



Weekly Management Report

September 27, 2019

- 1. Synopsis** Sustainable Commission Meeting on
September 16, 2019
Public Works Department

- 2. Synopsis** Landlord-Tenant Commission Meeting on
September 9, 2019
Community Development Department

- 3. Synopsis** Downtown Burbank Partnership (PBID)
Meeting on September 5, 2019
Community Development Department

- 4. Minutes** Burbank Water and Power Board Meeting
September 5, 2019
Water and Power Department

- 5. Report** August 2019 Operating Results
Water and Power Department

- 6. Update** Unpermitted Construction Code
Enforcement Penalties
Community Development Department

- 7. Minutes** Civil Service Board Meeting
September 4, 2019
Management Services Department

- 8. Notice** FleetPride Burbank, CA Branch Closure
City Manager's Office

- 9. Memo** Update on AB 1560
City Manager's Office

SUSTAINABLE BURBANK COMMISSION
September 16, 2019

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to Warner Bros. for their sustainable practices such as LED set lighting, LEED certified sound stages, and waste reduction. Michael Slavitch, Director of Sustainability, accepted the award on behalf of the studio.

-II. ORAL COMMUNICATIONS:

A. Public Communication:

Elaine Sibert, CEO/Cofounder of Rain Systems, Inc., spoke about Rain Systems' hydrogels product to reduce water usage for turf.

Burbank resident, Ron Goldstein, spoke in support of cool pavement. He would like to see a cool pavement pilot program in Burbank.

Burbank resident, Jon Orr, addressed the Commission in support of creating a monarch butterfly habitat along the Chandler Bike Path.

B. Commission Member Communication:

Ms. Kirschenbaum announced that she spoke at LA City Council meetings in support of 100% clean energy. She expressed her concern that paid representatives from gas companies attended the meetings, supporting renewable gas. Ms. Kirschenbaum voiced her disappointment that SB 54 and AB 1080, Solid Waste: Packaging and Products bills, did not pass. She reported her delight in LA Department of Water & Power voting in favor of two large solar projects, which include battery storage. Ms. Kirschenbaum reported that she attended the LA Metropolitan Water District (LA MWD) trip and was surprised that the organizers spent a significant portion of the trip promoting support for the Delta Tunnels.

Ms. Gemmill stated that she plans to meet with Michael Del Campo, Landscape and Forestry Services Superintendent, to discuss alternatives to herbicides.

Ms. Tenenbaum announced that attendees supporting Kate Spear were acknowledged during the August 19, 2019 Sustainable Burbank Commission meeting. She also wanted to acknowledge those who attended independently, outside of Kate Spear's support group. Ms. Tenenbaum noted that while on the LA MWD trip, she learned a great deal about water and built valuable connections. Ms. Tenenbaum suggested that Commissioners perform additional work outside of the monthly meetings and work more cohesively.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, announced that he is working on the internal plastics ban policy.

John Molinar, Asst. Public Works Director – Street & Sanitation announced that Public Works will provide a report to Council on cool pavement. He urged Commissioners to attend one of the Boards, Commissions, and Committees Training scheduled in October.

III. APPROVAL OF MINUTES:

Minutes from the August 19, 2019 meeting were approved by Ms. Gemmill, Ms. Kirshenbaum, Mr. O'Brien, Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, Mr. Yegparian, and Ms. Zimskind.

IV. AD HOC SUBCOMMITTEE REVIEW AND GOAL SETTING

At its August 19, 2019 meeting, the Commissioners agreed to review and discuss ad hoc Subcommittees and set goals for the Commission. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The group discussed the Commission's goals. Mr. Molinar suggested reviewing and updating the City's Sustainability Action Plan and Zero Waste Action Plan as one of the Commission's future goals.

Mr. Yegparian moved and Ms. Schanberger seconded a motion to create an ad hoc Sustainability Coordinator Subcommittee. The goal of the Subcommittee is to create a job description for a Sustainability Coordinator and provide substantive facts to support why the position is a necessity. The motion passed unanimously. Ms. Gemmill, Ms. Robb, Ms. Schanberger, and Mr. Yegparian volunteered for the Subcommittee.

Mr. Yegparian moved and Ms. Gemmill seconded a motion to create an ad hoc Sustainability Action Plan Subcommittee. The Subcommittee will review the current Sustainability Action Plan and the Zero Waste Plan and offer recommendations for updates to the 2008 action plans. The motion passed unanimously. Ms. Schanberger and Ms. Zimskind volunteered for the Subcommittee. Mr. Molinar offered his assistance.

Ms. Tenenbaum moved and Mr. Yegparian seconded a motion to revisit the ad hoc Project Development Checklist Subcommittee at a future meeting. The motion was approved by all.

Mr. Yegparian moved and Ms. Tenenbaum seconded a motion to disband the ad hoc Polystyrene Ban Subcommittee. The motion was approved unanimously.

Ms. Tenenbaum moved and Ms. Kirschenbaum seconded a motion to disband the ad hoc Energy and Water Resources Subcommittee. The motion was approved unanimously.

V. GREEN HOUSE GAS REDUCTION PLAN

At its August 19, 2019 meeting, the Commission agreed to discuss the City's Green House Gas Reduction plan, including the hiring of a Sustainability Coordinator. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb moved to create an ad hoc Green House Gas Reduction Plan Subcommittee. The Subcommittee will focus its efforts on staying informed, following the status of the Plan, and recommending that Council update and adhere to the Plan. Ms. Zimskind seconded the motion. The motion passed unanimously. Ms. Robb and Ms. Tenenbaum volunteered for the Subcommittee.

VI. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT

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

On behalf of the Subcommittee, Ms. Schanberger stated that she and Ms. Robb attended the recent Hollywood Burbank Airport redevelopment charrette and the Green Initiatives kickoff meeting. Ms. Schanberger announced that the final charrette is October 26, 2016.

Ms. Robb stated that the goals of the Subcommittee are to draft a letter urging the Council to require a LEED certification higher than silver for the Airport's redevelopment project, to ensure that the City's plastic ban policy applies to the Airport, and to connect with airport commissioners from Glendale and Pasadena to discuss the Airport's redevelopment. All Commissioners agreed with the Subcommittee's goals.

VII. AD HOC ENERGY AND WATER RESOURCES SUBCOMMITTEE REPORT

At its February 4, 2019 meeting, the Commissioners agreed to form the ad hoc Energy Resources Subcommittee to focus on energy resources. At its June 17, 2019 the Commissioners agreed to include water resources in the Subcommittee subject matter and change the name to Ad Hoc Energy and Water Resources Subcommittee. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

The ad hoc Energy and Water Resources Subcommittee was disbanded during the Ad Hoc Subcommittee Review and Goal Setting agenda item.

VIII. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Tenenbaum moved and Mr. Yegparian seconded a motion to revisit the ad hoc Project Development Checklist Subcommittee next month. The motion was unanimously approved.

IX. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase I & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Due to time constraints, this item was not discussed.

X. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback

The ad hoc Polystyrene Ban Subcommittee was disbanded during the Ad Hoc Subcommittee Review and Goal Setting agenda item.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

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

The group agreed that Mr. O'Brian would speak at the October 1, 2019 Council meeting during the Public Comments agenda item to report on the Commission's focus and current efforts.. Ms. Tenenbaum asked if Commissioners may speak at Council during the Public Comments item. Staff responded that as long as Commissioners do not represent the Commission, they may speak at Council meetings during the Public Comments agenda item.

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

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

The Commission agreed to the following future agenda items:

- Discuss and vote on a letter to Council regarding the Green House Gas Reduction Plan.

XIII. BURBANK GREEN SPOTLIGHT AWARD FOR SEPTEMBER 2019:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for September 2019.

The proposed October 2019 Green Spotlight Award recipient is Tracey Larson from Lola Danger Refill Service.

XIV. ADJOURNMENT:

The meeting adjourned at 7:08 p.m.

memorandum

DATE: September 19, 2019

TO: Justin Hess, Acting City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – September 9, 2019

- Ten members of the public attended the meeting. Five of the ten people completed a Tenant Information Form and one person completed a Landlord Information Form for assistance in various areas related to: construction activity and safety issues, wear and tear charges, and habitability issues.
 - The Commission answered questions, and provided resources including: Commission Subcommittee involvement, Housing Rights Center information, and handed out Landlord-Tenant Handbooks.
- One member of the public announced that applications are being accepted for a senior affordable housing opportunity called the Vista Court Grande located in Glendale.
- The Commission approved the draft minutes of August 5, 2019.
- Housing Authority staff provided an overview presentation of California Assembly Bill 1482 pertaining to tenancy rent caps.
- The Commission appointed Commissioners Stump and Small to serve as the new Sub-Committee members for the months of September, October, and November 2019.
- The meeting was adjourned at 8:18 pm.

memorandum

DATE: September 23, 2019

TO: Justin Hess, Acting City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – September 5, 2019

- As a refresher to all Board members, Lisa S. Kurihara, Assistant City Attorney, presented a memorandum with detailed information and regulations on the Brown Act to the Board. This memo will also be distributed to all members for review.
- Staff from the proposed LaTerra SELECT BURBANK project provided an update on the progress of the project and requested a letter of support from the Board. The mixed-use project features 573 residential units, a 300-key hotel, 27,800 square feet of open space and aims for LEED Certification. LaTerra SELECT will be going to the Burbank Planning Board for approval on October 14th and is scheduled to go to City Council on November 12th. The Board approved a letter of support for the project with a recusal from the Acting Assistant City Manager and the CDD Director.
- Staff presented a rendering of proposed plans for activation and management of the underutilized public portion of Palm Ave. known as the AMC Walkway. The proposed site plans feature decorative planters, modern seating, and upgraded drought tolerant plants. Staff will bring back updates to the Board on the project as funding sources are identified and costs are determined.
- As a part of the capital improvement and maintenance programming through the PBID, four Zone 3 medians that were in need of sprinkler repairs and new drought tolerant plants were completed the week of August 19th. The replanting included new ginkgo biloba trees, drought tolerant groundcover, and woodchip mulch.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
SEPTEMBER 5, 2019**

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:21 p.m. in the third floor Boardroom of the BWP Administration Building, 164 W. Magnolia Boulevard, Burbank, California.

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

ROLL CALL

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

Board Absent: None

Staff Present: Mr. Somoano, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Ancheta, Assistant General Manager, Electrical; Mr. Bleveans, Assistant General Manager, Power Supply; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager, Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Hernandez, Manager Transmission and Distribution Engineering; Mr. Olsen, Principal Electrical Engineer, BWP; Mr. Chedid, Electrical Engineering Associate, BWP; Mr. Flores, Marketing Manager; Mr. Swe, Utility Rates Manager; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Ms. Takahashi addressed the Board. She is particularly interested in hearing the discussion related to Time of Day rates for electric vehicles and solar. She has seen many BWP presentations before and appreciates efforts made to balance reliability, affordability, and sustainability. Ms. Takahashi also mentioned that she has experienced two power outages recently and was unable to find information about the outages on BWP's website.

Mr. Goldstein addressed the Board. Mr. Goldstein discussed cool pavement. There is an increasing amount of data coming out about the benefits of cool pavement. One benefit of the reflective coating of cool pavement is that it makes the street brighter so you do not need as many street lights, and can save energy. Mr. Goldstein would like BWP to endorse cool pavement and eventually bring it to the City Council for endorsement as well.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Staff responded that they will look into the power outage mentioned by Ms. Takahashi.

Mr. Smith suggested that Mr. Goldstein gather a list of known cool pavement projects that he could share with staff so they can analyze the effectiveness of cool pavement technology.

Mr. Somoano advised that staff does stay up to date on new technology and that Public Works is looking at cool pavement technology and available studies as well.

Mr. Brody also commented that BBC news just did a piece where they interviewed LA's Public Works Director regarding LA's implementation of this technology.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Brody and carried 6-0, noting one abstention from Mr. Herman who was not present at the August 1, 2019 meeting, to approve the meeting minutes of the regular meeting of August 1, 2019.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update and operating report for the month of July 2019.

Mr. Liu, Mr. Somoano, and Mr. Tunncliff responded to Board Member questions and comments.

