**

Online Account Manager

The enrollment in the online account manager (OAM) is currently at 56% of all active accounts; increases in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about **82**% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by the end of 2021.

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

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	**29,341**	56%
Paperless	**24,088**	46%
Autopay	**14,046**	**27%**

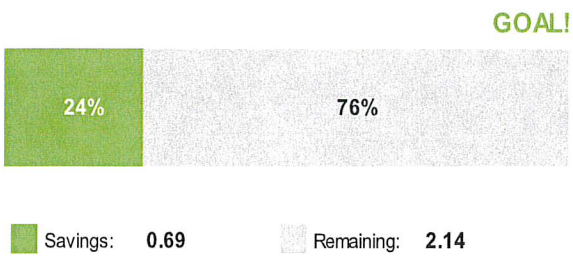
BWP's Energy Efficiency and Water Savings – Fiscal Year to March 31, 2021

To comply with state and local COVID-19 orders, both residential and commercial energy efficiency programs that required home/on-site 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 **March 2021.** However, in April 2020, the online Home Energy Audit was launched as part of a larger suite of online resources for residential customers. Promotion for the suite of resources has appeared in the *Currents* newsletter and other communication channels. The Home Energy Audit allows residential customers to complete the audit, analyze their energy use, and receive energy saving tips. Further, commercial program participation continues to significantly contribute to the reported savings for the month of **March,** 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.

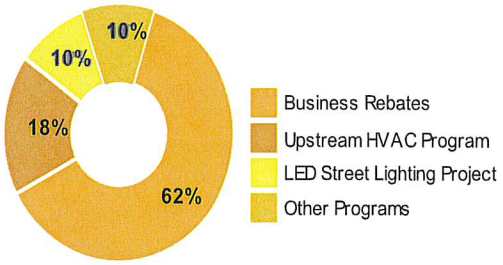
Energy Efficiency Savings FYTD 2020-2021 Period ending on 3/31/2021

1% Demand Goal = 2.83 MW

Demand Savings to Date

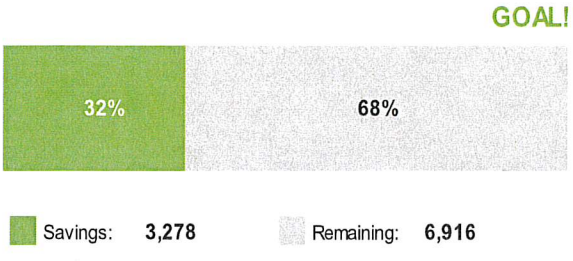


Savings by Program

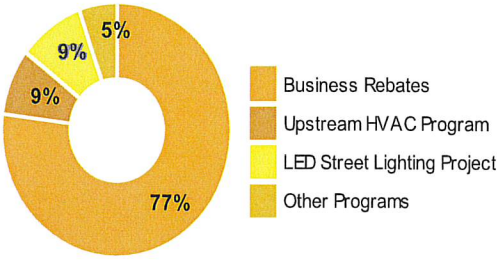


1% Consumption Savings Goal = 10,194 MWh

Savings to Date



Savings by Program



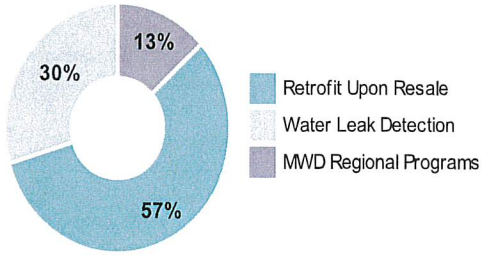
Water Savings Goal FYTD 2020-2021

1% (48,907,414 Gallons) Potable Water Savings Goal

Savings to Date

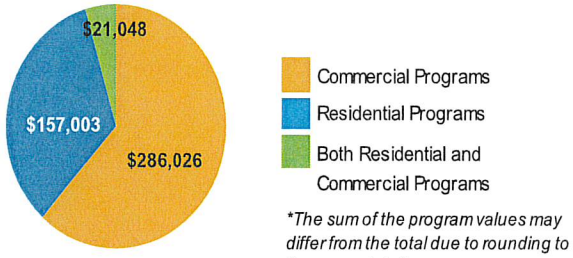
19,169,170 Gallons of Water Saved

Savings by Program



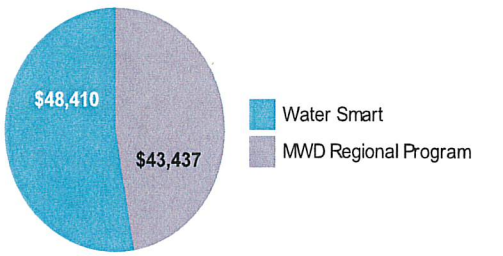
Efficiency Investments FYTD 2020-2021

*Electric Programs: $464,078



*The sum of the program values may differ from the total due to rounding to the nearest dollar.

Water Programs: $91,847



Electric Vehicle (EV) Charging Program

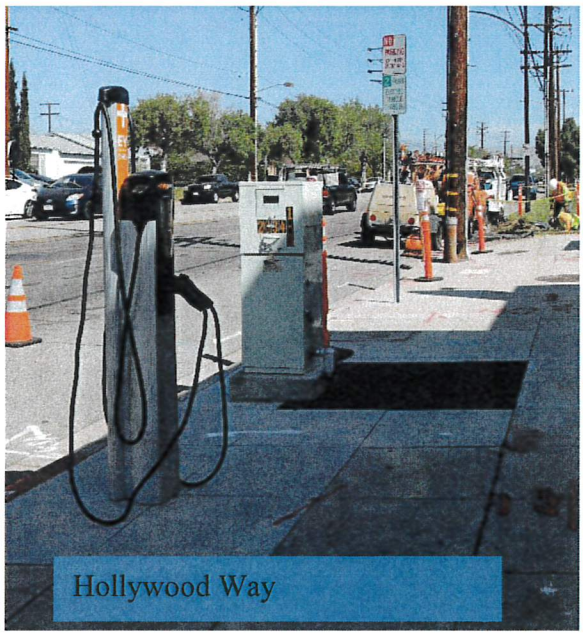
Forty-seven public EV charging ports are installed in Burbank, including 2 DC fast chargers and 18 curbside chargers. As of **March 1, 2021**, pricing for public EV charging is $0.1753 per kWh for all hours for Level 1 and Level 2. For the DC fast chargers, the charging rate is $0.2817 per kWh for all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

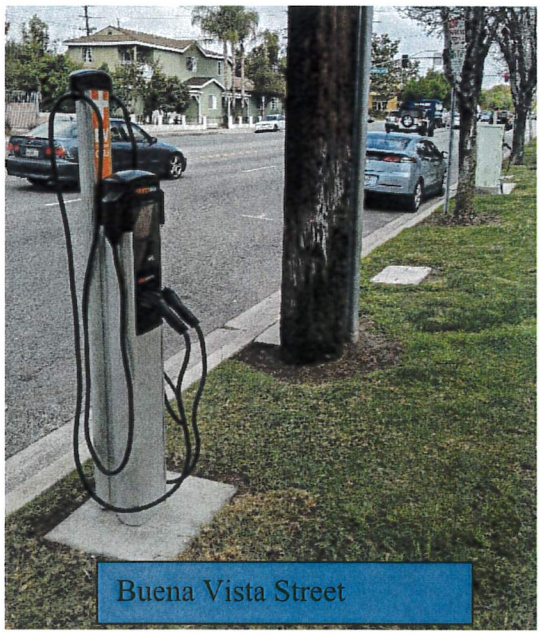
There is a BWP goal to install 24 publicly available EV charging ports during fiscal year 2020-2021. Three projects are in progress to install 26 charging ports scheduled for completion before the end of the fiscal year in June 2021.

Curbside EV Chargers Project – 6 Ports

There will be six curbside charging ports constructed in three locations with existing curbside chargers, two ports at each location. The three locations are N. Hollywood Way, near Victory Blvd., Buena Vista Street, adjacent to the Buena Vista Library and Alameda Ave., near Main Street.

