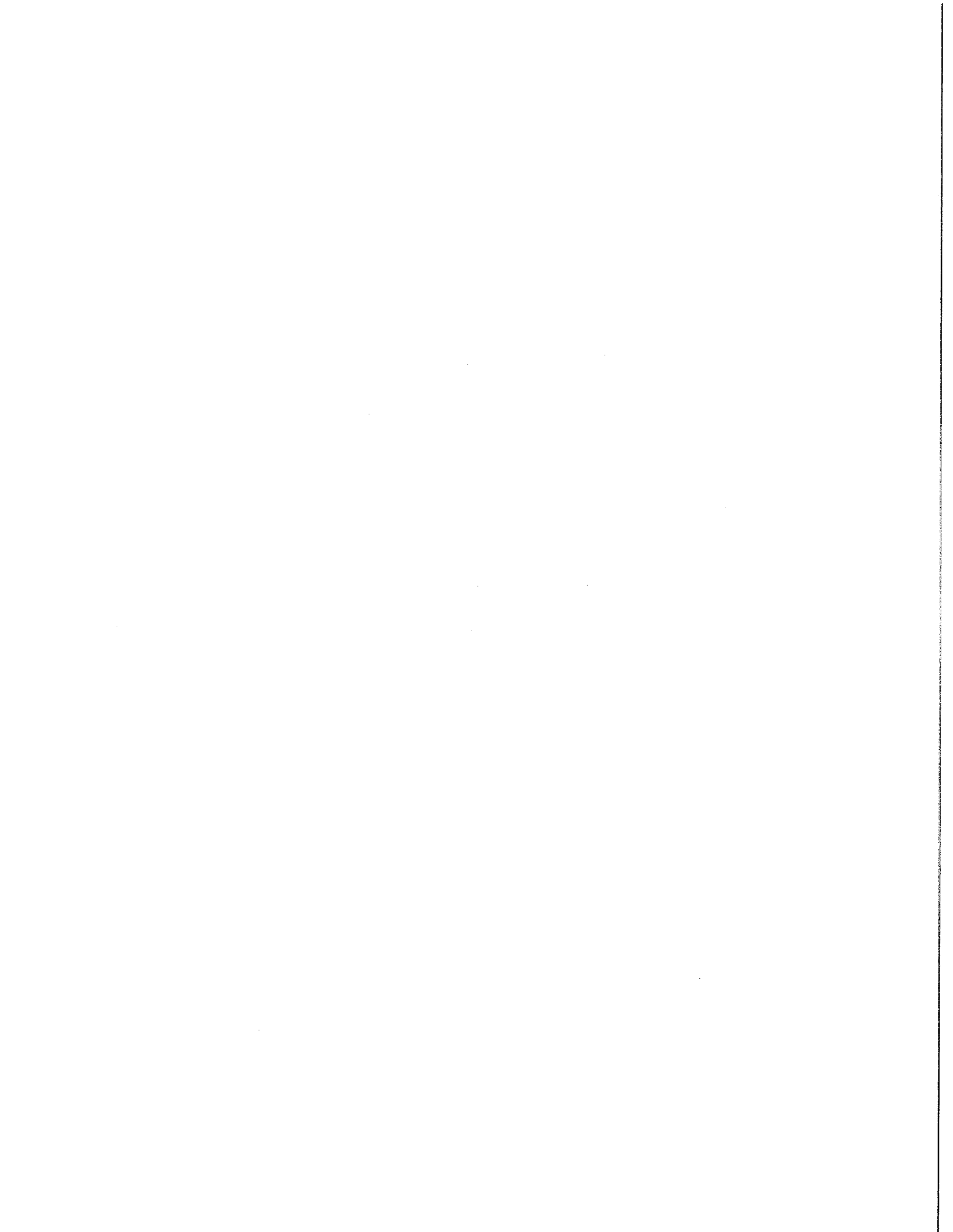




# Weekly Management Report

## December 1, 2023

1. **Memo**                      Landlord-Tenant Commission Meeting  
on November 6, 2023  
**Community Development Department**
  
2. **Memo**                      Planning Commission Meeting on  
November 13, 2023  
**Community Development Department**
  
3. **Summary**                  Parks and Recreation Board  
Meeting on November 9, 2023  
**Parks and Recreation Department**
  
4. **Memo**                      Review of Regulations on the Use of Live Ammunition in  
Television and Film Production  
**Police Department**
  
5. **Minutes**                  Civil Service Board Meeting  
on October 4, 2023  
**Management Services Department**
  
6. **Memo**                      Recruitment Report for October and November 2023  
**Management Services Department**
  
7. **Minutes**                  Burbank Water and Power Board Meeting  
on November 2, 2023  
**Water and Power Department**
  
8. **Report**                      October 2023 Monthly Operating Results  
**Water and Power Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** November 28, 2023

**TO:** Justin Hess, City Manager

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

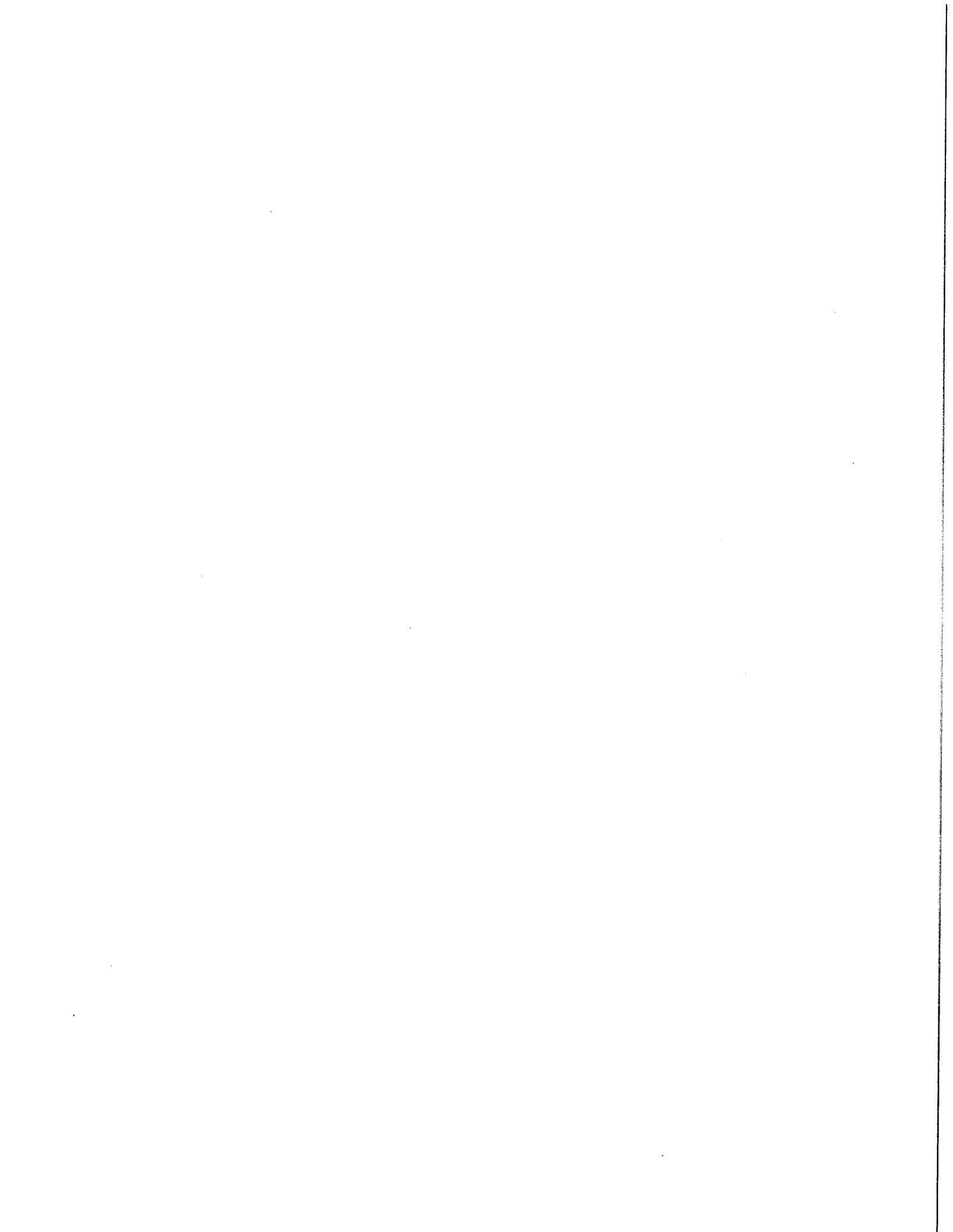
**SUBJECT:** Landlord-Tenant Commission Meeting – November 6, 2023

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- Two members of the public raised concerns about no-fault evictions. One public member expressed concerns regarding their inability to secure an apartment that aligns with their income level. They request that the Housing Authority consider increasing the availability of housing options for low-income seniors. Another public member requested that the Housing Authority review the scope of work documents provided by the apartment building landlord and verify if they meet the minimum required time to be considered a substantial renovation.
- Commission members reviewed the draft FAQ document and decided to shift questions in order of importance and reword the question to make it better understood. Staff informed the commission members that all the answers to the frequently asked questions need to come from a published source such as the California Landlord-Tenant Handbook or AB 1482.
- During the discussion regarding the policy on commission business cards, housing staff informed the commission that a reasoning statement is required to be submitted to the City Clerk's office. This statement will then be presented to the council for consideration. At the meeting, Commissioner Nahabedian made a motion to prepare the statement and have it ready for review at the next Landlord-Tenant Meeting on December 4, 2023. All members of the commission voted in favor of the motion.
- Staff provided information on Assembly Bill AB 12, which would take effect on July 1, 2024, and would limit the amount of security deposit a landlord is allowed to request, and AB 562 which would take effect on April 2024.
- The Commission approved the draft minutes of October 2, 2023.

- The meeting adjourned at 07:10 p.m.





# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** November 27, 2023

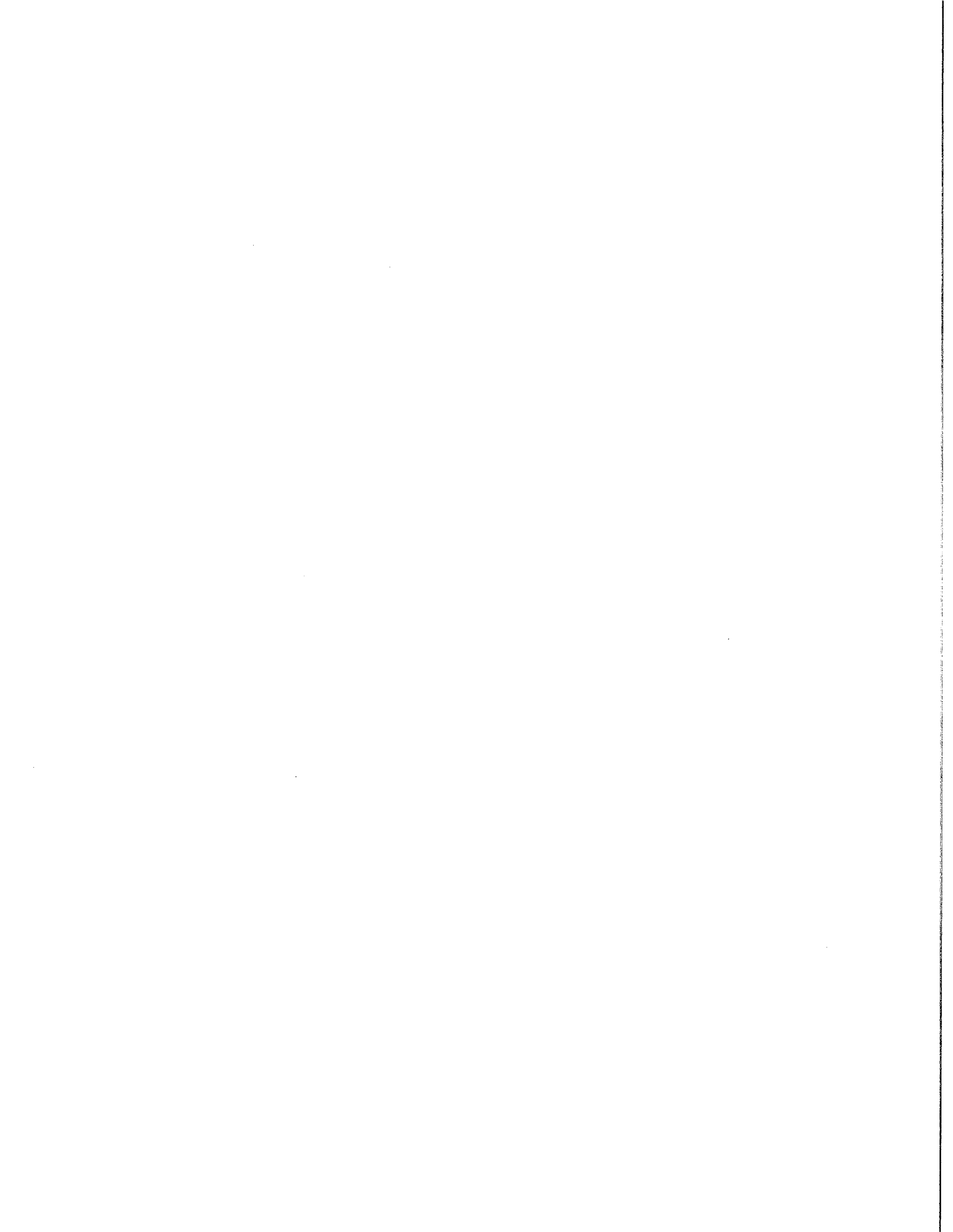
**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director *Patrick Prescott*  
Via: Fred Ramirez, Assistant Community Development Director – Planning *Fred Ramirez*  
By: Diana Arias, Intermediate Clerk

**SUBJECT:** Planning Commission Meeting – November 13, 2023

This memorandum goes over general information of the Planning Commission meeting that was held on November 13, 2023.

- Project No. 23-0003197 was presented to the Planning Commission a request for a Variance to allow a proposed swimming pool and spa to encroach into the required front yard setback; and a Minor Fence Exception to legalize the installation of 6' – 0" high solid vinyl fence along the front property line and within the front yard setback on single-family residential property located at 1310 Evergreen Street. Project was presented by Principal Planner, Leonard Bechet.
- Mr. Elric made a motion to approve Project No. 23-0003197 a request for a Variance to allow a proposed swimming pool and spa to encroach into the required front yard setback; and a Minor Fence Exception to legalize the installation of 6'-0" high solid vinyl fence along the property line and within the front yard setback on single-family residential property located at 1310 Evergreen Street, seconded by Mr. Monaco.
- Ms. Wick expressed she would support but proposes to change the time to fix the corner cut off to six months, has considered a shorter time but understands the holiday may cause delay.
- Mr. Rizzotti supported to change the time but to three months due to the precedented safety hazard.
- Mr. Elric makes a motion with an Amended motion that would have a condition to address the cut off corner within 3 months of approval, seconded by Mr. Monaco. Motion resulted in a 5-0 vote. Motion passes.



**CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, November 09, 2023

**Staff Present:** Marisa Garcia, Parks, and Recreation Director; Kristen Smith, Assistant Director; Diego Cevallos, Assistant Director; Jennifer Lev, Recreation Services Manager; Dena Moon, Senior Administrative Analyst; Emin Yusuf, Administrative Analyst; Chad Thompson, Executive Assistant; Christina Lara, Recreation Coordinator

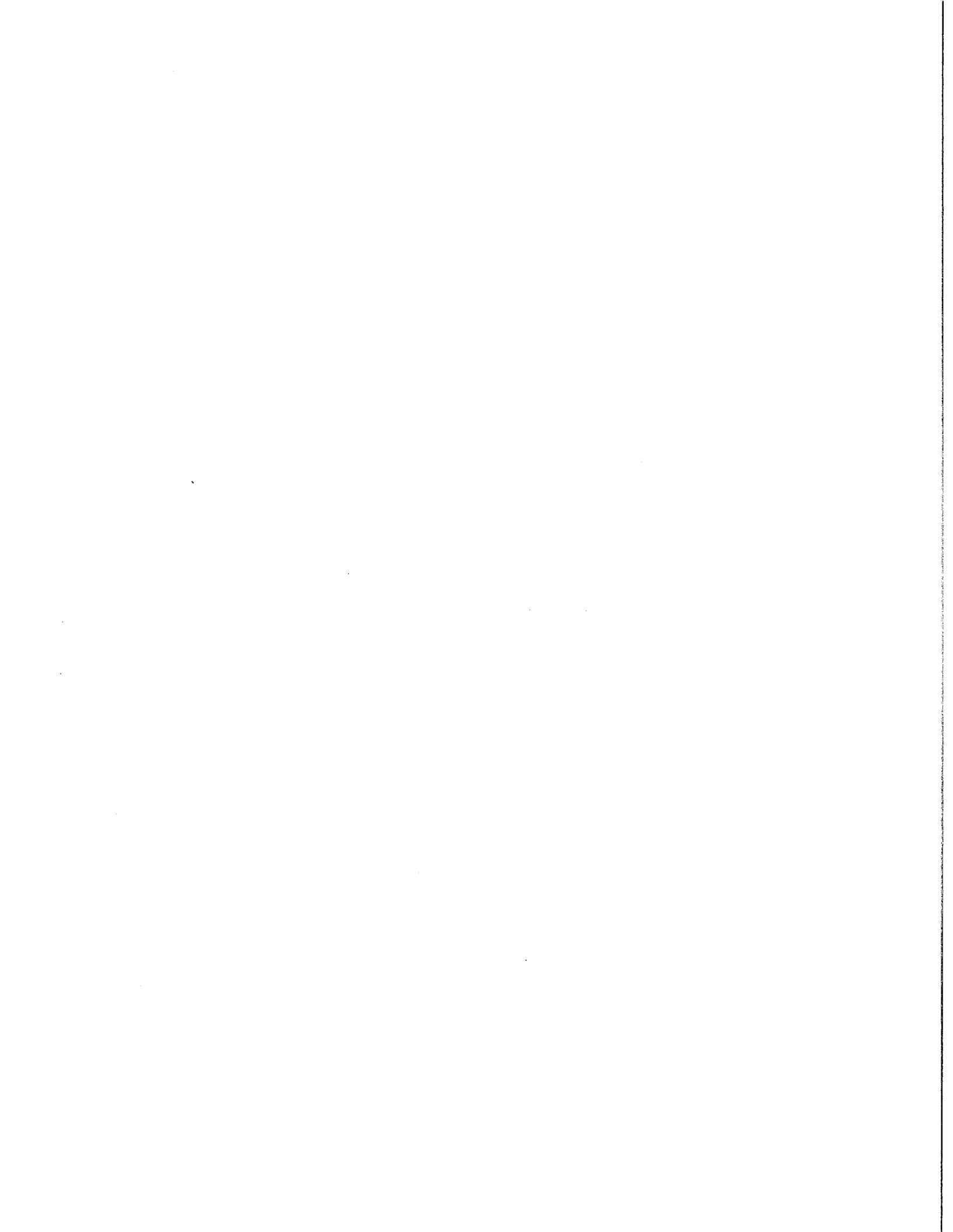
**Board Members Present:** Ms. Gamiño, Mr. Messerlian, Ms. Ramsey, Ms. Durbin and Mr. DePalo

**Board Members Absent:** None.

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Lara provided announcements for the P&R programs and facilities.	
2 Presentations	Ms. Lara presented certificates of recognition for all volunteers that helped with the Haunted Adventure.	
3 Department Director Report	None.	
4 Oral Communications	Three members of the community spoke during public comment.	
5 Response to Oral Communications	Mr. DePalo thanked the members of the public for coming in to speak. Mr. Messerlian addressed the concern of parking at the Creative Arts Center. Ms. Gamiño thanked the speakers for their comments.	
6 Written Communications	None.	
7 Park Board Comments	Ms. Durbin attended the BAF meeting. Ms. Gamiño attended the Floating Pumpkin Patch and Haunted Adventure.	
8 Art in Public Places Zone Text Amendment	Mr. Yusuf and a representative from the Community Development Department provided the Board with an update on the proposed Zone Text Amendment to modify the Art in Public Places Ordinance.	Note and file.
9 DeBell Golf Course Annual Report for Fiscal Year 2022-2023	Ms. Moon and Sean White, General Manager at DeBell, provided the Board with the annual report of the DeBell Golf Course operations for Fiscal Year 2022-2023	Discuss, note and file
10 Pickleball Program Update	Ms. Lev provided the Board with an update on the pilot Pickleball Program at Izay Park.	Discuss, note and file
11 Capital Improvement Project for Fiscal Year 2024-2025	Ms. Moon presented the Board with an update on the status of the Department's Capital Improvement projects.	Discuss, note and file

CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

12	Consent Calendar	<p><u>Approval of Minutes</u>  Minutes of the September 14, 2023, and September 21, 2023, meetings were approved.</p> <p><u>City Council Agenda Items Update</u>  Noted and Filed.</p> <p><u>Contract Compliance</u>  Noted and Filed.</p> <p><u>Park Patrol Reports</u>  The Park Patrol Report for August was noted and filed.</p> <p><u>Departmental Operations Update</u>  Noted and Filed.</p>	<p>It was motioned by Mr. DePalo, seconded by Ms. Durbin, and carried 5-0 to approve the Consent Calendar.</p>
13	Tabled Items	None.	
14	Additional Comments from the Board and staff	Mr. DePalo thanked the staff at the McCambridge Recreation Center for all the hard work and time that was put into the Halloween decorations. He also reminded the community about the Veterans Day ceremony. Mr. Messerlian shared his appreciation for the Departments efforts with the Haunted Adventure.	
15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned at 7:33 p.m. in memory of Chris Rushing.	





# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** November 28, 2023

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police  
VIA: Joe McDougall, City Attorney  
Patrick Prescott, Community Development Director  
BY: Gina Kozai, Administrative Analyst II  
Ray Johal, Senior Assistant City Attorney

**SUBJECT:** City Manager Tracking List # 2548 Review of Regulations on the Use of Live Ammunition in Television and Film Production

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### **BACKGROUND**

At the May 23, 2023, City Council meeting, Mayor Anthony requested a report to consider a ban prohibiting the use of live ammunition on television and film productions in the City of Burbank.

In October 2021, on a film set in New Mexico, a firearm was discharged during rehearsal for a movie, resulting in the death of a cinematographer and an injury to the director. The incident prompted industry discussions regarding safety protocols pertaining to the use of firearms and ammunition on entertainment production sets, including the potential need to codify use procedures or establish further regulations through new legislation.

There have been three reported firearms-related deaths during productions since 1984: an actor filming a television show on the 20<sup>th</sup> Century Fox lot in Los Angeles in 1984, an actor on the set of a film in North Carolina in 1993, and the cinematographer on a film set in New Mexico in 2021. There were no firearms-related deaths on a production set in the United States for the 27-year time period spanning from 1993 to 2020.

### **DISCUSSION**

State permitting requirements, pending state legislation, and long-established industry standards contribute to protocols and regulations governing the use of firearms and



ammunition in the entertainment industry. To use a firearm as theatrical property (commonly referred to as a "prop"), the State of California requires an entertainment firearms permit<sup>1</sup> issued through the Department of Justice. Eligible applicants must be at least 21 years of age and not be prohibited from possessing a firearm pursuant to any federal, state, or local law. While a permitting requirement is in place for firearms, there are no existing laws or regulations pertaining to the use of live ammunition on production sets.

### *Safety Bulletins*

The entertainment industry has largely relied on safety bulletins researched and written by the Industry-Wide Labor-Management Safety Committee (Committee) which is composed of guild, union, and management representatives active in industry and safety programs. The Committee meets regularly to address, research, and establish safety guidelines for industry production. Safety Bulletin #1 '*Recommendations for Safety With Firearms and Use of Blank Ammunition*' (Attachment 1) provides guidelines intended to give recommendations for the safe handling, use, and storage of firearms. Firearms include various types of guns that shoot blank ammunition.

Safety Bulletin #1 designates the responsibilities for the Property Master (or weapons handler) and other personnel during production. Responsibilities include conducting inspections, training, establishing emergency procedures and protocols, and coordinating a mandatory on-site safety meeting for all cast and crew when a firearm will be used. The bulletin states that live ammunition is never to be used nor brought onto any studio lot or set. However, Safety Bulletin #2 '*Special Use of "Live Ammunition"*' (Attachment 2) identifies rare instances when an exception can be granted to use live ammunition only after the production and safety teams determine that there is no viable alternative to the use of live ammunition to achieve a desired special effect. The three firearms-related deaths during production from 1984 to 2021 were attributed to clear violations of the Committee's safety bulletins. The discussions in response to the most recent fatality acknowledge the effectiveness of the recommendations in the safety bulletins, but also focus on the inability to enforce or ensure compliance.

### *Senate Bill 735*

The entertainment industry has not operated with any form of a legislated requirement or mandate pertaining to handling firearms or the use of live ammunition during productions. Senate Bill (SB) 735 (Attachment 3) was introduced by Senators Cortese and Portantino in February 2023 as part of the current legislative session and would institute the Safety on Productions Pilot Program. Commencing July 1, 2025, until June 30, 2030, the program would require any motion picture production employer who receives a motion picture tax credit to hire a qualified safety advisor to exclusively oversee safety practices

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<sup>1</sup> California Penal Code Section § 29500-29535

and procedures on film sets. The safety advisor must be an independent entity who would be on-site daily, participate in daily safety meetings, and perform risk assessments. The safety advisor must submit a final safety evaluation report to the Committee and the California Film Commission within 60 days of completion of filming. At the end of the pilot program, the Committee and California Film Commission would jointly select a firm to review all safety evaluations and make a recommendation to the California Legislature as to whether the pilot program should be extended or implemented permanently.

The bill would require the motion picture employer to establish a contact for cast, crew, labor organization representatives, and the Division of Occupational Safety and Health for compliance issues. The bill would ultimately authorize the Division of Occupational Safety and Health (Cal OSHA) to investigate, inspect, and cite employers for any violations. The primary safety standards that would be enforceable under this bill would be the use of firearms with blank ammunition on motion picture productions for limited purposes and under specific conditions, completion of the required training for the property master or armorer, and acquirement of the proper state and federal permits. Live ammunition would only be permitted in a controlled and supervised environment when alternative methods cannot produce the desired effect in the motion picture. SB 735 aims to improve overall safety and working conditions on production sets by establishing enforceable provisions that can be audited for compliance and cited for potential violations. The bill was passed by the Senate and is currently assigned to the Assembly Labor and Employment Committee.

### *Productions in Burbank*

Any level of regulation imposed by the City of Burbank of the use or presence of firearms on private studio property or during filming production raises significant Second Amendment concerns. Under *New York State Rifle & Pistol Association, Inc. v. Bruen*, a 2022 landmark United States Supreme Court case, the Court expanded the rights of conceal and carry permit laws. Furthermore, current California state law allows the possession of firearms, under conceal and carry permit laws, in public. Any additional regulation imposed by the City of Burbank on how firearms are displayed during expression of art would also implicate significant First Amendment rights to freedom of expression.

Specific to productions occurring within the City of Burbank, the City does not issue permits for filming that occurs in approved production facilities. Approved facilities are equipped with fire sprinkler systems and fulfill other specifications required by fire codes and inspected regularly by the designated authority. The City has not received or processed any requests to use live ammunition or received any reports of firearms-related injuries on a production set located in the City. However, if live ammunition were used on any production set in Burbank, whether a filming permit is required from the City or not, the Burbank Fire Department requires the issuance of a pyrotechnic permit that includes

additional rules and regulations and requires that a State Fire Marshall Certified Fire Safety Officer be on-site.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with this report. If SB 735 is approved the California Film and Television Tax Credit is required to fund the mandated safety advisor position rather than placing the financial burden on motion picture production employers and companies. In turn, California city departments and local agencies would not be required to expend additional resources and staffing to develop their own safety legislation, policies, procedures, training, and enforcement.

### **CONCLUSION**

For the past two decades, firearm and ammunition protocols on film sets have been based on the safety bulletins issued by the Committee. Proposed SB 735 codifies these best practices, makes these standardized regulations enforceable on a statewide level, and would preclude the need for a separate Burbank Municipal Code or City ordinance addressing this issue. SB 735 also would establish the Safety on Productions Pilot Program which designates Cal OSHA as the agency of appropriate jurisdiction to inspect, investigate, and enforce the safety standards on production sets. The Pilot Program funds a trained safety advisor to assess the safety conditions, minimize risks, and report out on any violations from every production set in California. The City of Burbank would defer to Cal OSHA staff, who are trained and equipped to audit, investigate, and enforce safety provisions in the workplace, to handle any SB 735 violations. Any additional regulations by the City would implicate significant First and Second Amendment rights under the U.S. Constitution.