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

STUDY SESSION – RESIDENTIAL TIME OF DAY RATES

Mr. Swe presented the proposed time of day (TOD) rate designs for residential lifeline and electric vehicle customers. Mr. Swe also discussed net energy metering and how TOD rates would affect rooftop solar customers. Mr. Flores discussed the two focus groups that BWP Marketing hosted related to TOD. Marketing selected a sample of customers, representative of the wide spectrum of Burbank residents, to participate in the focus groups. These workshops were educational and provided valuable feedback for staff. Mr. Swe, Mr. Somoano, and Mr. Flores responded to Board Member questions and comments. The Board discussed and provided feedback to staff.

INFORMATION FROM STAFF

SUBSTATION TRANSFORMER MONITORING

Mr. Chedid presented information on substations and how BWP utilizes technology to monitor the condition of power transformers within substations. There are monitoring systems in place that send signals back to the Energy Control Center, which enables staff to assess the condition of the transformer

and determine if it is in need of repair or replacement. In alignment with BWP's Distribution Master Plan, this technology allows BWP to be proactive rather than reactive with maintenance of its infrastructure, to age gracefully, and contributes to overall system reliability.

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

BWP ORG. CHART

Mr. Somoano distributed BWP's organizational chart to the Board in order to provide a better understanding of the structure of the various divisions within BWP. All City Departments' organizational charts are available on the City's website.

Mr. Somoano responded to Board Member questions.

LEGISLATIVE UPDATE

Ms. Titus presented a state and federal legislative update.

Ms. Titus recently joined colleagues from Glendale and Pasadena on a trip to Sacramento to meet with Representatives and discuss priority legislation for the local utilities. They discussed procurement mandates, wildfire mitigation, and the water tax efforts around SB200. Ms. Titus also noted that tomorrow is the MWD trip to the San Joaquin Delta.

Ms. Titus and Mr. Somoano responded to Board Member questions.

WATER SUPPLY UPDATE

Mr. Wilson presented an update on water supply and storage. Water supply is above normal levels and continues to look strong. Addressing a previous inquiry from the Board, Mr. Wilson discussed Burbank's emergency water storage reserves. Burbank maintains 10,000-acre feet of emergency storage. Mr. Wilson also provided a handout to the Board regarding MWD cyclic storage.

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

POWER SUPPLY UPDATE

Mr. Bleveans provided an update on natural gas supply. Mild summer weather has had minimal impacts on our system, and restrictions are slightly more relaxed for the Alison Canyon Storage Facility.

Mr. Bleveans responded to Board Member questions.

CITY MANAGER RETIREMENT AND REFLECTION

Mr. Somoano discussed City Manager Ron Davis' retirement. Mr. Davis is a true change agent and he helped transform BWP into the award-winning utility it is today. The City will be hosting a retirement ceremony on September 12, 2019 and it will be open to the public.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar inquired if 5G Wireless is managed through the utility or through the Community Development Department, and if a map is available to the public to show the locations of the wireless telecommunication facilities going up in Burbank. Mr. Somoano and Mr. Compton responded.

Mr. Herman is looking forward to BWP's Open House scheduled for October 26. Mr. Herman also commented that he enjoys the educational trips and tours that are offered to the Board and he encourages more of those trips as they are valuable learning opportunities

Mr. Ford inquired if BWP weighed in on the consideration of electric scooters that was brought before the Council. Mr. Somoano responded. Mr. Ford also inquired if any of the proposed Metro projects may interfere with the utilities infrastructure such as charging stations. Mr. Somoano responded.

Mr. Brody commented on his involvement with the Burbank Sister Cities program. Burbank recently hosted a group of students from Burbank's Sister City of Ota, Japan and the BWP items in the goody bags that the Mayor provided to the students were a big hit.

Mr. Smith commented that it was good to see that the Council approved BWP's participation in IPP as BWP presented it. Reliability and the capacity to serve customer needs is a critical concern. The California Public Utilities Commission is undertaking long-term planning studies related to system reliability and capacity needs, and it's a reminder for us to ensure that we are planning accordingly.

Mr. Smith also mentioned that both SCE and SDGE have proposed some big rate increases and this is due to all the measures related to wildfire mitigation. Safety should be a priority, and as a Board we should ensure that we are proactive in regards to safety and risk mitigation.

ADJOURNMENT

The meeting was adjourned at 8:43 pm. The next scheduled Board meeting is October 3, 2019 and will be held in the third floor Boardroom at Burbank Water and Power.

Lyndsey Kramer
Recording Secretary

Jorge Somoano
Secretary to the Board

Jordan Smith, Chair, BWP Board



CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

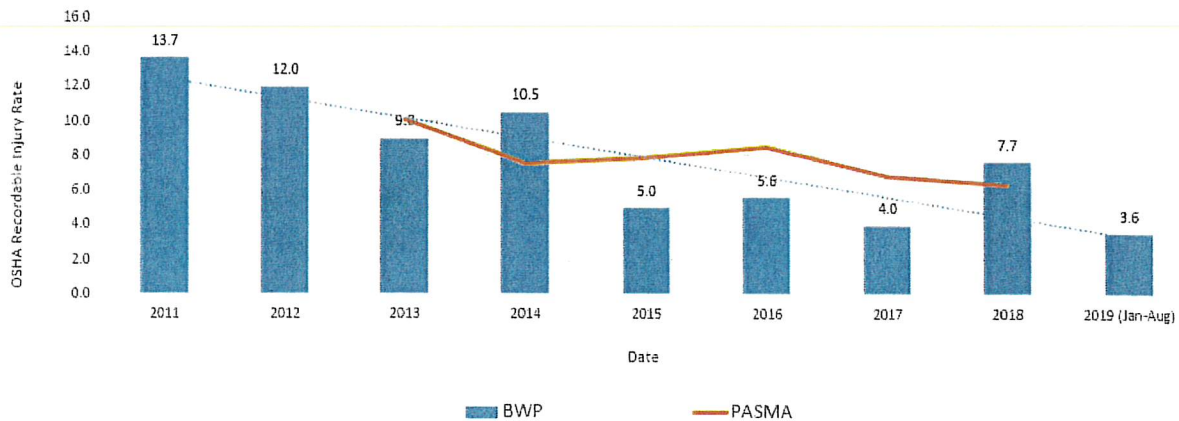
DATE: October 3, 2019
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: August 2019 Operating Results

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

SAFETY

For the month of August, BWP experienced one OSHA recordable injury and reclassified a prior June injury to OSHA recordable status. BWP's year to date (Jan – Aug) OSHA recordable rate increased from 3.2 in July to 3.6 for the end of August.

BWP TOTAL RECORDABLE INJURY RATE (TRIR) vs PASMA TRIR



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees.
 PASMA - Public Agency Safety Management Association (Utilities only Data)
 2019 Data = 12 month rolling average

Water Estimated Financial Results

For the month of August, Potable Water usage was 2% (9 million gallons) lower than budgeted and Potable Water Revenues were \$92,000 higher than budgeted. Recycled Water usage was 11% (12 million gallons) lower than budgeted and Recycled Water Revenues were \$98,000 higher than budgeted due a billing adjustment. August Water Supply Expenses were \$19,000 lower than budgeted, corresponding to lower demand. August's Gross Margin was \$194,000 higher than budgeted. Net Income was \$595,000, which was \$194,000 higher than budgeted.

August fiscal-year-to-date (FYTD) Potable Water usage was 3% (32 million gallons) lower than budgeted. FYTD August Potable Water Revenues were \$82,000 higher than budgeted. FYTD Recycled Water usage was 6% (13 million gallons) lower than budgeted and Recycled Water Revenues were \$28,000 higher than budgeted. Recycled Water Revenues were higher than budgeted due to a billing adjustment. FYTD Water Supply Expenses were \$135,000 lower than budgeted, corresponding to lower demand. The FYTD August Gross Margin was \$200,000 better than budgeted. Operating Expenses were \$214,000 lower than budgeted. Net Income was \$528,000, which was \$313,000 better than budgeted.

Electric Estimated Financial Results

For the month of August, electric loads were 3% lower than budgeted due to conservation. Retail Sales were \$219,000 lower than budgeted. August Power Supply Expenses were \$1,174,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load). August's Wholesale Margin was \$25,000 lower than budgeted. August's Gross Margin was \$648,000 higher than budgeted. Net Income was \$2,263,000, which was \$648,000 higher than budgeted.

FYTD August electric loads were 4% lower than budgeted due to conservation. Retail Sales were \$1,685,000 lower than budgeted. FYTD Power Supply Expenses were \$2,713,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), and lower than planned renewables. FYTD Wholesale Margin was \$164,000 lower than budgeted. FYTD Gross Margin was \$552,000 better than budgeted. August FYTD Operating Expenses were \$558,000 lower than budgeted. Net Income was \$895,000, which was \$1,067,000 better than budgeted.

WATER DIVISION

State Water Project Update

On June 20, 2019, the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 70% to 75%. This is the final allocation for the calendar year. The 2019 allocation of 75% amounts to 3,145,105 acre-feet of water. Reservoir storage, snowpack, precipitation, and releases to meet local deliveries are among several factors used in determining allocations. Even in wet years, a 100%

allocation is rare due to Delta pumping restrictions to protect threatened and endangered fish species. The last time the Project was able to allocate 100% was 2006.

Burbank’s Water Use

The table below shows water use in Burbank during August 2019 compared to August 2018 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank’s water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12-Month Average
August 2018	162 gpcd	138 gpcd
August 2019	160 gpcd	131 gpcd

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

Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the rolling quarter of June through August. The contract operator performed weekly and monthly sampling for the treatment plant and wells.

	Capacity Factor	Average Flow Rate (FY Total)
June-19	66.8%	6,008 gpm
July-19	76.0%	6,840 gpm
Aug-19	71.13%	6,402 gpm

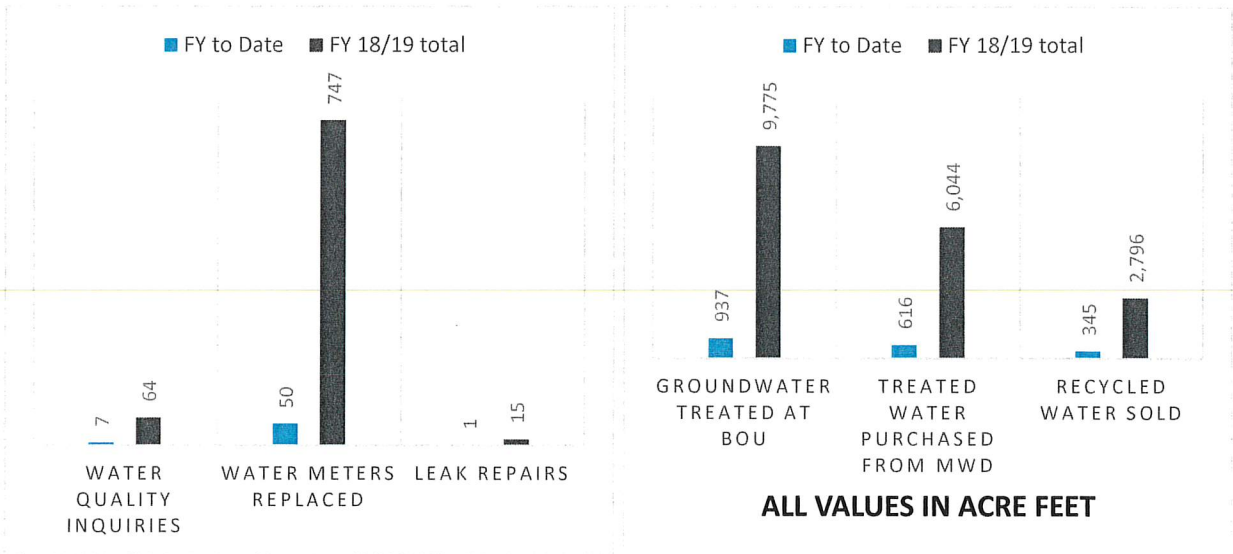
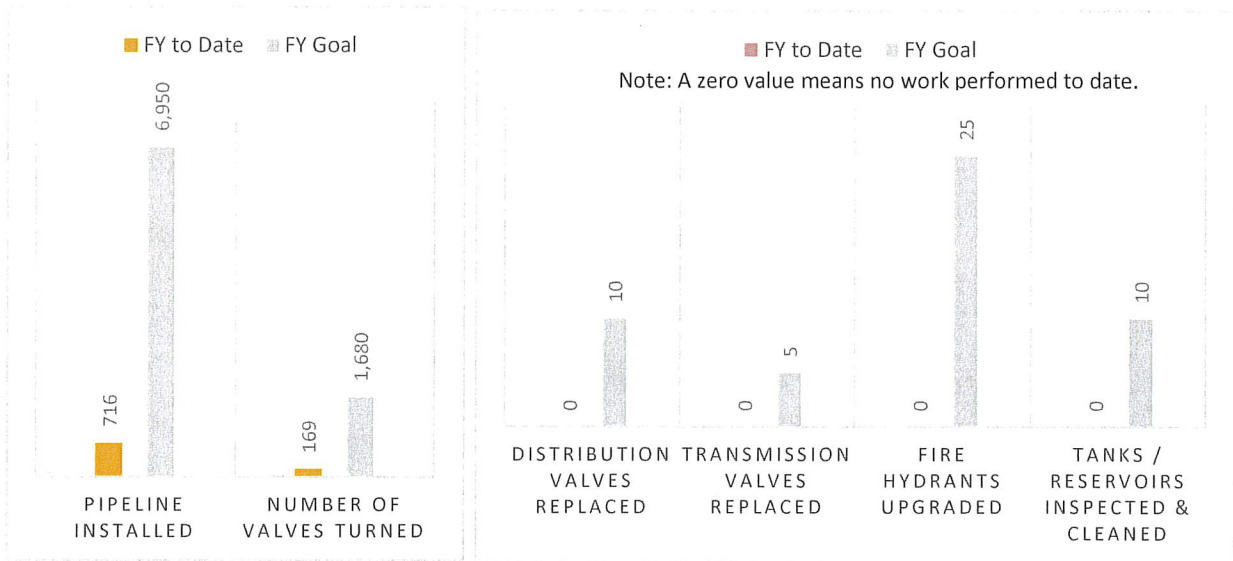
Project Updates

