



Weekly Management Report

December 4, 2020

1. **Minutes** Sustainable Burbank Commission
Public Works Department

2. **Memo** Property Tax Revenue for Fiscal Year 2020-21
Finance Department

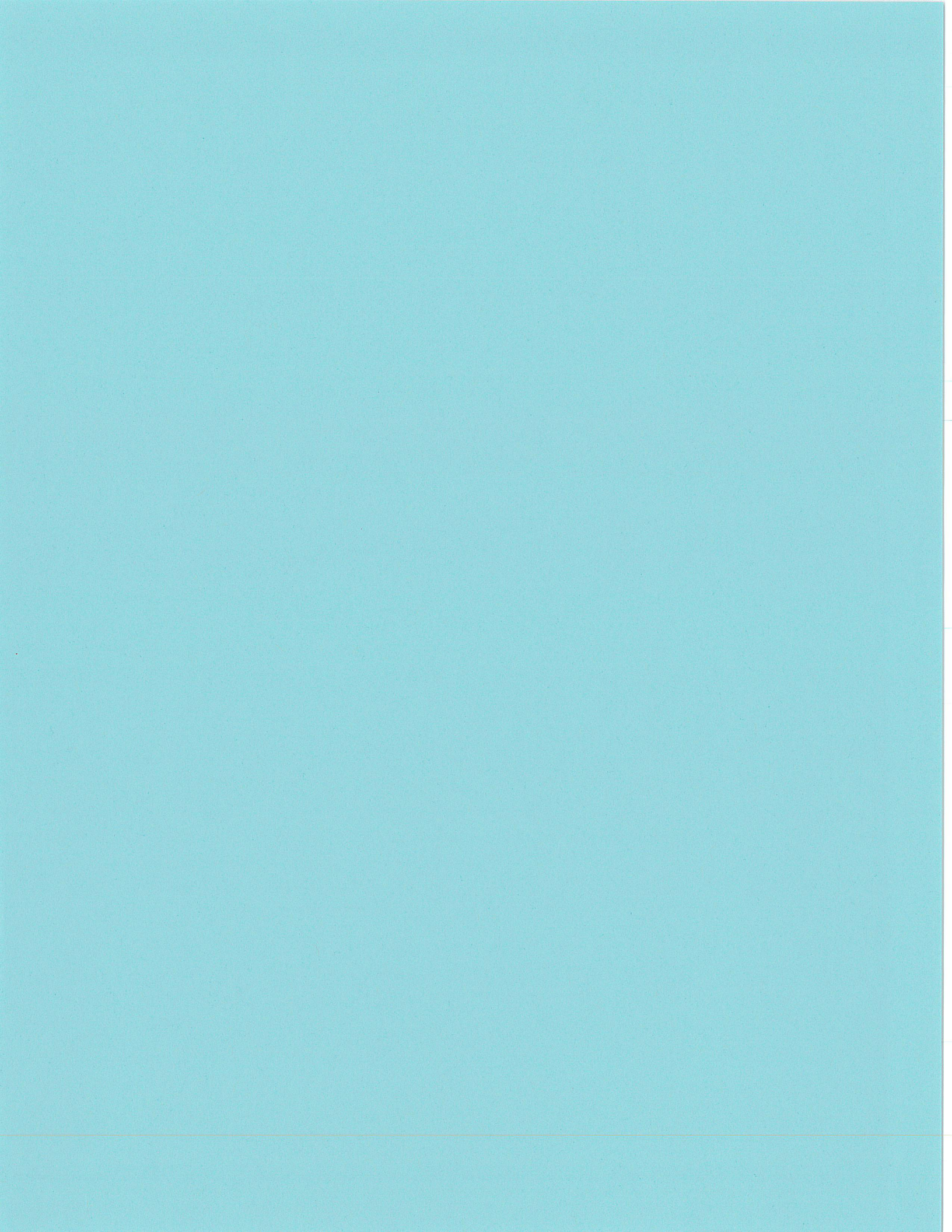
3. **Minutes** Civil Service Board Meeting held on
November 4, 2020
Management Services Department

4. **Minutes** Water and Power Board Meeting on
November 5, 2020
Water and Power Department