### **ATTACHMENT**

Attachment 1 – Industry Wide Labor-Management Safety Committee Safety Bulletin #1  
Attachment 2 – Industry Wide Labor-Management Safety Committee Safety Bulletin #2  
Attachment 3 – Senate Bill No. 735

INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

**SAFETY BULLETIN #1**

**RECOMMENDATIONS FOR SAFETY WITH FIREARMS AND USE OF  
"BLANK AMMUNITION"**

**BLANKS CAN KILL. TREAT ALL FIREARMS AS THOUGH THEY ARE LOADED. "LIVE AMMUNITION" IS NEVER TO BE USED NOR BROUGHT ONTO ANY STUDIO LOT OR STAGE.**

These guidelines are intended to give recommendations on the safe handling, use, and storage of firearms. Firearms include prop guns, rubber guns, plastic guns, non-guns, flintlock guns, pistols, machine guns, rifles, and shotguns that shoot "**Blank Ammunition.**"

**The Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) will be the individual acting in the interest of the Producer for obtaining, maintaining and handling all firearms for the production. He/she will work in conjunction with the production's designated Safety Representative to assure that the following standards are adhered to.**

Before any use of a firearm in a rehearsal and/or on-camera sequence or off-camera use, all persons involved must be thoroughly briefed at an on-site SAFETY MEETING where the firearms will be used. This meeting shall include an "on-site walk through" and/or "dry-run" with the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**, designated production representative, and anyone that will be using and/or handling a firearm. An understanding of the intended action, possible deviations, plans to abort, emergency procedures, and chain of command should be made clear.

No one shall be issued a firearm until he or she is trained in safe handling, safe use, the safety lock, and proper firing procedures. If there are any questions as to the competency of the person who will use the firearm, **the Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** shall determine if additional training is required.

A **SAFETY MEETING** for the cast and crew shall be conducted. If there are any questions as to the safety of firearms being used in the sequence or if any changes are made from the original sequence, another **SAFETY MEETING** shall be held.

Additionally, this Bulletin should be attached to the call-sheet each day firearms will be used.

**GENERAL SAFE USE AND HANDLING OF FIREARMS**

1. Refrain from pointing a firearm at anyone, including yourself. If it is absolutely necessary to do so on camera, consult the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** or other safety representative, such as the First A.D./Stage Manager. Remember that any object at which you point a firearm could be destroyed.
2. **NEVER place your finger on the trigger until you're ready to shoot.** Keep your finger alongside the firearm and off the trigger.
3. **KNOW** where and what your intended target is.
4. **DO NOT** engage in horseplay with any firearms.
5. **NEVER** discharge a firearm when the barrel is clogged. The **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** should inspect the firearm and barrel **before and after every** firing sequence.
6. **UTILIZE** all safety devices until the firearm is ready to be used.
7. **NEVER** lay down a firearm or leave it unattended. Unless actively filming or rehearsing, all firearms should be safely secured.
8. **ONLY** a qualified person shall perform hand loading or altering factory loaded blank ammunition to work on firearms (either licensed or experienced). Check with local, state and federal regulations to see if a specific license is required.
9. **NO PERSON** is to be coaxed, coerced, or otherwise forced into handling a firearm.
10. The **jamming of firearms** or any malfunctions must be reported immediately to the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**. Do not attempt to adjust, modify, repair, or un-jam the firearm. Malfunctioning firearms should be taken out of service until properly repaired by a person qualified to work on firearms.
11. Protective shields, eye, and hearing protection or other appropriate Personal Protective Equipment (PPE) shall be issued and utilized by all personnel in close proximity and/or directly in the line of fire.

12. The Studio Safety and Security Departments are to be notified prior to any firearm use on studio property.
13. All personnel should remain a set safe distance from the weapon firing area (to be determined by the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production), Stunt Coordinator and/or designated Studio Safety Representative**) to ensure personal safety from blank debris and hot ejected blank casings.
14. All local, state and federal laws and regulations are applicable and can override these guidelines if they are more stringent.

**The Property Master (or, in his/her absence, a weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) is responsible for the following:**

1. Ensuring the control and distribution of all firearms on the set.
2. Ensuring that all firearms which will be used on the production (whether company owned, rented, or privately owned) are given to and are in possession of the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**.
3. The designation of experienced persons working under his or her immediate supervision to assist as necessary.
4. Their own qualifications for working with the type of firearms being used, the knowledge of their safe handling, use, and safekeeping, and familiarity with the **"BLANK AMMUNITION"** to be utilized.
5. Seeking expert advice if he or she is not familiar with the firearm to be used.
6. Ensuring current licenses and permits have been obtained for the possession and use of production firearms.
7. The knowledge of the applicable laws governing transportation, storage, and use of firearms and be in compliance with those laws.
8. The knowledge of and adherence to all manufacturers' warnings, expiration dates, storage, and handling procedures for **"BLANK AMMUNITION"** and firearms.

9. Ensuring that a sufficient amount of time has been allotted for training and rehearsal.
10. The ability to demonstrate prior knowledge of the safe handling of firearms and **"BLANK AMMUNITION."**
11. The personal loading of firearms or the personal designation of an experienced person working under his or her immediate supervision to load the firearms. Firearms are to be loaded just before they are used in a scene.
12. Ensuring that any actor who is required to stand near the line of fire be allowed to witness the loading of the firearms.
13. Using the lightest load of **"BLANK AMMUNITION"** consistent with the needs of the scene and advising the Director and other involved personnel.
14. The notification to all those present including the Sound Mixer, First Assistant Director and/or Stage Manager prior to any firing of **"BLANK AMMUNITION."**
15. The possession of all firearms except during actual filming or rehearsal. Afterwards, the **Property Master (or, in his/her absence, a weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) will immediately unload the "BLANK AMMUNITION" from the firearm.**
16. Checking all firearms **before each use**. All firearms must be cleaned, checked and inventoried at the close of each day's shooting.
17. **Ensure all firearms have been accounted for before personnel are allowed to leave the area.** The Production Company needs to allow time in its shooting schedule for this procedure.
18. The utilization of replica or rubber prop guns whenever possible.
19. **Ensuring that an inspection is made of the set (location) and all spent "brass casings" and unspent "blank ammo" have been picked up and disposed of properly.**



## INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

**SAFETY BULLETIN #2****SPECIAL USE OF "LIVE AMMUNITION"****THIS BULLETIN SHALL ONLY BE ISSUED IF "LIVE AMMUNITION"  
WILL BE UTILIZED**

These guidelines are intended to give recommendations, special guidelines, and conditions for the safe handling of firearms utilizing **"LIVE AMMUNITION."**

On controlled second units, there may be a very rare occasion when **"LIVE AMMUNITION"** must be used to obtain an effect.

In those very special circumstances, **"LIVE AMMUNITION"** may be used only if the following criteria and special conditions have been met.

The Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) will be the individual acting in the interest of the producer for obtaining, maintaining and handling all firearms for the production. He/she will work in conjunction with the production's designated Safety Representative to assure that the following standards are adhered to.

1. The Director, Producer, Director of Photography, First Assistant Director, Special Effects Technician and the licensed **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** have jointly determined a situation exists in which there is no other practical alternative but to use **"LIVE AMMUNITION"** to achieve the effect.
2. **"LIVE AMMUNITION"** should not be used under circumstances where a desired special effect can be achieved by using conventional special effects techniques by a qualified and licensed Special Effects Technician and/or by computer generated means (computer generated images ["CGI"]).
3. This special use of **"LIVE AMMUNITION"** shall only be performed at a site that is suitable for the use of **"LIVE AMMUNITION"** (*i.e.*, a military, police, or private gun range, the deck of a vessel, or in an area deemed safe for this procedure).
4. Additionally, the permission and/or a permit shall be obtained from the authority having jurisdiction (AHJ) (sheriff, police, county, city, township, military base, or agency having authority to issue this type of permit).

5. The insurance company providing insurance for the production should be notified of the intention to use **"LIVE AMMUNITION"** and the circumstances surrounding the special use and conditions. Approval must be obtained for the use of **"LIVE AMMUNITION."**
6. The Studio Safety Department and/or Safety Representative shall be notified prior to the use of any **"LIVE AMMUNITION."**
7. Notification of this type of activity shall be made on the call-sheet. If the call-sheet is not available before the date the **"LIVE AMMUNITION"** is to be used, advanced notice is to be given.
8. Before any use of a firearm and the loading of **"LIVE AMMUNITION"** in a rehearsal and/or for an on-camera sequence, all persons involved shall be thoroughly briefed at an on-site **SAFETY MEETING** where the firearms will be used.
9. The **SAFETY MEETING** shall include an "on-site walk through" and/or "dry-run" with the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**, Range Master (if applicable), designated production representative, and anyone that will be using and/or handling the firearms. An understanding of the intended action, possible deviations, plans to abort, emergency procedures, and chain of command should be made clear.
10. Cast and crew members shall be limited to those members absolutely required to capture the effect. No minor(s) may be present in any scene or in the vicinity when **"LIVE AMMUNITION"** is being fired.
11. The **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** with the appropriate licenses required by the authority having jurisdiction (AHJ), shall procure and maintain the proper firearms to achieve the effect and determine that the firearm is in good and safe working condition. The firearms will be kept in the control of only the Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production). **SUCH FIREARMS WILL NOT BE USED AS PROPS.**

12. On days where the production will be utilizing firearms for **"LIVE AMMUNITION"** firing and have replicas and/or a "prop firearm," the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** shall identify the **"LIVE AMMUNITION"** firearms by color or some other easily recognizable means of identification. **These types of firearms shall never be kept together and/or stored together.**
13. All **"LIVE AMMUNITION"** shall be kept in the control of the licensed **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**. Additionally, it shall be stored in a manner to keep it safe and secure and in compliance with all applicable local, state, and federal regulations related to the storage and use of **"LIVE AMMUNITION."**
14. **"LIVE AMMUNITION"** will not be kept on the set for any longer than is necessary to complete the scene in which it is being used. **"LIVE AMMUNITION"** shall be secured in a locked box and clearly marked in a manner to differentiate it from blank ammunition.
15. **"LIVE AMMUNITION"** will be transported in compliance with all applicable laws and regulations to and from the set on the day of its use.
16. While on a gun range and/or military base, the **Range Master** shall have overall control and final authority of the range and every person present, including the production cast and crew and the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**.
17. All safety procedures and requirements shall be strictly followed. There shall be no deviation of the intended sequence without the permission of the **Range Master or Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** depending on who is in charge of the specific location to be utilized.
18. Immediately prior to the firearm discharge, a rehearsal shall be held to ensure that all who will be present know the assigned location, the safe zones that have been identified, and to ensure that no one is down in the range area. Upon completion of the rehearsal, a formal announcement shall be made to all those present that **"LIVE AMMUNITION"** will be fired.

19. Particular attention shall be paid to the line of fire. Ensure the area is clear of all personnel and be aware of possible ricochet hazards and/or the ejection of hot shell casings.

### **GENERAL SAFE USE AND HANDLING OF FIREARMS**

1. **NEVER POINT** a firearm at anyone, including yourself.
2. **NEVER PLACE** your finger on the trigger until you are ready to shoot. Keep your finger alongside the firearm and off the trigger.
3. **KNOW WHERE AND WHAT** your intended target is.
4. **DO NOT** engage in horseplay with any firearms.
5. **NEVER** discharge a firearm when the barrel has become clogged. The Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) should inspect the firearm and barrel **before and after every firing sequence**.
6. **UTILIZE** all safety devices until the firearm(s) is ready to be used.
7. **NEVER** lay down a firearm or leave it unattended.
8. **ONLY** a person qualified shall perform loading of the "**LIVE AMMUNITION**" (either licensed or experienced). Check with state regulations to see if a specific license is required.
9. **Once the firearm** has been loaded with the "**LIVE AMMUNITION**" the firearm is to be considered "hot."
10. **No person** is to be coaxed, coerced or otherwise forced into handling a firearm.
11. The **jamming or malfunctions** of the firearms must be reported immediately to the attention of the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)**. Do not attempt to adjust, modify, repair or try to un-jam the firearm. Malfunctioning firearms should be taken out of service until properly repaired by a person qualified to work on firearms.

**The Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production) is responsible for the following:**

1. Ensuring the control of and distribution of all firearms on the set.
2. Ensuring that all firearms which will be used on the production (whether company owned, rented, or privately owned) are given to and are in possession of the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production).**
3. The designation of experienced persons working under his or her immediate supervision to assist as necessary.
4. Their own qualifications for working with the type of firearms being used, the knowledge of their safe handling, use, and safekeeping, and familiarity with the **"LIVE AMMUNITION"** to be utilized.
5. Seeking expert advice if he or she is not familiar with the firearm to be used.
6. Ensuring current licenses and permits have been obtained for the possession and use of production firearms.
7. The knowledge of the applicable laws governing transportation, storage, and use of firearms and be in compliance with those laws.
8. The knowledge of and adherence to all manufacturers' warnings, expiration dates, storage, and handling procedures for **"LIVE AMMUNITION"** and firearms.
9. Ensuring that a sufficient amount of time has been allotted for training and rehearsal.
10. The ability to demonstrate prior knowledge of the safe handling of firearms and **"LIVE AMMUNITION."**
11. The personal loading of firearms or the personal designation of an experienced person working under his or her immediate supervision to load the firearms. Firearms are to be loaded just before they are used in a scene.
12. Ensuring that any actor who is required to stand near the line of fire be allowed to witness the loading of the firearms.

13. The possession of all firearms except during actual filming or rehearsal. Afterward, the **Property Master (or, in his/her absence, the weapons handler and/or other appropriate personnel determined by the locality or the needs of the production)** will immediately unload the **"LIVE AMMUNITION"** from the firearm.
14. Ensuring that all firearms are cleaned and checked at the close of each day's shooting.
15. Ensuring that all firearms and **"LIVE AMMUNITION"** are accounted for before any personnel is allowed to leave the area.
16. Ensuring that an inspection is made of the set (location) and all spent **"brass casings"** and unspent **"live ammunition"** have been picked up and disposed of properly.

**NOTE:** The Term **"LIVE AMMUNITION,"** as used herein, does not include projectiles (regardless of the material or manufacture), which are intended solely for the purpose of creating bullet-hit type special effects, such as, projectiles fired from Air Rifles, Air Pistols, Air and/or Gas-operated Capsule Guns, Paintball Guns, Blow Guns, Squib-fired Trunion Guns, Crossbows or Crossbow-type devices, Slingshots or any other type of special effects device designed to propel any projectile intended to create a bullet -hit or recoil type special effect. Additionally, any propelled projectile required to be photographed in flight shall likewise not be considered **"LIVE AMMUNITION."** All such projectiles described are to be supervised and operated under the direction of the licensed Special Effects Technician in charge.

AMENDED IN SENATE MAY 18, 2023  
AMENDED IN SENATE APRIL 24, 2023  
AMENDED IN SENATE APRIL 13, 2023

**SENATE BILL**

**No. 735**

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**Introduced by ~~Senator Cortese~~ *Senators Cortese and Portantino*  
(Coauthors: Senators Newman and Stern)**

February 17, 2023

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An act to add Part 13 (commencing with Section 9150) to Division 5 of, and to repeal ~~Section~~ *Sections 9152 and 9152.5* of, the Labor Code, relating to occupational safety.

LEGISLATIVE COUNSEL'S DIGEST

SB 735, as amended, Cortese. Motion picture productions: safety: firearms: ammunition.

Existing law grants the Division of Occupational Safety and Health, which is within the Department of Industrial Relations, jurisdiction over all employment and places of employment, with the power necessary to enforce and administer all occupational health and safety laws and standards. The Occupational Safety and Health Standards Board, an independent entity within the department, has the exclusive authority to adopt occupational safety and health standards within the state. Existing law, the California Occupational Safety and Health Act of 1973, requires employers to comply with certain standards ensuring healthy and safe working conditions, as specified, and charges the division with enforcement of the act. Other existing law relating to occupational safety imposes special provisions on certain industries and charges the division with enforcement of these provisions.



This bill would establish the Safety on-Set *Productions* Pilot Program. The bill, commencing July 1, 2025, and until June 30, 2030, inclusive, would require *that an employer for a motion picture production that receives a specified motion picture tax credit to credit, for that motion picture production, hire or assign a qualified safety advisor for California filming activities to perform a risk assessment and, if required under the bill, a specific risk assessment, as specified. The bill would require a dedicated safety advisor to be present on every motion picture production: production in the pilot program who is assigned exclusively to that motion picture production.* The bill would require assessments to be accessible to specified affected persons and safety advisor access to locations and relevant facilities and items to ensure safety. The bill would require production to conduct a daily safety meeting, including, but not limited to, a safety meeting required when firearms are involved in a scene. The bill would require a safety advisor to participate in *daily* safety meetings, as specified. The bill would require an employer to identify a person for performers, crew, labor organization representatives, and the division to contact for issues regarding compliance. The bill would require ~~an employer to select an independent evaluator, as prescribed,~~ *the safety advisor to prepare a postproduction final safety evaluation report based on the actual risk and compliance experience. The bill would require the independent evaluator, safety advisor, within 60 days after postproduction, following completion of filming activities, to provide its the final safety evaluation report to the Industry-Wide Labor-Management Safety Committee. Committee and the California Film Commission.* The bill would require the ~~California Film Commission, in collaboration with the committee, on or before January 1, 2029, to provide a nonbinding set of recommendations to the Legislature as to whether the pilot program should be implemented on a permanent basis, and whether to extend its application to all motion picture productions in this state, whether participating in state motion picture tax credits or not.~~ *committee and the California Film Commission to jointly select an organization or firm to perform a written evaluation of the pilot program. The bill would require the selected organization or firm to review and assess the final safety evaluation reports on or before June 30, 2029, and make a nonbinding set of recommendations to the Legislature, as prescribed.* These pilot program provisions would be repealed as of January 1, 2031.

This bill would allow the use of a firearm ~~and or~~ blank on motion picture productions only for specified purposes and under specified

safety conditions. The bill would require a qualified property master, armorer, or assistant property master handling a firearm in the course of the motion picture production to have a specified state permit, to have completed certain training in firearms, and to have a specified federal document for the possession and custody of the firearm. The bill would specifically impose prescribed reporting requirements on employers engaged in motion picture production. The bill would specifically authorize the division to investigate, inspect, and cite employers, as prescribed.

This bill would prohibit ammunition on a motion picture production, except in prescribed circumstances, subject to certain safety rules and laws. The bill would require an employer to ~~ensure~~ *require* that any employee responsible for handling, or in proximity to, firearms on set completes a specific firearm training or equivalent training, as prescribed. The bill would require an employer to comply with the bill and any applicable safety standard. The bill would establish exemptions from its provisions for specified registered security guards and peace officers when they are on the perimeter of a set where motion picture production is happening.

This bill would require the division to enforce its provisions. The bill would define terms for its purposes. The bill's provisions would become operative on January 1, 2025.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

1 SECTION 1. Part 13 (commencing with Section 9150) is added  
2 to Division 5 of the Labor Code, to read:  
3  
4 PART 13. SAFETY IN MOTION PICTURE PRODUCTIONS  
5  
6 9150. (a) The Legislature finds and declares the following:  
7 (1) All workers deserve a safe and healthy workplace. Because  
8 the sets of motion picture productions have ~~a number and variety~~  
9 ~~of potential hazards, proactive planning and oversight on the~~  
10 ~~ground of the workplace~~ are key to ~~ensuring~~ *worker* safety.  
11 (2) The growing popularity of a diverse array of media platforms  
12 and reality television and increased customer demand for new

1 content and new production has increased the need to ensure for  
2 safety on sets.

3 (3) ~~Ensuring~~ *Improving* the overall health and safety on motion  
4 picture production sets is especially critical for the safe handling  
5 of firearms.

6 (4) The primary protections for the cast and crew in a motion  
7 picture production, including when firearms are used, are found  
8 in voluntary safety standards developed by the Industry-Wide  
9 Labor-Management Safety Committee for use in motion picture  
10 production.

11 (b) It is the intent of the Legislature to do the following:

12 (1) Establish a pilot program to address the implementation and  
13 oversight of safety practices and procedures in motion picture  
14 ~~production.~~ *productions participating in the pilot program.*

15 (2) ~~Mandate the employment of~~ *Require the productions in the*  
16 *pilot program to employ* a safety advisor to ensure that the overall  
17 ~~safety in production is safe and to oversee production safety and~~  
18 complete detailed, script-specific general and, if applicable, specific  
19 risk assessments as part of this ~~pilot.~~ *pilot program.*

20 (3) Establish training requirements and safety standards to ensure  
21 *that focus on* the safe handling of ~~prop~~ firearms and blanks in *all*  
22 motion picture production in California.

23 (4) Prohibit, except in the most limited circumstances, the use  
24 of *live* ammunition in motion picture production in California.

25 (c) It is not the intent of the Legislature in enacting this part to  
26 do either of the following:

27 (1) Adversely impact the employment or retention of craft  
28 employees responsible for handling firearms used in motion picture  
29 productions.

30 (2) Preclude the use of ~~firearms or replica, simulated, firearms,~~  
31 *blanks, replicas, simulated firearms,* or inert prop firearms or to  
32 influence content in motion picture productions.

33 9151. As used in this part:

34 (a) "Ammunition" means one or more loaded cartridges  
35 consisting of a primed case, propellant, and with one or more  
36 projectiles. "Ammunition" does not include blanks.

37 (b) "Blank" means a cartridge consisting of a primer cap, a shell  
38 case, and a quantity of gunpowder, but that does not contain a  
39 projectile.

1 (c) "Division" means the Division of Occupational Safety and  
2 Health.

3 (d) "Employer" means an employer engaged in producing a  
4 motion picture production.

5 (e) "*Filming activities*" includes principal photography and  
6 any subsequent filming, such as reshoots or additional scenes, as  
7 well as the construction and breakdown of sets and loading  
8 equipment, but does not include postproduction activity, including,  
9 but not limited to, editing, sound mixing, additional dialogue, or  
10 visual effects unrelated to reshoots.

11 ~~(e)~~

12 (f) "Firearm" means a device, designed to expel through a barrel  
13 a projectile by the force of an explosion or other form of  
14 combustion, including the frame or receiver of the device.  
15 "Firearm" does not include a replica or simulated firearm or a  
16 special effects device.

17 ~~(f)~~

18 (g) "Industry-Wide Labor-Management Safety Committee" or  
19 "committee" means the California group composed of union, guild,  
20 and employer representatives that establishes ~~best practice~~ safety  
21 guidelines for motion picture production and that meets regularly.

22 ~~(g)~~

23 (h) "Motion picture production" means the development or  
24 creation of motion pictures, television programs, streaming  
25 productions, commercial advertisements, music videos, or any  
26 other moving images, including, but not limited to, productions  
27 made for entertainment, commercial, religious, or educational  
28 purposes.

29 (i) "*Pilot program*" means the *Safety on Productions Pilot*  
30 *Program established in Sections 9152 and 9152.5.*

31 ~~(h)~~

32 (j) "Risk assessment" is a detailed written review of a script and  
33 production plan prepared in accordance with Section 9152.5.

34 ~~(i)~~

35 (k) "Safety advisor" means a person who works in tandem with,  
36 but independent of, performers and crew and who is not employed  
37 for any other role on the motion picture production; who reports  
38 to the unit production manager, or a person or persons having  
39 overall responsibility for the safety program, but retains autonomy  
40 to address production-related risk, including, as a last resort, the

1 authority to temporarily halt production until a thorough  
2 examination of the potential hazard or hazards and the mitigation  
3 plan can take place among the decisionmakers on productions;  
4 and who meets the following qualifications:

5 (1) One of the following:

6 (A) At least two years' experience primarily performing  
7 safety-related work in the entertainment industry as a department  
8 head, foreperson, or in a production safety position within motion  
9 picture production.

10 (B) At least 500 verifiable days in another crew position in  
11 motion picture production, so long as they possess an appropriate  
12 breadth of specialist knowledge, experience, and expertise aimed  
13 at minimizing risks to both performers and crew.

14 (C) Five or more years of safety-related work, where safety was  
15 a primary role and responsibility, in another industry, so long as  
16 they possess an appropriate breadth of specialist knowledge,  
17 experience, and expertise aimed at minimizing risks to workers  
18 and the public.

19 (2) Completion of a joint labor and management training on  
20 industry protocols, state and federal law, and safety practices in  
21 motion picture production.

22 (3) Completion of ~~a an OSHA 30-hour training program~~  
23 ~~authorized by the division (OSHA-30 training): for general~~  
24 ~~industry.~~

25 (f)

26 (l) "Specific risk assessment" means a ~~specific~~ risk assessment  
27 for identified high-risk activities or situations prepared in  
28 accordance with Section 9152.5.

29 9152. (a) The Safety on-~~Set Productions~~ Pilot Program is  
30 hereby established. Commencing July 1, 2025, until June 30, 2030,  
31 inclusive, an employer ~~for a motion picture production~~ that receives  
32 a motion picture tax credit pursuant to a tax credit program that  
33 ~~succeeds, on or after July 1, 2025, the tax credit program~~  
34 ~~established in Section 17053.98 or 23698 of the Revenue and~~  
35 ~~Taxation Code shall shall, for that motion picture production,~~ hire  
36 or assign a safety advisor ~~for California filming activities~~ by the  
37 time the department heads start the preproduction process of  
38 planning for construction or high-risk activities to perform a risk  
39 assessment and, if required under this part, a specific risk  
40 assessment, to be completed in collaboration and consultation with

1 appropriate production personnel, including, but not limited to,  
2 department heads and those with specialized knowledge. There  
3 shall be a dedicated safety advisor present on every motion picture  
4 ~~production.~~ *production in the pilot program who is assigned*  
5 *exclusively to that motion picture production.* The safety advisor  
6 shall have the authority to determine which worksite is most  
7 appropriate to have a physical presence on when multiple  
8 production-related activities are taking place in multiple locations.

9 (b) Any specific risk assessment shall be revised if there are  
10 meaningful changes to the proposed activity or location that would  
11 change the specific risk assessment or mitigation plan.

12 (c) All risk assessments shall be accessible via electronic  
13 transmission, upon request, to performers, crew, and labor  
14 organization representatives.

15 (d) The safety advisor shall have access to, and the opportunity  
16 to ~~inspect~~ *inspect*, all locations, facilities, equipment, supplies,  
17 materials, and props to ~~ensure~~ *safeguard* the safety of the  
18 performers and crew members. *Access or inspection by a safety*  
19 *advisor pursuant to this subdivision does not include handling or*  
20 *otherwise touching a firearm.*

21 (e) Production shall conduct a daily safety meeting, including,  
22 but not limited to, the meeting required in paragraph (4) of  
23 subdivision (a) of Section 9153. ~~The safety advisor shall participate~~  
24 ~~in the safety meetings.~~

25 (f) The safety advisor shall participate in daily safety meetings  
26 when occurring at the safety advisor's selected worksite or  
27 worksites, if there are multiple production-related activities taking  
28 place in multiple locations.

29 (g) The employer shall identify a person for performers, crew,  
30 labor organization representatives, and the division to contact for  
31 issues regarding compliance.