Charging ports are installed at the Hollywood Way and Buena Vista Street locations and are in the final process to make chargers available to the public as early as May 2021. Construction at the Alameda location will commence in mid-April 2021 and is projected to become operational and available to the public as early as May.





Community Services Building – 16 Ports

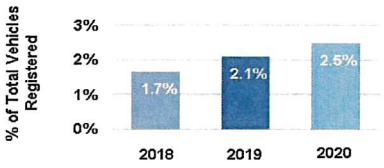
Publicly available charging ports will be constructed in the community services building parking lot in collaboration with the Community Development Department and the Public Works Department. The charging ports will be in the parking lot nearest the intersection of Olive Ave. and Glenoaks Blvd. The project is awaiting permits to commence construction planned for May 2021 through early June 2021.

BWP Lake Street – 4 Ports

Publicly available charging ports will be constructed in the BWP Lake Street parking lot, near Magnolia Blvd. and across the alley from the Chamber of Commerce facility. Designs are submitted for permits and once issued, construction is planned for mid-May 2021 through mid-June 2021.

Transportation Electrification 2020-2021 Period ending on 3/31/2021

EV Growth in Burbank*



Total EV/PHEV DMV Vehicle Registrations

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

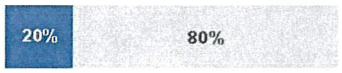
* DMV data as of Jan 01 of the reporting year

Transportation Electrification Initiatives for FY 2020-2021

Used EV Rebates

Goal: 83

GOAL!

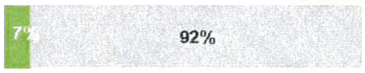


Given: 17 Remaining: 66

EV Charger Rebates

Goal: 150

GOAL!



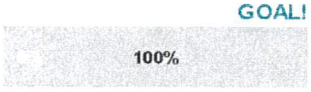
Residential: 11 Remaining: 138

Commercial: 1

Public Charging Ports

Goal: 24

GOAL!



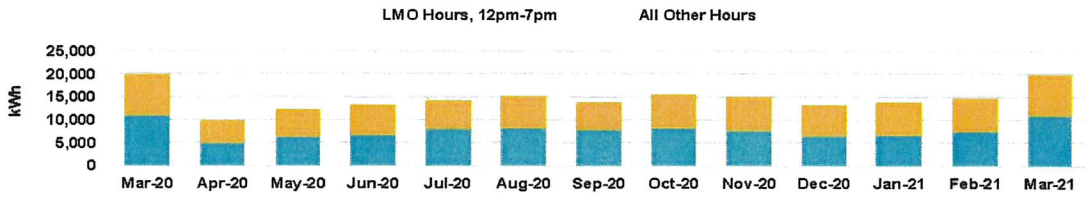
Installed: 0 Remaining: 24

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						
March:	47	47	2,117	19,975	$3,644	11,506	23%	11%
Average:	47	47	1,652	15,056	$2,898	8,673	20%	9%
FY Total:	47	47	14,872	135,505	$26,080	78,055	20%	9%

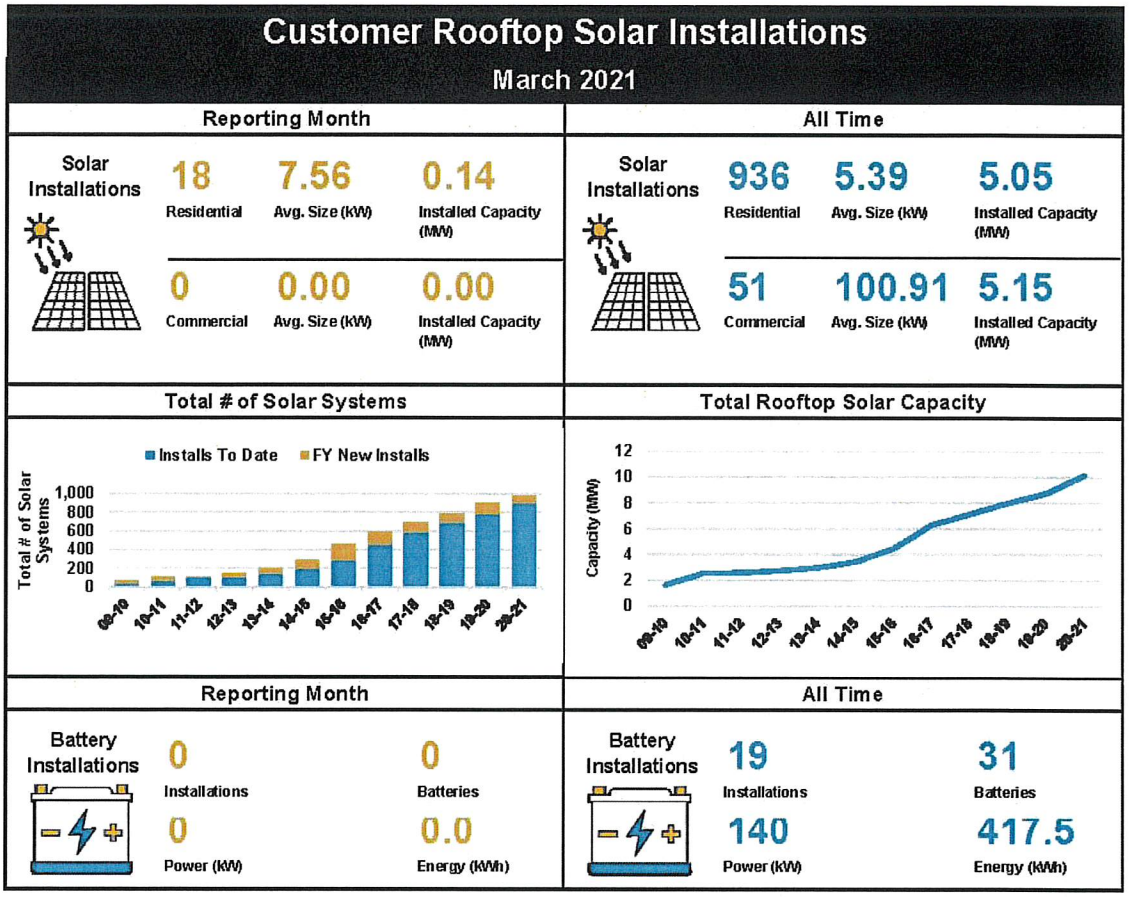
** Source: U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.*

Load Management Opportunity (LMO) Hours



Rooftop Solar and Battery Installations

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



TECHNOLOGY

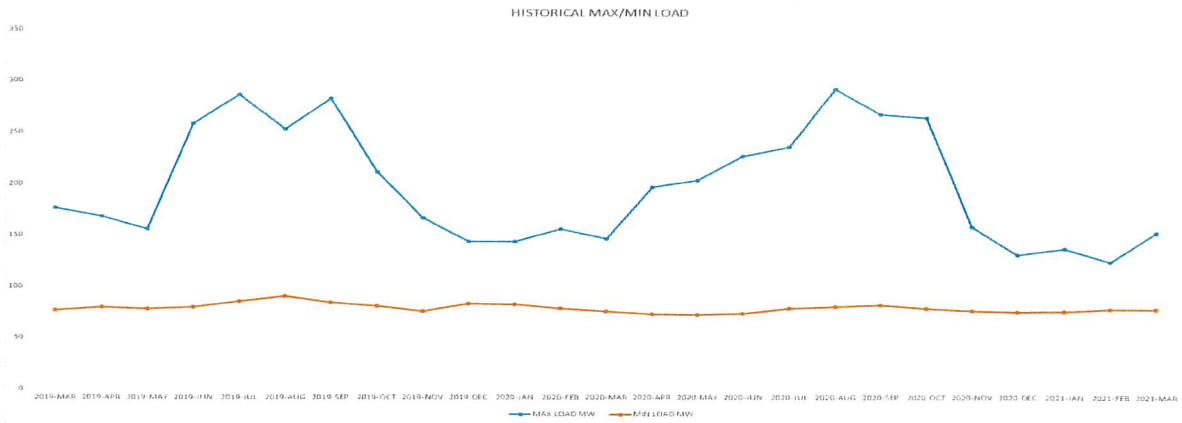
Broadband Services (ONEBurbank)

	March 2021 New Orders	Revenues for March 2021	FYTD 2020-21 Revenues	FYTD budget
Lit	1	$136,560	$1,142,705	$1,185,000
Dark	1	$209,690	$1,810,160	$1,777,500
Total	2	$346,250	$2,952,865	$2,962,500

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for March 2021 was 152.3 MW at 5:01 PM on March 31, and the minimum load was 78.0 MW at 3:55 AM on March 7.