Due to the bountiful 2019 water year, MWD added excess water supply to its storage facilities. The available water exceeded MWD’s capacity to place water into its storage facilities so MWD authorized use from the previously created Cyclic Storage Program to allow Member Agencies to store water in their groundwater basins and then pay for the water later.

Burbank agreed to spread up to 14,000 acre-feet of Cyclic Storage Water by the end of this calendar year. BWP spread about 1,771 acre-feet of water in the month of August. The spreading water was shut off on August 22 in order for Los Angeles County Flood Control District to perform annual maintenance activities. The spreading ground facilities will return to active status in early fall.

Key Performance Indicators

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



Installation of a new 12-inch gate valve at California Street and Riverside Drive.

A new valve was added here to help isolate the pipeline within the bridge that crosses the 134 freeway, while not affecting the water supply to our consumers.



ELECTRIC RELIABILITY

In August 2019, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,541,647 customer minutes.

Reliability Measurement	September 2017- August 2018	September 2018 - August 2019
Average Outages Per Year (SAIFI)	0.2777	0.4136
Average Outage Duration (CAIDI)	38.78 minutes	38.55 minutes
Average Service Availability	99.998%	99.997%
Average Momentary Outages Per Year (MAIFI)	0.2332	0.3682
No. of Sustained Feeder Outages	8	14
No. of Sustained Outages by Mylar Balloons	3	2
No. of Sustained Outages by Animals	0	0
No. of Sustained Outages by Palm Fronds	0	3

PROJECT UPDATES

Service Confirmation Tracking for 5G Applications

Electrical Engineering recently developed an application to track service confirmation requests for 5G Wireless Telecommunication Facilities. This allows BWP to track each requests from start to finish. Some of the information that we capture is:

- The location of the request
- All of the required documents
- Any work orders created
- All confirmation and inspection fielding

Temporary Service for LADWP's RSC 7 Tunnel Boring Project

Construction work on the temporary electric service for LADWP's RSC 7 Tunnel boring project is ongoing. Electrical conduit and manholes on Riverside Drive, east of Bob Hope Drive, have been completed. The contractor has received necessary permits from the City and CALTRANS to begin substructure work along Bob Hope Drive and into Johnny Carson Park North. After substructure work is complete, BWP crews will begin pulling cable to feed this temporary electric service.



Underground trench for electric conduit installation

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 58.51% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,059MWh or a 33.01% reduction in energy consumption. LED conversions have also reduced evening load by 698kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

CUSTOMER SERVICE

Customer Service Operations

In the Call Center, customers have been experiencing high wait times, although call volume is declining, primarily due to vacancies and time off. To help alleviate the wait times, we are in the process of filling two Customer Service Representative IIs (CSRs) for the Call Center. For one of the vacancies, we have taken the creative approach of converted it into four Part Time 10 hour positions to increase availability and flexibility in staffing. We also are recruiting two “As Needed” employees to help staff in other areas in Customer Service due to employees being out long term.

Online Account Manager

The adoption of the Online Account Manager (OAM) continues to be over 50% of all active accounts. Of all registered accounts, close to 90% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive Customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP’s second milestone is to have 80% of all active accounts registered on the OAM by 2021.

Call volume levels are now at or below the levels before going live with the OAM. Through customer feedback, BWP is looking for ways to make improvements that will be part of the next phase of the OAM project, including usage data and outage notifications. Below is the chart outlining activity for the Online Account Manager:

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Total	% of Total*
Enrollments	18,498	6,317	3,052	1,742	1,294	1,126	32,029	61%
Paperless	17,047	5,704	3,045	1,729	1,288	1,119	29,932	57%
Autopay	2,354	2,376	1,170	985	614	559	13,546	26%

* Percent as compared to all active BWP accounts.

Below is the chart outlining call volume since the launch of the Online Account Manager:

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	% Inc/Dec
Call Volume	7227	5740	6310	5029	5507	5417	-2%

Call Types	% of Calls
Balance	17%
Account/PIN #	5%
Disconnect/Reconnect	4%
Payment Extension	3%
Other	70%

Electric Vehicle (EV) Charging Program

Forty-five public EV charging ports are installed in Burbank, including two DC Fast Chargers and 18 curbside chargers. As of June 1, 2019, Time of Use (TOU) pricing for public EV charging is \$0.1736 per kilowatt-hour (kWh) for Level 1 and Level 2 off-peak, and \$.3069 per kWh on-peak. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh off-peak and \$0.4980 per kWh on-peak. At this time, six Level 2 charging ports have been unable to be updated to the summer pricing. This is due to software issues with the chargers.

Month of usage	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station / Day	% Peak Sessions	Parking Occupancy	Charging Occupancy
Aug 2019	17,738	\$3,638	7,450	13.3	24%	17%	14%
Jul 2019	19,804	\$3,765	8,318	14.9	22%	19%	16%
Jun 2019	24,374	\$4,303	10,237	18.9	21%	26%	23%
May 2019	25,756	\$4,783	10,818	19.3	21%	26%	22%
Apr 2019	26,501	\$4,981	11,131	20.5	21%	25%	20%
Mar 2019	24,810	\$4,507	10,420	18	20%	21%	17%
Feb 2019 ¹	20,127	\$3,277	8,453	17	23%	21%	17%
Jan 2019	20,706	\$3,511	8,696	16	22%	22%	18%
Dec 2018	22,889	\$3,991	9,613	18	21%	24%	19%
Nov 2018 ²	22,145	\$3,879	9,301	18	20%	25%	20%
Oct 2018 ³	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%

¹ Includes four new Ontario Substation curbside chargers installed mid-February.

² Includes the new DC Fast Charger and the removal of 2 chargers due to the Burbank Town Center project.

³ Includes 16 new public Level 2 chargers installed mid-September.

July and August revenue is down due to maintenance issues. A total of six charging ports are out of service. The most significant loss is from the DC Fast Charger at the Lakeside Shopping Center, which first went offline in July. Repairs on the remaining five Level 2 chargers are projected for November. Estimated loss revenue for August from the chargers is \$1028. The DC Fast Charger at the Lakeside Shopping Center has been repaired as of the week of September 9, 2019.

Rooftop Solar

The table below tracks the total number and capacity of installed customer-owned rooftop solar photovoltaic systems in Burbank.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
Aug 2019	10	16	815	8,073
Jul 2019*	6	6	805	8,012
Jun 2019	12	100	799	7,962
May 2019	10	88	787	7,889
Apr 2019	8	78	777	7,833
Mar 2019	11	70	769	7,788
Feb 2019	5	59	758	7,707
Jan 2019	15	54	753	7,677
Dec 2018	10	39	738	7,530
Nov 2018	6	29	728	7,375
Oct 2018	9	23	722	7,351
Sep 2018	5	14	713	7,289
Aug 2018	5	9	708	7,256

* Start of new fiscal year.

TECHNOLOGY

Broadband Services (ONE Burbank)

	August 2019 New Orders	Revenues for August 2019	FYTD 2019-20 Revenues	FYTD Budget
Lit	2	\$111,990	\$229,540	\$256,667
Dark	2	\$192,140	\$384,155	\$385,000
Total	4	\$304,130	\$613,695	\$641,667

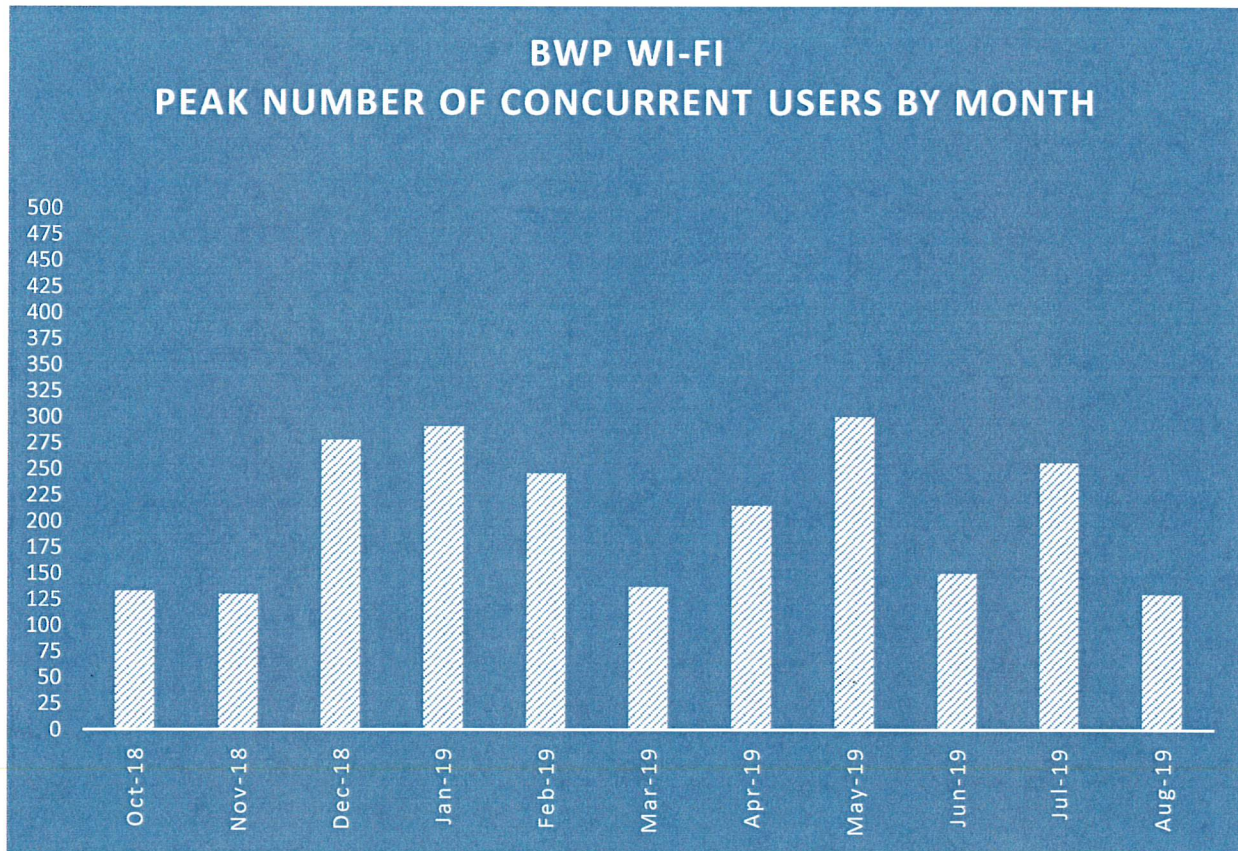
BWP WiFi

On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

BWP recently implemented new network security measures to safeguard and improve the reliability of BWP WiFi. These measures streamline overhead traffic and help to

eliminate nefarious traffic. End users will experience a more robust, secure network, while BWP's metering assets that use the wireless networks will also be more secure.