32 ~~The employer shall select an independent evaluator, from a~~  
33 ~~qualified list of evaluators established by the California Film~~  
34 ~~Commission in collaboration with the Industry-Wide~~  
35 ~~Labor-Management Safety Committee, to~~ *safety advisor shall*  
36 *prepare a* ~~postproduction~~ *final safety evaluation report based on*  
37 *the actual risk and compliance experience, as set forth in*  
38 *subdivisions (a) to (e), inclusive. Within 60 days* ~~after~~  
39 ~~postproduction, the independent evaluator following completion~~  
40 ~~of filming activities, the safety advisor shall provide its~~ *the final*

1 safety evaluation report to the Industry-Wide Labor-Management  
2 Safety ~~Committee~~. *Committee and the California Film*  
3 *Commission. Unplanned or unknown reshoots or additional scenes*  
4 *filmed after the submission of the initial report shall require an*  
5 *addendum report.*

6 (i) (1) ~~On or before January 1, 2029, the California Film~~  
7 ~~Commission, in collaboration with the Industry-Wide~~  
8 ~~Labor-Management Safety Committee, shall provide a nonbinding~~  
9 ~~set of recommendations to the Legislature as to whether the pilot~~  
10 ~~program should be implemented on a permanent basis, and whether~~  
11 ~~to extend its application to all motion picture productions in this~~  
12 ~~state, whether participating in state motion picture tax credits or~~  
13 ~~not. The Industry-Wide Labor-Management Safety Committee and~~  
14 ~~the California Film Commission shall jointly select an organization~~  
15 ~~or firm to perform a written evaluation of the pilot program. The~~  
16 ~~selected organization or firm shall review and assess the final~~  
17 ~~safety evaluation reports on or before June 30, 2029, and make a~~  
18 ~~nonbinding set of recommendations to the Legislature as to whether~~  
19 ~~the pilot program should be implemented on a permanent basis~~  
20 ~~and to what other motion pictures productions in this state it~~  
21 ~~should, or should not, be extended.~~

22 (2) The report submitted pursuant to paragraph (1) shall be  
23 submitted in compliance with Section 9795 of the Government  
24 Code.

25 (j) This section shall remain in effect only until January 1, 2031,  
26 and as of that date is repealed.

27 9152.5. Risk assessments shall be performed in accordance  
28 with the following:

29 (a) A risk assessment shall be written and shall be a script and  
30 production plan that identifies and evaluates preproduction and  
31 production activity or production locations that may pose a  
32 **reasonable** risk and hazard to employees and sets forth a mitigation  
33 plan of those risks and hazards. Department heads and those with  
34 specialized knowledge shall be involved in creating a plan to  
35 mitigate risk. The process for developing the risk assessment shall  
36 commence once the department heads start preproduction planning  
37 for construction or high-risk activities.

38 (b) A specific risk assessment shall be written and shall comply  
39 with the following:

40 (1) Be focused on identified high-risk activities or situations.



1 (2) Include detailed and specific risk mitigation plans and  
2 procedures to identify and evaluate workplace hazards that have  
3 an elevated risk factor or factors or a combination of multiple risk  
4 factors.

5 (3) ~~Spell out~~ Identify the precautions and controls to be taken  
6 to mitigate that risk and reevaluate the level of risk assuming those  
7 controls are implemented or if no steps are ~~taken~~. *taken to mitigate*  
8 *that risk.*

9 (4) Identify the group of employees affected by the assessed  
10 risk.

11 (c) A specific risk assessment shall be performed for the use of  
12 the following:

13 (1) Firearms.

14 (2) Major pyrotechnics and explosives.

15 (3) Major stunts.

16 (4) Process shot moves.

17 (5) ~~Helicopters~~ Aircraft or trains.

18 (6) Vehicles off road.

19 (7) Watercraft in open ~~water~~. *water and for individuals under*  
20 *water for prolonged periods.*

21 (8) Workweeks of ~~60 hours or more~~. *more than 60 hours.*

22 (d) A safety advisor shall have the authority to determine if,  
23 and when, a specific risk assessment is necessary for both on and  
24 off set activities and situations, including the following:

25 (1) Overhead rigging.

26 (2) Rugged outdoor locations.

27 (3) Inclement weather.

28 (4) Animals.

29 (5) Heights.

30 (6) Intermittent traffic control.

31 (7) Night shoots.

32 (8) Other high-risk activities or situations as identified by the  
33 safety advisor.

34 (e) *This section shall remain in effect only until January 1, 2031,*  
35 *and as of that date is repealed.*

36 9153. (a) A firearm ~~and~~ or blank shall only be permitted on  
37 motion picture productions, for the purposes of rehearsal, actor  
38 training, the filming of an on-camera sequence, or other  
39 development of content of the motion picture production with

1 individuals of the performers or crew, under the following  
2 conditions:

3 (1) Under the custody and control of a qualified property master,  
4 armorer, or assistant property master.

5 (2) While handling the firearm, the property master, armorer,  
6 or assistant property master is the only person who can hand that  
7 firearm to the performer or cast or crew member standing in for  
8 that performer during the scene. Only the property master, armorer,  
9 or assistant property master shall collect the firearm upon  
10 completion of the activity.

11 (3) A property master, armorer, or assistant property master  
12 shall have no other duties, responsibilities, or obligations during  
13 the time the property master, armorer, or assistant property master  
14 is preparing for the use of a firearm and that a firearm is in the  
15 possession of the performer. It remains their sole responsibility  
16 until firearms are no longer in use and have been locked away.

17 (4) As indicated in safety bulletins of the Industry-Wide  
18 Labor-Management Safety Committee, a safety meeting shall be  
19 conducted when firearms are involved in a scene.

20 (5) The employer shall identify a person for performers, crew,  
21 labor organization representatives, and the division to contact for  
22 issues regarding compliance.

23 (6) The employer has ensured sufficient staffing of qualified  
24 property masters, armorers, or assistant property ~~masters, reflective~~  
25 ~~of the scene risk assessment.~~ *masters.*

26 (b) A qualified property master, armorer, or assistant property  
27 master handling a firearm in the course of the motion picture  
28 production shall have all of the following:

29 (1) A current entertainment firearms permit or current dangerous  
30 weapons permit or license issued by the California Department of  
31 Justice.

32 (2) A joint entertainment industry labor-management firearm  
33 safety industry-specific training course certificate with training on  
34 industry protocols, state and federal law, and best practices on  
35 safety.

36 (3) One of the following:

37 (A) A signed rental sheet or copy of a completed Bureau of  
38 Alcohol, Tobacco, Firearms and Explosives "ATF Form 4473,"  
39 stating the lawful transfer of Title 1 Firearms to that property  
40 master, armorer, or assistant property master or a copy of a current

1 Federal Firearms License (FFL) establishing the property master,  
2 armorer, or assistant property master as the lawful possessor of  
3 the firearms who may obtain and retain custody of all firearms  
4 used in motion picture productions.

5 (B) In the event of the use of restricted firearms classified under  
6 the Bureau of Alcohol, Tobacco, Firearms and Explosives National  
7 Firearms Act Division (ATF NFA) rules, and including "assault  
8 weapons," as defined by California law, a set of current dangerous  
9 weapons permits issued by the Department of Justice, or in the  
10 absence of such permits, a clearly dated extension letter for 120  
11 days from the Department of Justice Bureau of Firearms permitting  
12 the property master, armorer, or assistant property master to  
13 continue their activities with restricted firearms, and a signed rental  
14 sheet from the federally licensed armory providing the firearms,  
15 or a current FFL and current ATF Special Occupational Tax Stamp  
16 establishing lawful possession of restricted firearms by that  
17 property master, armorer, or assistant property master shall be  
18 presented for the property master, armorer, or assistant property  
19 master to obtain and retain custody of NFA firearms. In such a  
20 case, the dangerous weapons permits issued by the Department of  
21 Justice shall supersede the entertainment firearms permit.

22 9154. (a) Employers engaged in motion picture production  
23 shall report to the division any serious injury or illness, or death,  
24 of an employee occurring in a place of employment or in  
25 connection with any employment pursuant to Section 342 of Title  
26 8 of the California Code of Regulations. Pursuant to Section 6309,  
27 if the division learns or has reason to believe that an employment  
28 or place of employment is not safe or is injurious to the welfare  
29 of an employee, the division, on its own motion or upon complaint,  
30 may summarily investigate the employment or place of  
31 employment. Every inspection conducted by the division shall  
32 include an evaluation of the employer's injury prevention program  
33 established pursuant to Section 6401.7 and any risk assessment  
34 for those participating in the pilot *program* established pursuant  
35 to ~~Section 9151~~. *Sections 9152 and 9152.5.*

36 (b) Pursuant to Sections 6314 and 6317, if, upon inspection or  
37 investigation, the division determines that an employer has violated  
38 any standard, rule, order, regulation or these provisions, the  
39 division may with reasonable promptness issue a citation to the  
40 employer.

1 9155. (a) Ammunition shall not be permitted on a motion  
2 picture production, except as follows:

3 (1) In the controlled and supervised environment of a shooting  
4 range or equivalent and for the purposes of actor training or  
5 postproduction gunfire sound recording, a documentary, except  
6 reenactments, or firearms education.

7 (2) Where ammunition is essential to the subject matter of the  
8 work, such as a competitive reality show, a documentary, except  
9 dramatic reenactments, or a firearms education and safety training  
10 production.

11 (3) While filming footage of trained military or police personnel  
12 firing weapons in a controlled military or police facility.

13 (b) In the exceptions set forth in subdivision (a), all range safety  
14 rules, federal, state, and local laws, and Industry-Wide  
15 Labor-Management Safety Committee Safety Bulletins #1 and #2  
16 shall be followed under the supervision of the property master,  
17 armorer, or qualified assistant property master. Appropriate medical  
18 personnel shall be available.

19 9156. Every employer shall ~~ensure~~ *require* that any employee  
20 responsible for handling, or in proximity to, firearms on set  
21 completes ~~the~~ a Contract Services Administration Trust Fund  
22 (CSATF) Firearms Safety Course for the Entertainment Industry,  
23 or an equivalent training, as determined by the ~~committee~~.  
24 *Industry-Wide Labor-Management Safety Committee*. This training  
25 requirement shall be paid for by the employer and is not limited  
26 to crew or guild members.

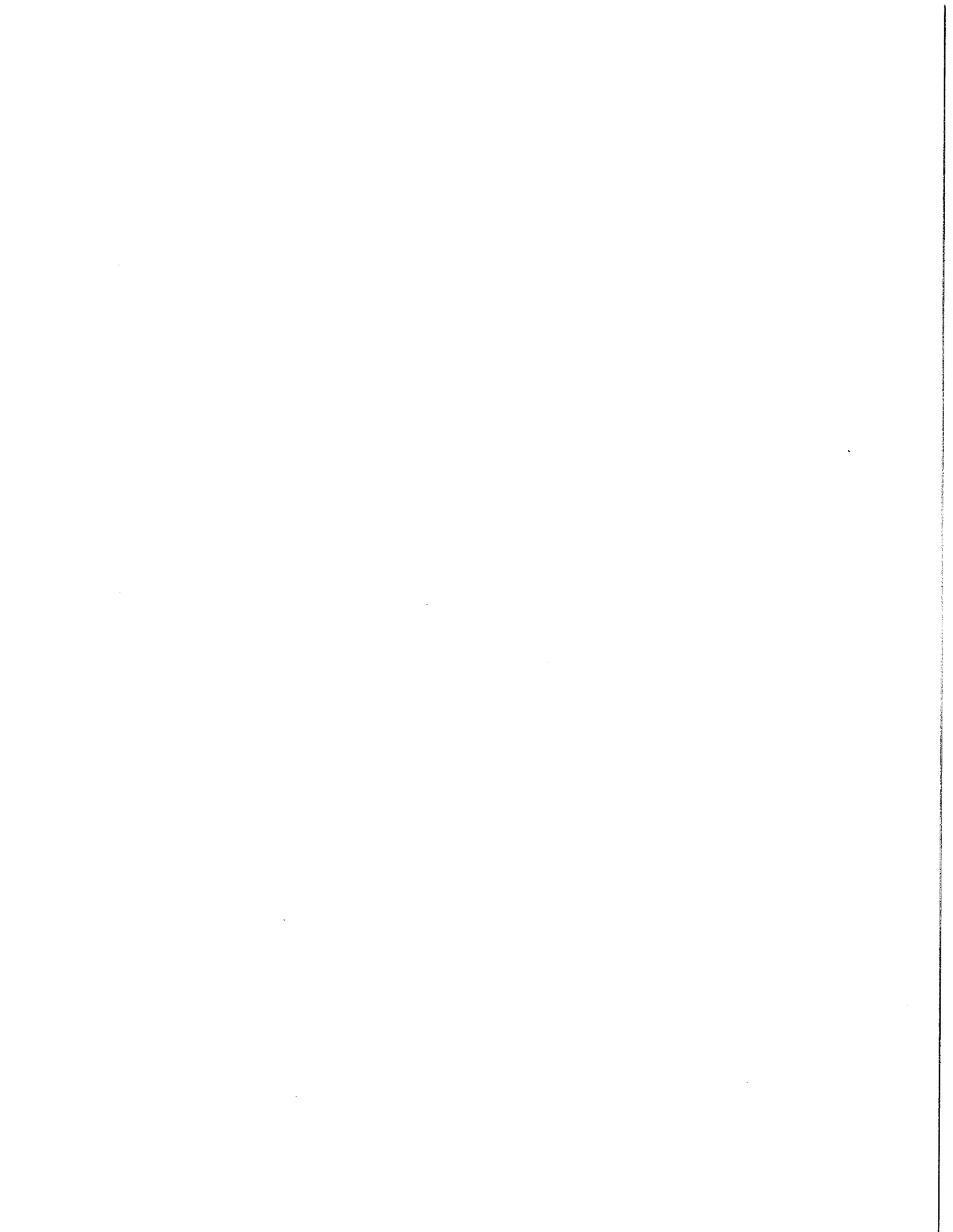
27 9157. An employer shall comply with this part and any  
28 applicable safety standard.

29 9158. This part does not apply to the following persons when  
30 they are on the perimeter of a set where motion picture production  
31 is happening:

32 (a) A registered security guard carrying a firearm in compliance  
33 with security guard firearms qualifications established in Sections  
34 7583.2 to 7583.5, inclusive, of the Business and Professions Code,  
35 who is employed to provide security to the motion picture  
36 production and who, in the scope and the course of that  
37 employment, is at all times in possession and control of the firearm.

38 (b) A sworn peace officer, as defined in Chapter 4.5  
39 (commencing with Section 830) of Title 3 of Part 2 of the Penal  
40 Code, or sworn federal law enforcement officer, who is authorized

- 1 to carry a firearm in the course and scope of the officer's duties
- 2 and who, in the scope and the course of their duties, is at all times
- 3 in possession and control of the firearm.
- 4 9159. The division shall enforce this part.
- 5 9160. This part shall not prevent or limit employer adoption
- 6 of stricter safety standards.
- 7 9161. This part shall become operative on January 1, 2025.



October 4, 2023  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Community Services Building, Room 104 – 150 N. Third Street.

**Roll Call**

Members present:

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

Also present:

Daniel Amaya, Administrative Analyst I  
Sean Aquino, Ast Gen Manager – Cust Serv & Marketing  
Julie Barrientos, Senior Administrative Analyst  
Brady Griffin, Human Resources Manager  
David Hernandez, Manager Transmission & Dist Engrng  
David Kriske, Ast CD Director - Transportation & Planning  
Jina Oh, Chief Assistant City Attorney  
Erik Olson, Manager Energy Control Center  
Karen Pan, Transportation Services Manager  
Katie Picha, Administrative Officer  
April Rios, Human Resources Manager  
Mandi Samra, Ast Gen Manager – BWP  
Rene Sanchez, Administrative Analyst II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director  
Craig Wood, Deputy Financial Services Director

**Open Public Comment Period of Oral Communications**

None.

**Future Agenda Items**

None.

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 4-0 to approve the minutes of the regular meeting of September 6, 2023.

**Proposed Amendments to Classification Plan**

- a. **Revision of the Specifications for the Classifications of Assistant Transportation Planner, Associate Transportation Planner, Senior Transportation Planner, Principal Transportation Planner, and Transportation Planning Manager**

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 4-0 to approve the revision of the specifications for the classifications of Assistant Transportation Planner, Associate Transportation Planner, Senior Transportation Planner, Principal Transportation Planner, and Transportation Planning Manager.

- b. **Establishment of the Title and Specification for the Classification of Power System Operator Supervisor**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 4-0 to approve the establishment of the title and specification for the classification of Power System Operator Supervisor.

**Recruitment and Selection Report – September 2023**

RECOMMENDATION: Note and file.

**Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of October 2023, there were four temporary appointment extensions and two temporary assignment extensions. The extensions were being sought on behalf of the Financial Services Department, Management Services Department, and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 5-0 to approve the Appointments and Assignments for the month of October 2023.

**Discussion Regarding Cancelling Civil Service Board Meetings with No Action Items**

The Board agreed to leave it to staff's discretion to cancel meetings as necessary, including but not limited to when there are no action items.

**Adjournment**



The regular meeting of the Civil Service Board was adjourned at 5:22 p.m.

Julianne Venturo  
Assistant Management Services Director

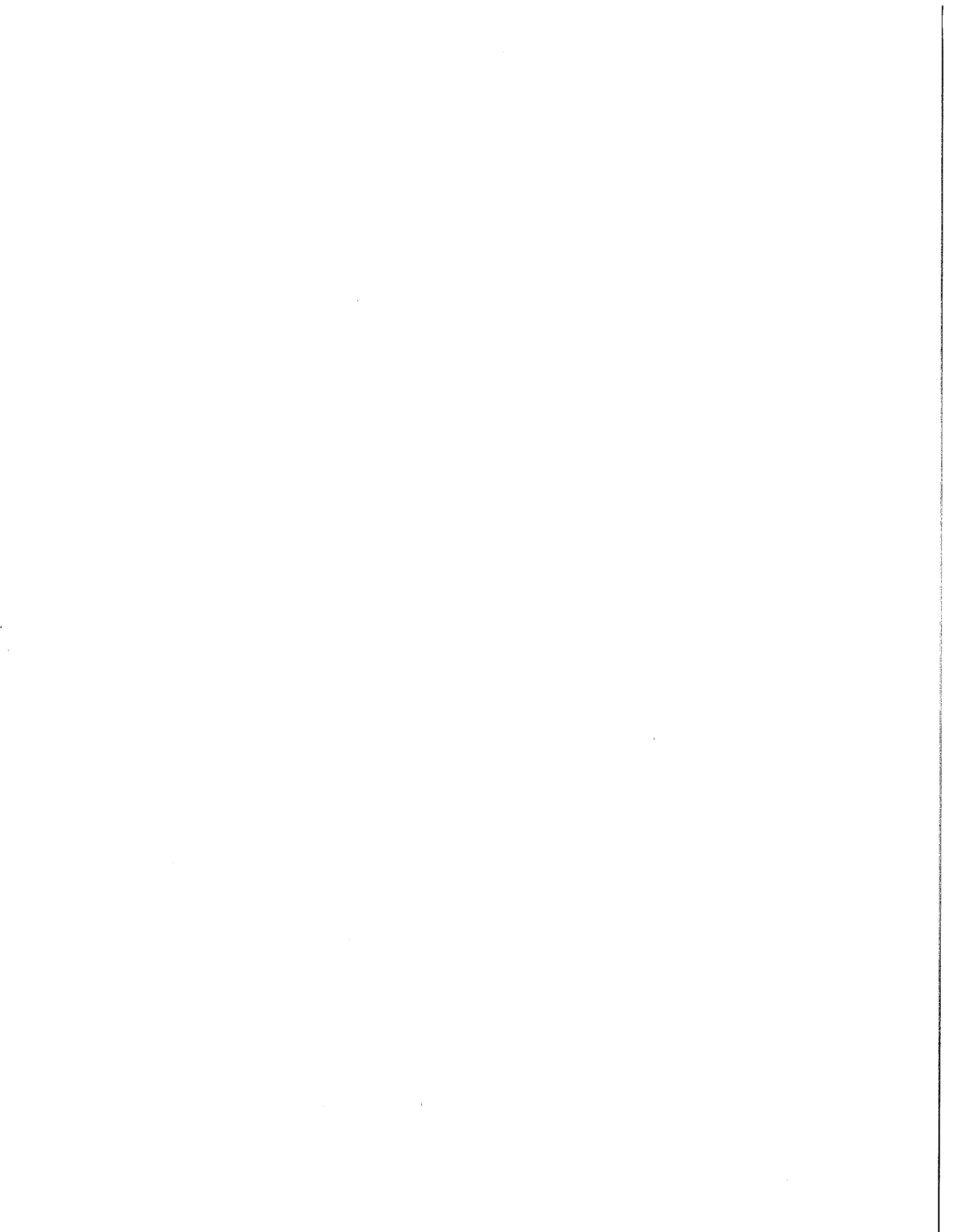
APPROVED:

\_\_\_\_\_  
Richard Ramos, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Linda Barnes, Secretary

DATE \_\_\_\_\_



# STAFF REPORT



**MANAGEMENT  
SERVICES**



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**DATE:** December 6, 2023

**TO:** Civil Service Board

**FROM:** Betsy McClinton, Management Services Director  
By: Brady Griffin, Human Resources Manager

**SUBJECT:** Recruitment and Selection Report – October and November 2023

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## **RECOMMENDATION**

Note and file the recruitment and selection report for the months of October and November 2023.

## **BACKGROUND**

This report is an informational item to keep the Civil Service Board informed of the various recruitment and selection activities for the months of October and November 2023.

## **DISCUSSION**

The attachments to this report provide a snapshot of the recruitments that were conducted during the months of October and November 2023. The following is a summary of this information:

- 38 Requisitions received
- 190 Requisitions in process
- 2792 Applications received
- 42 Recruitments being conducted
- 20 Employment Lists created

## **CONCLUSION**

This report is for informational purposes only and there is no action required.

## **ATTACHMENT**

Attachment 1 – Recruitment Examination Report – October and November 2023  
Attachment 2 – Monthly Requisition Status Report – October and November 2023

## RECRUITMENT EXAMINATION REPORT – OCTOBER AND NOVEMBER 2023

<u>EXAMINATION TITLE</u>		<u>RESULTS OF EXAMINATION</u>
ADMINISTRATIVE ANALYST I (Expedited)	101	Applications received
	81	Qualified and pending dept testing
	10	Passed and scheduled for orals
	9	Appeared for orals
	6	Pending selection
ASSISTANT CITY CLERK (Expedited)	89	Applications received
ASSISTANT PLANNER (Open Competitive)	141	Applications received
	74	Qualified and pending dept testing
	12	Passed and scheduled for orals
	6	Appeared for orals
	6	Passed and on Employment List
ASSISTANT PLANNER (Interdepartmental Promotional)	1	Application received
	1	Qualified and pending dept testing
	1	Passed and scheduled for orals
	1	Appeared for orals
	1	Passed and on Employment List
ASSOCIATE PLANNER (Open Competitive)	39	Applications received
	33	Qualified and pending dept testing
	12	Passed and scheduled for orals
	10	Appeared for orals
	7	Passed and on Employment List
ASSOCIATE PLANNER (Interdepartmental Promotional)	1	Application received
	1	Qualified and pending dept testing
	1	Passed and scheduled for orals
	1	Appeared for orals
	1	Passed and on Employment List
ASSOCIATE TRANSPORTATION PLANNER (Open Competitive)	57	Applications received
	11	Qualified and pending dept testing
	8	Passed and scheduled for orals

## ATTACHMENT 1

CARPENTER (Open Competitive)	27	Applications received
	9	Qualified and pending dept testing
	4	Passed and scheduled for orals
CARPENTER (Interdepartmental Promotional)	2	Applications received
	2	Qualified and pending dept testing
	2	Passed and scheduled for orals
CIVIL ENGINEERING ASSOCIATE (Open Competitive)	23	Applications received
	9	Qualified and pending dept testing
	9	Passed and scheduled for orals
	8	Appeared for orals
CODE ENFORCEMENT MANAGER (Expedited)	23	Applications received
	14	Qualified and pending dept testing
	6	Passed and scheduled for orals
	3	Appeared for orals
	3	Pending selection
COMMUNICATIONS NETWORK ENGINEER (Expedited)	45	Applications received
	36	Qualified and pending dept testing
	10	Pending selection
CUSTOMER SERVICE REP III (Open Competitive)	219	Applications received
	216	Qualified and pending dept testing
	10	Passed and scheduled for orals
	9	Appeared for orals
	9	Passed and on Employment List
CUSTOMER SERVICE REP III (Interdepartmental Promotional)	3	Applications received
	3	Qualified and pending dept testing
	3	Passed and scheduled for orals
	3	Appeared for orals
	3	Passed and on Employment List
FIRE ADMINISTRATOR (Exempt)	14	Applications received
	14	Qualified and pending dept testing

## ATTACHMENT 1

	5	Passed and scheduled for orals
	5	Appeared for orals
	3	Pending selection
FIRE CAPTAIN (Departmental Promotional)	8	Applications received
	8	Qualified and scheduled for written
	7	Appeared for written
	7	Passed and scheduled for performance
	7	Appeared for performance
	5	Passed and on Employment List
FIRE ENGINEER (Departmental Promotional)	7	Applications received
FORENSIC SPECIALIST (Open Competitive)	278	Applications received
	247	Qualified and pending dept testing
FORENSIC SPECIALIST (Interdepartmental Promotional)	3	Applications received
	1	Qualified and pending dept testing
LIBRARY ASSOCIATE (Open Competitive)	503	Applications received
	503	Qualified and scheduled for written
	314	Appeared for written
	15	Passed and scheduled for orals
	14	Appeared for orals
	11	Passed and on Employment List
LIBRARY ASSOCIATE (Interdepartmental Promotional)	2	Applications received
	2	Qualified and scheduled for written
	2	Appeared for written
	1	Passed and scheduled for orals
	1	Appeared for orals
	1	Passed and on Employment List
LIBRARY PAGE – PART TIME (Open Competitive)	256	Applications received
	254	Qualified and scheduled for written
	127	Appeared for written
	115	Passed and on Employment List

## ATTACHMENT 1

JAILER (Open Competitive)	171	Applications received
	167	Qualified and scheduled for written
	45	Appeared for written
	14	Passed and scheduled for performance
	12	Appeared for performance
	12	Passed and scheduled for orals
	11	Appeared for orals
	11	Passed and on Employment List
JAILER (Interdepartmental Promotional)	1	Application received
	1	Qualified and pending written
	0	Appeared for written
JAILER (Departmental Promotional)	1	Application received
	1	Qualified and pending app eval
	1	Passed and on Employment List
NETWORK SUPPORT ANALYST III (Expedited)	77	Applications received
	56	Qualified and scheduled for written
POLICE LIEUTENANT (Departmental Promotional)	9	Applications received
	9	Qualified and scheduled for written
	8	Appeared for written
	6	Passed and scheduled for performance/orals
	6	Appeared for performance/orals
	5	Passed and on Employment list
POLICE OFFICER/LATERAL (Open Competitive)	15	Applications received
	4	Qualified and scheduled for agility
	0	Appeared for agility
POLICE OFFICER/LATERAL (Open Competitive)	7	Applications received
	1	Qualified and scheduled for agility
	0	Appeared for agility
POLICE OFFICER/LATERAL (Open Competitive)	17	Applications received
	7	Qualified and scheduled for agility
	1	Appeared for agility

## ATTACHMENT 1

POLICE RECRUIT (Exempt)	83	Applications received
	16	Qualified and scheduled for agility
	10	Appeared for agility
	5	Passed and scheduled for orals
	5	Appeared for orals
	2	Pending selection
POLICE RECRUIT (Exempt)	80	Applications received
	14	Qualified and scheduled for agility
	14	Appeared for agility
POLICE RECORDS TECHNICIAN (Open Competitive)	99	Applications received
	84	Passed and pending written
	40	Appeared for written
	12	Passed and scheduled for orals
	12	Appeared for orals
	11	Passed and on Employment List
PRINCIPAL DATA ENGINEER (Expedited)	28	Applications received
	24	Qualified and pending dept testing
	7	Passed and scheduled for orals
	7	Appeared for orals
RECORDS TECHNICIAN (Open Competitive)	77	Applications received
	16	Qualified and pending dept testing
	7	Passed and scheduled for orals
	6	Appeared for orals
	3	Passed and on Employment List
RECORDS TECHNICIAN (Interdepartmental Promotional)	1	Application received
	0	Qualified
RECREATION COORDINATOR (Open Competitive)	80	Applications received
RECREATION COORDINATOR (Interdepartmental Promotional)	5	Applications received



## ATTACHMENT 1

SENIOR CLERK (Open Competitive)	72	Applications received
	67	Qualified and scheduled for written
	38	Appeared for written
	10	Passed and scheduled for orals
	8	Appeared for orals
SENIOR CLERK (Interdepartmental Promotional)	9	Applications received
	9	Qualified and scheduled for written
	9	Appeared for written
	3	Passed and scheduled for orals
	3	Appeared for orals
SENIOR FLEET MAINTENANCE TECH. (Open Competitive)	2	Applications received
	2	Qualified and pending dept testing
	1	Passed and on Employment List
SENIOR FLEET MAINTENANCE TECH. (Interdepartmental Promotional)	2	Applications received
	2	Qualified and pending dept testing
	2	Passed and on Employment List
SENIOR GROUNDSKEEPER (Open Competitive)	12	Applications received
	12	Qualified and pending dept testing
	3	Passed and scheduled for orals
	1	Appeared for orals
	1	Passed and on Employment List
SENIOR GROUNDSKEEPER (Open Competitive)	3	Applications received
	3	Qualified and pending dept testing
	3	Passed and scheduled for orals
	3	Appeared for orals
	3	Passed and on Employment List
SOLID WASTE TRUCK OPERATOR (Open Competitive)	80	Applications received
	80	Qualified and pending dept testing
	34	Passed and scheduled for performance

## ATTACHMENT 1

SOLID WASTE TRUCK OPERATOR (Interdepartmental promotional)	1	Application received
	1	Qualified and pending dept testing
	1	Passed and scheduled for performance
TECHNICAL SUPPORT ANALYST II (Interdepartmental promotional)	1	Application received
	1	Qualified and pending app eval
	1	Passed and on Employment List
WORKERS' COMP ADMINISTRATOR (Expedited)	30	Applications received
	16	Qualified and pending dept testing
	12	Passed and scheduled for orals
	10	Appeared for orals
	4	Pending selection

### Monthly Reporting to Civil Service Board

Promotional Examinations (CSR III-5-B and BCEA MOU Exhibit E) – During the months of October and November 2023, Jailer and Technical Support Analyst II were the only promotional examinations scheduled for fewer than four eligible employees. The Human Resources Manager processed an application evaluation and created Employment Lists.