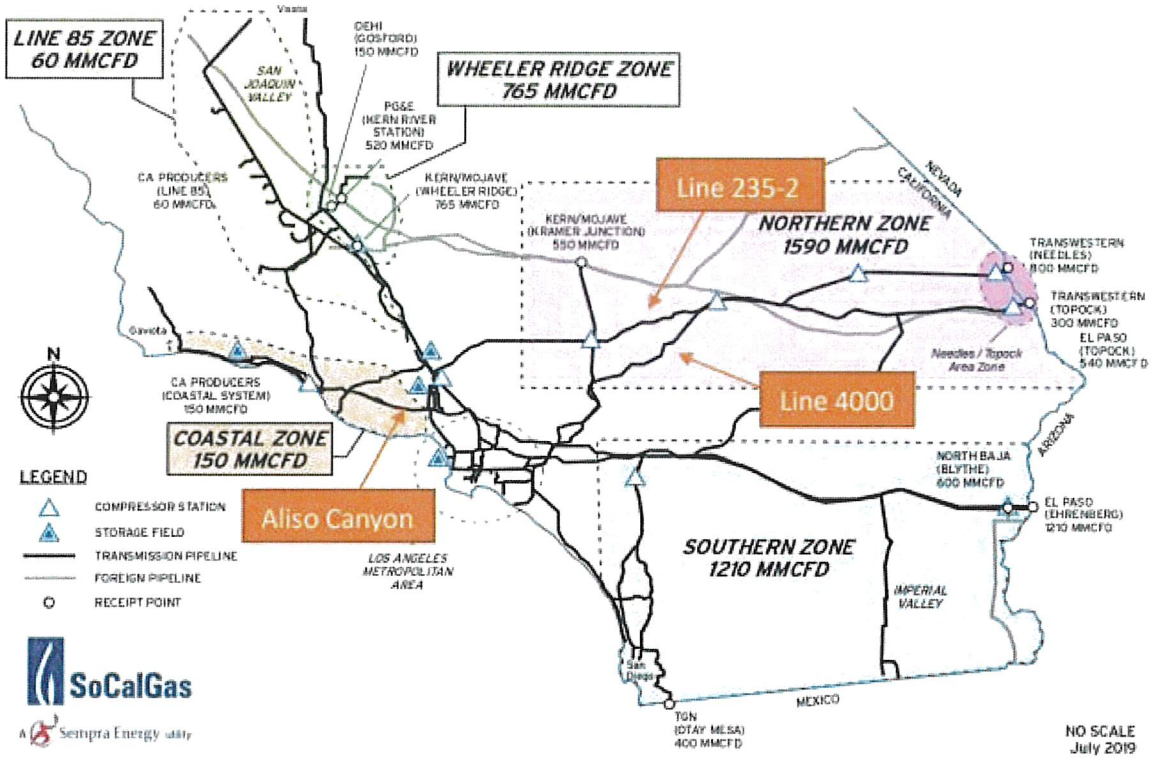
Minimum load values corrected for Sept & Dec 2018.

YEAR	MAX LOAD	MAX DATE
2021	152.3 MW	31-Mar-21 17:01:19
2020	292.3 MW	18-Aug-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

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

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

Image 1: Receipt Points & Transmission Zone Firm Capacities



ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	**0%**	**0**	**0**	**-**	**0**
MPP	**2.2%**	**16**	**292**	**22,854**	**3**

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

Lake 1 is currently unavailable for dispatch. The turbine experienced operational concerns in late December. As a result, it was removed and shipped to a certified facility in Houston, TX for inspection and repairs. The inspection findings indicate the need to replace multiple components that are worn beyond allowable limits. Original estimates included a possible June 2021 return to service; however, COVID-19 has impacted service and essential parts suppliers located overseas. A new turbine return estimate is September 2021. As a risk mitigation, BWP has located a lease turbine which can be installed for June 2021 operation and is finalizing the contractual agreement.

Magnolia Power Project (MPP)

	March	FYTD	YTD
Availability	2.2%	68.5%	9.4%
Unit Capacity Factor (240 MW)	0.2%	49.9%	5.8%

MPP was shut down on January 8, 2021, to perform a major inspection of the turbines/generators and balance of plant equipment. The GE turndown enhancement was also completed during this outage which included installation of upgraded hardware to the combustion turbine. After several schedule extensions due to steam turbine inspection findings and additional work, the maintenance outage was completed on March 29, 2021.

MPP was returned to service on March 30, 2021, and began recommissioning of the new turndown enhancement hardware. Following recommissioning, MPP will undergo performance testing to validate the turndown enhancements and this is estimated to conclude on April 26, 2021.

Tieton Hydropower Project (Tieton)

Tieton's 2021 generation season began April 5, 2021 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (BOR).

ENVIRONMENTAL

Air Quality

There are no air quality updates at this time.

Storm Water

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

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

are achievable for this site. **These TSOs began a 30- day public comment period on April 6, 2021, and it is estimated that the final approval by the Los Angeles Regional Water Quality Control Board will occur by May 20, 2021. Once approved, these TSOs and interim limits will apply until the improvement project is complete.**

PROJECT UPDATES:

Power Resources

Renewable Portfolio Standard (RPS) Compliance

BWP continues to be on track to meet RPS compliance requirements for calendar year 2021. The calendar year 2021 goal is 35.75% RPS. BWP staff continue to evaluate renewable resources in order to meet future compliance requirements.

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

Integrated Resource Plan (IRP) Update

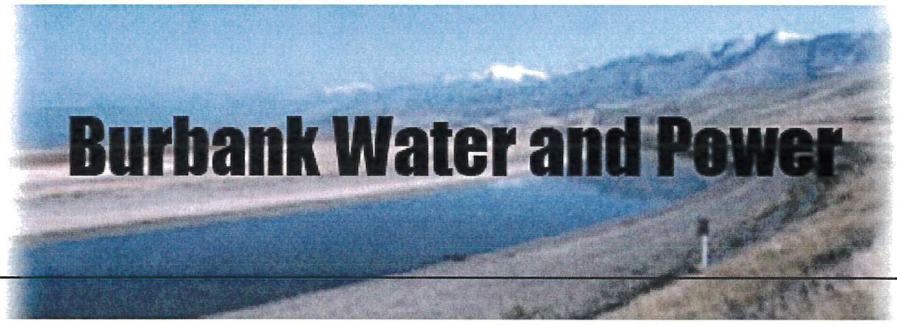
As BWP moves forward with an update to the IRP, it is possible that it may look different and it may be a document that provides a path towards BWPs many compliance requirements. Concurrently, BWP is starting to review options for a new IRP, which is due to the CEC in 2024. Stakeholder engagement efforts,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

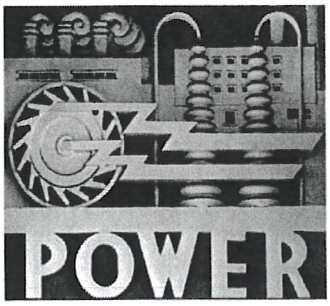
Transmission Update

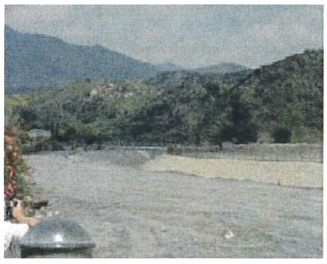
Negotiations with LADWP regarding the renewal of several existing transmission service agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment extended the Hoover TSA through September 30, 2021. The IPP related TSA expires in 2027. **BWP continues to work with counterparties to negotiate the long-term Hoover TSA.**