Before these improvements, the number of peak users reported included active users as well as user devices that had disconnected from the network. Now, BWP is able to report just the number of users that are truly active and communicating to the internet (email, browsing, streaming, etc.) The reports going forward will provide a clearer and more accurate picture to gauge actual usage of BWP WiFi.



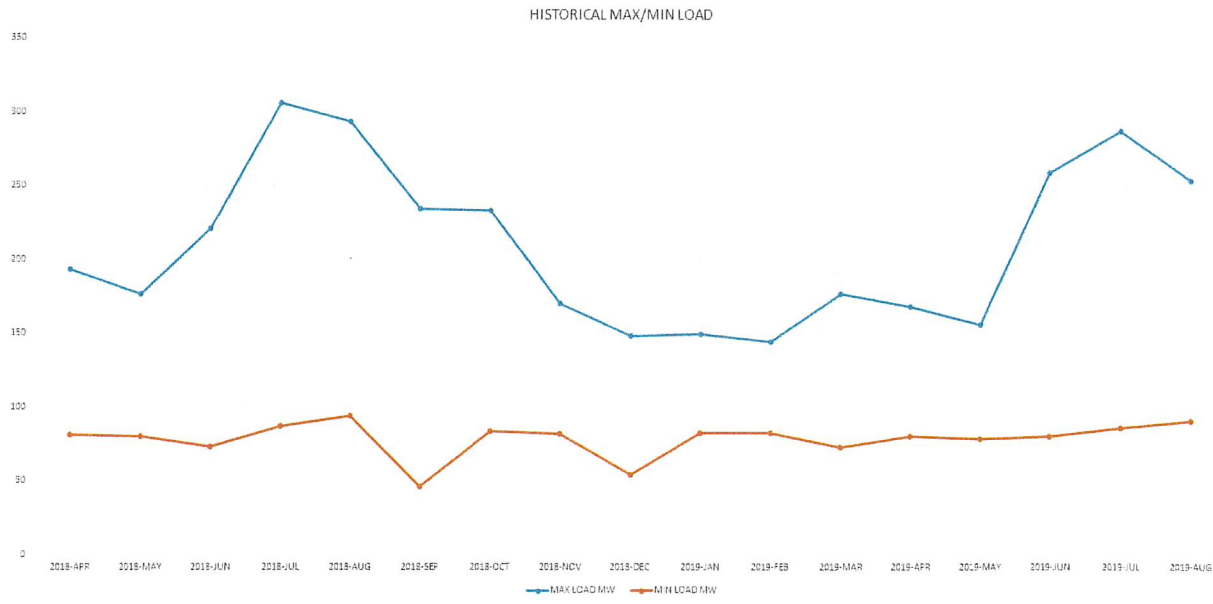
Cyber Security Update – August 2019

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

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for August 2019 was 253.2 MW at 3:51 PM on Tuesday, August 27, and the minimum load was 90.7 MW at 4:52 AM on Sunday, August 11.



YEAR	MAX LOAD	MAX DATE
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20
2015	306.23 MW	09-Sep-15 15:42:00
2014	316.68 MW	16-Sep-14 15:52:04

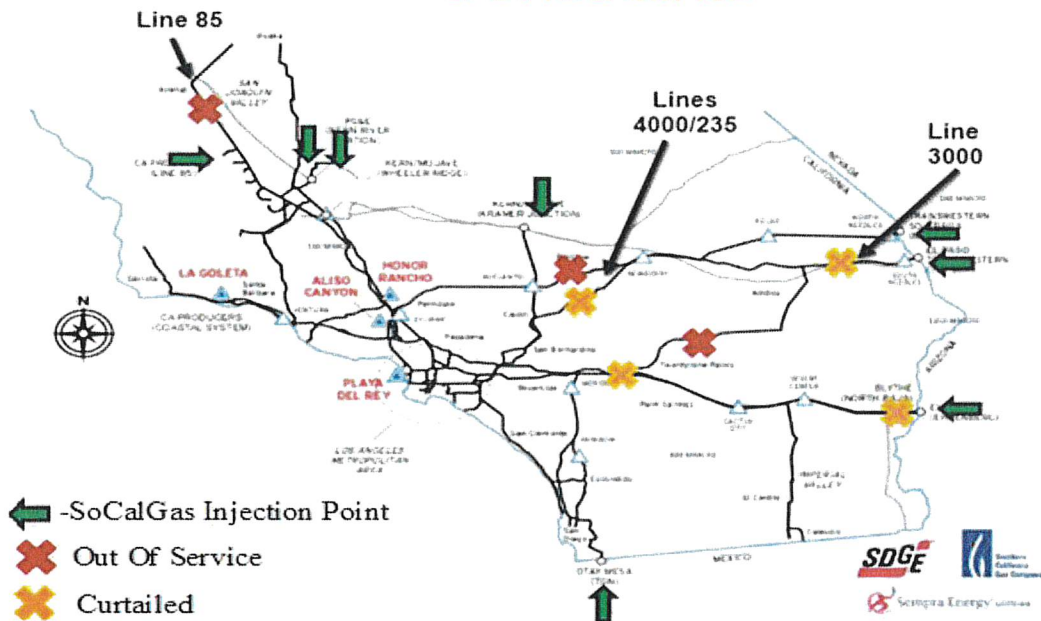
The Burbank power system did not experience abnormal weather or natural gas supply issues for August 2019.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCal Gas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints resulting from the CPUC's July 23, 2019 Aliso Canyon Withdrawal Protocol restricting the use of the Aliso Canyon. The CUPC's updated withdrawal protocol is still restrictive, but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from it if

curtailment was imminent, but now can occur at a much lower OFO order. This will likely reduce the number and severity of single day gas price blowouts.

SoCalGas reported two recent, minor withdrawals from Aliso Canyon: one on August 28 and the other on September 6.

SoCalGas System Receipt Points and Constraints



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) has been out of service for assessment and remediation since a rupture occurred on the pipeline on October 1, 2017. SoCal Gas has remediated and repaired the ruptured segment, but, as detailed below, SoCal Gas has also initiated additional work to assess, analyze, and repair other segments on Line 235-2 that are of the same “family” of pipeline. **SoCalGas reports that it has found multiple, additional leaks in the pipeline. No firm return-to-service date is available.**

Line 4000

Following the Line 235-2 rupture, SoCal Gas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same “family” of pipelines as Line 235-2. SoCal Gas lowered the pressure to increase the factor of safety on the pipeline until SoCal Gas can conduct further analysis of Line 4000 based on what is learned from Line 235-2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles. Line 4000

will continue operating at reduced pressure until testing and maintenance work is complete to mitigate potential pipeline anomalies, like those found on Line 235-2.

Line 3000

Line 3000 (largely a 1957 vintage pipeline) returned to service at reduced operating pressure on September 17, 2018, allowing receipts from the Topock area. The full scope of the Line 3000 project to date included more than 10 miles of non-consecutive pipeline replacements, coating remediation, and cathodic protection insulator installations at more than 246 job sites that span approximately 125 miles, traversing challenging terrain and overcoming significant environmental challenges.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x (lbs)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	215	7,994	1,467	26
MPP	87%	639	123,598	5,009	3

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. Lake One was placed online 26 times during the month of August, which is an average number of runs for this unit during the month of August.

Magnolia Power Project (MPP)

	August	FYTD	YTD
Availability	87%	94%	95%
Unit Capacity Factor (240 MW)	69%	75%	74%

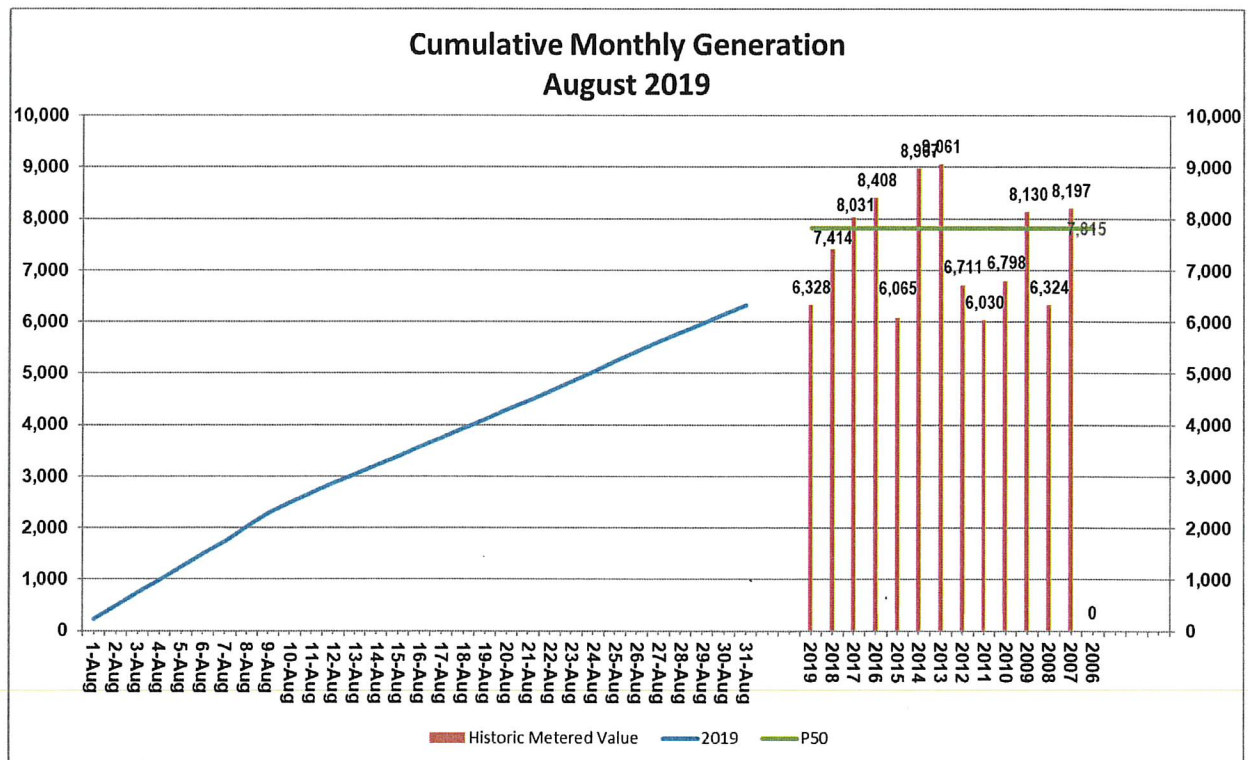
MPP tripped on Saturday, August 3, at 5:52 A.M. due to a combustion turbine fuel valve solenoid failure. Following replacement of the solenoid, MPP was successfully restarted at 5:07 P.M. the same day.

MPP tripped again on Sunday, August 11, at 7:29 P.M. This trip was due to a card failure in the GE Mark VI control system. Following replacement of the control card (from warehouse stock), MPP was successfully restarted at 6:09 A.M. the next morning.

MPP was taken offline on Friday, August 16, at 6:29 A.M. to accommodate the SoCal Gas Company's inspection activity on their natural gas pipeline. This shutdown was initiated twelve hours earlier than would be scheduled normally for the ensuing routine water wash of the combustion turbine. Upon completion of the gas line inspection, the water wash was performed. The plant was made available for return to service on August 19, at 6:29 A.M., however, the participants elected to restart the plant at 6:07 P.M.

Tieton Hydropower Project (Tieton)

Tieton’s annual generation season began on March 22 with limited water flow provided by the United States Bureau of Reclamation (USBR), which carried out “fish pulse” operations designed to encourage upward spawning migration of spring salmon. Fish pulsing was conducted until March 27 when water flow was reduced and generation was no longer possible until later in April. **Tieton generated 6,328 MWhs in August, which is below the average of 7,815 MWhs for August. This is due to a low snow pack season last winter, which is the snow melt water source for Rimrock Reservoir that supplies Tieton.**



ENVIRONMENTAL

Air Quality

On June 28, BWP submitted two application packages to the South Coast Air Quality Management District (SCAQMD) in order to renew the existing Title V Operating Permits for Lake One and for MPP. Once the SCAQMD reviews the application packages and issues draft permits, the draft permits will go to the Environmental Protection Agency (EPA) for a 45-day review period. After the 45-day review period is completed, final permits will be issued to BWP for Lake One and MPP to continue operations. The permits will cover another five-year operating period.