**ATTACHMENT 2**

**MONTHLY REQUISITION STATUS REPORT  
October and November 2023**

**CITY ATTORNEY**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
6/20/2023	Legal Secretary	1	OC	23248		117	Pending Recruitment

**CITY CLERK**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
2/13/2023	Intermediate Clerk (Temp)	1	Exempt	23062		126	Pending Selection
4/15/2023	Senior Administrative Analyst (M)	1	Expedited	23302		126	Completed: Xiomara Gamez
9/21/2023	Records Technician	1	OC	23374		126	Certified 11-15-23
10/19/2023	Assistant City Clerk	1	Exempt	23404		126	Pending Dept. Testing

**CITY MANAGER**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
6/1/2021	Clerical Worker (PT)	1	Exempt	21145	CM.0019	100	Pending Selection

**CITY COUNCIL**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status

**ATTACHMENT 2**

**CITY TREASURER**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
2/25/2021	Intermediate Clerk	1	DP	21059		131	Pending Recruitment

**COMMUNITY DEVELOPMENT**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
3/1/2022	Associate Transportation Planner	1	OC	22366	CD.0298	153	Pending Orals 12-6-23
4/27/2023	Transportation Services Driver (PT)	1	Expedited	23158	CD.0221	153	Pending Selection
6/27/2023	Code Enforcement Manager	1	Expedited	23259	CD.0236	155	Pending Selection
7/18/2023	Senior Administrative Analyst (M)	1	Expedited	23286		152	Pending Selection
7/18/2023	Associate Planner	2	OC	23288		152	Certified 10-17-23
7/18/2023	Assistant Planner	2	OC	23289		152	Certified 10-25-23
8/2/2023	Principal Planner	1	Expedited	23312	CD.0624	152	Completed: Daniel Villa
8/2/2023	Intermediate Clerk	1	OC	23313	CD.0280	154	Pending Certification
8/2/2023	Administrative Analyst II (M)	1	Expedited	23315	CD.0609	154	Completed: Marlin Galvez
8/9/2023	Senior Clerk	1	OC	23338	CD.0247	158	Completed: Dagmar Tyler
8/31/2023	Housing Assistant	1	Expedited	23354	CD.0616	154	Completed: Vanessa Barrera
8/31/2023	Housing Development Manager	1	Expedited	23355	CD.0614	154	Pending Selection
8/31/2023	Transportation Services Driver (PT)	1	Expedited	23356	CD.0212	153	Completed: Charbel Beainy
9/25/2023	Transportation Services Driver	1	Expedited	23382	CD.0208	157	Pending Selection
10/13/2023	Principal Plan Check Engineer	1	Expedited	23402		155	Pending Selection
11/7/2023	Associate Planner	1	DP	23415	CD.0293	152	Certified 10-17-23

**FINANCIAL SERVICES**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
5/22/2023	Account Clerk	2	OC	23156	FN.0131 FN.0096	105	Completed: Argin Petrosyan and Sandra Bernardini
8/17/2023	Accountant	1	OC	12245	FN.0015	105	Completed: Marysol Corea
9/21/2023	Management Intern	1	Expedited	23381		105	Pending Recruitment
11/8/2023	Senior Administrative Analyst (M)	1	Expedited	23416		105	Pending Selection
11/8/2023	Clerical Worker	1	Exempt	23419		105	Pending Selection

**ATTACHMENT 2**

<b>FIRE</b>							
Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
2/26/2019	Fire Captain	3	DP	19054		235	Completed: Scott Smith and Jon Stockton
6/15/2023	Fire Inspector I	1	OC	23204		236	Completed: Derrick Casella
7/5/2023	Intermediate Clerk	2	OC	23275		236	Completed: Jennifer Dance and Frances Ramirez
8/9/2023	Fire Fighter	6	OC	23327		235	Open Until Filled
8/19/2023	Fire Administrator	1	Exempt	23348		236	Completed: Christine Alles
8/28/2023	Fire Engineer	1	DP	23350		235	Completed: Martin Villa
10/27/2023	Fire Engineer	1	OC	23408		235	Pending Written 12-5-23
11/6/2023	Fire Inspector I	1	OC	23409		236	Pending Certification

**INFORMATION TECHNOLOGY**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
10/3/2022	Technology Product Manager	5	Expedited	22429		110	Completed: Carlos Garcia and Issa Esmeirate
12/1/2022	Intermediate Clerk	1	IDP	22487		110	Pending Certification
3/13/2023	Lead Systems Engineer	1	Expedited	23097		110	Pending Recruitment
4/6/2023	Network Support Analyst III	1	Expedited	23110	IT.0053	110	Pending Written 11-30-23
5/1/2023	Manager Technology	1	Expedited	23160		110	Completed: Daniel Jeri
9/14/2023	Technical Support Analyst II	1	IDP	23239	IT.0222	110	Certified 10-25-23
7/19/2023	Principal Data Engineer	1	Expedited	23240		110	Pending Selection
6/5/2023	Release Train Engineer	1	Exempt	23241		110	Pending Selection
10/20/2023	Principal Technology Product Manager	1	Exempt	23406	IT.0214	110	Pending Recruitment

**LIBRARY**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
7/20/2022	Library Assistant	1	OC	22317	LB.0116	710	Pending Recruitment
11/10/2022	Library Associate	1	OC	22452	LB.0250	710	Certified 10-19-23

**ATTACHMENT 2**

2/15/2023	Library Associate (Temp)	1	Exempt	23066		710	Pending Selection
2/17/2023	Library Page- Part Time	1	OC	23070	LB.0227	710	Completed: Corinne Shor
3/9/2023	Library Page- Part Time	2	OC	23090	LB.0206 LB.0204	710	Completed: Shakira Noriega and Yukka Shikami
3/20/2023	Librarian	1	Expedited	23105	LB.0028	710	Pending Recruitment
6/14/2023	Administrative Analyst I (M)	1	Expedited	23246	LB.0278	710	Pending Selection
7/12/2023	Library Associate	1	OC	23287	LB.0220	710	Certified 10-19-23
10/10/2023	Librarian	1	Expedited	23400	LB.0259	710	Pending Recruitment
11/6/2023	Library Monitor	1	Exempt	23410	LB.0255	710	Pending Selection
11/6/2023	Library Monitor	1	Exempt	23411	LB.0256	710	Pending Selection

**MANAGEMENT SERVICES**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
12/19/2022	Workers' Compensation Representative II	1	OC	22432	MS.0044	106	Open Until Filled
12/19/2022	Sign Language Interpreter (Temp)	1	Exempt	22444	MS.0086	109	Pending Recruitment
2/15/2023	Clerical Worker	1	Exempt	23068		106	Completed: Joseph Eligio
7/24/2023	Workers' Compensation Administrator	1	Expedited	23295	MS.0009	106	Completed: Lilia Sahagun
9/18/2023	Youth Services Worker	22	Exempt	23370		619	Completed: Arpi Airapetian, Levi Chirino, Derek Cobos, Isaac Cortez, Sadie Gallagher, Alessandro Golightly, Sharon Gonzalez, Helen Gabriel-Hernandez, Ian Jennings, Sanchana Karthik, Laressa Ottoson, Alanna Marquez Simon, Phoenix Salazar, Maria Pogasyan, Lindsay Reyes, Emma Rojas, Samuel Suner, Aimee Solarz, Matthew Torres and Jan Villanueva.
9/18/2023	Mail Room Assistant	1	Exempt	23371		109	Completed: Zachary Rodriguez
9/18/2023	Work Trainee I	1	Exempt	23372	MS.0704	109	Pending Selection
10/5/2023	Human Resources Technician I	3	OC	23399	MS.0703 MS.0704 MS.0046	109	Pending Recruitment
10/7/2023	Duplicating Machine Operator	1	OC	23403	MS.0030	102	Pending Recruitment

**ATTACHMENT 2**

**PARKS AND RECREATION**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
5/2/2019	Tree Trimmer	1	OC	19135	PR.0241	603	Open Until Filled
2/26/2020	Senior Tree Trimmer	1	OC	20082	PR.0232	603	Pending Recruitment
10/12/2020	Lifeguard – Instructor (PT) (Temp)	1	Exempt	20201	PR.6065	623	Pending Selection
7/15/2021	Lifeguard – Instructor (PT) (Temp)	1	Exempt	21206	PR.6070	623	Completed: Jaime Rockafellow
7/15/2021	Lifeguard – Instructor (PT) (Temp)	1	Exempt	21207	PR.6115	623	Pending Selection
11/29/2021	Senior Recreation Leader	1	OC	21362	PR.0820	600	Certified 7-13-23
12/1/2021	Senior Tree Trimmer	1	OC	21368	PR.0235	603	Pending Recruitment
1/25/2022	Groundskeeper Helper	1	OC	22018	PR.0260	606	Open Until Filled
2/1/2022	Tree Trimmer Helper	2	OC	22055	PR.0793 PR.0794	603	Completed: Daniel Gonzalez
2/1/2022	Senior Tree Trimmer	1	OC	22056	PR.0234	603	Pending Recruitment
3/15/2022	Lifeguard- Instructor (PT) (Temp)	1	Exempt	22132	PR.6114	623	Pending Selection
3/15/2022	Lifeguard- Instructor (PT) (Temp)	1	Exempt	22133	PR.6073	623	Pending Selection
5/13/2022	Work Trainee I (PT) (Temp)	1	Exempt	22200	PR.2004	605	Pending Selection
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22225	PR.5005	621	Cancelled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22226	PR.6097	621	Cancelled
6/2/2022	Veterinary Technician	1	OC	22241	PR.6169	609	Open Until Filled
6/20/2022	Lifeguard (PT) (Temp)	1	Exempt	22275	PR.6022	623	Pending Selection
6/20/2022	Lifeguard – Instructor (PT) (Temp)	1	Exempt	22276	PR.6072	622	Pending Selection
6/20/2022	Lifeguard – Instructor (PT) (Temp)	1	Exempt	22277	PR.6071	622	Completed: Robert Kharazyan
6/20/2022	Lifeguard – Instructor (PT) (Temp)	1	Exempt	22281	PR.6066	623	Pending Selection
7/21/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22322	PR.6170	621	Open Until Filled
8/1/2022	Utility Worker	3	Exempt	22338	PR.0792 PR.0793 PR.0794	603	Pending Selection
8/16/2022	Groundskeeper	2	OC	22353	PR.0254 PR.0256 PR.0269	606	Completed: Robert Murphy
8/16/2022	Groundskeeper	3	OC	22353	PR.0254 PR.0256 PR.0269	606	Completed: Jerry Cason
8/17/2022	Groundskeeper	2	OC	22354	PR.0266 PR.0329	605	Open Until Filled
8/17/2022	Senior Groundskeeper	1	OC	22358	PR.0248	606	Certified 11-2-23

**ATTACHMENT 2**

8/31/2022	Lifeguard	1	Exempt	22379	PR.6054	622	Pending Selection
9/27/2022	Tree Trimmer	1	OC	22416	PR.0238	603	Open Until Filled
11/17/2022	Recreation Leader (PT)	1	Exempt	22465	PR.0833	621	Pending Selection
11/17/2022	Work Trainee I (PT) (Temp)	1	Exempt	22466	PR.6091	621	Pending Selection
12/6/2022	Kennel Attendant	1	Exempt	22497		609	Pending Selection
1/18/2023	Veterinarian	1	Expedited	23005		609	Open Until Filled
1/18/2023	Recreation Leader (PT)	1	Exempt	23015	PR.0858	621	Pending Selection
1/18/2023	Recreation Leader (PT)	1	Exempt	23017	PR.0860	621	Pending Selection
1/18/2023	Recreation Leader (PT)	1	Exempt	23026	PR.0870	621	Pending Selection
4/6/2023	Food Services Aide	1	Expedited	23132	PR.0806	624	Completed: Luis Villagran
4/13/2022	Lifeguard	1	Exempt	23140	PR.6074	622	Pending Selection
4/19/2023	Senior Recreation Leader	1	OC	23146	PR.0821	621	Cancelled
4/27/2023	Work Trainee I (PT) (Temp)	1	Exempt	23151	PR.6035	621	Pending Selection
5/4/2023	Lifeguard	1	Exempt	23167	PR.6050	622	Pending Selection
5/4/2023	Lifeguard	1	Exempt	23168	PR.6106	622	Pending Selection
5/4/2023	Lifeguard	1	Exempt	23170	PR.6120	622	Pending Selection
5/4/2023	Lifeguard	1	Exempt	23171	PR.6112	622	Pending Selection
5/16/2023	Groundskeeper Helper	3	OC	23185	PR.0258 PR.0259 PR.0257	606	Open Until Filled
6/1/2023	Senior Clerk	1	DP	23226	PR.0363	600	Certified 7-20-23
6/8/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23228	PR.0018	621	Open Until Filled
6/13/2023	Lifeguard	1	Exempt	23230	PR.6109	623	Pending Selection
6/13/2023	Lifeguard	1	Exempt	23231	PR.6112	623	Pending Selection
6/13/2023	Lifeguard	1	Exempt	23232	PR.6107	623	Pending Selection
6/13/2023	Lifeguard	1	Exempt	23233	PR.6106	623	Completed: Liam Remelius
6/13/2023	Lifeguard	1	Exempt	23234	PR.6105	623	Pending Selection
6/13/2023	Work Trainee I (PT) (Temp)	1	Exempt	23235	PR.0911	621	Pending Selection
7/5/2023	Graphics Media Designer	1	DP	23268		600	Completed: Tony Rodriguez
7/19/2023	Recreation Coordinator	1	OC	23290	PR.6186	620	Pending Dept. Testing
7/19/2023	Recreation Coordinator	1	OC	23294	PR.6083	624	Pending Dept. Testing
8/2/2023	Work Trainee I (PT) (Temp)	1	Exempt	23309	PR.0811	624	Pending Selection
8/2/2023	Work Trainee I (PT) (Temp)	1	Exempt	23318	PR.0882	621	Pending Selection
8/2/2023	Work Trainee I (PT) (Temp)	1	Exempt	23320	PR.0898	621	Pending Selection
8/4/2023	Recreation Leader (PT)	1	Exempt	23334	PR.6019	621	Pending Selection
8/4/2023	Recreation Leader (PT)	1	Exempt	23335	PR.6020	621	Pending Selection
8/4/2023	Recreation Leader (PT)	1	Exempt	23336	PR.6023	621	Pending Selection



**ATTACHMENT 2**

8/17/2023	Recreation Leader (PT)	1	Exempt	23344	PR.0847	621	Completed: Razavi Gianni
9/7/2023	Work Trainee I (PT) (Temp)	1	Exempt	23362	PR.6007	620	Completed: Aaron Summerville
9/7/2023	Work Trainee I (PT) (Temp)	1	Exempt	23363	PR.6007	620	Pending Selection
9/7/2023	Work Trainee I (PT) (Temp)	1	Exempt	23364	PR.6007	620	Completed: Denver Diaz
9/7/2023	Clerical Worker	1	Exempt	23366	PR.6089	600	Completed: Emily Aghajanian
9/20/2023	Recreation Leader (PT)	1	Exempt	23375	PR.0855	621	Completed: Makena Savela
9/20/2023	Work Trainee I (PT) (Temp)	1	Exempt	23376	PR.0907	621	Pending Selection
9/20/2023	Work Trainee I (PT) (Temp)	1	Exempt	23377	PR.0902	621	Completed: Mackenzie Steury
9/20/2023	Utility Worker	2	Exempt	23378	PR.0257 PR.0258	606	Completed: Jose Jauregui Rios
10/2/2023	Groundskeeper	1	OC	23387	PR.0255	605	Open Until Filled
10/4/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23393	PR.6141	621	Completed: Douglas Anderson
10/4/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23394	PR.6136	621	Completed: Savannah Merica
10/5/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23395	PR.6143	621	Open Until Filled
10/5/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23396	PR.5005	621	Open Until Filled
10/5/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23397	PR.6173	621	Open Until Filled
10/5/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23398	PR.5003	621	Open Until Filled
10/26/2023	Recreation Leader (PT)	1	Exempt	23407	PR.6015	620	Pending Selection
11/7/2023	Work Trainee I (PT) (Temp)	1	Exempt	23417	PR.6093	624	Pending Selection
11/13/2023	Animal Control Officer	1	OC	23420		609	Pending Recruitment
11/13/2023	Facility Attendant II (PT) (Temp)	1	Exempt	23426	PR.6140	621	Pending Selection

**POLICE**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
5/27/2021	Crossing Guard (PT)	4	Expedited	21123	PD.0256 PD.0258 PD.0451 PD.0262	356	Pending Selection
5/27/2023	Police Cadet	1	Exempt	21127	PD.0365	356	Pending Selection
11/8/2021	Police Recruit / Police Officer	1	Exempt	21342	PD.0600	355	Pending Selection
1/25/2022	Police Recruit / Police Officer	1	Exempt	22025	PD.0161	355	Pending Selection
5/5/2022	Police Recruit / Police Officer	1	Exempt	22193	PD.0081	355	Pending Selection
7/19/2022	Jailer	1	OC	22319	PD.0196	356	Completed: Alejandro Sandoval
8/31/2022	Jailer	5	OC	22390		357	Open Until Filled
8/31/2022	Communications Operator	1	OC	22391	PD.0277	358	Certified 5-15-23

**ATTACHMENT 2**

11/10/2022	Communications Operator	1	OC	22457	PD.0270	358	Certified 5-15-23
1/6/2023	Police Records Technician	1	OC	23003	PD.0027	356	Certified 10-4-23
1/10/2023	Parking Control Supervisor	1	DP	23006	PD.0253	356	Certified 3-9-23
1/26/2023	Forensic Specialist	1	OC	23032	PD.0251	356	Pending Dept. Testing
1/26/2023	Police Records Technician	1	OC	23033	PD.0226	356	Certified 10-4-23
3/30/2023	Communications Operator	2	OC	23116	PD.0278 PD.0272	358	Certified 5-15-23
5/25/2023	Property and Evidence Technician	1	OC	23210	PD.0500	356	Certified 9-21-23
7/5/2023	Communications Operator	1	OC	23271	PD.0633	358	Certified 5-15-23
7/5/2023	Communications Operator	1	OC	23272	PD.0634	358	Certified 5-15-23
7/25/2023	Police Recruit/ Police Officer	1	Exempt	23303	PD.0076	355	Completed: Francisco Grado Jr.
7/25/2023	Police Recruit/ Police Officer	1	Exempt	23305	PD.0109	355	Pending Selection
8/2/2023	Jailer	1	OC	23322	PD.0194	356	Open Until Filled
8/10/2023	Police Lieutenant	1	DP	23340		355	Certified 11-9-23
8/10/2023	Police Sergeant	1	DP	23341		355	Pending Recruitment
8/31/2023	Police Recruit/ Police Officer	1	Exempt	23357	PD.0016	355	Pending Selection
8/31/2023	Police Recruit/ Police Officer	1	Exempt	23358	PD.0017	355	Pending Selection
8/31/2023	Police Recruit/ Police Officer	1	Exempt	23359	PD.0099	355	Pending Selection
10/4/2023	Police Recruit/ Police Officer	1	Exempt	23390	PD.0038	355	Pending Selection
10/4/2023	Police Cadet (PT)	3	Exempt	23391	PD.0366 PD.0442 PD.0052	356	Pending Selection
10/4/2023	Jailer	1	DP	23392	PD.0190	356	Certified 11-13-23
11/6/2023	Lead Jailer	1	OC	23413	PD.0640	356	Pending Recruitment
11/6/2023	Police Recruit/ Police Officer	1	Exempt	23414	PD.0068	355	Pending Selection

**PUBLIC WORKS**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
12/10/2019	Custodian	1	OC	19387	PW.0191	511	Open Until Filled
7/16/2020	Custodian	1	OC	20154	PW.0193	511	Open Until Filled
7/13/2021	Custodian	1	OC	21192	PW.0195	511	Open Until Filled
2/15/2022	Custodial Supervisor	1	Expedited	22063	PW.0284	511	Open Until Filled
12/6/2022	Solid Waste Truck Operator	1	OC	22495	PW.0144	510	Pending Performance 11-28-23
1/12/2023	Custodian	1	OC	23011	PW.0800	511	Open Until Filled
2/7/2023	Heavy Truck Driver	1	DP	23056	PW.0081	507	Certified 9-21-23

**ATTACHMENT 2**

2/9/2023	Senior Secretary (Temp)	1	Exempt	23060		508	Pending Selection
3/30/2023	Civil Engineering Assistant	1	OC	23111	PW.0006	503	Cancelled
3/30/2023	Engineering Assistant – Traffic	1	OC	23119	PW.0021	503	Completed: Eddie Moreno
4/19/2023	Collection Systems Journeyman	1	OC	23148	PW.0266	505	Completed: Jesus Munoz
5/3/2023	Painter	1	OC	23164	PW.0171	511	Completed: Brian Orlovski
5/16/2023	Senior Civil Engineer	1	Expedited	23184		505	Completed: Kenneth Kozovich
6/2/2023	Heavy Equipment Operator	1	OC	23219	PW.0061	507	Certified 9-6-23
6/2/2023	Tire Maintenance Worker	1	OC	23220	PW.0308	508	Completed: Ethan O'Brien
6/13/2023	Custodian	2	OC	23229	PW.0187	511	Open Until Filled
6/20/2023	Civil Engineering Associate	2	OC	23249		505	Pending Certification
6/29/2023	Capital Projects Program Manager	1	Exempt	23264		502	Pending Recruitment
7/5/2023	Construction Inspector II	1	DP	23265		503	Completed: Rene Arrazcaeta Avila
7/5/2023	Civil Engineering Assistant	1	OC	23266		503	Pending Recruitment
7/5/2023	Civil Engineering Associate	1	DP	23267	PW.0823	503	Completed: Frank Nerthling
7/12/2023	Intermediate Clerk	1	OC	23283	PW.0822	501	Certified 10-11-23
7/19/2023	Administrative Analyst I (M)	1	Expedited	23292	PW.0820	501	Pending Selection
7/19/2023	Administrative Analyst II (M)	1	Expedited	23293	PW.0821	501	Pending Selection
7/20/2023	Intermediate Clerk	1	OC	23296	PW.0819	508	Certified 10-11-23
7/20/2023	Laborer	1	OC	20297	PW.0008	511	Certified 8-18-23
7/21/2023	Civil Engineering Associate	2	OC	23301		503	Pending Certification
8/3/2023	Skilled Worker	2	OC	23329		503	Certified 8-10-23
8/4/2023	Utility Worker	1	Exempt	23331		503	Completed: Jason Matwiczak
8/16/2023	Laborer	1	OC	23342	PW.0084	511	Certified 8-18-23
9/18/2023	Solid Waste Truck Operator	2	Exempt	23349	PW.0156 PW.0130	510	Completed: Eric Reyes
9/6/2023	Carpenter	1	OC	23361	PW.0805	511	Pending Orals 11-29-23
9/21/2023	Senior Fleet Maintenance Technician	1	OC	23379	PW.0299	508	Certified 11-16-23
9/28/2023	Solid Waste Truck Operator	2	OC	23384	PW.0146	510	Pending Performance 11-28-23
9/28/2023	Administrative Analyst II (M)	1	Expedited	23385		502	Pending Selection
10/2/2023	Fleet Maintenance Technician	1	OC	23386	PW.0278	508	Open Until Filled
10/19/2023	Civil Engineering Assistant	1	OC	23405	PW.0006	503	Pending Recruitment
11/8/2023	Fleet Services Supervisor	1	Expedited	23421	PW.0215	508	Pending Recruitment
11/8/2023	Assistant City Engineer	1	Expedited	23422		502	Pending Selection