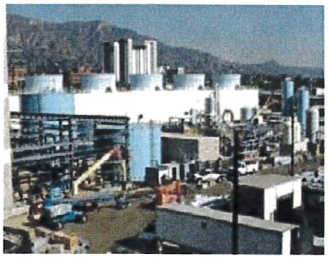
Intermountain Power Project (Delta, UT) Renewal Progress

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









Financial Report
February-21

UNAUDITED

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD February 2021
($ in 000's except MWh Sales)

MTD Actual FY 20-21	MTD Budget FY 20-21	$ Variance	% Variance		YTD Actual FY 20-21	YTD Budget FY 20-21	$ Variance	% Variance	
67,437	74,615	(7,178)	-10%	[a]	NEL MWh	695,006	738,399	(43,393)	-6%	[A]
					Retail				
$ 10,322	$ 10,901	$ (578)	-5%		Retail Sales	$ 105,304	$ 111,983	$ (6,679)	-6%	
371	622	(251)	-40%		Other Revenues	3,413	4,976	(1,562)	-31%	[B]
1,479	8,301	6,821	82%	[b]	Retail Power Supply & Transmission	64,882	74,219	9,337	13%	[C]
9,214	3,222	5,992	186%		**Retail Margin**	43,836	42,740	1,096	3%	
					Wholesale					
1,425	4,338	(2,912)	-67%		Wholesale Sales	20,255	36,169	(15,915)	-44%	
1,144	4,251	3,107	73%		Wholesale Power Supply	14,998	35,446	20,447	58%	
281	87	194	224%		**Wholesale Margin**	5,256	723	4,533	627%	[D]
9,495	3,309	6,186	187%		**Gross Margin**	49,092	43,463	5,628	13%	
					Operating Expenses					
638	936	298	32%	[c]	Distribution	7,547	7,683	136	2%	
121	110	(11)	-10%		Administration/Safety	1,169	914	(255)	-28%	[E]
165	258	92	36%	[d]	Finance, Fleet, & Warehouse	1,505	1,958	453	23%	[F]
523	525	2	0%		Transfer to General Fund for Cost Allocation	4,181	4,198	17	0%	
457	472	16	3%		Customer Service, Marketing & Conservation	3,398	3,816	417	11%	[G]
252	309	57	19%		Public Benefits	2,617	3,179	562	18%	[H]
171	186	14	8%		Security/Oper Technology	1,823	1,722	(101)	-6%	
77	110	33	30%	[e]	Telecom	732	903	171	19%	[I]
151	187	36	19%		Construction & Maintenance	1,047	1,499	452	30%	[J]
1,560	1,781	221	12%		Depreciation	10,971	14,249	3,279	23%	[K]
4,116	4,874	758	16%		Total Operating Expenses	34,990	40,121	5,131	13%	
$ 5,379	$ (1,565)	$ 6,944	444%		**Operating Income/(Loss)**	$ 14,102	$ 3,343	$ 10,759	322%	

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD February 2021

($ in 000's)

MTD Actual FY 20-21	MTD Budget Budget	$ Variance [2]	% Variance		YTD Actual FY 20-21	YTD Budget Budget	$ Variance [2]	% Variance	
$ 5,379	$ (1,565)	$ 6,944	444%	**Operating Income/(Loss)**	$ 14,102	$ 3,343	$ 10,759	322%	
				Other Income/(Expenses)					
84	142	(58)	(41%)	Interest Income	874	1,135	(260)	(23%)	(L)
(132)	91	(223)	(245%)	(f) Other Income/(Expense) [4]	(2,381)	(1,931)	(450)	(23%)	(M)
(284)	(284)	-	0%	Bond Interest/ (Expense)	(2,272)	(2,271)	(1)	(0%)	
(332)	(51)	(281)	(551%)	Total Other Income/(Expenses)	(3,779)	(3,068)	(711)	(23%)	
5,047	(1,616)	6,663	412%	**Net Income**	10,323	275	10,048	3652%	
15	1,054	(1,040)	(99%)	(g) Capital Contributions (AIC)	458	8,434	(7,976)	(95%)	(N)
$ 5,062	$ (562)	$ 5,624	1001%	**Net Change in Net Assets**	$ 10,781	$ 8,709	$ 2,072	24%	

1. This report may not foot due to rounding.
2. ( ) = Unfavorable.
3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension), revenues and expenses related to Low Carbon Fuel Standard credits, and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	67,437	74,615	(7,178)	- NEL is 10% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature was 71.7°F, compared to the 15-year average high temperature of 69.9°F. MTD HDD were 213 versus the 15-year average of 234.
b.	Retail Power Supply & Transmission	1,479	8,301	6,821	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
c.	Distribution	638	936	298	The favorable variance is primarily attributable to the timing of capital labor.
d.	Finance, Fleet, & Warehouse	165	258	92	- The favorable variance is primarily attributable to vacancies and timing of software purchases and professional services.
e.	Telecom	77	110	33	- The favorable variance is primarily attributable to the timing of private contractual services.
f.	Other Income/(Expense)	(132)	91	(223)	- The unfavorable variance is attributable to the timing of revenues and expenses related to Low Carbon Fuel Standard credits.
g.	Capital Contributions (AIC)	15	1,054	(1,040)	- The unfavorable variance is attributable to the timing of AIC projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD February 2021
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	695,006	738,399	(43,393)	- NEL is 6% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020, partially offset by warmer summer temperatures. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929.
B.	Other Revenues	3,413	4,976	(1,562)	- 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	64,882	74,219	9,337	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Wholesale Margin	5,256	723	4,533	- The wholesale margin is higher than budget driven by BWP's asset optimization strategy during persistent and record breaking heatwave this past summer.
E.	Administration / Safety	1,169	914	(255)	- The unfavorable variance is attributable to the timing of expenditures on membership dues and higher leave expense.
F.	Finance, Fleet, & Warehouse	1,505	1,958	453	- The favorable variance is primarily attributable to vacancies and the timing of software purchases and professional services.
G.	Customer Service, Marketing & Conservation	3,398	3,816	417	- The favorable variance is primarily attributable to vacancies and the timing of professional services.
H.	Public Benefits	2,617	3,179	562	- Lifeline discounts of $380k are recorded as a reduction to retail sales but are budgeted as an expense. The balance of the variance is attributable to lower than planned electric retail sales.
I.	Telecom	732	903	171	- The favorable variance is primarily attributable to the timing of expenditures for private contractual services and vacancies.
J.	Construction & Maintenance	1,047	1,499	452	- The favorable variance is primarily attributable to timing of expenditures on building grounds maintenance & repair, and more work for others and capital than planned.
K.	Depreciation	10,971	14,249	3,279	- The favorable variance is primarily attributable to delays in capital projects.
L.	Interest Income	874	1,135	(260)	The unfavorable variance is primarily attributable to a lower actual rate of return than planned.
M.	Other Income/(Expense)	(2,381)	(1,931)	(450)	- The unfavorable variance is primarily attributable to the timing of revenues and expenses related to Low Carbon Fuel Standard credits.
N.	Capital Contributions (AIC)	458	8,434	(7,976)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME/(LOSS): $5,047	$ 6,663	$ -	$ 6,663
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(578)	(578)
Power Supply and Transmission:			
- Lower retail load	151		151
- Higher than planned renewables cost and other		(247)	(247)
- Lower transmission	149		149
- Financing savings	417		417
- Retail load management and economic dispatch	5,988		5,988
- Lower O&M	363		363
Other Revenues	-	(251)	(251)
Wholesale Margin	194	-	194
Total	$ 7,262	$ (1,076)	$ 6,186
MTD O&M AND OTHER VARIANCES			
Distribution	298	-	298
Administration/Safety	-	(11)	(11)
Finance, Fleet, & Warehouse	92	-	92
Customer Service, Marketing & Conservation	16	-	16
Public Benefits	57	-	57
Security/Oper Technology	14	-	14
Telecom	33	-	33
Construction & Maintenance	36	-	36
Depreciation expense	221	-	221
All other	-	(279)	(279)
Total	$ 767	$ (290)	$ 477