On July 17, another application package was submitted to the SCAQMD to revise MPP’s Title V Operating Permit. This application is to approve and include general electric upgrades to the combustion turbine, which will allow MPP to operate at a lower minimum load output (MW) while still complying with existing requirements. Upgrades cannot be

installed until a revised permit is approved and this process is being managed independently of the five-year permit renewal.

Storm Water

The Stormwater Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four storm water samples per reporting year (July 1- June 30) and compare them to statewide regulatory limits. BWP has not taken any storm water samples during the current reporting year of 2019-2020 (began in July 2019) due to a lack of rain. The analytical results from the storm water samples taken during the 2018-2019 reporting year continue to indicate elevated levels of metals (specifically iron, copper and zinc). Therefore, BWP continues to investigate additional best management practices to enhance storm water quality.

PROJECT UPDATES:

Power Resources

Transmission Update

Los Angeles Department of Water and Power (LADWP) implemented a new Open Access Transmission Tariff (OATT) effective September 1, 2017. The new OATT rates affect BWP's cost for services purchased from LADWP under the Balancing Authority Area Services Agreement (BAASA). Changes to the BAASA's cost of services resulting from the new OATT became effective on February 1, 2018.

Annual cost for services				
Service	FY 18/19 Under	FY 18/19 If	Variance	% Increase
	New OATT rates	Old OATT Rates		
BAASA Regulation & Frequency Response	\$871,952	\$604,350	(\$267,602)	44.3%
BAASA Contingency Reserves	\$3,462,962	\$3,224,186	(\$238,776)	7.4%
	\$4,334,914	\$3,828,536	(\$506,378)	13.2%

Staff is currently evaluating the new OATT, its impacts, and next steps.

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

Integrated Resource Planning

BWP's 2019 Integrated Resource Plan (IRP) was adopted by the City Council on December 11, 2018 in accordance with the requirements of Senate Bill 350. In conjunction with its adoption of the 2019 IRP, Council also established 1) a SB350-compliant process to update the BWP IRP at least every five years and 2) an aspirational goal to achieve a 100% greenhouse gas-free power supply for Burbank by 2040 or sooner, consistent with reliability and affordability.

Pursuant to SB350, BWP filed the 2019 IRP with the California Energy Commission (CEC) on April 2, 2019, in advance of the April 30 deadline. The CEC is required to make two separate findings on IRPs: first, that the IRP is complete (i.e., all required components were included) and second, that the IRP is consistent with the requirements of SB350. The CEC confirmed that BWP's 2019 IRP is complete on May 14, 2019. On July 29, the Executive Director of the CEC filed a determination finding that BWP's 2019 IRP to be consistent with the requirements of SB350. The CEC plans to bring the determination to its November 2019 business meeting for adoption, which will formally close the 2019 IRP filing process for BWP.

Intermountain Power Project (Delta, UT) Renewal Progress

BWP communicated our recommendation for a path forward regarding IPP repowering on June 20 to the BWP Board. The Board voted 7-0 to recommend that City Council 1) authorize and direct the BWP General Manager to reduce Burbank's participation in the renewal of the Intermountain Power Project from 35 megawatts (MW) to 28 MW (a 20% reduction) and 2) approve and authorize the BWP General Manager to execute each of the Entitlement Assignment Agreement (Southern Transmission System) and the Entitlement Assignment Agreement (Northern Transmission System) together with all ancillary documents necessary to effectuate the foregoing.

BWP presented these recommendations to the City Council on July 23; Council approved, with a vote of 4-1.

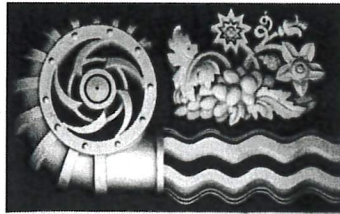
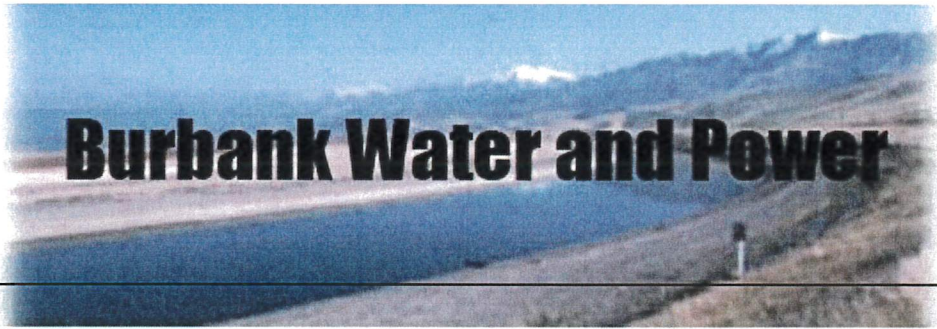
BWP informed the Intermountain Power Agency (IPA) and LADWP, in its capacity as IPP Operating Agent, of our decision to participate in the repowering project at a reduced level, in advance of the August 3, 2019 deadline.

The Entitlement Assignment Agreements are pending approval by LADWP's governing bodies.

Power Generation

Landfill Gas to Energy Project

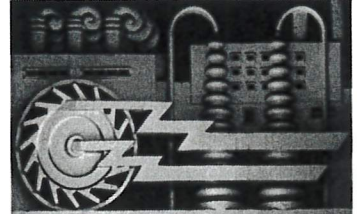
The project remains on schedule and within budget. Start of construction is pending approval by City Building and Safety of resubmitted civil/structural plans and calculations. Work is expected to proceed ahead of schedule once this permit is received.



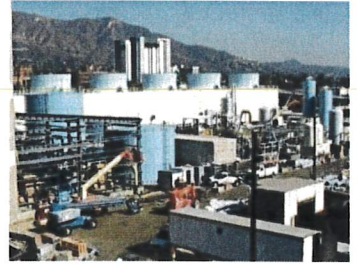
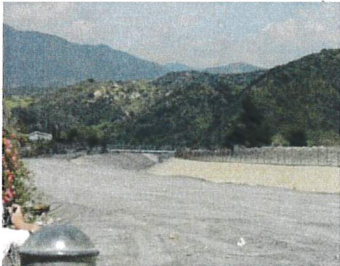
WATER



LIGHT



POWER



**Estimated Financial Report
August-19**

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ⁽¹⁾
MTD and FYTD August 2019
(\$ in 000's except MWh Sales)**

MTD FY 19-20	MTD Aug-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Au- Budget
113,767	117,743	(3,976)	(3%) ^(a)	NEL MWh	221,840	231,100
				Retail		
\$ 17,379	\$ 17,598	\$ (219)	(1%)	Retail Sales	\$ 33,239	\$ 34,400
305	587	(282)	(48%) ^(b)	Other Revenues ⁽³⁾	862	1,000
<u>10,712</u>	<u>11,887</u>	<u>1,174</u>	<u>10%</u> ^(c)	Retail Power Supply & Transmission	<u>20,779</u>	<u>23,400</u>
6,972	6,299	673	11%	Retail Margin	13,322	12,000
				Wholesale		
1,456	5,212	(3,756)	(72%)	Wholesale Sales	1,946	13,000
<u>1,350</u>	<u>5,081</u>	<u>3,731</u>	<u>73%</u>	Wholesale Power Supply	<u>1,774</u>	<u>13,000</u>
106	130	(25)	(19%)	Wholesale Margin	172	0
<u>7,077</u>	<u>6,429</u>	<u>648</u>	<u>10%</u>	Gross Margin	<u>13,493</u>	<u>12,000</u>
				Operating Expenses		
935	935	-	0%	Distribution	1,846	1,000
113	113	-	0%	Administration/Safety	192	0
220	220	-	0%	Finance, Fleet, & Warehouse	414	0
507	507	-	0%	Transfer to General Fund for Cost Allocation	1,003	1,000
446	446	-	0%	Customer Service, Marketing & Conservation	624	0
484	484	-	0%	Public Benefits	850	0
166	166	-	0%	Security/Oper Technology	424	0
110	110	-	0%	Telecom	231	0
183	183	-	0%	Construction & Maintenance	291	0
<u>1,575</u>	<u>1,575</u>	<u>-</u>	<u>0%</u>	Depreciation	<u>3,096</u>	<u>3,000</u>
<u>4,738</u>	<u>4,738</u>	<u>-</u>	<u>0%</u> ^(d)	Total Operating Expenses	<u>8,970</u>	<u>9,000</u>
\$ 2,339	\$ 1,691	\$ 648	(38%)	Operating Income/(Loss)	\$ 4,523	\$ 3,000

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ⁽¹⁾
MTD and FYTD August 2019**

(\$ in 000's)

MTD FY 19-20	MTD Aug-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Aug-1 Budget
\$ 2,339	\$ 1,691	\$ 648	(38%)	Operating Income/(Loss)	\$ 4,523	\$ 3,414
				Other Income/(Expenses)		
162	162	-	0%	Interest Income	342	324
106	106	-	0%	Other Income/(Expense) ⁽⁴⁾	(3,281)	(3,222)
(344)	(344)	-	0%	Bond Interest/ (Expense)	(689)	(689)
(76)	(76)	-	0%	Total Other Income/(Expenses)	(3,628)	(3,586)
2,263	1,615	648	(40%)	Net Income	895	(173)
112	112	-	0%	Capital Contributions (AIC)	205	224
<u>\$ 2,375</u>	<u>\$ 1,727</u>	<u>\$ 648</u>	<u>(38%)</u>	Net Change in Net Assets (Net Income)	<u>\$ 1,099</u>	<u>\$ 52</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. For includes one-time payment to CalPERS (for pension) in the amount of \$3,434,104.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD August 2019
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	113,767	117,743	(3,976)	- NEL is 3% lower than budget due to conservation high temperature was 89.2°F, compared to the normal 344 versus the 15 year average of 327.
b.	Other Revenues	305	587	(282)	- Other revenues also include items such as damage fees, late fees, and tampering fees which tend to
c.	Retail Power Supply & Transmission	10,712	11,887	1,174	- The favorable variance is attributable to various cost items in Retail Power Supply & Transmission. Please refer to page 5 for
d.	Total Operating Expenses	4,738	4,738	-	- Expenses for August 2019 are estimated at budget

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD August 2019
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	221,840	231,765	(9,925)	- NEL is 4% lower than budget due to conservation. F 88.5.0°F and the 15 year average high temperature v versus the 15 year average of 648.
B.	Other Revenues	862	1,174	(312)	- Other revenues also include items such as damaged fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	20,779	23,492	2,713	- The favorable variance is attributable to various costs & Transmission. Please refer to page 6 for additional details.
D.	Administration/Safety	192	231	40	- The favorable variance is primarily due to lower than budgeted services.
E.	Customer Service, Marketing & Conservation	624	891	267	- The favorable variance is primarily attributable to low professional services, and savings on salaries and other positions.
F.	Public Benefits	850	952	103	- Lifeline discounts of \$90K YTD are recorded as a reduction budgeted as an expense. The remaining variance is planned.
G.	Security/Oper Technology	424	333	(91)	- The unfavorable variance is primarily attributable to IT software & hardware and membership dues. Also construction variance is less work than planned for other groups.
H.	Construction & Maintenance	291	365	74	- The favorable variance is due to lower than budgeted requests.