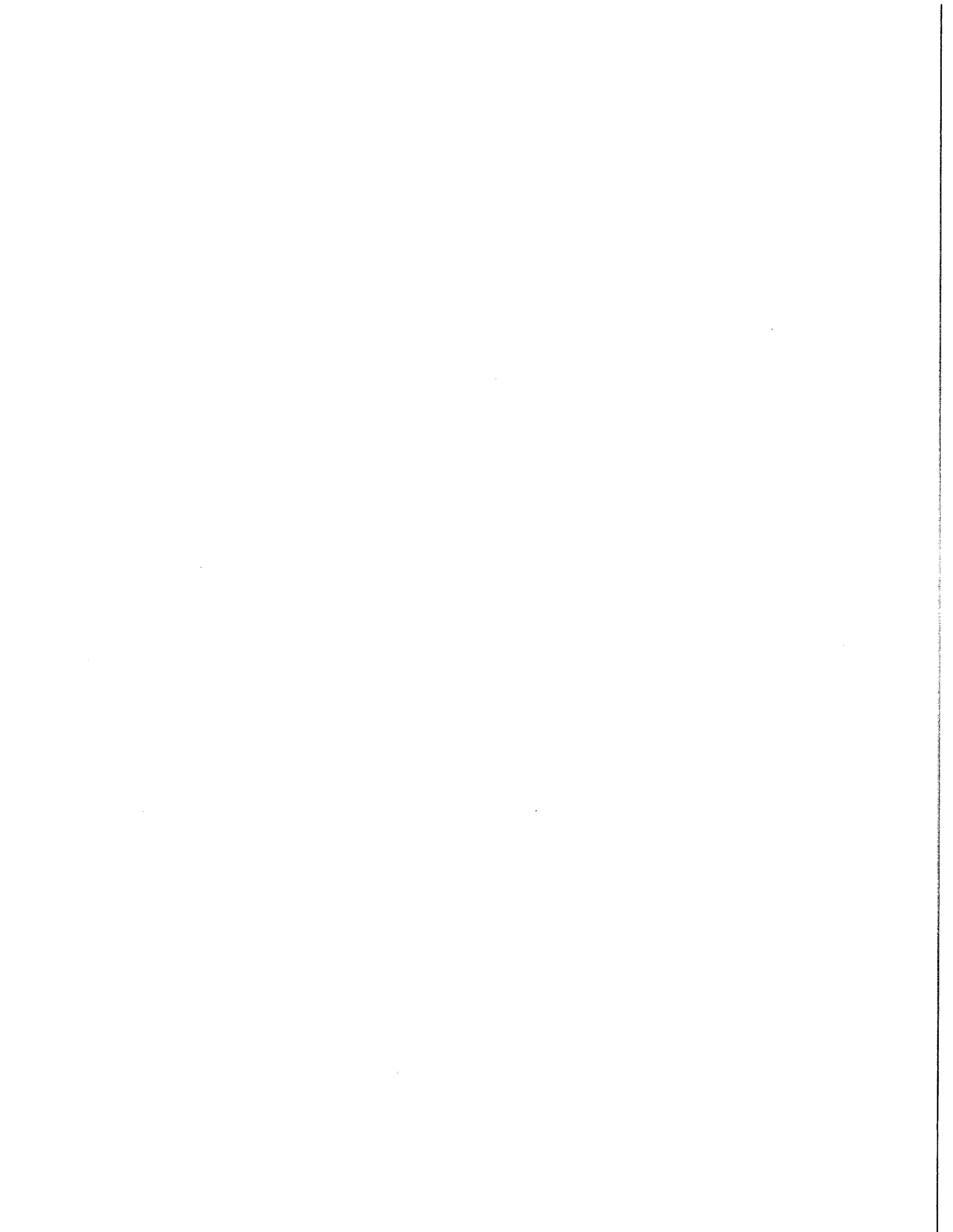
**WATER & POWER**

**ATTACHMENT 2**

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
3/2/2020	Power Plant Maintenance Trainee	1	Exempt	20103	BP.0177	909	Pending Selection
7/19/2022	Data Engineer	1	Expedited	22342	BP.0900	923	Completed: Neelam Shah
9/19/2022	Senior Control Operator	1	DP	22408	BP.0144	909	Pending Recruitment
2/2/2023	Fleet Maintenance Technician	1	OC	23031	BP.0500	922	Certified 4-26-23
2/14/2023	Senior Secretary (Temp)	1	Exempt	23064	BP.0352	902	Pending Selection
2/17/2023	Power Plant Operator Trainee	1	Exempt	23072	BP.0144	909	Pending Selection
3/1/2023	Financial Planning and Risk Manager	1	Expedited	23076	BP.0318	913	Pending Recruitment
3/2/2023	Electrical Engineering Associate I	4	OC	23084	BP.0915 BP.1003	908	Certified 7-5-23
3/2/2023	Line Mechanic Apprentice	1	Exempt	23088	BP.0528	906	Completed: Bobby Garcia
5/10/2023	Construction & Maintenance Worker	1	OC	23177	BP.0422	912	Certified 7-19-23
5/16/2023	Customer Service Supervisor	2	OC	23192	BP.0018	902	Pending Recruitment
5/16/2023	Principal Civil Engineer - BWP	1	Expedited	23196	BP.0632	904	Completed: Jared Lee
5/22/2023	Senior Electrical Engineer	1	Expedited	23206	BP.0187	908	Pending Selection
6/20/2023	Manager Technology	1	Expedited	23250		902	Completed: Sven Axel Knauth
6/20/2023	Engineering Technician (Temp)	1	Exempt	23253		908	Pending Selection
6/22/2023	Electrical Engineering Associate I (Temp)	2	Exempt	23254		902	Pending Selection
6/22/2023	Account Clerk	2	OC	23257	BP.0325	913	Certified 10-4-23
6/22/2023	Power Resources Planning Associate I	1	OC	23258	BP.0908	911	Certified 9-29-23
7/6/2023	Principal Civil Engineer - BWP	1	Expedited	23279	BP.0016	908	Completed: Calvin Clark
7/18/2023	Senior Utility Accounting Analyst	1	Expedited	23291	BP.1315	913	Pending Selection
7/20/2023	Communications Network Engineer	1	Expedited	23299	BP.1220	923	Pending Selection
7/20/2023	Systems Engineer	1	Expedited	23300	BP.1314	923	Pending Recruitment
8/3/2023	Construction & Maintenance Worker	1	OC	23328	BP.1311	913	Completed: David Chambers
8/28/2023	Water Plant Operator	1	OC	23352	BP.0654	905	Completed: Steven Moreno
8/28/2023	Assistant Manager Customer Service Operations	1	Expedited	23353	BP.0920	902	Completed: Yelena Figueroa
9/6/2023	Utility Worker	3	Exempt	23365		902	Completed: Timothy Monzon, Nathan Figueroa, and Bruce Johnson
9/12/2023	Marketing Manager	1	Expedited	23368	BP.0009	914	Completed: Armand Canyon
9/12/2023	Marketing Associate	1	Expedited	23369	BP.2042	914	Pending Selection
9/18/2023	Customer Service Representative III	1	OC	23373	BP.0488	902	Pending Certification
9/21/2023	Storekeeper	1	Exempt	23380		915	Pending Selection
9/25/2023	Senior Clerk	1	OC	23383	BP.0249	904	Pending Certification
10/2/2023	Civil Engineer - BWP	1	Expedited	23388	BP.0186	904	Completed: Diana Reznik

## ATTACHMENT 2

10/3/2023	Assistant General Manager – Utility Administrative Services	1	Exempt	23389	BP.0565	901	Pending Selection
11/9/2023	Senior Electrical Services Planner	1	OC	23423	BP.1309	908	Pending Recruitment
11/13/2023	Information Systems Analyst III	1	Exempt	23424	BP.1316	902	Pending Selection



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
NOVEMBER 2, 2023**

Mr. Malotte called the regular meeting of the Burbank Water and Power Board to order at 5:00 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

**ROLL CALL**

**BOARD PRESENT:** Mr. Cherry; Ms. LaCamera; Mr. LeMasters; Mr. Malotte; Ms. Tenenbaum

**BOARD ABSENT:** Mr. Eskandar; Mr. Luddy

**STAFF PRESENT:** Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Lillio, Chief Financial Officer; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Sleiman, Assistant General Manager – Electric Systems; Ms. Samra, Assistant General Manager – Power Supply; Mr. Johnstone, Sustainability Officer; Ms. Barrientos, acting Administrative Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Maruca, Legislative Analyst; Ms. Meza, Senior Secretary; Mr. Beckett, Manager Water Maintenance and Construction; Ms. Luz, Senior Secretary; Mr. D’Aquila, Power Resources Manager; Mr. Collins, Utilities Services and Rates Manager; Mr. Canyon, Marketing Manager; Mr. Siani, Senior Administrative Analyst

**ORAL COMMUNICATIONS**

Mr. Malotte called for oral communications at this time.

Ms. Kirschenbaum addressed the board regarding the 2024 Integrated Resource Plan, expressing concerns about the assumptions.

Mr. Donahue addressed the board regarding the 2024 Integrated Resource Plan. Mr. Donahue continued to address the board by asking them to consider that they, along with staff, talk to the elected officials. Mr. Donahue spoke about his turf replacement rebate and thanked Ms. Lindell, Mr. Johnstone, and Burbank Water and Power for their help.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

Ms. Tenenbaum responded to Mr. Donahue’s public comment, noting she has no recommendations for tightening the rules, and the speaker had a point.



## **GENERAL MANAGER REPORT**

Ms. Lindell began her report to the board by informing the board that November 1, 2023, marked the first day of the change in the watering restrictions for winter watering, part of Burbank's Stage III of the Sustainable Water Use Ordinance that is in effect until March 31, 2024, with a reminder that attended hand watering is allowed every day before 9:00 a.m. and after 6:00 p.m.

Next, Ms. Lindell highlighted that BWP launched an internet survey on Friday, October 27, 2023, to the community, asking them their opinions and experience with internet access, performance, price, reliability, and technical support. Ms. Lindell explained that this is part of our fiber to the home study information that will help us plan services throughout the city. The survey is open for four weeks and can be found online at [burbankwaterandpower.com](http://burbankwaterandpower.com).

Ms. Lindell announced the launch the residential building electrification rebate and noted that the electrify your home website is live ([burbankwaterandpower.com/electrify](http://burbankwaterandpower.com/electrify)), and social posts will come soon. Ms. Lindell informed that the rebate program incentivizes residents to swap out their gas-fueled appliances with electric alternatives such as heat pumps and induction cooktops. Panel upgrades are also eligible for an incentive when installed with an electrification measure.

Additionally, Ms. Lindell informed the board that Burbank Unified School District's local high schools visited BWP on Tuesday, October 24, 2023. BWP hosted a career event for the students of NAF Academy from Burbank and John Burroughs High. Students were given an overview of BWP, a campus tour, and taught about our Magnolia Power Plant project. Ms. Lindell noted that BWP will visit both high schools in February 2024.

Lastly, Ms. Lindell ended her report by sharing her experience out in the field with the water crew last week and noted the impressive customer service Cody Paice, one of the water crew members, provided to the community.

## **CONSENT CALENDAR**

### **MINUTES**

It was moved by Ms. Tenenbaum, seconded by Mr. Cherry, carried 5 – 0 (Mr. Luddy and Mr. Eskandar were absent) to approve the meeting minutes of the regular meeting of October 5, 2023.

## **REPORTS TO THE BOARD**

### **BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Lillio presented BWP's financial update for the month of August 2023.

Mr. Lillio, Mr. Aquino, and Ms. Lindell responded to board member questions.

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



**ELECTRICAL SERVICES AGREEMENT BETWEEN THE CITY OF BURBANK AND RANCH LOT STUDIOS OWNER, LLC**

Mr. Clark presented to the board the key points and mutual benefits of entering into an electrical services agreement between the City of Burbank and Ranch Lot Studios Owner, LLC.

Mr. Clark responded to board member questions.

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

**APPROVAL OF A CONTRACT WITH TULE HYDRO, LLC FOR THE PURCHASE OF RENEWABLE ENERGY FOR 15 YEARS**

Mr. D'Aquila presented to the board the power purchase agreement for renewable energy with Tule Hydro, LLC.

Mr. D'Aquila responded to board member questions.

It was moved by Mr. Cherry, seconded by Ms. Tenenbaum, carried 5 – 0 (Mr. Luddy and Mr. Eskandar were absent) to recommend the City Council to approve and authorize the General Manager of Burbank Water and Power, as designee of the City Manager, to enter a contract with Tule Hydro, LLC for the purchase of renewable energy at a total cost of approximately \$24 million over 15 years and to execute other documents as necessary to implement the contract.

**APPROVAL OF THE 2024 INTEGRATED RESOURCE PLAN**

Ms. Samra presented to the board the 2024 Integrated Resource Plan.

Ms. Samra, Mr. Collins, Ms. Lindell and Mr. D'Aquila responded to board member questions.

It was moved by Mr. LeMasters, seconded by Ms. LaCamera, carried 5 – 0 (Mr. Luddy and Mr. Eskandar were absent) to recommend the City Council adopt the 2024 BWP Integrated Resource Plan that was prepared in accordance with California Senate Bill (SB) 350, SB 100, and SB 1020.

**RECOMMENDATION TO THE CITY COUNCIL RELATED TO APPROVAL OF THE PROPOSED UPDATE TO BURBANK WATER AND POWER'S WATER CONSERVATION REBATE PROGRAM TO INCREASE BILL CREDITS FOR POOL COVER INCENTIVES**

Mr. Johnstone presented to the board the proposed update to Burbank Water and Power's water conservation rebate program.

Mr. Johnstone, Mr. Saini, and Ms. Lindell responded to board member questions.

It was moved by Ms. Tenenbaum, seconded by Mr. Mallotte, carried 4 – 1 (Mr. Luddy and Mr. Eskandar were absent) to recommend to the City Council that BWP continue the pool cover incentive with the following modifications:

1. Add pool cover reels as an eligible cost; and
2. Increase the maximum bill credit amount from \$50 to \$100 per address.

**INFORMATION FROM STAFF**

**UPDATE ON CITY COUNCIL AGENDA ITEMS**

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

Mr. Casillas and Ms. Lindell responded to board member questions.

**LEGISLATIVE UPDATE**

Mr. Maruca provided a federal and state legislative update. Mr. Maruca highlighted legislation that BWP is monitoring.

**CUSTOMER SERVICE UPDATE**

Mr. Aquino provided an update on BWP's customer service operations, noting current arrears, available assistance programs, disconnections, customer outreach, quality assurance, and project schedule.

**WATER DIVISION UPDATE**

Mr. Wilson updated the board on BWP's water use monitoring data and current drought conditions based on the current rainfall levels.

Mr. Wilson responded to board member questions.

**COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Malotte thanked staff for getting the building electrification program up and running.

**ADJOURNMENT**

The meeting was adjourned at 8:27 p.m. The next regular board meeting is scheduled for December 7, 2023, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

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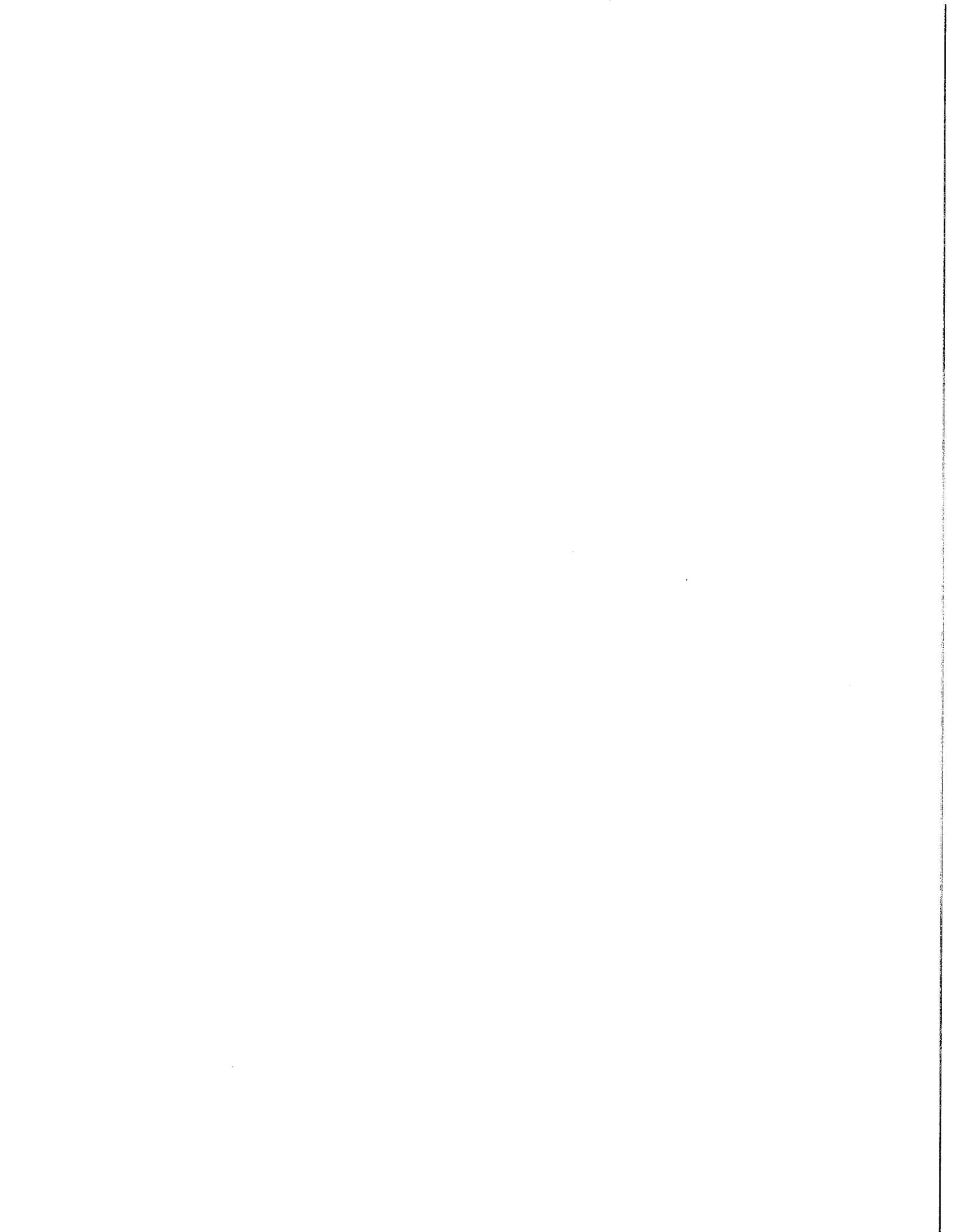
Armando Casillas  
Recording Secretary

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Dawn Roth Lindell  
Secretary to the Board

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Christopher Malotte, BWP Board Chair



# STAFF REPORT

8A.



## WATER AND POWER

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**DATE:** December 7, 2023

**TO:** Burbank Water and Power Board

**FROM:** Dawn Roth Lindell, General Manager, Burbank Water and Power

**SUBJECT:** October 2023 Operating Results

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

### SAFETY

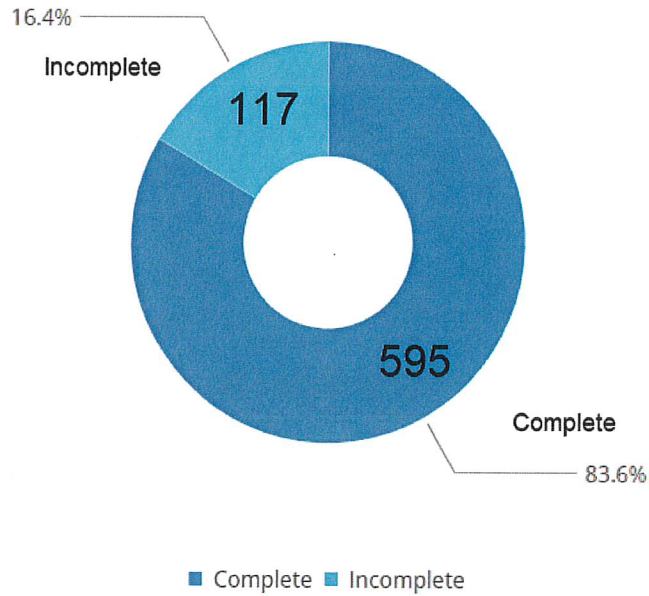
As a progressive and proactive utility, Burbank Water and Power (BWP) tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **83.6%** of corrective and preventative action items since the start of capturing and tracking in May 2019.

BWP continues to make progress in its efforts to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2023, to present, BWP has received **191 EHS-related reports** to count towards the 2023 annual goal of 250.

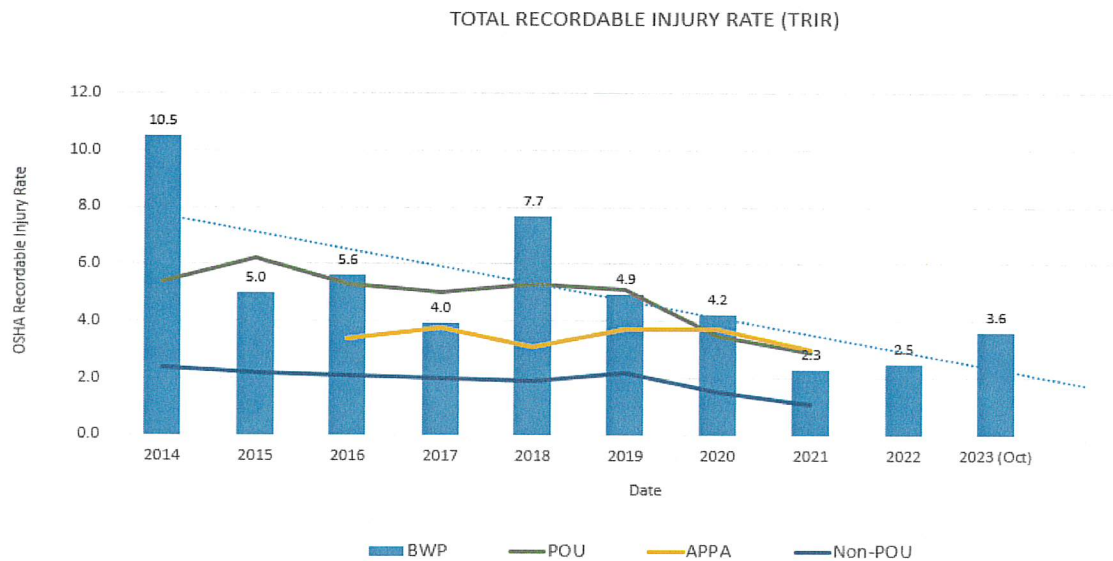
During the month of **October**, BWP experienced **one** OSHA-recordable injury. BWP's 12-month rolling average OSHA total recordable incident rate is **3.6**.

**IE-2310-0008 – An employee was pulling a top-heavy cart and felt a pain in his chest. The employee is currently on restricted work and going through diagnostics to determine the issue.**

**Corrective & Preventative Action Items (May 2019 – Present) (80% Goal):**



**OSHA Total Recordable Incident Rate (January 2014 – Present):**



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

### **Electric Financial Results**

In **September**, energy demand was **14%** lower than budget. Net income was **\$3,003,000**, which was **\$1,049,000** less than budgeted. The **unfavorable** variance was primarily attributed to lower than planned **retail sales**, **partially offset by lower than planned power supply & transmission expenses and lower than planned operating expenses**.

Fiscal-year-to-date (FYTD) energy demand was **9%** lower than budget. For FYTD **September**, net income was **\$10,869,000**, which was **\$7,197,000** more than budgeted. The favorable result was primarily attributed to lower than planned power supply and transmission expenses, lower than planned operating expenses, a favorable wholesale margin, and higher than planned interest income, **offset partially by lower than planned retail sales**.

For additional details, please see the attached financial statements.

### **Water Financial Results**

In **September**, potable water demand was **17%** lower than budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance, which limits outdoor watering to two days a week on Tuesday and Saturday from April to October. Net income was **\$437,000**, which was **\$108,000** more than budgeted. The favorable variance was primarily attributed to lower than planned water supply expenses and lower than planned operating expenses, **offset partially by lower than planned operating revenues**.

FYTD potable water demand was **11%** lower than budget. For FYTD **September**, net income was **\$2,239,000** which was **\$1,874,000** more than budgeted. The favorable variance was primarily attributed to lower than planned operating expenses and lower than planned water supply expenses, **offset partially by lower than planned operating revenues**.

For additional details, please see the attached financial statements.

### **Inflation**

In the last year, BWP's net income has been heavily impacted by increasing inflation. U.S. inflation has climbed as high as 9.1%. In many cases, we are seeing expenses for utility-grade items much higher than 9.1%. Below are examples of utility items impacted by inflation:

- Emissions control system upgrade for the Lake One Unit – an increase of 25% from \$2 million to \$2.5 million
- A renewable solar, plus energy storage project – an increase of 71%, from \$35/MWh to \$60/MWh
- New substation buildout – an increase of 47% from ~\$17M to ~\$25M
- Rebuild substation - an increase of 67% from ~\$9M to ~\$15M

- Transformers – an increase of 100%, and lead time is 1-3 years
- Network core upgrade – an increase of 24% from ~\$1.25M to ~\$1.56M
- Fiber optic cable – an increase of 20%
- Copper coils for 1-inch service lines – an increase of 100% from \$4.33 to \$8.65 per foot
- 8-inch ductile iron pipe – an increase of 52% from \$17.12 to \$26.10 per foot
- 12-inch ductile iron pipe – an increase of 79% from \$25.10 to \$44.84 per foot
- Fire hydrant – an increase of 41% from \$3,151 to \$4,457
- Water meter boxes 59%
- Other increases in materials:
  - Plastic conduit 125%
  - Chlorine gas 207.5%
  - Ammonia gas 100%
  - Plastic 57.7%
  - Metals 35.5%
  - Precast concrete products 12.8%
  - Concrete 9.9%
  - Paving materials: 14%
  - Bleach 72% increase from \$1.15 to \$1.98 per gallon
  - Aqueous ammonia 123% increase from \$930 to \$2,073 per ton
  - Liquid Caustic 23% increase from \$735 to \$907 per ton
  - Sulfuric Acid 83% increase from \$.112 to \$.206 per pound
  - CEMs gases 12%
  - Oil/Lubrication 40-50%

**Vacancies**

The table below shows the number of vacant positions throughout the utility. As of **October 2023**, **9.8%** of the budgeted positions were vacant. This has decreased from 12.1% in January 2023. The vacancy rate was impacted by the citywide hiring freeze during 2020 and 2021. The Management Services Department has worked hard over the past year to address the vacancies. Some vacancies have remained open because we are limited to specific apprentice class sizes. This is expected to trend down to below 10% over the next year. With both MWD and LADWP hiring craft employees at higher wages than we pay, we continue to see some attrition there.

Total Budgeted Positions	<b>356</b>
Total Positions Filled	<b>321</b>
Total Positions Vacant	<b>35</b>

**WATER DIVISION**

**Burbank’s Water Use**

The table below shows water use in Burbank during **October 2023** compared to **October 2020**, measured in gallons per capita per day (gpcd). Similar to the past two years, the

baseline year of 2020 is used for consistency. Although the governor’s request to voluntarily reduce water consumption has been rescinded, we will still continue to track our water use. The table below shows that water use has been reduced in every month during the last 12-month period when compared to 2020 water use.

	<b>Average Monthly Use</b>
<b>October 2020</b>	<b>153 gpcd</b>
<b>October 2023</b>	<b>125 gpcd</b>

	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	<b><u>Oct 2023</u></b>
<b><u>2020</u></b>	136	132	125	126	104	112	141	149	157	162	159	<b><u>153</u></b>
<b><u>Goal</u></b>	116	112	106	107	88	95	119	127	134	138	135	<b><u>130</u></b>
<b><u>Actual</u></b>	112	96	89	102	84	101	114	115	134	134	126	<b><u>125</u></b>
<b><u>% Diff.</u></b>	-17.6%	-27.3%	-28.8%	-19.1%	-19.2%	-9.8%	-19.2%	-22.8%	-14.7%	-17.4%	-20.5%	<b><u>-18.3%</u></b>

Water use, in terms of gpcd, during **October 2023** was **18.3%** less than the **October 2020** baseline. For the fiscal year 2023-24, the goal is to reduce cumulative annual water use by 20% compared to the 2020 calendar year using water sustainability programs and education to focus on the efficient use of our water resources. **So far, we have reduced cumulative water use this fiscal year by 17.0 percent.**

**Burbank Operating Unit (BOU) Water Production**

The table below provides the operational data for the BOU for the months of **November 2022** through **October 2023**.