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

	Month-to-Date Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME/(LOSS): $10,323	$ 10,048	-	$ 10,048
FYTD GROSS MARGIN VARIANCE			
Retail Sales	-	(6,679)	(6,679)
Power Supply and Transmission			
- Lower retail load	911		911
- Prior period true up credits and adjustments	1,457		1,457
- Lower transmission	601		601
- Financing savings	417		
- Higher than planned renewables cost and other		(972)	(972)
- Lower O&M	517		517
- Retail load management and economic dispatch offset by higher energy prices	6,406		6,406
Other Revenues	-	(1,562)	(1,562)
Wholesale Margin	4,533	-	4,533
Total	$ 14,841	$ (9,213)	$ 5,629
FYTD O&M AND OTHER VARIANCES			
Distribution	136	-	136
Administration/Safety	-	(255)	(255)
Finance, Fleet, & Warehouse	453	-	453
Customer Service, Marketing & Conservation	417	-	417
Public Benefits	562	-	562
Security/Oper Technology	-	(101)	(101)
Telecom	171	-	171
Construction & Maintenance	452	-	452
Depreciation expense	3,279	-	3,279
All other	-	(694)	(694)
Total	$ 5,470	$ (1,050)	$ 4,420

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

	Feb-21	Jan-21	Dec-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	$ 65,025	$ 65,696	$ 65,223	$ 65,133 [f]	$ 52,719 [d] [e]	$ 67,481	$ 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	21,000	5,200
BWP Projects Reserve Deposits at SCPPA [g]	4,210	3,792	6,021	3,769	17,163	17,014	16,817		
Sub-Total Cash and Investments	79,234	79,488	81,244	78,902	79,882	94,495	94,137	73,010	42,770
Customer Deposits	(2,485)	(2,832)	(3,083)	(1,486)	(1,811)	(6,632)	(5,641)		
Public Benefits Obligation	(8,190)	(8,319)	(8,287)	(7,826)	(6,990)	(7,125)	(6,069)		
Pacific Northwest DC Intertie	-	-	(45)	(48)	(62)	(855)	(2,218)		
Low Carbon Fuel Standard [c]	(3,027)	(3,270)	(3,273)	(3,394)	(3,642)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	**65,532**	**65,066**	**66,556**	**66,149**	**67,376**	**77,615**	**77,942**	**73,010**	**42,770**

[a] The Statement of Cash Balances may not add up due to rounding.

[b] Includes a $3.95M loan to the Water Fund for the purchase of cyclic storage water.

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

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

[e] Includes a $2.5M loan to the Water Fund for the purchase of cyclic storage water.

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

[g] Includes a $4.4M drawdown to pay SCPPA for June and July power invoices, $4.6M for July and August power invoices, and $4.6M for August and September power invoices.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD February 2021
($ In 000's except Gallons)

MTD Actual FY 20-21	MTD Budget Budget	$ Variance [2]	% Variance		YTD Actual FY 20-21	YTD Budget Budget	$ Variance [2]	% Variance	
362	329	33	10%	[a]	Water put into the system in Millions of Gallons	3,600	3,553	47	1%	[A]
27	60	(33)	(56%)	[b]	Metered Recycled Water in Millions of Gallons	651	672	(21)	(3%)	[B]
					Operating Revenues					
$ 1,863	$ 1,817	$ 46	3%		Potable Water	$ 19,417	$ 19,262	$ 155	1%	
123	243	(120)	(49%)		Recycled Water	2,577	2,736	(159)	(6%)	
152	122	30	25%		Other Revenue [3]	1,040	974	66	7%	
2,138	2,182	(44)	(2%)		Total Operating Revenues	23,035	22,972	62	0%	
817	780	(37)	(5%)	[c]	Water Supply Expense	8,103	8,683	580	7%	[C]
1,321	1,402	(81)	(6%)		**Gross Margin**	14,932	14,289	642	4%	
					Operating Expenses					
587	732	145	20%	[d]	Operations & Maintenance - Potable	5,291	5,967	676	11%	[D]
120	149	29	20%	[e]	Operations & Maintenance - Recycled	973	1,130	158	14%	[E]
142	204	62	31%	[f]	Operations & Maintenance - Shared Services	1,182	1,659	477	29%	[F]
175	175	-	0%		Transfer to General Fund for Cost Allocation	1,401	1,401	-	0%	
329	355	26	7%		Depreciation	2,537	2,842	305	11%	[G]
1,353	1,616	263	16%		Total Operating Expenses	11,383	12,999	1,616	12%	
(32)	(214)	182	85%		**Operating Income/(Loss)**	3,549	1,290	2,258	175%	
					Other Income/(Expenses)					
18	21	(3)	(14%)		Interest Income	139	171	(32)	(19%)	[H]
58	45	13	30%		Other Income/(Expense) [4]	(331)	(172)	(159)	(92%)	[I]
(144)	(158)	(14)	(9%)		Bond Interest/(Expense)	(1,155)	(1,267)	112	9%	[J]
(68)	(92)	25	27%		Total Other Income/(Expenses)	(1,347)	(1,268)	(79)	(6%)	
(100)	(307)	207	67%		**Net Income/(Loss)**	2,202	22	2,180	9908%	
10	94	(84)	(89%)	[g]	Aid in Construction	93	749	(656)	(88%)	[K]
$ (90)	$ (213)	$ 123	58%		**Net Change In Net Assets**	$ 2,295	$ 771	$ 1,524	198%	

1. This report may not foot due to rounding.
2. ( ) = Unfavorable
3. Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD February 2021
($ in 000's except Gallons)

Footnote #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	362	329	33	- Potable water demand was higher than budget, which was perhaps driven by warmer temperatures and low rainfall, offset by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature was 71.7°F, compared to the 15-year average high temperature of 69.9°F. Burbank received 0.02 inches of rainfall in February as compared to the monthly normal of 4.48 inches.
b.	Recycled Water Usage in Millions of Gallons	27	60	(33)	- Recycled water demand was lower than budget as a result of the MPP major overhaul, offsest by warmer temperatures and low rainfall. The average high temperature was 71.7°F, compared to the 15-year average high temperature of 69.9°F. Burbank received 0.02 inches of rainfall in February as compared to the monthly normal of 4.48 inches.
c.	Water Supply Expense	817	780	(37)	- The unfavorable variance was primarily a result of higher demand than planned.
d.	Operations & Maintenance - Potable	587	732	145	- The favorable variance is primarily attributable to vacancies and timing of professional services.
e.	Operations & Maintenance - Recycled	120	149	29	- The favorable variance is primarily attributable to the timing of professional services.
f.	Operations & Maintenance - Shared Services	142	204	62	- The favorable variance is attributable to lower than planned allocated expenses (Customer Service, Finance and Administration) from the Electric Fund.
g.	Aid in Construction	10	94	(84)	- The unfavorable variance is attributable to the timing of AIC projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	3,600	3,553	47	- Potable water demand is slightly higher than budget, which is driven by warmer summer temperatures and a drier winter, offset by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 3.90 inches of rainfall FYTD as compared to the normal of 12.77 inches.
B.	Metered Recycled Water in Millions of Gallons	651	672	(21)	- FYTD Recycled water demand was lower than budget as a result of the MPP major overhaul, offset by warmer summer temperatures and a drier winter. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 3.90 inches of rainfall FYTD as compared to the normal of 12.77 inches.
C.	Water Supply Expense	8,103	8,683	580	- The favorable variance is a result of using more Valley/BOU water which is less costly than imported MWD water.
D.	Operations & Maintenance - Potable	5,291	5,967	676	- The favorable variance is primarily attributable to vacancies and timing of professional and private contractual services.
E.	Operations & Maintenance - Recycled	973	1,130	158	- The favorable variance is primarily attributable to the timing of professional services.
F.	Operations & Maintenance - Shared Services	1,182	1,659	477	- 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.	Depreciation	2,537	2,842	305	- The favorable variance is primarily attributable to delays in capital projects.
H.	Interest Income	139	171	(32)	The unfavorable variance is primarily attributable to a lower actual rate of return than planned.
I.	Other Income/(Expense)	(331)	(172)	(159)	Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
J.	Bond Interest/(Expense)	(1,155)	(1,267)	112	The loan from the Electric Fund to the Water Fund for the purchase of cyclic water was lower than planned, resulting in a favorable interest expense variance.
K.	Aid in Construction	93	749	(656)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME (LOSS): $(100)	$ 207	$ -	$ 207
MTD GROSS MARGIN VARIANCE			
Potable Revenues	46	-	46
Recycled Revenues	-	(120)	(120)
Other Revenue	30	-	30
Water Supply Expense	-	(37)	(37)
Total	76	$ (156)	$ (81)
FYTD O&M AND OTHER VARIANCES			
Potable O&M	145	-	145
Recycled Water O&M	29	-	29
Allocated O&M	62	-	62
Depreciation Expense	26	-	26
All Other	25	-	25
Total	$ 288	$ -	$ 288