5. **Report** October 2020 Operating Results
Water and Power Department

6. **Memo** Downtown Burbank Partnership Meeting on
November 5, 2020
Community Development Department

7. **Memo** Magnolia Park Town Hall Memo
Community Development Department



SUSTAINABLE BURBANK COMMISSION
November 16, 2020 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

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

Members Absent:

Darin Chase
Larry Cross
Maggie Martinez
Chris Rizzotti

Council Members and Staff Present:

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

III. GREEN SPOTLIGHT AWARD:

This agenda item has been tabled until the "Safer at Home" order has been lifted. The Green Spotlight Award agenda item will resume next month.

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

A. Public Communication: None

B. Commission Member Communication:

Ms. Kirschenbaum and Ms. Gemmill attended an environmental justice webinar presented by the Glendale Environmental Coalition.

Ms. Tenenbaum announced she will be giving a presentation on climate justice for AmeriCorps. The group will discuss systemic racism and how it appears in environmental issues.

Ms. Robb announced there will be two Vision for Parks meetings scheduled and encouraged the commissioners to attend as private residents. She encouraged the ad hoc Transportation Subcommittee to attend The Community Development Department (CDD) Community Workshop on the Downtown Burbank Transit Oriented Development (TOD) Specific Project.

The group agreed to present Mary Doyle, former Recording Secretary, with a letter of appreciation.

C. Staff Communication:

John Molinar, Assistant Public Works Director- Street & Sanitation, reminded the group to follow proper meeting etiquette.

Kreigh Hampel, Recycle Center Coordinator, advised that he is in communication with multiple operations managers and has been conducting background research on composting facilities.

V. **APPROVAL OF MINUTES:**

Minutes from the October 19, 2020, meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. Mokhtari, Mr. O'Brien, Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind.

VI. **WORKPLAN DEVELOPMENT:**

The Commissioners agreed to move into discussing each subcommittee. There were no updates to the workplan.

VII. **AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:**

Ms. Robb announced the ad hoc Community Engagement Phase 2 subcommittee will be hosting virtual screenings and conversations in partnership with other community groups. The Subcommittee will partner with the Eco Council and will cohost a virtual screening on regenerative agriculture.

Ms. Tenenbaum applauded Ms. Gemmill for contributing content for the commission's Facebook page and encouraged the Commission to continue creating content.

Ken Berkman, Public Works Director, and Mr. Molinar expressed their concerns with the Commission on possible nonpublic discussions and conversations on social media platforms. Mr. Molinar will follow up with the City Attorney's Office to ensure there are no Brown Act violations.

VIII. **AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:**

Members of the ad hoc Greenhouse Gas Reduction Plan Update Subcommittee attended the Burbank Community meeting for the Greenhouse Reduction Plan meeting and shared their thoughts..

Ms. Robb shared a document that the Subcommittee plans to share with the Community Development Department.

IX. **AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT:**

Ms. Robb stated there is no update.

X. **EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:**

Mr. Weber stated there is no update.

XI. **AD HOC FOOD SYSTEM SUSTAINABILITY COMMITTEE:**

Ms. Gemmill shared topics that the Subcommittee discussed. She provided an update on the community garden and announced that a local church has shown interest in partnering with the garden to educate children and initiate outreach.

XII. **AD HOC BUILDING REQUIREMENTS SUBCOMMITTEE:**

Mr. Mokhtari shared that the Subcommittee has shifted their focus towards the operation and maintenance of buildings.

The group discussed existing rebate programs for updating appliances.

Mr. Molinar suggested the Subcommittee meet with Joe Flores, Marketing Manager, Burbank Water and Power.

XIII. AD HOC ELECTRIFICATION SUBCOMMITTEE:

Mr. Weber explained the subcommittee will continue learning about electrification space specifically looking at larger allocations of energy towards electrification and the investments that are needed within a municipality.

XIV. AD HOC TRANSPORTATION SUBCOMMITTEE:

Ms. Tenenbaum suggested the Commission invite one of the recently elected council members, Konstantine Anthony. Mr. Anthony was formerly a member of the Transportation Commission.

Mr. Berkman offered to provide monthly updates on projects that have Complete Streets elements.