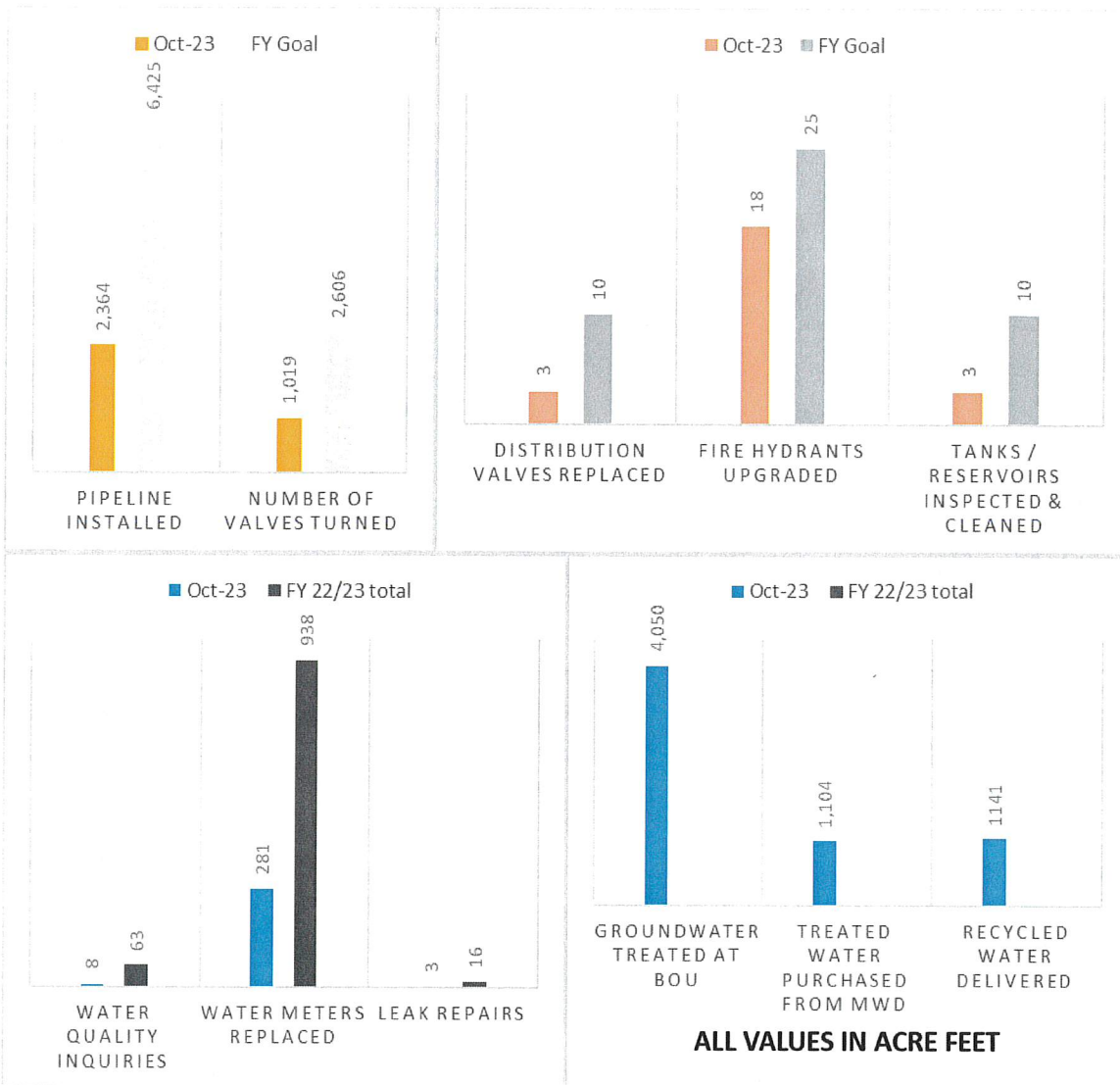


Month	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
22-Nov	78.24%	7,042 gpm	14% / 86%
22-Dec	64.60%	5,814 gpm	17% / 83%
23-Jan	60.62%	5,456 gpm	17% / 83%
23-Feb	65.47%	5,892 gpm	18%/82%
23-Mar	54.56%	4,911 gpm	20%/80%
23-Apr	68.18%	6,136 gpm	17%/83%
23-May	73.12%	6,581gpm	13%/87%
23-Jun	80.69%	7,262gpm	13%/87%
23-Jul	80.13%	7,212 gpm	25%/75%
23-Aug	76.75%	6,908 gpm	27%/73%
23-Sep	85.32%	7,679 gpm	16%/84%
23-Oct	89.06%	8,015 gpm	11%/89%
<i>Ave Blend %-last 12 months</i>			18%/82%

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

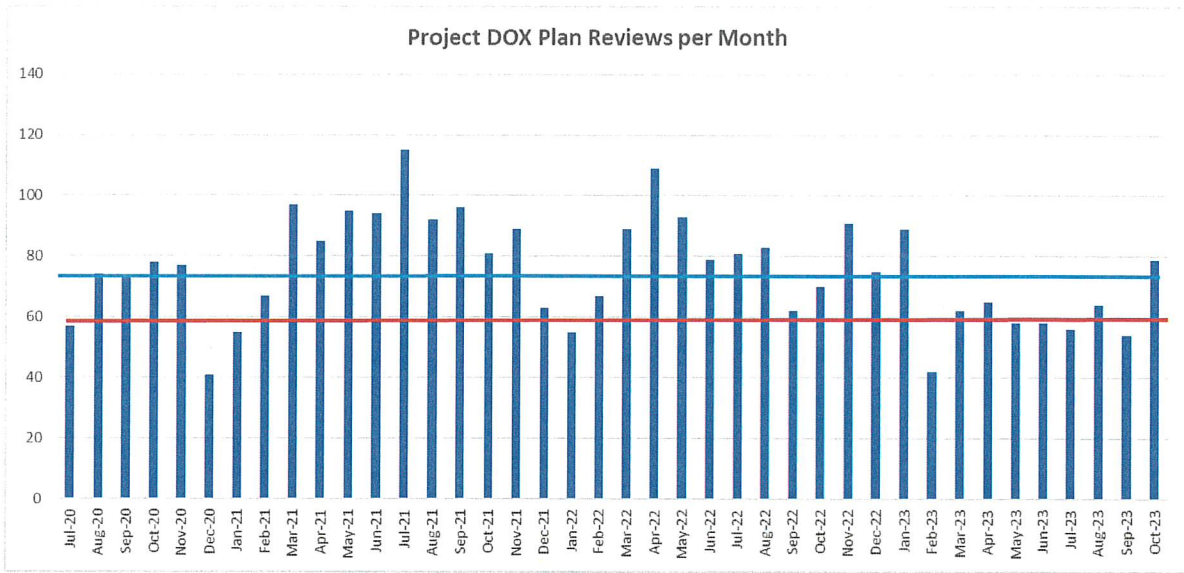
### Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance indicators through **October**.

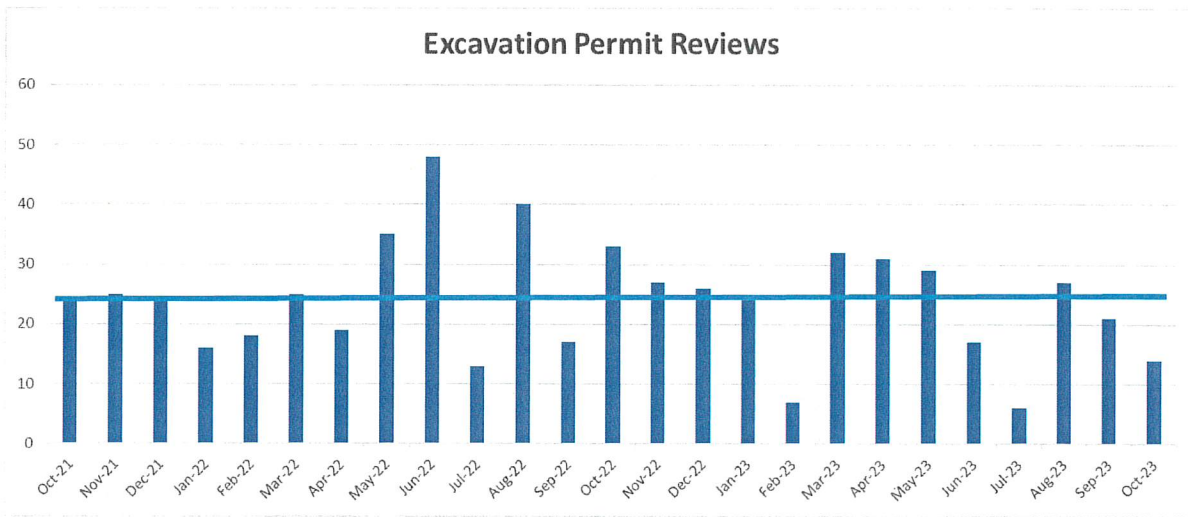


## Plan Reviews

The Water Division has seen a significant increase in plan reviews starting with the onset of the COVID-19 pandemic, and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units). **The number of plan reviews in October 2023 was 79 more than the prior month of 54, and the number of excavation permit reviews decreased from 21 in September 2023 to 14 in October 2023.**



\*Blue line is the average \*Red line is the productivity of an experienced water service planner



Excavation permits cover construction work in the city right-of-way for projects done by utilities such as gas, electric, fiber optic, water, storm drains and sewers.

**Leak Alert Notifications**

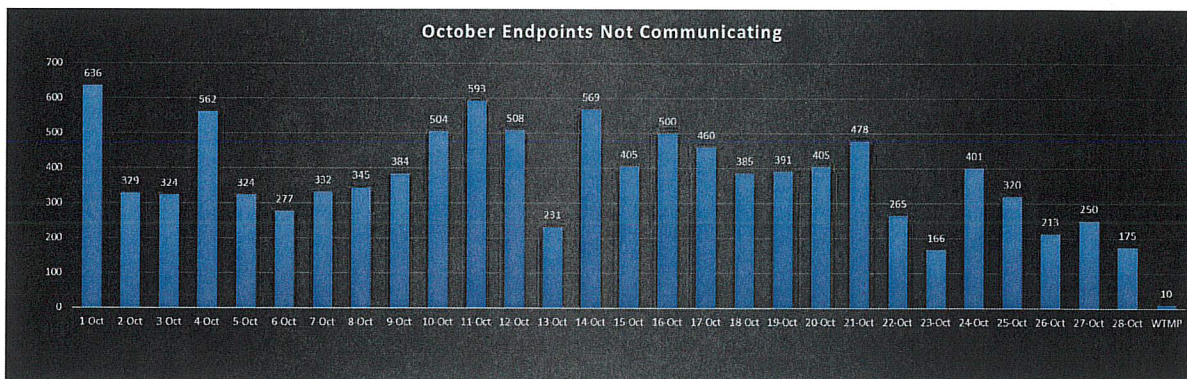
In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. Full deployment of the system (approximately 26,000 endpoints for water) was completed in 2011.

The benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began



providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzing this data to determine if a leak might be present based on continuous usage. In **October 2023**, WaterSmart sent out **600** notifications to customers, including **500** email leak alerts, **92** print leak alerts, **5** text message leak alerts, and **3** voice alert.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **October 31, 2023**, BWP was unable to receive remote reads for **10,742** water meters out of **26,924** (40% of the total) due to failing communication modules, and they had to be read manually.



In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, the interim AMR system does not automatically send data back to BWP. Instead, the meters are read once each month and customers with broken communication modules are not able to receive leak alerts.

BWP notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications. Due to the continuing failures, BWP continually notifies the affected customers that they are vulnerable to unnoticed leaks causing water damage and bills that could reach thousands of dollars as well as unnecessary and significant water waste.

The remaining schedule for the AMI project is provided below:

- January 2024 – Network Installation, Software Integration, Field Testing
- January 2024 to April 2025 – Full Deployment
- April – 2025 – Project Completion

**Burbank’s Path to Sustainable Water Use**

We continue to amplify the water conservation message through all marketing communication channels to encourage water savings and compliance with the required ordinances. The combination of communication and rebate offerings has resulted in **17.7%** water savings through FY 2023/24.

## Project Updates

### **Bonita Ave and N. Parish PI:**

The water crew is shown replacing a broken 6” butterfly valve originally installed in the late 1960s. Annual distribution valve maintenance and replacement is part of BWP’s capital improvement program. Our goal is to replace 10 or more of these valves each year. So far, we have replaced 3 valves this fiscal year. Replacing these valves is an important part of our water master plan and doing so improves water quality by allowing the water to flow in multiple directions, to eliminate water stagnation and in cases of emergency or maintenance, ensures that we minimize interruption of service to our customers by having valves that can be relied on to work properly.

These essential workers are in the public eye at all times and are the front lines of our public relations and messaging program.







## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

In **October 2023**, Burbank Water and Power (BWP) experienced **one** sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **663,281** customer minutes.

<b>Reliability Measurement</b>	<b>November 2021 – October 2022</b>	<b>November 2022 – October 2023</b>
Average Outages Per Customer Per Year (SAIFI)	<b>0.2949</b>	<b>0.3681</b>
Average Outage Time Experienced Per Year (SAIDI)	<b>11.73 minutes</b>	<b>19.92 minutes</b>
Average Restoration Time (CAIDI)	<b>39.79 minutes</b>	<b>54.13 minutes</b>
Average Service Availability	99.998%	99.996%
Average Momentary Outages Per Customer Per Year (MAIFI)	<b>0.2538</b>	<b>0.1584</b>
No. of Sustained Feeder Outages	13	<b>22</b>
No. of Sustained Outages by Mylar Balloons	2	2
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	2	<b>3</b>

The predictive-analytics-driven equipment replacement program has been on hold since 2021 due to scarcity of equipment, longer than usual lead times, and low staffing levels. This action will drive reliability numbers slightly lower over time; however, staff believes this is an acceptable impact as maintaining the program would deplete our existing equipment stock and expose the utility to the risk of not having equipment available if a major disaster occurs. Staff will re-assess commencing with the replacement program once equipment levels are sufficient and lead times are normalized.

### Supply Chain

The pandemic has heavily impacted the electric utility industry over the last several years. Pricing and lead times for equipment have increased at an accelerated pace. Below is a list of lead times for the most common distribution equipment:

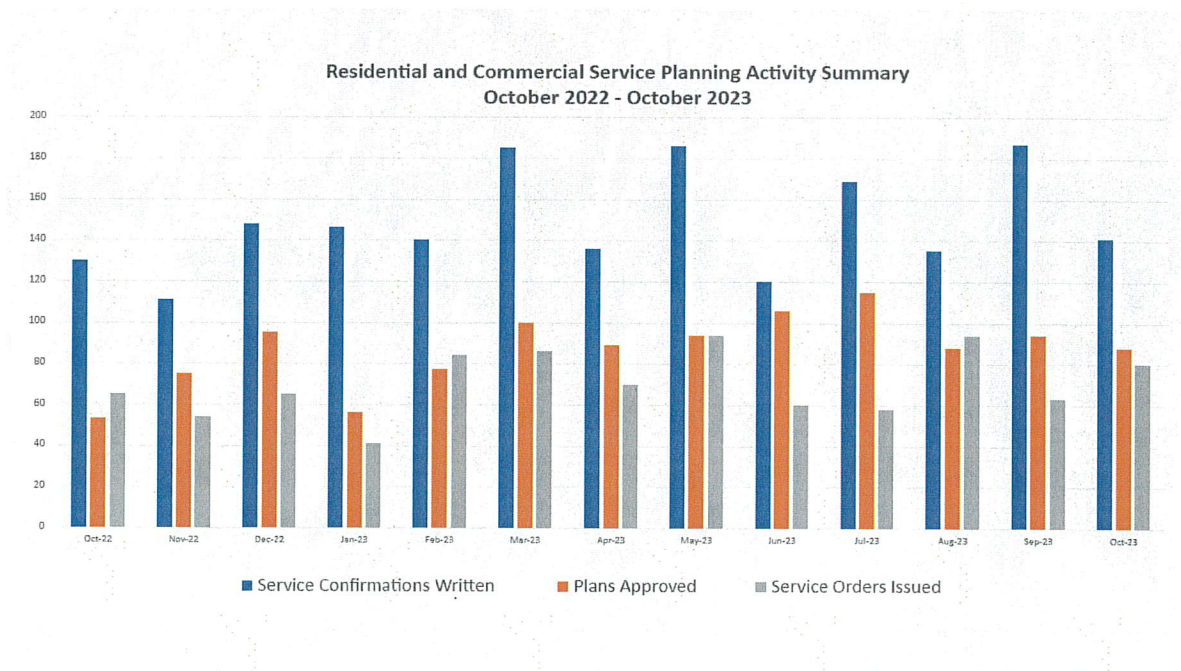
<b>Equipment</b>	<b>Typical Lead Time</b>	<b>Current Lead Time</b>
Transformers	12-16 weeks	150+ weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	60+ weeks
Poles	6-8 weeks	30+ weeks



## 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 services. 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 the monthly activity for our residential and commercial service planning group within the T&D engineering section.

The electrical engineering section is seeing unprecedented development requests, including large site developments, major housing developments, and accessory dwelling units. In the last decade, BWP has energized about 400 new residential units. Based on the current proposed development, BWP is on the path to energizing more than 2,000 new residential units in the next three to four years. This is a tenfold increase in the amount of development. If this level of work is to continue, the electrical engineering section will need to staff accordingly to be able to keep up with the maintenance work that is currently being placed on hold to accommodate the development work and resulting capital projects.



## Environmental Health and Safety Improvements at BWP Substations

As part of the Environmental Health and Safety (EHS) program, BWP performs safety walks at various BWP substations. These substation visits have resulted in safety improvement recommendations. Several recommendations were



concerning asphalt and concrete cracks that were tripping hazards. Subsequently, BWP budgeted and started a program in fiscal year 22-23 to tackle all improvement recommendations, starting with asphalt repairs.

BWP electric shop completed asphalt repairs at Valley, Hollywood Way, and Town substations in October 2023. Pictures from the Valley substation asphalt repairs can be seen below.



Sample of Cracked Asphalt at the Valley Station



Asphalt Repair pictures at Valley Station

### **Substation Safety Eye Wash/Shower Upgrades**

To meet the latest updated industry standards substation eyewash/safety showers, which are used to address accidental contact with battery acid from substation batteries, are being upgraded. The new eyewash/safety showers provide additional safety features for BWP personnel including:

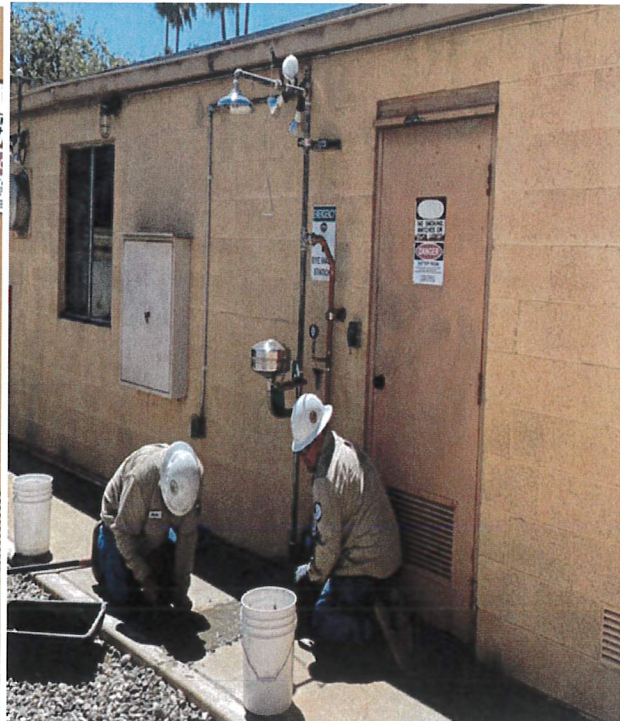
- Hands-free operation of the safety showers once it is activated
- Simultaneous use of the safety shower and the eyewash
- Compliance with current water flow rate standards

In October, BWP's electric equipment section completed the installation and upgrade of the safety shower and eye wash at San Jose Substation. In total since fiscal year 2020-2021, 11 stations have been completed through this program, and the rest of the upgrades at the remaining substations will be tackled within the next several years.





Old eye wash station at San Jose Station



New upgraded eye wash/safety shower at San Jose

## 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 as the HPS luminaires burn out. LED replacements consume approximately 60% less energy. To date, **91.79%** of the total street light luminaires have been converted to LEDs, translating to an annualized energy savings of 5,383 MWh or a **58.09%** reduction in energy consumption. LED conversions have also reduced the evening load by 1,247 kW, shortening the “neck of the duck curve” and reducing the energy generation BWP needs.

The number of street light luminaires converted to LED and their corresponding energy savings have not significantly changed in recent months due to the prior completion of all roadways non-LED conversion to LED throughout the city. The remainder of LED light conversions are associated with decorative posts, which are currently going through the planning and procurement phases. A portion of the remaining non-LED lights require specialized luminaires for an LED equivalent with a higher associated cost. Prior to the end of the fiscal year, staff will present to the board various options that take into account the cost-benefit analysis of replacing these lights that may alter the overall LED replacement strategy.

### Wireless Telecom Attachments

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

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

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
<b>Total</b>	0	262	21	24	55

### CUSTOMER SERVICE OPERATIONS

Customer Service Representatives (CSR) assist customers by making payment arrangements to reduce the amount in arrears and provide additional resources to help customers manage their finances related to their utility bills. On January 31, 2023, City Council approved (4-1) to resume normal operations by restarting disconnections for residential customers with past due balances beyond 60 days, effective April 3, 2023.

As of **November 16, 2023**, we have **1,504** customers who have an active payment arrangement, resulting in a reduction of arrears by **\$2,979,941**. **1,454** arrangements are for residential customers totaling **\$2,697,524** and **50** arrangements are for commercial customers totaling **\$282,416**. These arrangement amounts are comparable to the volume and amount of payment arrangements seen last month. BWP will continue to encourage payment arrangements to assist our customers in managing their outstanding arrears.

As of **November 6, 2023**, the 61-plus day arrears total **\$493,171**, which is a **66%** reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was **\$1,446,665**. On April 11, 2023, there were 2,933 residential customers with past-due balances beyond 60 days. As of **November 1, 2023**, there are **498** residential customers with at least 60 plus days of arrears. Of these **498** residential customers, **14** receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and **14** customers receive the Burbank Utility Service Subsidy (BUSS).

Staff continues to call these customers to establish payment arrangements. Staff personally calls each Lifeline and BUSS customer before they are scheduled for disconnection, in addition to leaving a hang tag at the door of the customer advising them to contact us to avoid disconnection. By taking these additional steps, customers have either made payments or established payment arrangements, which have avoided



disconnection. As of **November 16, 2023**, no Lifeline or BUSS customers have been disconnected for non-payment. However, one Life Support customer was disconnected in error on July 5, 2023, and one Lifeline customer was disconnected in error on October 5, 2023. Staff reconnected the services for both accounts immediately upon recognizing the human error, called the customer and waived disconnection fees.

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, as of **November 16, 2023**, staff has disconnected services to **1,812** customers and has collected **\$649,921** in funds.

On August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022, with a 7-0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections and late fees for small commercial customers effective September 1, 2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small commercial customers eligible for disconnection began receiving an official notice on September 6, 2022.

BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022, through **November 16, 2023**, **249** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **\$269,571**. As of **November 16, 2023**, **24** small commercial customers established payment arrangements totaling **\$93,056**. The **24** small commercial customers on payment arrangements are no longer eligible for disconnection as long as they continue to meet the terms of the arrangement.

As of November 2, 2022, 159 small commercial customers had arrears over 60 days and were eligible for disconnection. As of **November 16, 2023**, that number has fallen to **62**. This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

**Outstanding Debt**

As of **November 6, 2023**, the following is the current outstanding debt by commodity for all customer classes:

**Aging By Service Type**

Service Type	31-60	61-90	91+	Total	% of Total
Electric Service	1,006,240	295,255	517,044	1,818,539	68%
Water Service	140,151	30,437	64,902	235,490	9%
Fiber Optic Service	116,891	32,987	38,901	188,780	7%
Solid Waste Service	112,131	37,108	67,235	216,475	8%
Sewer Service	110,799	30,111	59,743	200,653	8%
General Service	807	162	490	1,459	0%
Miscellaneous Service	0	0	18	18	0%
<b>Grand Total</b>	<b>1,487,019</b>	<b>426,060</b>	<b>748,335</b>	<b>2,661,414</b>	<b>100%</b>

As of March 20, 2023, the total arrears were \$6,158,890 for all commodities. As of **November 6, 2023**, this number has dropped to **\$2,661,414**. For all past due balances beyond 61 days, this number fell from \$1,375,677 in June to **\$1,174,395 as of November 6, 2023**, a **15%** reduction. Total pre-COVID arrears as of January 30, 2020, for all commodities was \$1,046,244.60, which included 61 plus day arrears of \$280,176.60.

**BWP Call Center Call Types & Volume**

<b>Customer Contact Types</b>	<b>% of Calls</b>
BALANCE	<b>18%</b>
START/STOP/CLEAN & SHOW	<b>15%</b>
UPDATE CUST ACCOUNT INFO	<b>7%</b>
PAYMENTT ARRANGEMENTS	<b>7%</b>
FINANCIAL ASSISTANCE PROGRAM:	<b>6%</b>

<b>Month</b>	<b>Call Volume</b>
Oct - 22	3,983
Nov - 22	3,010
Dec - 22	3,037
Jan - 23	3,277
Feb - 23	3,507
Mar - 23	4,252
Apr - 23	4,069
May - 23	3,850
Jun - 23	3,699
Jul - 23	3,794
Aug - 23	5,128
Sep - 23	4,319
<b>Oct - 23</b>	<b>4,227</b>
<b>% Inc/Dec</b>	<b>-2%</b>

Call volume **decreased by 2% in October** compared to the previous month. **The number of calls in October 2023 is 6% higher compared with the number of calls handled in October 2022, which was 3,983.**

Customers continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. **In October 2023, 7% of calls were customers requesting a payment arrangement and 6% of calls were inquiring about financial assistance. These numbers were nearly identical from September, except 6% of calls were related to requesting financial assistance.** This is a result of customers receiving their disconnection notices and attempting to establish a financial plan. By comparison, in February 2023, prior to BWP restarting the disconnection process for residential customers, less than 1% of customers called to make payment arrangements.

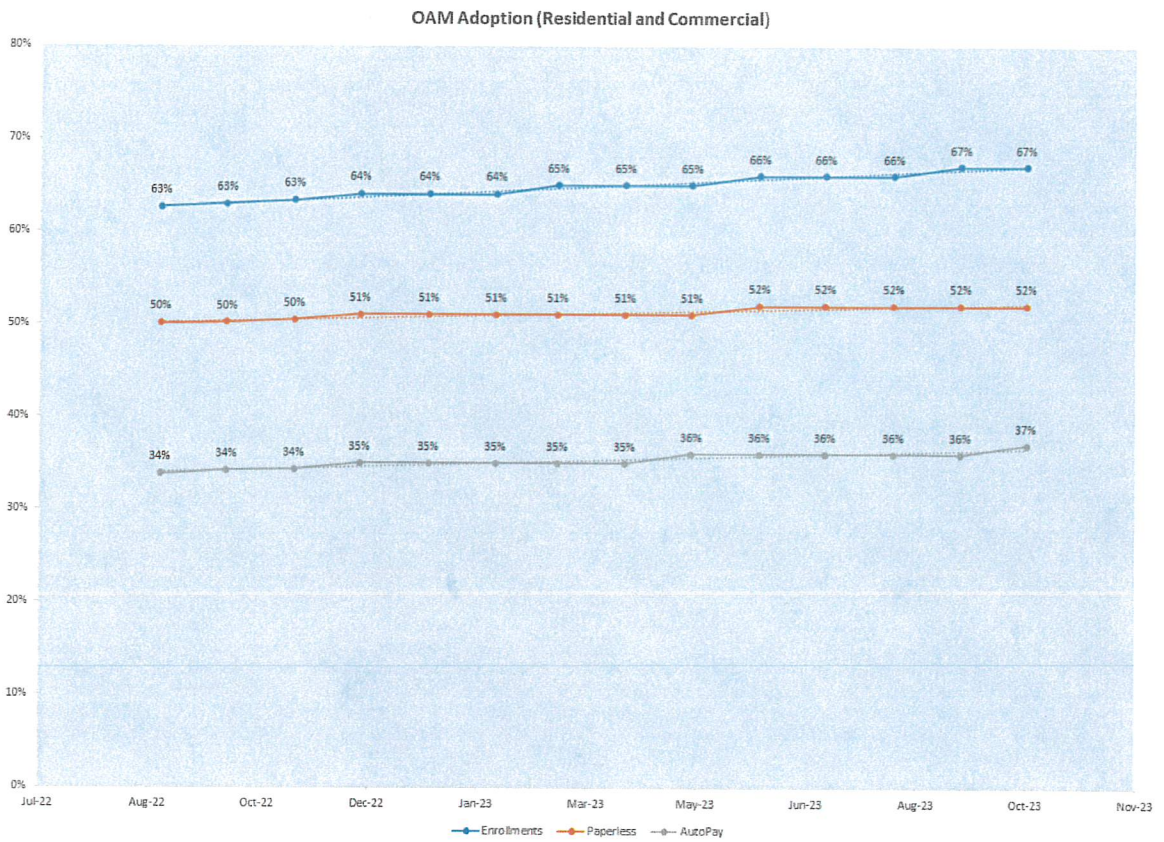
## Online Account Manager

The Online Account Manager (OAM) is BWP's online customer portal. Customers can view their utility bills, make payments, change addresses, and enroll in automated bill and payment notifications. The enrollment in the online account manager (OAM) is currently at **67%** of all active accounts; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 33% of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about **78%** are paperless customers helping BWP reduce costs, save trees, and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and autopay. These initiatives will continue to drive down costs.

BWP continues to market and promote general OAM outreach campaigns utilizing every owned channel, including on-bill messaging, *Currents* (digital and print), social media, and BWP's website. Last fiscal year BWP set a target to reach 66% OAM adoption before June 30, 2023, and we have met this goal. We have set a new goal of 70% before July 1, 2024. BWP is offering this service to customers who are making payment arrangements, as it can help customers maintain their agreed-upon payment schedules. Since last month, we have added **153 new autopay users and a total of 83 customers went paperless**. BWP continues to utilize social media via a targeted marketing campaign to increase enrollment.

Below is the chart outlining activity for the OAM:





	Active	% of Total Active Accounts
Enrollment	35,239	67%
Paperless	27,527	52%
Autopay	19,275	37%

## SUSTAINABILITY, MARKETING, AND STRATEGY

### Community Outreach and Communications

October provided many opportunities to connect with the community – we kicked off the month with Public Power Week, showcasing the many advantages of public power, followed by Water Professionals Week. Later in the month, we focused on the transition from the two-day watering schedule to one day for the winter months. In addition to the channels used by BWP, the information was also prominently displayed on the city website and social media channels, including Nextdoor. October also featured the launch of the much-anticipated internet survey, with the

aim of understanding more about internet access, performance, price, and reliability throughout the city.

In October, we held the last public meeting in support of the IRP (Integrated Resource Plan) development process. Once again, we had a good response, with over 60 event tickets sold through the Eventbrite platform. We also closed the IRP survey after receiving 952 responses. The level of response is a clear indication that we successfully reached a wide spectrum of residents in Burbank.