Estimated August 2019 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$2,263</u>	\$ 648		\$ 648
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(219)	(219)
Power Supply and Transmission			
- Lower energy prices and economic dispatch	965		965
- Lower retail load	139		139
- Lower than planned renewables	70		70
Other Revenues		(282)	(282)
Wholesale Margin		(25)	(25)
Total	<u>1,174</u>	<u>(526)</u>	<u>648</u>

Estimated August 2019 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Footnote	Variance Fiscal Year-to-Date		
		Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$895</u>		1,067		1,067
<u>FYTD GROSS MARGIN VARIANCE</u>				
Retail Sales			(1,685)	(1,685)
Power Supply and Transmission				
- Lower energy prices and economic dispatch		1,815		1,815
- Lower than planned renewables		527		527
- Lower retail load		371		371
Other Revenues			(312)	(312)
Wholesale Margin			(164)	(164)
Total		<u>2,713</u>	<u>(2,161)</u>	<u>552</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>				
Customer Service, Marketing & Conservation		267		267
Public Benefits		103		103
Construction & Maintenance		74		74
Depreciation expense		53		53
Distribution		50		50
Administration/Safety		40		40
Finance, Fleet, & Warehouse		28		28
Telecom		23		23
Security/Oper Technology			(91)	(91)
All other			(32)	(32)
Total		<u>638</u>	<u>(123)</u>	<u>515</u>

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

	Aug-19	Jul-19	Jun-19	Mar-19	Dec-18	Jun-18
Cash and Investments						
General Operating Reserve	\$ 59,128	\$ 57,852 ^(f)	\$ 67,320 ^(b)	\$ 71,956	\$ 76,141	\$ 78,1
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,0
BWP Projects Reserve Deposits at SCPPA	16,871	16,831	16,817	16,713	16,648	16,4
Sub-Total Cash and Investments	<u>85,999</u>	<u>84,684</u>	<u>94,137</u>	<u>98,669</u>	<u>102,789</u>	<u>105,4</u>
Capital Commitments				-	(266)	(6,3
Customer Deposits	(4,268)	(4,109)	(5,641)	(5,471)	(5,266)	(5,4
Public Benefits Obligation	(6,535)	(6,535)	(6,069)	(6,408)	(6,359)	(5,1
Pacific Northwest DC Intertie	(1,410)	(1,410)	(2,218)	(3,175)	(5,113)	(7,4
Low Carbon Standard Fuel ^(d)	(2,267)	(2,267)	(2,267) ^(e)	(1,140)	(1,242)	(1,3
Cash *	<u>71,520</u>	<u>70,364</u>	<u>77,942</u>	<u>82,474</u>	<u>84,542</u>	<u>79,1</u>

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

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

^(c) Denotes capital commitment for the Ontario Distribution Station and 4kV to 12kV conversion of circuits.

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

^(e) Includes the sale of \$1.146M of LCFS credits.

^(f) Includes one-time payment to CalPERS (for pension) in the amount of \$3,434,104, and payment of annual required contribution of \$5,704,748.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD August 2019
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Aug-19 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Aug-19 Budget
526	535	(9)	(2%) ^(a)	Water put into the system in Millions of Gallons	1,033	1,065
104	116	(12)	(11%)	Metered Recycled Water in Millions of Gallons	215	228
				Operating Revenues		
2,958	2,866	\$ 92	3% ^(b)	Potable Water	5,783	5,701
575	477	98	20% ^(c)	Recycled Water	961	933
47	62	(15)	(24%) ^(d)	Other Revenue ⁽³⁾	78	124
<u>3,580</u>	<u>3,405</u>	<u>175</u>	<u>5%</u>	Total Operating Revenues	<u>6,822</u>	<u>6,758</u>
1,312	1,331	19	1% ^(e)	Water Supply Expense	2,505	2,641
<u>2,268</u>	<u>2,074</u>	<u>194</u>	<u>9%</u>	Gross Margin	<u>4,317</u>	<u>4,117</u>
				Operating Expenses		
689	689	-	0%	Operations & Maintenance - Potable	1,273	1,379
137	137	-	0%	Operations & Maintenance - Recycled	259	274
206	206	-	0%	Allocated O&M	355	414
172	172	-	0%	Transfer to General Fund for Cost Allocation	350	345
370	370	-	0%	Depreciation	701	739
<u>1,574</u>	<u>1,574</u>	<u>-</u>	<u>0%</u> ^(f)	Total Operating Expenses	<u>2,937</u>	<u>3,152</u>
				Other Income/(Expenses)		
21	21	-	0%	Interest Income	43	42
39	39	0	0%	Other Income/(Expense) ⁽⁴⁾	(579)	(475)
(159)	(159)	-	0%	Bond Interest/(Expense)	(315)	(317)
<u>(98)</u>	<u>(99)</u>	<u>0</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(851)</u>	<u>(750)</u>
<u>595</u>	<u>401</u>	<u>194</u>	<u>48%</u>	Net Income/(Loss)	<u>528</u>	<u>215</u>
40	40	-	0%	Aid in Construction	50	81
<u>\$ 636</u>	<u>\$ 442</u>	<u>\$ 194</u>	<u>44%</u>	Net Change in Net Assets (Net Income)	<u>\$ 578</u>	<u>\$ 296</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

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

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets. For July 2019, includes one-time payment to C amount of \$552,896.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD August 2019
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	526	535	(9)	- Potable water sales are lower due to lower demand. Burbank received no compared to the monthly normal of 0.08 inches. Average high temperature compared to the normal of 88.1°F. MTD CDD were 344 versus the 15 year
b.	Potable Water Revenue	2,958	2,866	92	- The WCAC impact increased potable water revenues by \$70k MTD. With potable water revenues would be favorable by 0.78%. WCAC Revenue WCAC Expenses WCAC revenue deferral/(accrual)
c.	Recycled Water Revenue	575	477	98	- Recycled water revenue is higher due to a May and June 2019 billing adjustment. Recycled Water revenue without this adjustment would be 1% below budget due to lower demand.
d.	Other Revenue	47	62	(15)	- Other revenues include items such as damaged property recovery, connection and tampering fees, which tend to fluctuate.
e.	Water Supply Expense	1,312	1,331	19	- Water supply expense corresponds with lower demand.
f.	Total Operating Expenses	1,574	1,574	-	- Expenses for August 2019 are at budgeted values.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD August 2019
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	1,033	1,065	(32)	- FYTD Potable water sales are lower due to lower demand. Rainfall season-to-date inches less than the season normal of 0.07 inches. FYTD CDD were 644 versus average of 648.
B.	Metered Recycled Water in Millions of Gallons	215	228	(13)	- FYTD Recycled sales are lower due to lower demand. Rainfall season-to-date inches less than the season normal of 0.07 inches. FYTD CDD were 644 versus the average of 648.
C.	Potable Water	5,783	5,701	82	- The WCAC impact increased potable water revenues by \$198k YTD. Without WCAC impact, potable revenues would be unfavorable by 2%. WCAC Revenue WCAC Expenses WCAC revenue deferral/(accrual)
D.	Recycled Water	961	933	28	- Recycled water revenue is higher due to a May and June 2019 revenue adjustment billed in August 2019. The Recycled Water revenue without this adjustment would be below budget, and corresponds to lower demand.
E.	Other Revenue	78	124	(46)	- Other revenues include items such as damaged property recovery, connection and tampering fees, which tend to fluctuate.
F.	Water Supply Expense	2,505	2,641	135	- Water supply expense corresponds with lower demand.
G.	Operations & Maintenance - Potable	1,273	1,379	106	- The favorable variance is primarily attributable to budgetary savings on salaries and benefits due to vacant positions, and lower than planned spending on professional services.
H.	Allocated O&M	355	414	59	- The favorable variance is attributable to lower than planned allocated expenses (Service, Admin & Safety, Facilities and Conservation) from the Electric Fund.
I.	Other Income / (Expense)	(579)	(475)	(104)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap metal, inventory, and assets. For July 2019, includes one-time payment to CalPERS the amount of \$552,896; and CalPERS one-time payment for Electric (allocated) of \$118,152.
J.	Aid in Construction	50	81	(30)	- The unfavorable variance is attributable to the timing of AIC projects.

**Estimated August 2019 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)**

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$595</u>	194		194
<u>MTD GROSS MARGIN VARIANCE</u>			
Recycled Revenues	98		98
Potable Revenues	92		92
Water Supply Expense	19		19
Other Revenue		(15)	(15)
Total	<u>209</u>	<u>(15)</u>	<u>194</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Operating expenses		-	-
Other income/expenses	-		-
Total	<u>-</u>	<u>-</u>	<u>-</u>

Estimated August 2019 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	Variance Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME: \$528</u>	313		313
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	82		82
Recycled Revenues	28		28
Other Revenue		(46)	(46)
Water Supply Expense	135		135
Total	245	(46)	199
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	106		106
Allocated O&M	59		59
Depreciation Expense	39		39
Recycled Water O&M	15		15
All Other		(105)	(105)
Total	219	(105)	114

Water Fund (497)
Estimated Statement of Changes in Cash and Investment Balances ^(a)

	<u>Aug-19</u>	<u>Jul-19</u>	<u>Jun-19</u>	<u>Mar-19</u>	<u>Dec-18</u>	<u>Jun-18</u>
Cash and Investments						
General Operating Reserves	\$ 12,140	\$ 10,852 ^(d)	\$ 11,555 ^(b)	\$ 5,800	\$ 12,471	\$ 10,925
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220
Sub-Total Cash and Investments	<u>14,360</u>	<u>13,072</u>	<u>13,775</u>	<u>8,020</u>	<u>14,691</u>	<u>13,145</u>
Customer Deposits	(12)	(29)	(29)	(1,266)	(1,170)	(607)
Capital Commitments ^(c)	-	-	-	-	-	(140)
Cash and Investments (less commitments)	<u><u>14,348</u></u>	<u><u>13,043</u></u>	<u><u>13,746</u></u>	<u><u>6,754</u></u>	<u><u>13,521</u></u>	<u><u>12,397</u></u>

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

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


^(c) Capital commitment for the recycled water I-5 Freeway second tie crossing project paid in October 2018.

^(d) Includes one-time payment to CalPERS (for pension) in the amount of \$552,896, and payment of annual required contribution of \$912,149.

memorandum

DATE: September 26, 2019

TO: Justin Hess, Acting City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Ron Takiguchi, Asst. Comm. Development Director- Building Official
By: Collin Ogle, Senior Code Enforcement Inspector

SUBJECT: City Manager Tracking List Item #2215: Unpermitted Construction Code Enforcement Penalties

Building & Safety Division's Code Enforcement ensures private properties in the City of Burbank are in compliance with the City's building and zoning municipal codes, which includes adopted codes such as the California Building Code and the International Property Maintenance Code. Enforcement on unpermitted construction is one of the primary functions of Code Enforcement. Procedures for unpermitted construction are established and regularly practiced. Code Enforcement proactively surveys the City for construction that is taking place without required permits. Additionally, unpermitted construction complaints are received, investigated and enforced-on if found to be in violation.

Unpermitted construction is either existing (completed) or current (in construction now). Existing unpermitted construction is typically discovered via complaints received. Current unpermitted construction is identified both proactively and via complaints. Unpermitted construction encompasses a wide range of construction work, from a bathroom sink or water heater replacement to an addition or garage conversion.

The following is the standard process for enforcement on unpermitted construction.

1. **Identification-** Unpermitted construction is identified by the following methods:
 - Current unpermitted construction is identified by observing evidence of construction taking place such as construction debris, noise, vehicles and workers, which leads to an inspection of the property.
 - Existing unpermitted construction is identified by researching permit history, aerial photos and conducting an inspection.

2. **Notification-** The property owner is notified of the violations taking place on their property in the following manner:

- **Stop Work Order-** Once current unpermitted construction is identified a Notice to Stop Work is posted on the property in a visible location. The property owner and contractor/workers are notified that all construction work on the property is required to be stopped until the required approvals and permits are obtained. If the property owner deliberately continues to work after the posting of a Stop Work Order the Police Department may be contacted to assist in the reiteration to the contractor and/or property owner of the unlawful activity that is taking place on the property. Additionally, consequences may then be accelerated such as administrative citations and/or possible criminal prosecution if the property owner continues construction. Details on these consequences can be found below.
- **Notice of Violation –** The Notice of Violation letter states what violations have been identified on the property, the code sections related to those violations and the potential consequences for not correcting the violations.

A Notice of Violation letter is sent to the property owner for existing unpermitted construction. This letter is also sent for current unpermitted construction if the property owner does not start the permitting process in a timely manner or if the unpermitted construction project encompasses a substantial scope of work.

- **Notice & Order -** Both current and existing unpermitted construction are sent a Notice & Order letter if the property owner does not follow through with the steps of the permitting process. Code Enforcement monitors the progress of the project through the permitting process, which may include Planning approval and Building & Safety plan approval as well as other department sign offs. Once the permit is issued Code Enforcement monitors the permit's progress through the inspection process. When the permit has received its final inspection approval, the code enforcement case is closed.
- **Final Notice -** A Final Notice is sent for both current and existing unpermitted construction cases if the property owner's progress through the permitting process stalls. The letter notifies the property owner that additional enforcement measures will be utilized if the violation is not corrected.