Ms. Gemmill moved and Ms. Robb seconded a motion to have the ad hoc Transportation Subcommittee create a comment letter for City Council concerning the Metro North Hollywood to Pasadena Bus Rapid Transit Project and the impact it may have on traffic. The motion was unanimously approved.

XV. AD HOC GRANTS SUBCOMMITTEE:

The group briefly discussed that they will continue searching for grants pertaining to the Commission.

XVI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

There are no upcoming sustainability related Council agenda items.

XVII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

The group agreed to add the following to the December 21, 2020, meeting agenda:

- 2021 Sustainable Burbank Commission meeting calendar

XVIII. BURBANK GREEN SPOTLIGHT AWARD FOR DECEMBER 2020:

The December 2020 Green Spotlight Award recipient is Council Member Emily Gabel -Luddy.

XIX. ADJOURNMENT:

The meeting was adjourned at 6:54 p.m. The next meeting will be held on Monday, December 21, 2020 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

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



MEMORANDUM



FINANCIAL SERVICES

DATE: December 4, 2020

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Interim Financial Services Director *JB*
BY: Susan Langford, Revenue Manager

SUBJECT: Property Tax Revenue for Fiscal Year 2020-21

Each summer the Los Angeles County Tax Assessor releases city by city real property assessed valuations (AV). The current year valuation date was January 1, 2020. This assessed value in largely determines the City of Burbank's property tax revenue for Fiscal Year 2020-21. Due to the uncertainty of the pandemic crisis and the implications of its financial impact, the City adopted a workload budget that repeated the adopted revenue forecast from FY 2019-20. After reviewing the year-end results for FY 2019-20, staff presented City Council with an update to the FY 2020-21 budget on October 6, 2020, amending several revenue categories, including property tax projections, due to the decline in sales volume that affects supplemental revenue and the deed transfer tax. Transfer of ownership sales volume declined by 25% from January through August comparing 2020 to 2019. HdL Coren & Cone, our property tax consultants, recently completed their analysis of the Assessor's data and presented this information to City staff on October 20, 2020. Based on the data provided by HdL and with further review of the first quarter of FY 2020-21, it appears that the revised FY 2020-21 property tax forecast of \$56.7 million, is adequate and does not require further adjustment at this time.

Compared to FY 2019-20, AV for the entire city increased 4.9%. General Fund related AV increased 4.5%. The Proposition 13 CPI AV factor was 2% which accounted for 35% of all growth experienced in the City. Residential properties increased 4.4% while commercial properties increased by 4.9% over the prior year. Median prices continue to increase compared to the prior year. The median sales price for a single family residential home in Burbank from January through September 2020 is \$925,500 compared to the median sales price of \$889,000 in 2019, which is a 4.1% increase. The median price for Los Angeles County increased by 8.5%, while the state of California increased by 7.1%. Unsecured assets increased by 4.5% compared to the prior year. The increase in unsecured property is attributable to new aircraft assets and hangars at the Burbank

Airport. It is important to note that unsecured revenue is volatile and can fluctuate significantly year to year.

Attached for your reference are the following reports.

- **2020-21 Property Tax Summary** – A summary of changes to Burbank's total taxable value and recent real estate trends.
- **Sales Value History** – A table and graph showing year over year changes in median prices of single family residential sales. The year to date median price (as of August 2020) is 3.7% higher than calendar year 2019.
- **2019-20 Property Tax Review** – A summary of AV for the City and Successory Agency areas.

HdL has provided us with a very extensive set of reports related to City of Burbank property taxable values. Please notify me of any additional information you may require.

cc: Judie Wilke, Assistant City Manager



BURBANK

2020/21 PROPERTY TAX SUMMARY



The City of Burbank experienced a net taxable value increase of 4.9% for the 2020/21 tax roll, which was modestly less than the increase experienced countywide at 6.1%. The assessed value increase between 2019/20 and 2020/21 was \$1.2 billion. The change attributed to the 2% Proposition 13 inflation adjustment was \$431 million, which accounted for 35% of all growth experienced in the city.