Lastly, we continued to roll out messaging around new and updated conservation programs, namely the Cool Rewards and home electrification programs.

### **Social Media and Web Engagement**

We are utilizing our social media reach to respond to comments posted across various social channels in Burbank, including Nextdoor, which has become very popular for residents to post and share their perspectives on topics such as water quality, and utility rates.

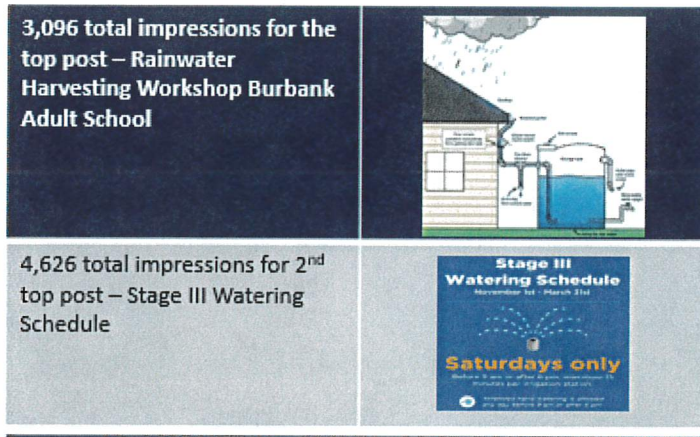
As indicated above, we posted informational content about public power and water. Our most popular post featured BWP General Manager, Dawn Roth Lindell, and Electric Services AGM, Riad Sleiman accepting the proclamation recognizing the benefits of community-owned power services at the October city council meeting.



Other posts capturing attention include the rainwater harvesting workshop and the change in watering schedule. This is encouraging, as it suggests that Burbank residents are receptive to water conservation messages.



## Highest Impressions



Lastly, in the month of October, BWP staff attended the Burbank Tournament of Roses Craft Fair and Kiwanis Family Fun Day & Golf Ball Drop events, where we met with Burbank residents and provided information on various conservation programs, financial help, and rebates.

We continue to see a high level of engagement at these in-person events, with residents asking about more complex programs such as EV charging support, solar and turf replacement.

### Key Account Activity

The Key Account Manager (KAM) completed **10 in-person meetings** and **48 maintenance calls** in the month of **October**. Some of the customer contacts included: Warner Bros to discuss community substation location and transformer replacement brand and timeline, Business Arts Plaza, Midnight Oil, MSG Dome, Three D Plastics, Belmont Village, Parks & Rec., Hotel Amarano, Nickelodeon, Aura Sound, Acscoc and PPG Aerospace. Some topics of outreach included: AQMD grant, outage email alerts and information, Empire Street main replacement, and the Lake Street conduit project.

Two rebate applications were received at the end of the month and are in process for November completion. TJMaxx applied for an interior and exterior LED replacement rebate (\$6,311.66 rebate and savings of 63,117 kWh/12.35 kW), and Warner Brothers applied for a \$25,000 rebate for achieving LEED Gold certification for one of their buildings.

Promotion of the Business Bucks program resulted in **20 facility audits** and **one customer install**, resulting in an annual energy reduction of **592 kWh** and **0.3 kW**. BWP

also hosted RHA to review the program, assess additional ways to promote it, and future partnerships.

The Demand Side Grid Supply (DSGS) program ended on October 31. Outreach included: eblast sent to all key accounts. Social media posts for LinkedIn, and phone calls made to the top 25 key accounts. No alerts were called for the period. The program will resume again in the summer of 2024.

### **BWP'S Energy Efficiency and Water Savings**

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

The *Home Improvement Program (HIP)* offers energy-water surveys and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. Some of the HIP's services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and properties within the disadvantaged community areas of Burbank. Furthermore, the program offers energy-water surveys and the installation of efficiency measures for multi-family common area customers. **This month, 31 households participated in HIP, resulting in annual savings of 8.2 kW in demand, 19,659 kWh of energy, and 229,748 gallons of water.**



A happy customer and participant of the Home Improvement Program.

*BWP's Shade Tree Program* provides an arborist visit and delivers shade trees to help customers shade their properties, reduce A/C usage, and clean the air. **The program**

**received requests for 22 trees this month and delivered 75 trees. Tree deliveries in October represented requests from previous months.**

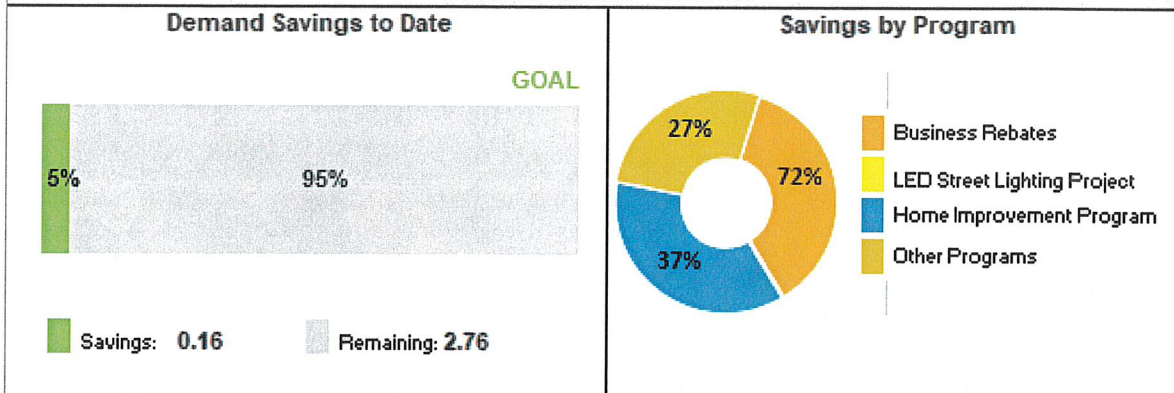
BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP. Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. This month **43** rebates were issued, and a total of **140** were issued throughout the fiscal year. Of those, there were **3** turf replacement rebates this month (saving **116,416** gallons per year) and **20** turf replacement rebates issued since the beginning of the fiscal year (saving **944,860** gallons per year).

In addition, BWP administers the Hydration Station Program for commercial customers with funding from MWD. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. The program had **0** hydration stations installed this month.

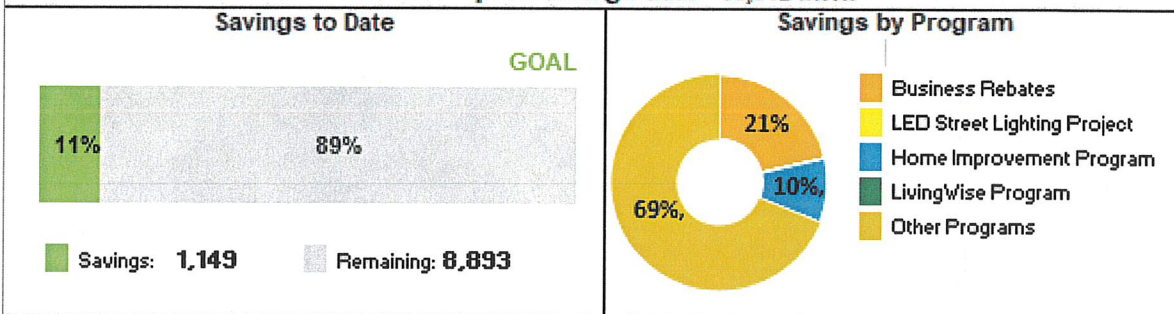


## Energy Efficiency Savings FYTD 2023-2024 Period ending on 10/31/2023

1% Demand Goal = 2.93 MW

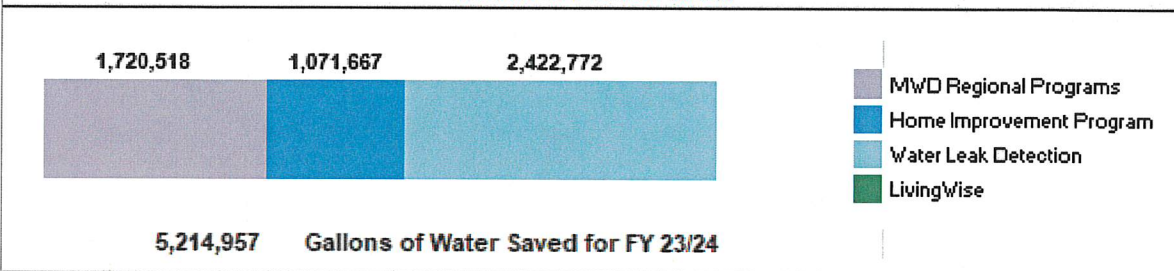


1% Consumption Savings Goal = 10,042 MWh



## Water Efficiency Program Savings

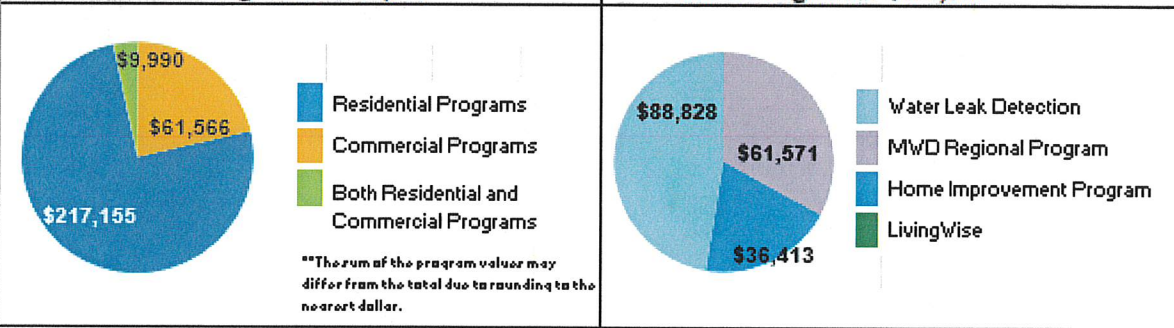
Gallons of Potable Water



## Efficiency Direct Program Costs\* FYTD 2023-2024

\*\*Electric Programs: \$288,711

Water Programs: \$186,812



\*Direct program costs reflect rebates and payments to program implementers, they do not include marketing and administration costs

### **Electric Vehicle (EV) Charging Program**

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

The city now has 99 public EV charging ports, including two DC fast chargers and 40 curbside ports. As of November 1, the public charging rate for level 2 charging is \$0.2091 per kWh, and the public charging rate for DC Fast Chargers is \$0.3391 per kWh at any time.

### **New Public EV Charging Station Construction**

Construction for eight additional level two charging ports at the Buena Vista Library was completed on October 27. Six of the eight ports are available for use, with the other two ports expected to be available within the next month.

Permits are approved for four additional level two ports at McCambridge Park.

Construction for one new DCFC in the BWP customer parking lot began on 10/11/2023 and is expected to be completed by mid-January.

### **Charging Station Maintenance**

The DCFCs at the Lakeside Shopping Center and Burbank Airport are currently non-operational. These stations are now obsolete and can no longer be able to accept payment. BWP staff are working to procure replacement DCFCs.

### **Commercial Charging Station Rebate Program**

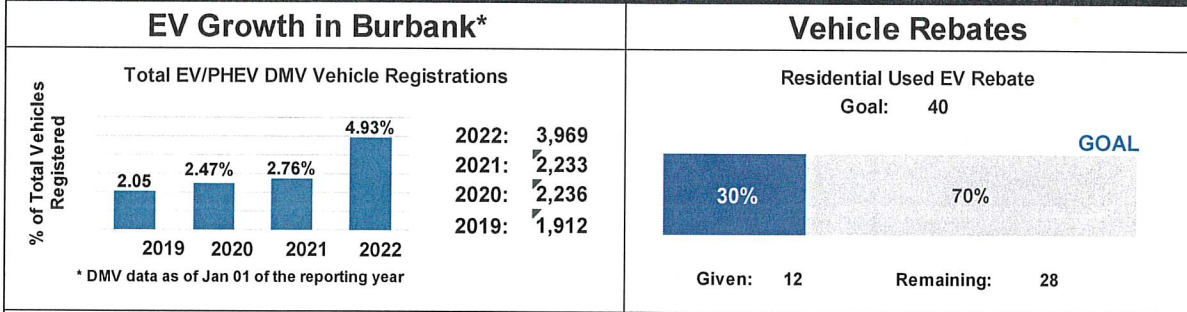
One commercial charging station rebate was issued in October 2023, and one has been distributed this fiscal year to date. A rebate reservation for 22 new charging ports in a multi-family building was submitted in October.

### **Residential Charging Station Rebate Programs**

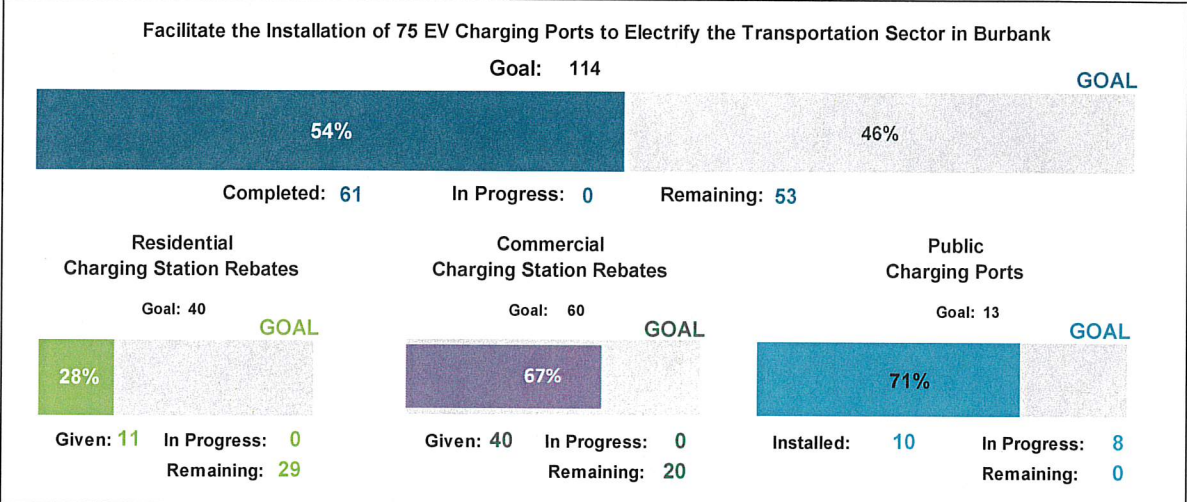
Three residential EV charging station rebates were distributed in October 2023 and a total of ten have been distributed this fiscal year to date.

Five used EV rebates were issued in October 2023, and a total of nine have been distributed this fiscal year to date.

## Transportation Electrification 2023-2024 Period ending on 10/31/2023



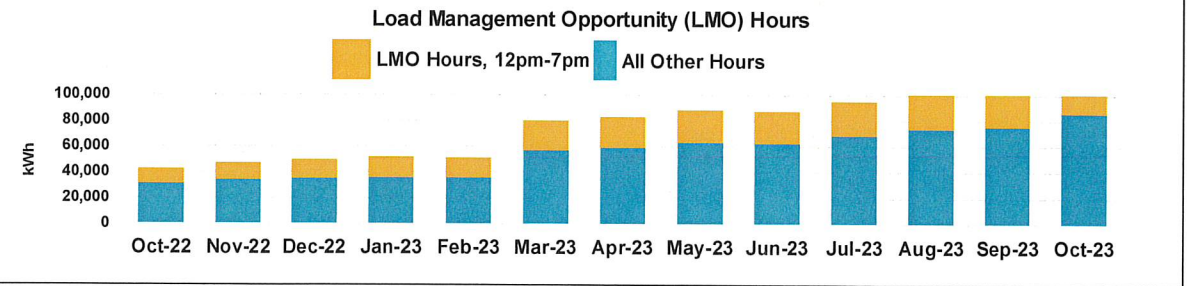
### Transportation Electrification Initiatives for FY 2023-2024



### Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG *Reduced (kg)	<sup>1</sup> Charging Sessions at Peak	<sup>2</sup> Charging Occupancy
	Total Ports	Total Available						
October:	99	98	7,367	96,518	\$20,159	55,597	20%	32%
Average:			6,531	83,809	\$17,236	48,276	25%	25%
FY Total:	99	98	26,123	335,235	\$68,946	193,106	25%	25%

\* 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.



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

<sup>2</sup>Charging Occupancy is defined as the percentage of time EV's are charging at stations for all available hours in a given month across all charging stations

### Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. BWP does not provide rebates for installing these systems. However, the 30% Federal Investment Tax Credit makes purchasing solar and/or battery systems more accessible.

The following systems were installed this month:

- **19 Residential solar systems with a total capacity of 139.6 kW**
- **2 Commercial solar systems with a total capacity of 133.1 kW**
- **2 battery storage systems with a total size of 10.2 kW and total capacity of 22 kWh.**

This fiscal year to date:

- **78 residential solar systems installed with a total capacity of 731 kW**
- **2 commercial solar systems installed with a total capacity of 133 kW**
- **9 battery storage systems with total power of capacity of 29 kW and total energy capacity of 110 kWh**

### TECHNOLOGY

#### **Broadband Services (ONEBurbank)**

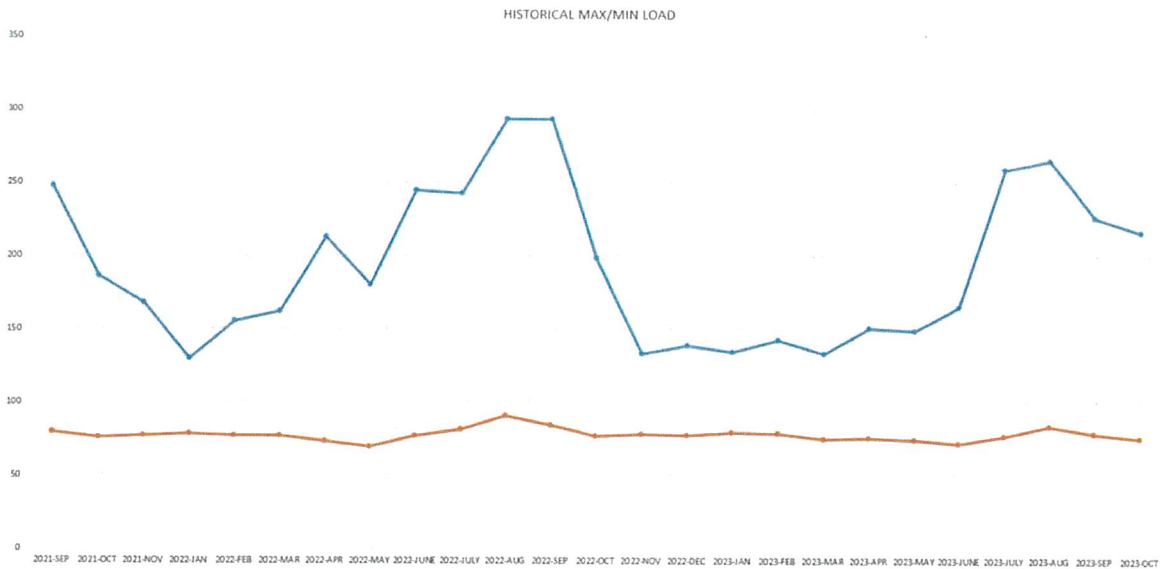
	<b>October 2023 New Orders</b>	<b>Revenues for October 2023</b>	<b>FYTD 2023-24 Revenues</b>	<b>FYTD Budget</b>
<b>Lit</b>	<b>0</b>	<b>\$157,867</b>	<b>\$635,703</b>	<b>\$704,000</b>
<b>Dark</b>	<b>0</b>	<b>\$184,014</b>	<b>\$722,185</b>	<b>\$762,667</b>
<b>Total</b>	<b>0</b>	<b>\$341,881</b>	<b>\$1,357,888</b>	<b>\$1,466,667</b>

### POWER SUPPLY

#### **BWP SYSTEM OPERATIONS:**

The maximum load for October 2023 was **216.5 MW** at **3:48 PM** on **October 6, 2023**, and the minimum load was **75.8 MW** at **4:31 AM** on **October 1, 2023**.





YEAR	MAX LOAD	MAX DATE
2023	265.2 MW	28-Aug-23 15:35
2022	292.8 MW	06-September-22 15:58
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41

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. As a result, BWP has not had issues with obtaining adequate gas supplies to operate its natural gas-fired generators; however, the supplies have been at a much higher price than normal due to national and global issues and increases in demand. Limited supply, coupled with high demand, has caused natural gas prices to increase significantly since 2020.

**The table (below) shows that natural gas prices in 2023 are about 2.4 times higher than in 2020.** The price of natural gas jumped due to extreme winter (2021) weather followed by the Russia-Ukraine conflict and peaked in late 2022. In 2023, natural gas prices have decreased through October; however, in the last month prices have turned the other way as a result of winter demand expectations and a cold temperatures in British

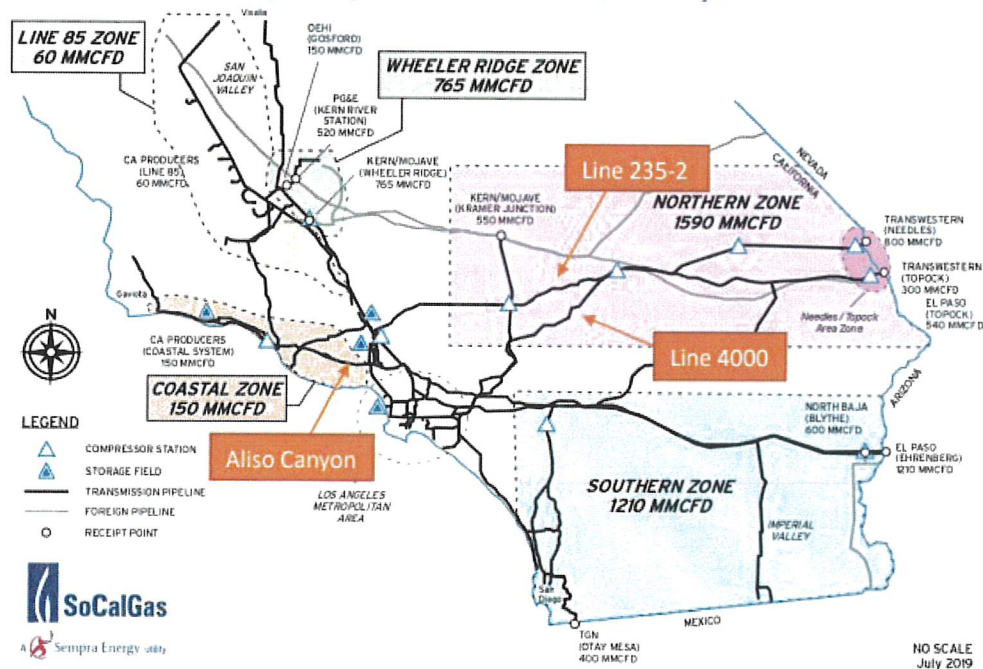


Columbia which increase demand in that location, reducing the supply of gas that eventually reaches California.. BWP continues to hedge (procure natural gas at fixed prices for future delivery) to minimize the risk and exposure to extreme pricing. Prices for future delivery remain higher than normal. These higher prices increase BWP's cost of generation, impact market prices for power, and have negative impacts on the budget.

On August 31, 2023, California Public Utilities Commission (CPUC) unanimously voted to increase the maximum storage level allowed at the Aliso Canyon natural gas storage facility from 41.16 billion cubic feet (Bcf) to 68.6 Bcf on an interim basis to help secure energy reliability and protect against high natural gas and electric prices. This is an increase of about 67% and equates to about 80% of the maximum capacity of the storage facility. This decision was made prior to Southern California Gas Company's peaking winter period, in an effort to avoid the extreme prices observed from mid-December 2022 through mid-January 2023, where prices averaged approximately \$30/MMBtu and exceeded \$50/MMBtu. Having additional natural gas in Aliso Canyon to supplement pipeline supplies is expected to reduce the chances of this reoccurring.

We are keeping a close eye on labor issues and inflationary pressures and will provide an update as we get more information. We are also monitoring Senate Bill 1486, which would limit operations at Aliso Canyon post-2027. BWP is a member of the Southern California Generation Coalition (SCGC), which continues to follow and participate in the CPUC's efforts to evaluate alternatives that would minimize or eliminate the use of Aliso Canyon. SCGC (including Burbank) continues to express concerns about reliability and the need to maintain the Aliso Canyon storage facility unless or until an alternative is identified that can supply the products and services that it provides.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Since 2020, gas prices have increased significantly, peaked in 2022 and are currently 2.4 times the value in 2020. This is a slight increase over the last month, due to winter demand expectations.

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$7.10
Increase since 2020	2.4X

**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	9%	11	424	11,207	1
MPP	100%	744	112,195	8,143	0

Olive 1 and 2 remained in dry storage, with a 274-day notice required to restart one unit and a 365-day notice required to restart both units. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively.

Lake 1 was placed online one time during the month of October.

**Magnolia Power Project (MPP)**

	October	FYTD	YTD
Availability	100%	98%	96%
Unit Capacity Factor (240 MW)	63%	72%	69%

There were no outages at MPP during the month of October 2023.

**Tieton Hydropower Project (Tieton)**

Generation began on April 10, 2023; Tieton was taken offline for the year on October 17 when water flow was no longer available. Tieton generated 1,760 MWh in October and 37,338 MWh total for this year. This is below the approximately 47,000

MWh annual average and is attributed to the water flow made available by the United State Bureau of Reclamation. BWP does not have control over the water flow.

## **ENVIRONMENTAL**

### **Air Quality**

The Magnolia Power Plant triennial source test was rescheduled from October 23, 2023, to December 20, 2023, and the annual Landfill Flare source test was rescheduled from October 25, 2023, to November 30, 2023. Air quality testing is required by the South Coast Air Quality Management District (SCAQMD) to ensure the facility is operating in accordance with its permit.

### **Storm Water**

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four stormwater samples per reporting year and compare them to statewide regulatory limits. On August 20, 2023, the first sample was collected for the current reporting year of July 1, 2023, to June 30, 2024. Although the sample results continue to indicate ongoing compliance issues with the Industrial General Permit metals effluent limitations, specifically iron, zinc, and copper, the results are below the Time Schedule Order interim effluent limitations. Samples are also collected from the offsite influent that commingles with BWP's stormwater discharge. Previous offsite samples also exceeded the limits for metals.

In order to address the stormwater compliance issues, BWP is in the process of implementing a campus stormwater improvement project. BWP initially completed the proposed project's California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration in 2019. However, recent amendments to the CEQA guidelines now require an update to the CEQA Initial Study/Mitigated Negative Declaration. The updated Initial Study/Mitigated Negative Declaration CEQA public review period ended on July 22, 2022, and responses to comments on the document have been prepared. The BWP Board approved a recommendation to City Council to adopt a resolution to approve the proposed project CEQA Mitigated Negative Declaration, the Mitigation, Monitoring and Reporting Program, and authorizing the BWP General Manager to execute the Notice of Determination during the June 1, 2023, meeting. City Council approved this recommendation on June 13, 2023. The environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase has taken longer than originally expected due to the complexity of the project as well as other factors, including the onset of a pandemic. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. The project's final design is complete, permitting is ongoing, bid specifications are being prepared, and it is anticipated that a request for proposals (RFP) will be issued for the construction activities in **December 2023**. As an interim measure, BWP has also applied for time schedule

orders (TSOs) that include interim limits, which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board (LAWQCB) on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by March 28, 2025, as required by the amended TSO. BWP submitted a TSO amendment request to the LAWQCB. The amendment consists of consolidating the BWP and MPP facilities into one TSO, requesting coverage for copper, and updating the project schedule. The TSO amendment public review process ended on July 21, 2022, and no comments were received. The amended TSO was finalized on July 31, 2022, and was received in August.

BWP has been utilizing engineers' estimates which are revised annually to establish the appropriate budgets for the campus stormwater improvement project. Based on the most recent project cost estimate, an additional \$3.2 million is being proposed to the BWP budgets for FY 23/24 and FY 24/25. The project scope has not changed, and the increase is entirely attributable to significant market increases. The total BWP budget for the project is proposed to increase from \$3.2 million to \$6.4 million. BWP also verified the accuracy of the latest engineers' estimates by reviewing recent bids from other entities who are currently approaching construction of similar projects received.

## **PROJECT UPDATES**

### **Power Resources**

#### **Renewable Portfolio Standard (RPS) Compliance**

BWP met the calendar year 2022 goal of 38.5% RPS, and we will meet the 41.25% RPS for 2023. BWP staff continues to evaluate renewable resources to meet future compliance requirements. Staff is currently working on additional renewable contracts to maintain RPS compliance for future years.