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME: $2,202	$ 2,180	$ -	$ 2,180
FYTD GROSS MARGIN VARIANCE			
Potable Revenues	155	-	155
Recycled Revenues	-	(159)	(159)
Other Revenue	66	-	66
Water Supply Expense	580	-	580
Total	$ 801	$ (159)	$ 642
FYTD O&M AND OTHER VARIANCES			
Potable O&M	676	-	676
Recycled Water O&M	158	-	158
Allocated O&M	477	-	477
Depreciation Expense	305	-	305
All Other	-	(79)	(79)
Total	$ 1,616	$ (79)	$ 1,537

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

	Feb-21	Jan-21	Dec-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	$ 14,835	$ 14,366	$ 13,972	$ 10,972 [e]	$ 8,395 [c] [d]	$ 16,341	$ 11,555 [b]	$ 12,630	$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	17,055	16,586	16,192	13,192	10,615	18,561	13,775	17,830	9,370
Customer Deposits	(1,252)	(1,292)	(1,311)	(1,133)	(1,227)	(1,650)	(1,454)		
Cash and Investments (less commitments)	**$ 15,803**	**$ 15,294**	**$ 14,882**	**$ 12,060**	**$ 9,388**	**$ 16,911**	**$ 12,321**	**$ 17,830**	**$ 9,370**

[a] The Statement of Cash Balances may not add up due to rounding.
[b] Includes a $3.95M loan from the Electric Fund for the purchase of cyclic storage water.
[c] Includes early redemption of the 2010A Water Bonds ($2.07M).
[d] Includes a $2.5M loan from the Electric Fund for the purchase of cyclic storage water.
[e] Includes a one-time payment to CalPERS (for pension) in the amount of $440k.

DATE: May 6, 2021
TO: BWP Board
FROM: Dawn Roth Lindell, General Manager, BWP

2020

ELECTRICAL DISTRIBUTION ASSET INSPECTION REPORT

OVERVIEW

Burbank Water and Power (BWP) conducts routine inspections of distribution assets to assess condition and repair/replacement needs. Some of the asset analysis inspections are currently computer-based, while others are still paper-based. It is a goal of BWP to have all distribution asset inspections become computer-based, which will enable effective data management and report generation. Inspection types, points, and methods are in line with industry practices. COVID-19 impacted staffing levels, crew availability, and processes and resulted in a much lower than normal level of detailed inspections performed. All annual patrol inspections were performed as usual.

Assets determined upon inspection to require repair or replacement are prioritized according to need and based on safety concern, reliability impact, and crew efficiency and availability factors. Assets are assigned a condition level based on several factors, including the previously mentioned elements, and are further evaluated accordingly. The assigned condition levels for distribution assets are:

> Condition Level 1: Immediate repair or replacement required. Asset condition presents a current safety hazard or reliability problem. Corrective action shall be scheduled and performed within 90 days. Inspector shall immediately notify inspection crew supervisor of condition. Crew supervisor will coordinate repair/replacement with the Electrical Distribution Manager and electrical engineering. If needed, temporary repairs will be made immediately to mitigate safety and reliability risks.
>
> Condition Level 2: Repair or replacement needed. Asset condition presents an impending safety or reliability concern. Inspector shall notify inspection crew supervisor of condition. Crew supervisor will coordinate repair/replacement with the Electrical Distribution Manager and electrical engineering. Repair/replacement shall be scheduled and performed after consultation with electrical engineering concerning criticality and priority. To enable effective work order management and scheduling, assets assigned a condition level 2 are additionally prioritized using a 2.1, 2.2, or 2.3 rating.
>
> Condition Level 3: Operationally effective repair or replacement needed. Asset condition presents no current or impending safety or reliability concerns. Corrective efforts may be deferred and shall be scheduled when effective manpower and equipment scheduling allows.

Condition Level 4: Pass. Asset condition presents no discovered safety or reliability concerns. Asset is fully functional and serviceable. Okay until next scheduled inspection.

Calendar Year 2020

One asset, a primary pull box (PB-155), was discovered to be a safety hazard, it was assigned a condition level (CL) 1, temporarily made safe and later repaired.

There are 2 remaining assets assigned a CL-1 prior to 2020. These are underground substructure assets which are part of a replacement project which requires significant planning and coordination. Where needed, reinforcement methods were utilized to prevent performance issues until replacement could be scheduled and completed. Replacement was expected to be completed in 2020, but COVID and substructure contractor issues caused delays. The replacements are expected to be completed in spring of 2021.

In 2020, two poles were discovered to be very significantly deteriorating and were assigned a CL-2.1, both were replaced. All remaining previously assessed CL-2.1 poles (27) were replaced.

INSPECTION RESULTS

Underground

BWP performs detailed inspections of the utility's 795 manholes on an 8-year cycle. To remain on schedule, crews need to complete an average of 99 manhole inspections per year. COVID-19 impacted crew availability, processes, and staffing levels and resulted in a much lower than normal level of detailed inspections performed. In 2020, only 27 detailed manhole inspections were completed. To ensure inspection rates stay on track, significant additional inspections above the average rate of 99 will need to be performed for the next few years. A schedule has been developed and implemented to ensure a minimum of 200 manhole inspections are completed in calendar year 2021.

BWP performs detailed inspections of the utility's 733 primary pull boxes on an 8-year cycle. To remain on schedule, crews need to complete an average of 92 inspections per year. In 2020, 60 detailed primary pull box inspections were completed, but it places BWP behind schedule. To ensure inspection rates stay on track, significant additional inspections above the average rate of 92 will need to be performed for the next few years. A schedule has been developed and implemented to ensure a minimum of 125 primary pull box inspections are completed in calendar year 2021.

Due to known deterioration issues, BWP has increased the frequency for performing detailed inspections of vaults (manholes containing transformers) from a 5-year cycle to a 3-year cycle. All 26 of the vaults in the BWP system were inspected in 2018, within the current 3-year cycle and are scheduled for inspection again in 2021. In 2020, 7 of the remaining 26 vaults were scheduled to be replaced with padmounted transformers. Due to COVID-19 and a lack of substructure installation contractor availability, all 7 were postponed and are now scheduled for summer of 2021. Funding has been earmarked, and a project to convert the remaining vaults to padmounted transformers is in the planning stages. Conversion of the remaining vaults is expected to be completed on a prioritized basis by 2023. The last three underground switches that remained in the BWP system were removed in 2020.

BWP maintains underground distribution cable circuits totaling 129.4 circuit miles. To ensure reliability and/or support load changes, BWP proactively replaced 2570 circuit feet of high-voltage cable. Due to failure of the existing cable or components, 145 feet of high-voltage cable required replacement. The low failure rate is evidence of BWP's well planned and maintained high voltage cable program. In addition, BWP installed 13,700 feet of new cable to support new customers and/or system design upgrades.

Padmounted Equipment

BWP performs detailed inspections on a 5-year cycle and annual patrol inspections of all of its 960 padmounted switches, transformers, and regulators.

In 2020, patrol inspections of all padmounted equipment were completed.

To remain on schedule, crews need to complete an average of 192 detailed inspections of padmounted equipment per year. Due largely to COVID-related reasons, only 17 were completed in 2020. To ensure inspection rates stay on track, significant additional inspections above the average rate of 192 will need to be performed for the next few years. We anticipate getting back on schedule to complete detailed inspections of all padmounted equipment within a 5-year cycle period. A schedule has been developed and implemented to ensure a minimum of 250 padmounted equipment inspections are completed in calendar year 2021.