3. **Consequences-** There are multiple consequences for the property owner associated with unpermitted construction. All of the consequences listed below may be assessed for existing and current unpermitted construction:

- **Double Fee-** Unpermitted construction is assessed a double fee upon the issuance of the required building permit to legalize the unpermitted construction work. This doubles the fee that is paid for the building permit. For example if a water heater permit costs \$100 the property owner would then pay \$200 if the water heater was installed without a permit; or if the property owner would pay \$1,000 for a remodel permit it would cost them \$2,000 for attempting to do the remodel project without obtaining a permit. Certain fees that are paid during the issuance of the permit cannot be doubled.
- **Modification or Demolition of Unpermitted Construction-** Another significant consequence to unpermitted construction involves the construction work that was started or completed without a permit. The work that has already been done may not meet current building or zoning code requirements. This may require the construction

that was already completed to be modified, partially demolished or completely demolished, all of which require a permit to be obtained and the permit fee is doubled. Additionally, once a permit is obtained for legalizing unpermitted construction some components of the construction may require removal in order to be properly inspected by a Building Inspector, which incurs additional expenses for the property owner.

- **Re-inspection Fee** - A re-inspection fee may be assessed if a Building Inspector is required to conduct over two re-inspections in order to approve a specific phase of construction. This may occur because the property owner and contractor are attempting to legalize construction that is already completed and covered. A re-inspection fee may also be assessed if the Code Enforcement Inspector is required to re-inspect the property more than two times to verify compliance. The re-inspection fee is currently \$42.15.
- **Recordation** - Before the Final Notice is sent to the property owner a copy of the Notice & Order letter is sent to the Los Angeles County Assessor's Office for recordation on the property's title so that any person or institution having interest in the title of the property is made aware of the violation existing onsite.
- **Administrative Citation Fee** - This fee is assessed for both current and existing unpermitted construction after the Final Notice has been sent to the property owner for failing to correct the violations on their property. An administrative citation warning is posted on the property once the Final Notice is sent to the owner. If the owner fails to progress in the permitting process by the deadline stated on the administrative citation warning the first citation fee of \$100 is assessed to the property owner. A second citation fee of \$200 is assessed if the owner fails to progress in the permitting process by the specified deadline of the first citation. Finally, a third citation fee of \$500 is assessed if the owner still fails to progress in the permitting process by the deadline stated on the second citation.
- **Civil or Criminal Prosecution** - After all of the other processes above are used to attempt to compel the property owner to correct their unpermitted construction and the owner still does not comply, the code enforcement case and all documents collected related to the violation are sent to the City Attorney's Office for review. If the City Attorney's Office determines the case is suitable for prosecution they will move forward with the prosecution proceedings. On a case-by-case basis an Office Hearing is conducted with the property owner, Code Enforcement staff and the City Attorney's Office before moving forward with prosecution if the property owner is receptive to the meeting. Prosecution may be used as a course of action ahead of notices and citations if the property owner is determined to continue the unpermitted construction work without obtaining the necessary permits.

The Building & Safety Division in conjunction with the other Divisions in the Community Development Department ensure that health, safety and welfare standards are being maintained and that the requirements for building permits are being followed. The Community Development Department continues to work with Burbank residents for a safe, beautiful and thriving community.

September 4, 2019
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

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

Also present: Danny Alvarez, Fire Battalion Chief
Sean Aquino, Administrative Officer - BWP
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
John Pfrommer, Police Lieutenant
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Election of Officers

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Barnes and carried 5-0 to appoint Mr. Doyle as Chair. It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to appoint Ms. Barnes as Vice-Chair. It was moved by Ms. Barnes and seconded by Ms. Waltman and carried 5-0 to appoint Ms. Ovsepyan as Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 5-0 to approve the minutes of the regular meeting August 7, 2019 as amended.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – August 2019

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of September 2019, there were three temporary appointment extensions and one temporary assignment extension needed. The extensions were being sought on behalf of the Management Services Department, Fire Department, Burbank Water and Power Department, and the Police Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Porras and carried 5-0 to approve the Appointments and Assignments for the month of September 2019.

Adjournment

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

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____

Matthew Doyle, Chairperson

_____DATE_____

Iveta Ovsepyan, Secretary



CITY OF BURBANK
CITY COUNCIL OFFICE

2019 SEP 27 A 2:49

September 24, 2019

Mayor Emily Gabel-Luddy
City of Burbank
275 East Olive Avenue
Burbank, CA 91502
Phone: (818)238-5750
Fax: (818)238-5757
Email: <mailto:egabel-luddy@burbankca.gov>

RE: WARN NOTICE – FleetPride Burbank, CA Branch Closure

Pursuant to California Labor Code §§ 1400-1408 (Cal-WARN) and the Worker Adjustment and Retraining Notification Act of 1988, 29 U.S.C. § 2101 et. seq (“WARN”), I am writing to inform you at the beginning on September 23, 2019, FleetPride (hereafter, the “Company”) will begin the process of permanently laying off 4 employees as part of the Company’s closure of its branch location located at 10625 Vanowen St, Burbank, CA 91505. The closure of the Burbank Branch will occur on or before November 22, 2019. The information being provided as part of this WARN Notice is based on the best information currently available to the Company, but is subject to change due to subsequent events beyond our control.

The company’s Burbank Branch, and the affected employees and their job classifications or categories are listed on the next page. The affected employees are not represented by a union. As part of our transition process we have provided all team members the opportunity to explore open job opportunities, area transfers and relocation.

Job titles and positions to be affected and number of employees in each classification:

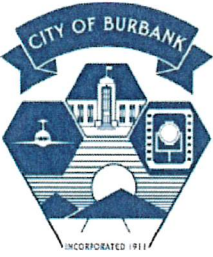
Job Category	Number of Employees
Counter Parts Sales Representative	2
Outside Sales Representative	1
Warehouse Driver Associate	1

If you require further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Garcia". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Laura Garcia
Human Resources Manager – WEST Region
FleetPride
3031 Red Hat Lane
City of Industry, Ca 90601
laura.garcia@fleetpride.com
Mobile: (214) 790-3164



CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMO

DATE: September 26, 2019
TO: Honorable Mayor and City Council Members
FROM: Justin Hess, Acting City Manager
SUBJECT: Update on AB 1560

AB 1560 (Friedman) was recently amended on August 26, 2019. The bill revises the definition of “*major transit stop*” to include “*bus rapid transit*”. *Bus rapid transit* means public mass transit service that has full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation, as specified.

On Tuesday, September 10, 2019 Vice Mayor Springer requested staff review the impacts of local control as it relates to AB 1560. In summary, Assemblymember Friedman’s office has conducted discussions with LA Metro to identify “*major transit stops*”, but no stations in Burbank were identified that meet the criteria of being designated as a “*major transit stop*”. There are five (5) features that must be met in order to receive this designation:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
- 2) Transit signal priority.
- 3) All-door boarding.
- 4) Fare collection system that promotes efficiency.
- 5) Defined stations

Furthermore, this bill would not impact the local decision-making process. The governing body of any City or agency where a “*major transit stop*” is located would have the discretion to approve or deny projects. AB 1560 does however, expand incentives for potential new projects as a means to encourage smart growth. Attachments that provide additional information have been included.

ATTACHMENTS

Attachment 1- AB 1560 Senate Floor Analysis
Attachment 2- AB 1560 Fact Sheet

ATTACHMENT 1- AB 1560 Senate Floor Analysis

SENATE RULES COMMITTEE

AB 1560

Office of Senate Floor Analyses

(916) 651-1520 Fax: (916) 327-4478

THIRD READING

Bill No: AB 1560
Author: Friedman (D), et al.
Amended: 8/26/19 in Senate
Vote: 21

SENATE ENVIRONMENTAL QUALITY COMMITTEE: 6-0, 6/19/19

AYES: Allen, Bates, Dahle, Hill, Skinner, Stern

NO VOTE RECORDED: Wieckowski

SENATE HOUSING COMMITTEE: 11-0, 7/2/19

AYES: Wiener, Morrell, Bates, Caballero, Durazo, McGuire, Moorlach, Roth,
Skinner, Umberg, Wieckowski

SENATE APPROPRIATIONS COMMITTEE: Senate Rule 28.8

ASSEMBLY FLOOR: 77-0, 5/22/19 (Consent) - See last page for vote

SUBJECT: California Environmental Quality Act: transportation: major transit stop

SOURCE: Valley Industry and Commerce Association

DIGEST: This bill revises the definition of “major transit stop” to include “bus rapid transit,” as defined.

Senate Floor Amendments of 8/26/19 amend the definition of “bus rapid transit” to mean public mass transit service that has full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation, as specified.

ANALYSIS:

Existing law, the California Environmental Quality Act (CEQA):

- 1) Requires lead agencies with the principal responsibility for carrying out or approving a proposed discretionary project to prepare a negative declaration

(ND), mitigated negative declaration, or environmental impact report (EIR) for this action, unless the project is exempt from CEQA (CEQA includes various statutory exemptions, as well as categorical exemptions in the CEQA guidelines). (Public Resources Code (PRC) §21000 et seq.).

- 2) Creates specified incentives for the implementation of sustainable community strategies, including a CEQA exemption or abbreviated review for residential or mixed-use residential “transit priority projects,” as specified (PRC §21155 et seq.).
 - a) Requires “transit priority project” to do all of the following:
 - i) Contain at least 50% residential use, based on the total building square footage and, if the project contains between 26% and 50% nonresidential uses, a floor area ratio of not less than 0.75.
 - ii) Provide a minimum net density of at least 20 dwelling units per acre.
 - iii) Be within 1/2 mile of a major transit stop or high-quality transit corridor included in a regional transportation plan.
 - b) Defines “major transit stop” as a site that contains any of the following:
 - i) An existing rail transit station.
 - ii) A ferry terminal served by either a bus or rail transit service.
 - iii) The intersection of at least two major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
 - c) Defines “high-quality transit corridor” as a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours (PRC §21155).

This bill revises the definition of “major transit stop” to include a bus rapid transit station. Defines “bus rapid transit” as a public mass transit service provided by a public agency or public-private partnership that includes all of the following features:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
- 2) Transit signal priority.
- 3) All-door boarding.
- 4) Fare collection system that promotes efficiency.

5) Defined stations.

Background

1) *CEQA*

- a) *Overview of CEQA Process.* CEQA provides a process for evaluating the environmental effects of a project, and includes statutory exemptions, as well as categorical exemptions in the CEQA guidelines. If a project is not exempt from CEQA, an initial study is prepared to determine whether a project may have a significant effect on the environment. If the initial study shows that there would not be a significant effect on the environment, the lead agency must prepare a ND. If the initial study shows that the project may have a significant effect on the environment, the lead agency must prepare an EIR.

Generally, an EIR must accurately describe the proposed project, identify and analyze each significant environmental impact expected to result from the proposed project, identify mitigation measures to reduce those impacts to the extent feasible, and evaluate a range of reasonable alternatives to the proposed project.

- b) *What is analyzed in an environmental review?* An environmental review analyzes the significant direct and indirect environmental impacts of a proposed project and may include water quality, surface and subsurface hydrology, land use and agricultural resources, transportation and circulation, air quality and greenhouse gas (GHG) emissions, terrestrial and aquatic biological resources, aesthetics, geology and soils, recreation, public services and utilities such as water supply and wastewater disposal, and cultural resources. The analysis must also evaluate the cumulative impacts of any past, present, and reasonably foreseeable projects/activities within study areas that are applicable to the resources being evaluated. A study area for a proposed project must not be limited to the footprint of the project because many environmental impacts of a development extend beyond the identified project boundary.

- 2) *Infill development.* “Infill development” occurs in already built-up areas with existing transportation and utility infrastructure, often repurposes or replaces existing buildings, parking lots, or other impervious areas, and adds homes and/or businesses near the center of cities and towns. Infill development is considered a vital strategy for efficient growth.

Infill builds within an existing footprint of development, which can reduce development pressure on outlying areas, helping to safeguard lands that serve important ecological functions and preserve open space and prevent conversion of agricultural land; can reduce the amount that people drive, improving air quality and reducing GHG emissions; and can lead to the cleanup and reuse of formerly economically viable but now abandoned sites, including those contaminated with hazardous substances. Also, by locating new developments near population centers and amenities, communities can take advantage of existing water, sewer, and transportation systems, avoiding the cost of installing expensive new infrastructure.