Prices for long-term renewables have increased approximately 30-100% due to supply chain issues as well as an increase in demand as load-serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually.

We continue to experience challenges with negotiations for a new long-term contract for renewables. Staff continues negotiating contracts for 2 sources of renewables. The Tule Hydro Project (Tule), which was presented to the board last month, which is currently scheduled to go to City Council on December 5, 2023. Tule is a small hydro project located in Northern California that would add approximately 3-5% towards RPS obligations annually for a term of 15 years (the percentage varies, as the compliance requirement increases). This project is for BWP alone. Deliveries could start as soon as March 2024, however no later than September 2025.

BWP (via a Southern California Public Power Authority joint procurement) continues negotiating a 38 MW share of a solar project in Utah. There are some potential challenges with the joint procurement timeline that could impact the success of the project and/or delay the start date, but we are working with the parties to resolve those. Staff has completed negotiations of the term sheet (major terms and conditions to be incorporated into Power Purchase Agreement (PPA) and continues negotiating the PPA. As a result of reaching an agreement on the term sheet, the exclusivity agreement was extended 180 days to negotiate the PPA. There have been new developments in the project financing market that may lead to a price increase and other challenge. If negotiations are successful and result in contract execution, this project would add approximately 10% RPS annually for BWP. BWP has is concluding negotiations on a 2024 supply of Portfolio Content Category 1 (PCC1) (in state delivered as produced without substitution of energy) renewables in the amount of up to 35,000 MWh which is about 3.5% towards RPS obligations for 2024 compliance.

We continue to look for additional short-term as well as other long-term projects to meet future RPS obligations; however, supplies for delivery in the balance of 2023, 2024, and 2025 are low and the renewable premiums have jumped considerably in the last few weeks. For 2023 delivery, the premium continues to increase and has reached an all-time high (in the mid-\$80 range per PCC1 renewable energy credit). To be clear, this is just the premium for the renewable attributes and does not include the cost of the associated energy.

### **Integrated Resource Plan (IRP) Update**

**BWP finished the IRP in mid-November. Nine IRP STAG (Stakeholder Technical Advisory Group) meetings and four public stakeholder meetings have taken place since the IRP kick-off in December 2022. These meetings provided background on BWP's resources, operations, and resource planning to set the foundation for future IRP-related discussions. The IRP is due to the CEC on January 1, 2024. Stakeholder engagement efforts, compliance, and costs are some of the major factors in the 2024 IRP. A final report will go to City Council on December 5, 2023. The final recommendations include negotiating long term transmission service agreements with LADWP and working towards securing a contract with a small modular reactor, in the future.**

### **Transmission Update**

BWP is partnering with LADWP on additional renewable contracts and opportunities. BWP will continue to meet with LADWP monthly to discuss transmission needs. The next meeting is scheduled for late November. BWP is working with LADWP on the update to the Open Access Transmission Tariff (OATT) process. As of March 2023, LADWP has suspended this OATT process and any potential rate increases will be postponed further. LADWP has not provided any updates on the status of this effort since that time. Staff attended the June LADWP transmission stakeholder meetings and plans to attend all future meetings to represent BWP's concerns.

## **Intermountain Power Project (Delta, UT) Renewal Progress**

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

Staff continues to actively work with Intermountain Power Agency (IPA) on cost increases due to the Hydrogen Betterments Project and coal supply issues. The cost of the IPP renewal project has increased significantly, from \$2.5 billion in 2019 to \$3.6 billion in August 2022. BWP's share was \$86.5 million in 2019 and is now \$141 million (this does not include interest). Staff will continue to track costs and report on them as new data becomes available.

Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. As of November 1, 2023, we have returned to one IPP generator operation at minimum load with the ability for participants to adjust the output hourly. Participants have the flexibility to move the generator within their share of the resource based on their specific coal allocation. One-unit operation is expected to continue through June 30, 2024.

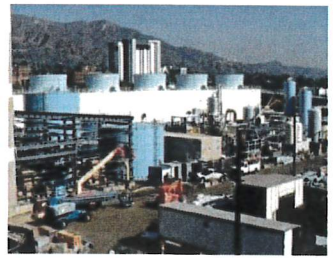
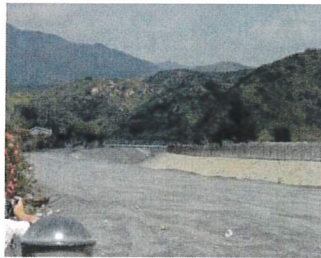
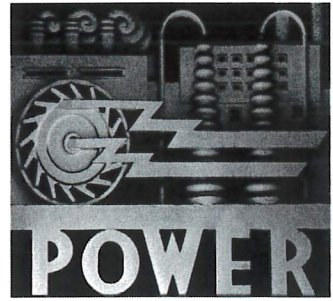
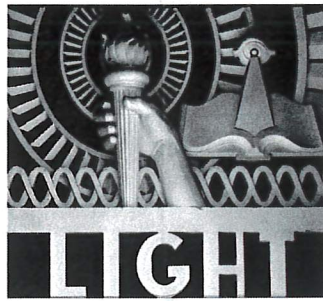
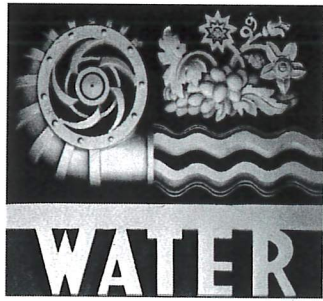
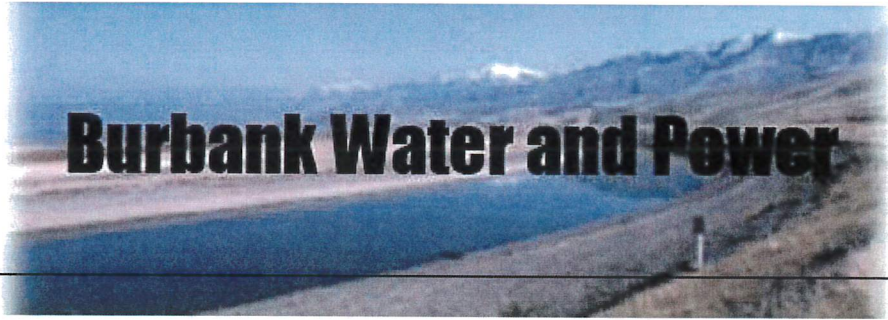
### **Power Production**

#### **Lake One Power Plant Emissions Retrofit Project**

Construction of the Lake One Power Plant emissions retrofit project began on Wednesday, October 4, 2023. **After the removal of insulation, there were several structural cracks found on the transition duct. Staff determined that the best approach was to replace the duct. This is expected to extend the current outage by approximately 9 weeks. Substantial completion of the project is expected during the first quarter of 2024.**

The new emissions control system will allow Lake One to remain in compliance with new air quality requirements. The project consists of designing, engineering, permitting, constructing/installing, commissioning, and testing the new emissions system. This project is planned to conclude in the first half of 2023.





**Financial Report  
September-23**

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD September 2023**  
(\$ in 000's except MWh Sales)

	MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
	88,288	102,069	(13,781)	(14%) <sup>(a)</sup>	NEL MWh	300,748	329,081	(28,333)	(9%) <sup>(A)</sup>
	\$ 16,843	\$ 21,080	\$ (4,237)	(20%)	Retail	\$ 52,869	\$ 56,849	\$ (3,981)	(7%)
	393	571	(178)	(31%)	Retail Sales	1,192	1,714	(522)	(30%) <sup>(B)</sup>
	9,456	11,463	2,008	18% <sup>(b)</sup>	Other Revenues <sup>(c)</sup>	29,855	35,768	5,912	17% <sup>(C)</sup>
	7,780	10,188	(2,407)	(24%)	Retail Power Supply & Transmission	24,205	22,795	1,410	6%
	1,286	3,926	(2,640)	(67%)	Retail Margin	8,760	19,364	(10,604)	(55%)
	1,079	3,847	2,768	72%	Wholesale	7,438	18,977	11,538	61%
	206	79	128	162%	Wholesale Sales	1,322	387	935	241%
	7,987	10,266	(2,280)	(22%)	Wholesale Power Supply	25,527	23,182	2,345	10%
					Wholesale Margin				
					Gross Margin				
					Operating Expenses				
	755	952	197	21% <sup>(c)</sup>	Distribution	2,305	2,856	551	19% <sup>(D)</sup>
	112	137	25	18% <sup>(d)</sup>	Administration/Safety	378	412	34	8%
	428	525	98	19% <sup>(e)</sup>	Finance, Fleet, & Warehouse	1,399	1,582	183	12% <sup>(E)</sup>
	657	584	(73)	(12%)	Transfer to General Fund for Cost Allocation	1,727	1,753	26	1%
	967	597	(370)	(62%) <sup>(f)</sup>	Customer Service	1,464	1,619	155	10% <sup>(F)</sup>
	96	247	151	61% <sup>(g)</sup>	Marketing & Sustainability	272	740	468	63% <sup>(G)</sup>
	124	583	459	79% <sup>(h)</sup>	Public Benefits	343	1,749	1,406	80% <sup>(H)</sup>
	147	184	37	20% <sup>(i)</sup>	Security/Oper Technology	680	548	(132)	(24%) <sup>(I)</sup>
	108	164	55	34% <sup>(j)</sup>	Telecom	316	527	211	40% <sup>(J)</sup>
	175	285	110	39% <sup>(k)</sup>	Construction & Maintenance	402	856	453	53% <sup>(K)</sup>
	1,606	1,780	174	10%	Depreciation	4,767	5,339	572	11%
	5,175	6,037	862	14%	Total Operating Expenses	14,054	17,981	3,927	22%
	\$ 2,812	\$ 4,229	\$ (1,417)	(34%)	Operating Income/(Loss)	\$ 11,473	\$ 5,201	\$ 6,272	121%



**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD September 2023**

(\$ in 000's)

	MTD Budget		YTD Budget		%
	FY 23-24	Variance	FY 23-24	Variance	
<b>MTD Actual</b>					
<b>FY 23-24</b>					
\$	2,812	\$ 4,229	\$ 5,201	\$ 6,272	121%
681	387	294	1,162	887	76% (L)
234	210	25	(368)	(111)	(30%) (M)
(725)	(775)	50	(2,324)	150	6%
191	(177)	368	(1,530)	925	60%
3,003	4,052	(1,049)	3,672	7,197	196%
1,058	1,415	(357)	4,245	(2,512)	(59%) (N)
<b>4,061</b>	<b>5,467</b>	<b>(1,406)</b>	<b>7,917</b>	<b>4,686</b>	<b>59%</b>
<b>Operating Income/(Loss)</b>					
<b>Other Income/(Expenses)</b>					
Interest Income					
Other Income/(Expense) <sup>(4)</sup>					
Bond Interest/ (Expense)					
Total Other Income/(Expense)					
<b>Net Income</b>					
Capital Contributions (AIC)					
<b>Net Change in Net Assets</b>					

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

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
MTD September 2023  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	88,288	102,069	(13,781)	NEL is 14% lower than budget. The average high temperature in September was 81°F, compared to the 15-year average high temperature of 88°F. The average low temperature was 60°F, compared to the 15-year average low temperature of 61°F.
(b)	Retail Power Supply & Transmission	9,456	11,463	2,008	The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(c)	Distribution	755	952	197	The favorable variance is primarily attributable to vacancies and the timing of private contractual services and professional services.
(d)	Administration/Safety	112	137	25	The favorable variance is primarily attributable to the timing of safety program spending.
(e)	Finance, Fleet, & Warehouse	428	525	98	The favorable variance is primarily attributable to vacancies.
(f)	Customer Service	967	597	(370)	The unfavorable variance is primarily attributable to the timing of software & hardware.
(g)	Marketing & Sustainability	96	247	151	The favorable variance is primarily attributable to vacancies and to the timing of rebates and professional services.
(h)	Public Benefits	124	583	459	The favorable variance is primarily attributable to the timing of program spending.
(i)	Security/Operations Technology	147	184	37	The favorable variance is primarily attributable to vacancies and the timing of professional services and software & hardware support, offset by lower than planned capital work and work for others.
(j)	Telecom	108	164	55	The favorable variance is primarily attributable to one vacancy, the timing of private contractual services and higher than planned capital work.
(k)	Construction & Maintenance	175	285	110	The favorable variance is primarily attributable to vacancies and to the timing of building grounds maintenance and repair and private contractual services.
(l)	Interest Income	681	387	294	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(m)	Other Income/(Expense)	234	210	25	Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to fluctuate.
(n)	Capital Contributions (AIC)	1,058	1,415	(357)	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 September 2023  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	300,748	329,081	(28,333)	- NEL is 9% lower than budget. The YTD average high temperature was 87°F, compared to the 15-year average high temperature of 88°F. The YTD average low temperature was 62°F, compared to the 15-year average low temperature of 63°F.
(B)	Other Revenues	1,192	1,714	(522)	- 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	29,855	35,768	5,912	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	2,305	2,856	551	- The favorable variance is primarily attributable to vacancies and the timing of private contractual services, offset by lower than planned capital work.
(E)	Finance, Fleet, & Warehouse	1,399	1,582	183	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(F)	Customer Service	1,464	1,619	155	- The favorable variance is primarily attributable to vacancies and to the timing of professional services, offset partially by software & hardware support.
(G)	Marketing & Sustainability	272	740	468	- The favorable variance is primarily attributable to vacancies and to the timing of rebates and professional services.
(H)	Public Benefits	343	1,749	1,406	- The favorable variance is primarily attributable to the timing of program spending.
(I)	Security/Oper Technology	680	548	(132)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others.
(J)	Telecom	316	527	211	- The favorable variance is primarily attributable to one vacancy and to the timing of private contractual services and professional services.
(K)	Construction & Maintenance	402	856	453	- The favorable variance is primarily attributable to vacancies and to the timing of custodial services, building grounds maintenance and repair, and private contractual services.
(L)	Interest Income	2,049	1,162	887	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(M)	Other Income/(Expense)	(479)	(368)	(111)	- Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to
(N)	Capital Contributions (AIC)	1,734	4,245	(2,512)	- The unfavorable variance is attributable to the timing of AIC projects.

**September 2023 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	<u>Variance Month-to-Date</u>		<u>Budget to</u>
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Actual</u>
	<u>Items</u>	<u>Items</u>	<u>Variance</u>
<b><u>MTD NET INCOME/(LOSS): \$3,003</u></b>	\$ -	\$ (1,049)	\$ (1,049)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(4,237)	(4,237)
Power Supply and Transmission:			
- Lower retail load	754	-	754
- Lower than planned renewables cost and other	79	-	79
- Lower transmission	375	-	375
- Higher energy prices	-	(185)	(185)
- New minimum for IPP and Hydrogen Betterment	-	(19)	(19)
- Lower O&M	604	-	604
- Retail load management and economic dispatch	400	-	400
Other Revenues	-	(178)	(178)
Wholesale Margin	128	-	128
<b>Total</b>	<b>2,340</b>	<b>(4,619)</b>	<b>(2,279)</b>
<b><u>MTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	197	-	197
Administration/Safety	25	-	25
Finance, Fleet, & Warehouse	98	-	98
Customer Service	-	(370)	(370)
Marketing & Sustainability	151	-	151
Public Benefits	459	-	459
Security/Operations Technology	37	-	37
Telecom	55	-	55
Construction & Maintenance	110	-	110
Depreciation expense	174	-	174
All other	296	-	296
<b>Total</b>	<b>1,601</b>	<b>(370)</b>	<b>1,231</b>

**September 2023 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>FYTD NET INCOME/(LOSS): \$10,869</u></b>	\$ 7,197	-	\$ 7,197
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(3,981)	(3,981)
Power Supply and Transmission			
- Lower retail load	872	-	872
- Lower than planned renewables cost and other	558	-	558
- Lower transmission	795	-	795
- Lower energy prices	1,247	-	1,247
- Lower O&M	1,971	-	1,971
- Retail load management and economic dispatch	469	-	469
Other Revenues	-	(522)	(522)
Wholesale Margin	935	-	935
<b>Total</b>	<b>\$ 6,847</b>	<b>\$ (4,502)</b>	<b>\$ 2,344</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	551	-	551
Administration/Safety	34	-	34
Finance, Fleet, & Warehouse	183	-	183
Customer Service	155	-	155
Marketing & Sustainability	468	-	468
Public Benefits	1,406	-	1,406
Security/Oper Technology	-	(132)	(132)
Telecom	211	-	211
Construction & Maintenance	453	-	453
Depreciation expense	572	-	572
All other	951	-	951
<b>Total</b>	<b>\$ 4,984</b>	<b>\$ (132)</b>	<b>\$ 4,852</b>

# Electric Fund (496)

## Statement of Changes in Cash and Investment Balances <sup>(a)</sup>

(\$ in 000's)

	Sep-23	Aug-23	Jul-23	Jun-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
										Low	High	
<b>Cash and Investments</b>												
General Operating Reserve	\$ 70,784	\$ 66,138	\$ 42,881 <sup>(a)(b)</sup>	\$ 52,200	\$ 49,826	\$ 60,650	\$ 57,748	\$ 69,212	\$ 73,156	\$ 82,003	\$ 123,004 <sup>(a)</sup>	\$ 53,814 <sup>(a)</sup>
Capital & Debt Reduction Fund	-	-	-	- <sup>(c)</sup>	10,000	10,000	10,000	10,000	10,000	-	-	-
BVP Projects Reserve Deposits at SCPPA	4,615	4,610	4,605	4,580	4,507	4,488	4,459	3,794	3,740	-	-	-
Sub-Total Cash and Investments	<u>75,398</u>	<u>70,747</u>	<u>47,486</u>	<u>56,780</u>	<u>64,333</u>	<u>75,138</u>	<u>72,205</u>	<u>83,007</u>	<u>86,896</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>
<b>Commitments</b>												
Customer Deposits	(13,887)	(12,450)	(10,873)	(10,976)	(10,487)	(10,432)	(9,906)	(9,698)	(4,245)	-	-	-
Public Benefits Obligation	(11,340)	(11,149)	(10,592)	(10,710)	(11,010)	(11,013)	(10,299)	(9,315)	(6,128)	-	-	-
Low Carbon Fuel Standard <sup>(d)</sup>	(3,180)	(3,251)	(3,288)	(3,289)	(3,652)	(3,184)	(3,451)	(3,494)	(2,999)	-	-	-
IPP Decommission	-	-	-	-	-	-	- <sup>(e)</sup>	(2,000)	(2,000)	-	-	-
Sub-Total Cash and Investments (less Commitments)	<u>46,862</u>	<u>43,898</u>	<u>22,784</u>	<u>31,806</u>	<u>39,184</u>	<u>50,510</u>	<u>48,580</u>	<u>58,288</u>	<u>69,523</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>
<b>Bond Proceeds</b>												
Bond Proceeds on Deposit with Trustee	101,836	102,862	108,528	120,107	126,658	-	-	-	-	-	-	-
<b>Total Cash and Investments and Bond Proceeds (less Commitments)</b>	<u>148,318</u>	<u>148,660</u>	<u>131,291</u>	<u>181,913</u>	<u>168,842</u>	<u>50,510</u>	<u>48,580</u>	<u>58,288</u>	<u>69,523</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>

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

<sup>(b)</sup> Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charge/infrastructure expenditures.

<sup>(c)</sup> Reversal of IPP decommission reserve.

<sup>(d)</sup> New financial reserve policy was adopted by City Council on April 25, 2023.

<sup>(e)</sup> Includes a one-time paydown of the unfunded pension liability to CalPERS in the amount of \$1,031k.

<sup>(f)</sup> Includes an annual payment to CalPERS of \$5,770k to pay down the Electric unfunded liability.



**Burbank Water and Power  
Water Fund (497)**

**Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD September 2023**  
(\$ In 000's except Gallons)

	MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
	388	480	(82)	(17%)	Water put into the system in Millions of Gallons	1,272	1,428	(156)	(11%)
	83	131	(48)	(36%)	Metered Recycled Water in Millions of Gallons	333	348	(16)	(4%)
<b>Operating Revenues</b>									
\$	2,716	\$ 3,422	\$ (706)	(21%) <sup>(a)</sup>	Potable Water	\$ 8,777	\$ 9,958	\$ (1,181)	(12%) <sup>(A)</sup>
	380	677	(297)	(44%) <sup>(b)</sup>	Recycled Water	1,599	1,800	(201)	(11%) <sup>(B)</sup>
	158	129	29	23% <sup>(c)</sup>	Other Revenue <sup>(3)</sup>	507	387	120	31% <sup>(C)</sup>
	3,255	4,228	(973)	(23%)	Total Operating Revenues	10,883	12,145	(1,262)	(10%)
	1,040	1,609	569	35% <sup>(d)</sup>	Water Supply Expense	3,401	4,714	1,313	28% <sup>(D)</sup>
	2,215	2,619	(404)	(15%)	Gross Margin	7,482	7,431	51	1%
<b>Operating Expenses</b>									
	915	1,076	162	15% <sup>(e)</sup>	Operations & Maintenance - Potable	2,486	3,229	744	23% <sup>(E)</sup>
	121	155	35	22% <sup>(f)</sup>	Operations & Maintenance - Recycled	361	466	105	23% <sup>(F)</sup>
	268	383	115	30% <sup>(g)</sup>	Operations & Maintenance - Shared Services	660	1,147	487	42% <sup>(G)</sup>
	112	137	26	19%	Transfer to General Fund for Cost Allocation	404	412	8	2%
	366	381	15	4%	Depreciation	1,100	1,143	43	4%
	1,781	2,133	352	16%	Total Operating Expenses	5,010	6,397	1,387	22%
	433	486	(52)	(11%)	Operating Income/(Loss)	2,471	1,034	1,437	139%
	145	39	107	277% <sup>(h)</sup>	Other Income/(Expenses)				
	68	42	26	61% <sup>(i)</sup>	Interest Income	390	116	274	237% <sup>(H)</sup>
	(210)	(237)	27	11%	Other Income/(Expense) <sup>(4)</sup>	7	(73)	80	110% <sup>(I)</sup>
	3	(156)	160	102%	Bond Interest/(Expense)	(629)	(711)	82	11%
	437	329	108	33%	Total Other Income/(Expenses)	(232)	(668)	436	65%
	19	53	(34)	(65%) <sup>(j)</sup>	Net Income/(Loss)	2,239	366	1,874	513%
	455	382	73	19%	Capital Contributions (A/C)	25	158	(134)	(84%) <sup>(J)</sup>
					Net Change in Net Assets	\$ 2,264	\$ 524	\$ 1,740	332%

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 September 2023  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	2,716	3,422	(706)	- Water use during September 2023 was 17% below budget due primarily to conservation and cooler than average temperatures. Burbank remains in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October. The average high temperature in September was 81°F, compared to the 15-year average high temperature of 88°F.
(b)	Recycled Water Revenue	380	677	(297)	- Recycled water revenues were lower than planned due to lower demand as a result of lower than average temperatures and a 3 day water wash outage for the Magnolia Power Plant.
(c)	Other Revenue	158	129	29	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Water Supply Expense	1,040	1,609	569	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(e)	Operations & Maintenance - Potable	915	1,076	162	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(f)	Operations & Maintenance - Recycled	121	155	35	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and lower than planned electricity for water pumping.
(g)	Operations & Maintenance - Shared Services	268	383	115	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(h)	Interest Income	145	39	107	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(i)	Other Income/(Expense)	68	42	26	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(j)	Capital Contributions (AIC)	19	53	(34)	- 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 September 2023  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	8,777	9,958	(1,181)	- The unfavorable variance is likely attributable to conservation and higher than average rainfall in August as a result of Tropical Storm Hilary. Burbank is currently in Stage III of the Sustainable Water Use Ordinance.
(B)	Recycled Water Revenue	1,599	1,800	(201)	- Recycled water revenues were lower than planned due to lower demand as a result of higher than average rainfall. Rainfall FYTD measured 3.62 inches compared to the normal 0.13 inches.
(C)	Other Revenue	507	387	120	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	3,401	4,714	1,313	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(E)	Operations & Maintenance - Potable	2,486	3,229	744	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(F)	Operations & Maintenance - Recycled	361	466	105	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and lower than planned electricity for water pumping.
(G)	Operations & Maintenance - Shared	660	1,147	487	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(H)	Interest Income	390	116	274	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(I)	Other Income/(Expense)	7	(73)	80	- Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(J)	Capital Contributions (AIC)	25	158	(134)	- The unfavorable variance is attributable to the timing of AIC projects.

**September 2023 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): \$437**      \$ 108      \$ -      \$ 108

**MTD GROSS MARGIN VARIANCE**

Potable Revenues	-	(706)	(706)
Recycled Revenues	-	(297)	(297)
Other Revenue	29	-	29
Water Supply Expense	569	-	569
<b>Total</b>	<b>599</b>	<b>(1,003)</b>	<b>(404)</b>

**FYTD O&M AND OTHER VARIANCES**

Potable O&M	162	-	162
Recycled Water O&M	35	-	35
Allocated O&M	115	-	115
Depreciation Expense	15	-	15
All Other	185	-	185
<b>Total</b>	<b>512</b>	<b>-</b>	<b>512</b>

**September 2023 Budget to Actual P&L Variance Highlights - Water Fund**  
 (\$ in 000's)

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>

**FYTD NET INCOME: \$2,239**      \$ 1,874      \$ -      \$ 1,874

**FYTD GROSS MARGIN VARIANCE**

Potable Revenues	-	(1,181)	(1,181)
Recycled Revenues	-	(201)	(201)
Other Revenue	120	-	120
Water Supply Expense	1,313	-	1,313
<b>Total</b>	<b>\$ 1,432</b>	<b>\$ (1,382)</b>	<b>\$ 51</b>

**FYTD O&M AND OTHER VARIANCES**

Potable O&M	744	-	744
Recycled Water O&M	105	-	105
Allocated O&M	487	-	487
Depreciation Expense	43	-	43
All Other	444	-	444
<b>Total</b>	<b>\$ 1,823</b>	<b>\$ -</b>	<b>\$ 1,823</b>

**Water Fund (497)**  
**Statement of Changes in Cash and Investment Balances<sup>(a)</sup>**  
(\$ in 000's)

	Sep-23	Aug-23	Jul-23	Jun-23	Mar-23	Dec-22	Sep-22	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
										Low	High	
<b>Cash and Investments</b>												
General Operating Reserves (c)	\$ 25,530	\$ 25,101	\$ 20,856 <sup>(b)</sup>	\$ 23,924	\$ 19,370	\$ 17,959	\$ 13,888	\$ 12,759	\$ 12,181	\$ 18,878	\$ 28,316 <sup>(d)</sup>	\$ 11,327 <sup>(e)</sup>
Capital Reserve Fund	-	-	-	- <sup>(b)</sup>	2,220	2,220	2,220	2,220	2,220	-	-	-
Sub-Total Cash and Investments	25,530	25,101	20,856	23,924	21,590	20,179	16,108	14,979	14,401	18,878	28,316	11,327
<b>Commitments</b>												
Customer Deposits	(677)	(995)	(492)	(511)	(398)	(389)	(387)	(1,052)	(1,125)	-	-	-
Sub-Total Cash and Investments (less Commitments)	24,853	24,105	20,364	23,413	21,192	19,790	15,712	13,927	13,276	18,878	28,316	11,327
<b>Bond Proceeds</b>												
Bond Proceeds on Deposit with Trustee	15,962	16,861	16,440	19,465	20,126	20,798	22,101	23,159	23,276	18,878	28,316	11,327
<b>Total Cash and Investments and Bond Proceeds (less Commitments)</b>	<b>40,815</b>	<b>41,266</b>	<b>36,805</b>	<b>42,878</b>	<b>41,317</b>	<b>40,589</b>	<b>37,813</b>	<b>37,086</b>	<b>33,276</b>	<b>37,756</b>	<b>56,632</b>	<b>22,654</b>

(a) The Statement of Cash Balances may not add up due to rounding.  
(b) New financial reserve policy was adopted by City Council on April 25, 2023.  
(c) Payment for the purchase of physical solution water is expected to be made in FY 25-24.  
(d) Includes a one-time payout of the unfunded pension liability to CalPERS in the amount of \$146k.  
(e) Includes an annual payment to CalPERS of \$1,041k to pay down the Water unfunded liability.