Overhead Facilities

The BWP overhead electrical-distribution system consists of 10,693 Burbank-owned wood poles, approximately 205 circuit miles of conductor, 4,697 transformers, 396 switches, and 52 capacitor banks. In 2020, patrol inspections of all overhead facilities were completed.

Wood Poles

As deteriorated poles are discovered, BWP prioritizes and schedules replacement on a regular basis. As part of an ongoing 4 kV to 12 kV rebuild and conversion effort, many older poles are replaced each year. In 2020, 61 deteriorated poles were replaced, and 124 poles were replaced as part of capital projects or customer-related projects.

An intrusive inspection is required for all wood poles that have been in service for 25 years and every 20 years thereafter. In 2020, partially due to a self-imposed restriction on sending a contractor onto private property during COVID-19 for a non-essential activity, no intrusive inspections were schedule to be performed. It is planned for 1,000 intrusive inspections to be performed in 2021.

As discovered, staff works diligently to schedule replacements of discovered CL-1 and CL-2.1 wood poles and effectively manage the manpower and available budget required to perform the efforts necessary to ensure safety and reliability.

Street Lighting

There are 6,412 streetlight standards in BWP's street-lighting system. In 2020, patrol inspections were performed on all streetlight standards.

There are 9,465 streetlight luminaires in the BWP street-lighting system. BWP has a stated goal of addressing all streetlight complaints within one working day of notification received by electrical distribution staff. BWP electrical distribution staff worked diligently to address all complaints as quickly as practical.

In 2020, BWP staff replaced 581 less-efficient streetlight luminaires with high-efficiency LED luminaires.

Vegetation Management

BWP executes an aggressive line-clearance tree-trimming program. To effectively manage vegetation in proximity to all BWP overhead facilities, the city was divided into 19 zones. BWP's line-clearance tree-trimming contractor, currently overseen by an Electrical Distribution Supervisor, performs trimming through the 19 zones on a cyclical basis. As part of BWP's Wildfire Mitigation Plan, a Zone 20 was created to specifically address the facilities and associated vegetation which is located within the Tier 2 Fire Designation Area. All of the area now located within Zone 20 was previously part of other zones. Zone 20 will be assessed and trimmed, where needed, on an annual basis. Recurring "problem" trees are removed when practical. To support emergency situations, capital construction projects, or found conditions, the contracted crews may be called upon to perform trimming or tree removals at specific locations that may be out of the current zone they are working in. Effective use of resources is consistently coordinated. The desired goal is to complete trimming within each of the original 19 zones within a 24 to 36

month cycle rate. As of December 31, 2020, the crews had completed trimming in each of the 19 zones within the last 32 months. Zone 20 was completely assessed and trimmed, where needed, during the calendar year 2020. Additionally, 3,134 trees were trimmed, and 82 "problem" trees were removed to eliminate future growth and repeated interference with power lines.

April 7, 2021
4:30 p.m.

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

Roll Call

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

Also present:
Sean Aquino, Administrative Officer – BWP
Brady Griffin, Human Resources Manager
Sarab Khalsa, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Karen Pan, Administrative Officer
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Daniel Tunnicliff, Ast General Mgr – Cst Service & Mrktng

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 5-0 to approve the minutes of the regular meeting of March 3, 2021.

Proposed Amendments to Classification Plan

a. **Revision of the Specification for the Classification of Traffic Control Journeyman**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Ramos and carried 5-0 to approve the revision of the specification for the classification of Traffic Control Journeyman.

b. Revision of the Title and Specification for the Classification of Utility Rates Manager to Energy Services and Utility Rates Manager

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to approve the revision of the title and specification for the classification of Utility Rates Manager to Energy Services and Utility Rates Manager.

Recruitment and Selection Report – March 2021

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Annual Examination Appeals Report

RECOMMENDATION: Note and file.

Annual Review of Recruitment Processes Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of April 2021, there were three temporary assignment extensions. The extensions were being sought on behalf of the Management Services Department, Burbank Water and Power Department, and Community Development Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 5-0 to approve the Appointments and Assignments for the month April 2021.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:15 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Linda Barnes, Chairperson

_____DATE_____
Jacqueline Waltman, Secretary

STAFF REPORT

POLICE DEPARTMENT

DATE: May 7, 2021

TO: Justin Hess, City Manager

FROM: Scott LaChasse, Chief of Police
VIA: Michael Albanese, Deputy Chief
BY: Courtney Padgett, Police Administrator

SUBJECT: Report on City's Enforcement of Face Covering Requirements

This report provides an update on the City's enforcement of face covering requirements. On September 15, 2020, City Council directed staff to pursue the use of administrative citations and monetary fines for the enforcement of face covering requirements pursuant to the Los Angeles County Safer at Work and in the Community for the Control of COVID-19 Order.

Enforcement Process

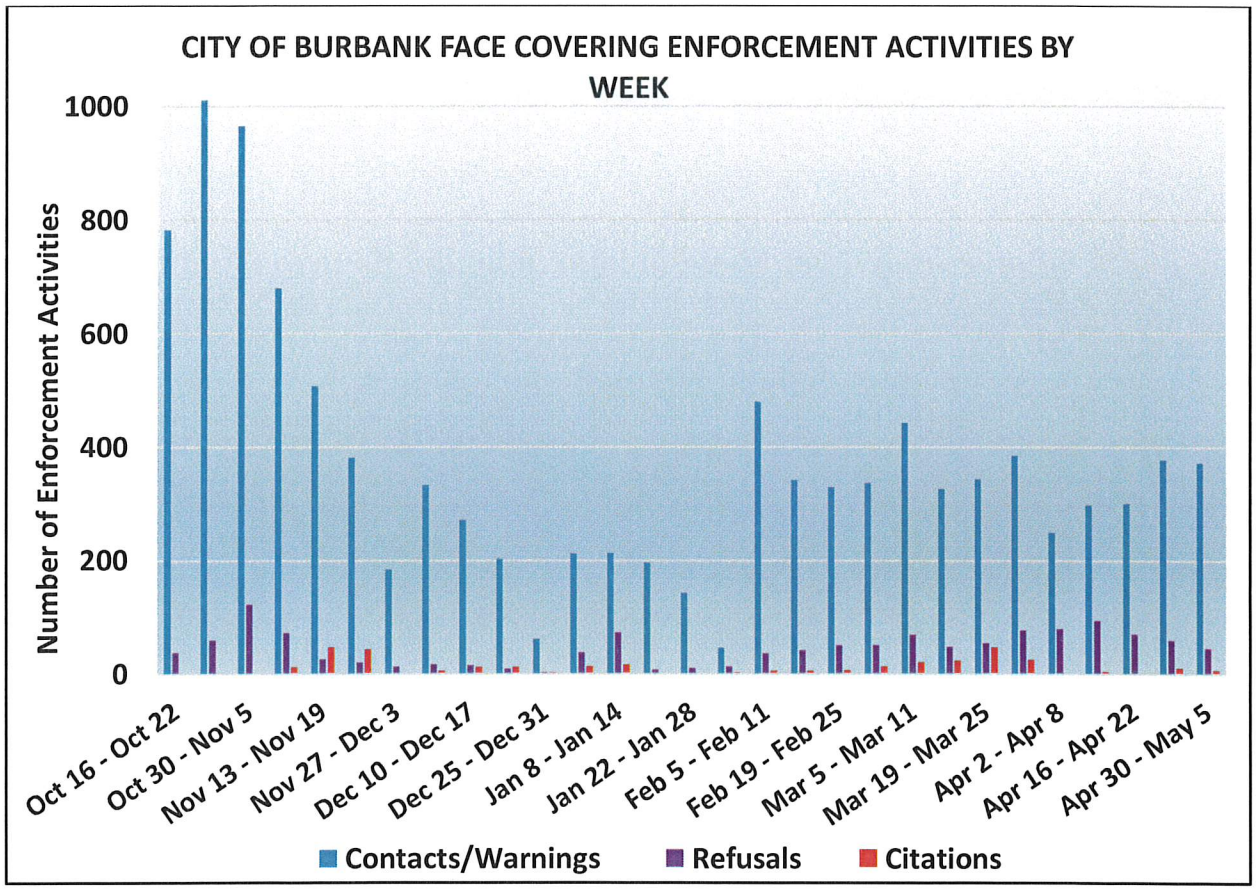
Subsequent to the September 15, 2020, City Council meeting, the City Manager signed an emergency proclamation by the Director of Emergency Services ordering the wearing of face coverings in certain public places within the City to prevent the spread of COVID-19. As per the direction of Council the City entered into an agreement with a contracted vendor, Willdan Engineering, to conduct enforcement services within the City. The vendor is experienced in conducting face covering enforcement services in other cities in the region and was able to provide trained, experienced, and professional staff for immediate deployment in Burbank. The initial agreement provided for a total cost of services not to exceed $100,000.