According to the United States Environmental Protection Agency (US EPA), several trends point to a sustained increase in demand for infill development and a market opportunity for developers. Consumer preferences for the amenities that infill locations offer are likely to grow as changing demographics affect the housing market. In the next couple of decades, the needs and preferences of aging baby boomers, new households, and one-person households will drive real estate market trends – and infill locations are likely to attract many of these people. As more people choose to live in infill neighborhoods, employers are following, and vice versa. Many corporations are moving to infill locations, in part because they recognize the competitive advantages of being closer to the central city. (US EPA, “Smart Growth and Economic Success: Investing in Infill Development,” February 2014.)

The Strategic Growth Council, as a part of its broader legislative mandate, has identified “infill” development as an important strategy for achieving AB 32 GHG emissions reduction targets. While contributing to reductions of GHG emissions, achieving infill development can confer a broad range of benefits, such as increased economic vitality of the state’s urban centers; decreased consumption of energy, water, and other natural resources; reduced conversion of farmland and natural habitat areas; and the opportunity for more efficient infrastructure investment and delivery of municipal services.

- 3) *Measure JJJ and the Transit Oriented Communities Affordable Housing Incentive Program.* Measure JJJ, also known as the “Build Better LA” Initiative, was approved by Los Angeles voters in November 2016, with the intent of, among other things, creating incentives for developers building near transit stops. Pursuant to Measure JJJ, the Los Angeles Municipal Code was added to create the Transit Oriented Communities (TOC) Affordable Housing Incentive Program. Measure JJJ required the Los Angeles Department of City Planning to create TOC Affordable Housing Incentive Guidelines (TOC

Guidelines) for all housing developments located within a one-half mile radius of a major transit stop, which the TOC Guidelines define as a site containing a rail station or the intersection of two or more bus routes of a service interval of 15 minutes or less during the morning and afternoon peak commute periods.

Comments

- 1) *Purpose of Bill.* According to the author, “The current definitions of ‘transit priority area’ and ‘major transit stop’ fail to address use of on demand and first-mile, last-mile services that are essential to a vibrant transit community that is responsive to today’s technology and demands. As presently defined, there are a significantly limited number of transit priority areas as the definition of ‘major transit stop’ excludes many of the San Fernando Valley’s major bus lines. Consequently, large swaths of the San Fernando Valley are excluded from eligibility under the TOC Guidelines and under the CEQA exemption discussed above. AB 1560 revises the definition of ‘major transit stop’ to include a bus rapid transit station, as defined, to ensure housing incentives apply to as much high quality transit as possible.”
- 2) *Expanding existing CEQA exemptions.* The definition of “major transit stop” as it exists today was initially added by SB 1925 (Sher, Chapter 1039, Statutes of 2002). When enacted, the purpose of “major transit stop” was to provide incentives to developers for urban infill development near high-quality transit stops by way of a CEQA exemption. Some would argue that as the state’s urban planning and transportation policies evolve over time, so should what is considered a “major transit stop.”

Expanding the definition of “major transit stop” to include “bus rapid transit stations” will expand the application of the sustainable communities’ strategies and transit-oriented project exemptions described above; easing the requirements a projects has to meet to be eligible for the exemptions. While this would certainly promote for more development around transit, those developments would not be subject to *any environmental review*.

- 3) *What do we lose with a CEQA exemption?* Often groups will seek a CEQA exemption in order to expedite construction of a particular type of project and reduce costs. Providing an exemption, however, can overlook the benefits of environmental review: to inform decisionmakers and the public about project impacts, identify ways to avoid or significantly reduce environmental damage, prevent environmental damage by requiring feasible alternatives or mitigation measures, disclose to the public reasons why an agency approved a project if significant environmental effects are involved, involve public agencies in the

process, and increase public participation in the environmental review and the planning processes.

If a project is exempt from CEQA, certain issues may not get addressed. For example, environmental impacts including matters such as air quality, water quality, noise, cumulative impacts, and growth inducing impacts will not be considered, and neither will their potential mitigation measures or available alternatives.

Although the author's intent is to encourage more development around transit stops through the increased applicability of CEQA exemptions, incentives, and bonuses that are predicated on being near a major transit stop – some of which contain affordable housing components - CEQA ensures that projects are approved in accordance with informed and responsible decisionmaking. Building an increased amount of affordable housing is certainly a priority in addressing the state's housing crisis, but so is ensuring that the development does not present a real risk of additional environmental and public health harm to both the community and the future residents of the development. It ensures that decisionmakers, project proponents, and the public know of the potential short-term, long-term, and maybe permanent consequences of a particular project before the project is approved. CEQA gives local governments and project proponents the opportunity to mitigate, or avoid if possible, those impacts.

Under CEQA, development projects around transit may consider any of the following, and more -

- Whether the project would expose sensitive populations to substantial air pollutant concentrations.
- Whether the project would impair or interfere with an adopted emergency response plan or emergency evacuation plan.
- Whether the project would require or result in the relocation or construction of new or expanded water or wastewater treatment or stormwater drainage, electric power, natural gas, or telecommunications facilities.
- Whether the project would be located on a site that is included on a certain list of hazardous materials sites and would create a significant hazard to the public or the environment.
- Whether there are any seismic-related issues or landslide concerns.

Expanding the definition of “major transit stop” would remove additional projects from the environmental review process. And while there are other specified requirements that a development must meet to be eligible for an exemption, that “checklist” may not be as exhaustive and everything that is typically looked at during an environmental review may not be considered. CEQA provides a holistic look at the project, an opportunity to examine different aspects of the project in context of one another and not in a siloed fashion.

- 4) *What else would be affected?* Expanding the definition will also affect the following existing programs; the applicability of which is based on its proximity to what is considered a “major transit stop:”
- CEQA exemption for certain urban residential projects (PRC §21159.24).
 - *Infrastructure finance district reimbursements and transit priority projects.* Infrastructure finance districts may reimburse developers meeting certain requirements for permit expenses and expenses related to the construction of affordable housing units pursuant to the Transit Priority Project Program (TPPP). To be an eligible project under TPPP, the project must be located within one-half mile of a major transit stop or high-quality transit corridor.
 - *Second Neighborhood Infill Finance and Transit Improvements Act – NIFTI-2 (Gov. C. §53398.75.7)* which allows certain enhanced infrastructure financing districts to issue debt for affordable housing near transit without voter approval.
 - *Low and Moderate Income Housing Asset Fund (LMIHF) and development of transit priority projects (Health & Safety Code §34176.1).* Certain housing successors are allowed to transfer funds from their LMIHF to develop transit priority projects, permanent supportive housing, housing for agricultural employees, and special needs housing; with a limitation that the development cannot not located in certain census tracts unless the development is within 1/2 mile of a major transit stop or high-quality transit corridor.
 - *Congestion management programs and infill opportunity zones.* Congestion management programs are required for every county that includes an urbanized area and are required to contain certain elements, including traffic level of service standards, which can be affected by designated infill opportunity zones. The designation of infill opportunity zones depend on

various factors, including whether it is within one-half mile of a major transit stop or high-quality transit corridor.

- *Developer incentives and bonuses.* Various incentives and bonuses are given to developers whose projects meet a combination of criteria, including that the project be within one-half mile of a major transit stop. These bonuses and incentives include, but are not limited to, increased density, increased height, parking ratios, and floor area ratio bonuses (Gov. C. §65915, 65915.7, 65917.2).
- *Designated historical resources.* A project is not required to provide parking spaces greater than the number of parking spaces that existed on the project site prior if the project is converting or adapting a designated historical resource to a residential use that is located within one-half mile of a major transit stop (Health & Safety Code §18962).

5) *CEQA plays an important role in ensuring smart growth.* Some may view the restrictiveness of the current “major transit stop” definition as hindering development of affordable housing projects near transit. This is not an entirely accurate statement. The presence of a “major transit stop” does not prevent a developer from building his or her project. A developer can build wherever they choose, within the limitations of other statutes and local ordinances of course, they just might not be eligible for the incentives. In fact, the opposite is true – a “major transit stop” is meant to *encourage* development near those spots; encouraging smart and sustainable growth around centralized areas by providing CEQA exemptions. It is not meant to apply to every project.

For these reasons, expanding the definition of “major transit stop” must be done in a very thoughtful and purposeful manner.

FISCAL EFFECT: Appropriation: No Fiscal Com.: Yes Local: No

SUPPORT: (Verified 8/27/19)

Valley Industry and Commerce Association (source)

Association of Environmental Professionals

BizFed

California Apartment Association

California Association of Realtors

California Building Industry Association

Civil Justice Association of California

Hollywood Chamber of Commerce

Los Angeles Area Chamber of Commerce
Southern California Association of NonProfit Housing

OPPOSITION: (Verified 8/27/19)

None received

ASSEMBLY FLOOR: 77-0, 5/22/19

AYES: Aguiar-Curry, Arambula, Bauer-Kahan, Berman, Bigelow, Bloom, Boerner Horvath, Bonta, Brough, Burke, Calderon, Carrillo, Cervantes, Chau, Chen, Chiu, Choi, Chu, Cooper, Cunningham, Dahle, Daly, Diep, Eggman, Flora, Fong, Frazier, Friedman, Gabriel, Gallagher, Cristina Garcia, Gipson, Gloria, Gonzalez, Gray, Grayson, Holden, Irwin, Jones-Sawyer, Kalra, Kamlager-Dove, Kiley, Lackey, Levine, Limón, Low, Maienschein, Mathis, Mayes, McCarty, Medina, Melendez, Muratsuchi, Nazarian, Obernolte, O'Donnell, Patterson, Petrie-Norris, Quirk, Quirk-Silva, Ramos, Reyes, Luz Rivas, Robert Rivas, Rodriguez, Blanca Rubio, Salas, Santiago, Smith, Mark Stone, Ting, Voepel, Waldron, Weber, Wicks, Wood, Rendon

NO VOTE RECORDED: Cooley, Eduardo Garcia, Mullin

Prepared by: Genevieve M. Wong / E.Q. / (916) 651-4108
8/29/19 11:35:52

**** **END** ****



AB 1560 – Major Transit Stop: Bus Rapid Transit

Summary:

AB 1560 revises the definition of “major transit stop” to include bus rapid transit, as defined.

Background:

California Public Resources Code Section 21155.4 sets forth a statutory exemption from the California Environmental Quality Act (CEQA) for residential, employment center, and mixed-use projects within a transit priority area. Eligibility is limited by the definition of “transit priority area” and has prevented a number of projects from utilizing the CEQA exemption.

Currently, “Major Transit Stop” as defined in California Public Resources Code Section 21064.3 excludes areas in the San Fernando Valley which are well served by transit as many major bus lines either do not intersect, or do intersect, but fall short of the 15-minute headways required by the definition. The definition of “Major Transit Stop” is applied in the City of Los Angeles Transit Oriented Communities (TOC) Guidelines, per Measure JJJ. The definition of “Major Transit Stop” defines, and consequently limits the eligibility of projects for development incentives for projects that include affordable housing.

As presently defined, there are a significantly limited number of Transit Priority Areas as the definition of Major Transit Stop excludes many of the San Fernando Valley’s major bus lines. Consequently, large swaths of the San Fernando Valley are excluded from eligibility under the TOC Guidelines and under the CEQA exemption discussed above.

The current definitions of Transit Priority Area and Major Transit Stop fail to address use of on demand and first mile last mile services that are essential to a vibrant transit community that is responsive to today’s technology and demands.

The Orange Line is one of the busiest transit lines operated by LA Metro and serves riders traveling in the San Fernando Valley and throughout Los Angeles County. It is essential that areas surrounding the Orange Line be eligible for incentives and CEQA exemptions to ensure housing development is maximized near transit. Additionally, as the Orange Line has moved out of Warner Center to be replaced by a Circulator, it is essential that the definitions of Transit Priority Area and Major Transit Stop be adapted to account for areas that are well served by high quality transit including Circulators.

AB 1560:

- Defines “Bus Rapid Transit ” as a bus line that includes all of the following features: full-time dedicated bus lanes, transit signal priority, all-door boarding, fare collection system that promote efficiency at the stations, and defined stations.
- Defines “Bus Rapid Station” as a clearly defined bus station served by a bus rapid transit.
- Adds bus rapid transit to the definition of major transit stop.

This bill is sponsored by the Valley Industry and Commerce Association.

Contact:

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