The City implemented enforcement efforts utilizing Willdan code enforcement staff on Friday, October 16, 2020. Willdan staff are deployed in teams of two throughout the City, carry Police Department issued radios, and are equipped with body-worn cameras to memorialize interactions while conducting enforcement activities. As per the initial discussion with Council, enforcement efforts are focused primarily on the highly-populated areas of downtown, the Chandler Bikeway, the Magnolia Park business district, and all City parks.

At the January 26, 2021, City Council meeting, staff provided a report updating Council on efforts of the enforcement program. At this meeting, Council directed staff to continue enforcement through the contracted vendor and approved an additional $100,000 appropriation from the General Fund to support the continued efforts of the program. As per Council's direction, staff also included the areas of Magnolia Boulevard (between Buena Vista Street and Hollywood Way) and the intersection of Magnolia Boulevard/Victory Boulevard as areas for directed enforcement efforts and implemented real-time or same day deployment of enforcement staff as available upon receipt of a complaint from the community.

Enforcement Activities

Between the onset of enforcement efforts on October 16, 2020, and May 5, 2021 (approximately 28 weeks of enforcement), contracted enforcement staff have made a total of 12,401 contacts with individuals observed not in compliance with face covering requirements. Eighty-seven percent (87%, 10,763) of these contacts resulted in the issuance of a warning, 11% (1,309) involved an individual who refused to cooperate, and 3% (329) resulted in the issuance of an administrative citation with a monetary fine. Enforcement staff have also distributed 400 face coverings to community members. A summary of the face covering enforcement activities conducted by week is displayed below.



The majority of enforcement contacts (65%, 8,091) have occurred in the downtown San Fernando Boulevard area. Twenty-seven percent (3,397) occurred in the City's parks, 3% (422) on the Chandler Bikeway, 3% (415) in the Magnolia Park business district (to include the area between Buena Vista Street and Hollywood Way), 1% (66) at the Metrolink Station, and less than 1% (10) at other locations within the City to include the intersection of Magnolia Boulevard/Victory Boulevard. Of the 329 citations issued with a monetary fine, payment has been received on 62 citations (19%), with 36 appeals submitted (11% of all citations issued). Fourteen citations have been dismissed as a result of an appeal hearing, with 22 citations upheld at the appeal hearing.

Revisions to the Face Covering Requirements

On April 27, 2021, the Centers for Disease Control and Prevention (CDC) issued revised Interim Public Health Recommendations for Fully Vaccinated People, stating that, except in crowded settings and venues, fully vaccinated people may gather or conduct activities outdoors without wearing a face covering in certain circumstances. On April 29, 2021, the County of Los Angeles Department of Public Health (LAC DPH) revised its face covering requirements to align with the CDC's recommendations.

For fully vaccinated persons, face coverings are not required when they are outdoors and when they are:

- Alone;
- With members of their household;
- With a small group of fully vaccinated people; and
- With a small group of people who are not fully vaccinated and not at a high risk for severe illness or death from COVID-19.

Face coverings are still required outdoors for all individuals, vaccinated and unvaccinated, at any time when physical distancing cannot be maintained and when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings. Face coverings are also required in public or private settings where a mask is required by Public Health, the facility operator, or the business. The LAC DPH updated mask guidelines for fully vaccinated individuals is included as Attachment 1.

Face coverings are also still required in indoor settings outside of one's home, including while using public transportation, regardless of vaccination status. As of April 18, 2021, LAC DPH reports that 45,193 individuals in the City of Burbank have received at least one dose of the vaccine (50.5% of individuals age 16 or older) and that 4,485,937 residents within Los Angeles County (53.9% of the County's population) have received at least one dose as of April 28, 2021.

On May 5, 2021, LAC DPH issued a revised Reopening Safer at Work and in the Community for Control of COVID-19 order. As Los Angeles County enters the "Yellow

Tier", the updated order aligns with the safety modifications of the State of California's Blueprint for a Safer Economy. The "Yellow Tier" is the least restrictive tier, indicating minimal risk to the virus and permits the operation of most indoor businesses with modifications. Effective at 12:01 on Thursday, May 6, 2021, restrictions were eased to permit higher capacity limits at most businesses, to include gyms, movie theaters, amusement parks, sports venues, and museums. Bars are also permitted to reopen indoors at 25% capacity without a requirement to serve food.

Enforcement Program Status

Current staffing for the face covering enforcement program consists of two (2) full-time contracted enforcement staff each assigned to a 40-hour work schedule per week. Staff are on a rotating schedule of 8-hour shifts, working Monday, Wednesday, Friday, Saturday, and Sunday on one week and Tuesday, Thursday, Friday, Saturday, and Sunday on the alternating week. This staffing and scheduling model incurs a cost of $5,200 per week. With services rendered since October 16, 2020, the City will reach the maximum cost of services allowable under the current agreement ($200,000) by the beginning of June 2021.

Staff contacted the cities of Manhattan Beach and Hermosa Beach, both of whom had also implemented face covering enforcement programs utilizing the services of Willdan. Both cities have discontinued their face covering enforcement programs indefinitely.

Based upon the continued improvement of the circumstances and risk related to the COVID-19 pandemic, the distribution of the vaccine, and the recent revisions to the national and local face covering requirements, there is no longer an immediate need for face covering enforcement services. As a result, staff plans to discontinue the enforcement services at the end of this month. Elimination of enforcement services effective May 31, 2021, will result in approximately $10,000 in savings to the City as opposed to the continuation of services through the maximum allowable costs under the agreement.

ATTACHMENT

Attachment 1 – Los Angeles County Department of Public Health Masks for Fully Vaccinated April 29, 2021

Los Angeles County
COVID-19 VACCINE: After you are fully vaccinated

These are new public health recommendations for fully vaccinated people. They are based on guidance issued by the Centers for Disease Control and Prevention (CDC). They will be updated over time as we learn more about the impact of vaccination on the spread of COVID-19.

What does it mean to be fully vaccinated?

You are considered fully vaccinated when:

- Two weeks or more have passed since you received your second dose in a 2-dose vaccine series (Pfizer-BioNTech or Moderna); or
- Two weeks or more have passed since you received your dose of a single-dose vaccine (Johnson & Johnson/Janssen)

People Who Are Fully Vaccinated Can:

- Visit indoors with a small number of other fully vaccinated people without wearing a mask or physically distancing;
- Visit indoors with unvaccinated people from one other household without wearing masks or physical distancing, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19;
- Travel, provided they take precautions described in the LA County travel advisory;
- Refrain from quarantine and testing if they have been exposed to a person with COVID-19 and they do not have symptoms.

People Who Are Fully Vaccinated Should Continue to:

- Take steps to protect themselves and others by wearing a mask, staying at least 6 feet apart from others, and avoiding crowds and poorly ventilated spaces. These precautions should be taken whenever they are:
    - In public
    - Gathering with unvaccinated people from more than one other household
    - Visiting with an unvaccinated person who is at increased risk for severe COVID-19 disease or who lives with a person at increased risk.
- Avoid medium- and large-sized in-person gatherings
- Watch out for symptoms of COVID-19, especially if after contact with someone who is sick. If they have symptoms of COVID-19, they should get tested and stay home and away from others.

For more information

- Visit the "After you get a vaccine' webpage on VaccinateLACounty.com (scan the QR code to view)
- Visit CDC's webpages Interim Public Health Recommendations for Fully Vaccinated People (detailed) or When You've Been Fully Vaccinated (basic)