The largest assessed value increase was reported on a commercial parcel owned by Burbank Hotel LLC (150 E. Angeleno Avenue). This parcel changed ownership in 2015 as the result of a non-money sale. The County has reassessed the parcel in the current year, adding \$26.5 million and sent bills for all the impacted prior years. A commercial parcel owned by NRE Burbank Hotel Owner LLC (Hotel Amarano) increased by \$17.8 million due to a recent sale. A commercial office building located at 3700 W. Vanowen Street Street sold in 2019. The value increased by \$12.7 million due to the sale.

The largest assessed value decline was reported on a multi-unit residential parcel owned by Burbank Housing Corporation (275 W. Verdugo Avenue). The owner of the parcel did not file for their exemption by the close of the 2019/20 roll. The current year value reflects that \$7.3 million decline due to that exemption. A multi-family residential parcel owned by MFP LLC (270 W. Elmwood Avenue) was reassessed in error last year. The current value has been reduced by \$3.6 million to correct the error. A successful appeal on a commercial parcel owned by 811 825 N Victory LLC resulted in a \$2.7 million reduction in value.

Growth in the number of home sales slowed and, even, declined by mid-2019. Fewer properties were on the market compared with 2018 despite declining mortgage rates. In 2019, economists forecasted a weaker housing market in 2020, even for cities who had achieved pre-recession peak values. In 2020, sale prices have risen as the number of sales declined significantly due to the COVID19 stay at home orders. Prices have continued to rise in response to lower inventory and lower interest rates. The median sale price of a detached single family residential home in Burbank from January through August 2020 was \$920,000. This represents a \$32,500 (3.7%) increase in median sale price from 2019.

Year	D-SFR Sales	Median Price	% Change
2014	619	\$643,000	
2015	649	\$679,000	5.60%
2016	651	\$730,000	7.51%
2017	656	\$765,000	4.79%
2018	627	\$840,000	9.80%
2019	574	\$887,500	5.65%
2020	307	\$920,000	3.66%

2020/21 Tax Shift Summary

ERAF I & II	\$-8,749,799
VLFAA (est.)	\$12,109,556

Top 10 Property Owners

Owner	Net Taxable Value	% of Total	Use Type
1. DISNEY WALT PRODUCTIONS INC	\$888,853,580	3.39%	Recreational
2. WARNER BROS ENTERTAINMENT INC	\$713,637,454	2.72%	Industrial
3. CATALINA MEDIA DEVELOPMENT II LLC	\$500,000,879	1.91%	Industrial
4. CAPREF BURBANK LLC LESSEE	\$287,985,800	1.10%	Commercial
5. PI PINNACLE OWNER LLC	\$239,271,791	0.91%	Commercial
6. BURBANK EMPIRE CENTER LLC	\$192,856,779	0.74%	Commercial
7. IKEA PROPERTY INC	\$181,081,276	0.69%	Commercial
8. 3800 ALAMEDA OWNER LLC	\$179,469,000	0.68%	Commercial
9. BURBANK MEDIA VILLAGE LLC	\$176,431,987	0.67%	Vacant
10. PI HUDSON MC PARTNERS LLC	\$146,378,033	0.56%	Commercial
Top Ten Total	\$3,505,966,579	13.36%	

Real Estate Trends

Home Sales

Over the past two years, industry experts expressed concerns about sales volumes declining due to buyer anticipation of a potential drop in housing prices. While a reduction in the number of single-family home sales was experienced in many areas in the past two years and sales price changes reflected modest declines or increases, these market trends were suddenly impacted by the COVID-19 pandemic beginning in March 2020. The number of home sales has dropped significantly as potential buyers stayed home. After major reductions in the number of sales in April and May, sales rebounded. Median sales prices for June increased by 6.5% over May and were up by 2.5% over June 2019. The 30-year, fixed-mortgage interest rate averaged 3.16% in June, down from 3.80% in June 2019.

All Homes	Units Sold June-2019	Units Sold June-2020	% Change	Median Price June-2019	Median Price June-2020	% Change
Imperial County	125	119	-4.80%	\$220,000	\$260,000	18.18%
Los Angeles County	6,656	5,013	-24.68%	\$620,000	\$643,000	3.71%
Orange County	3,083	2,363	-23.35%	\$725,500	\$750,000	3.38%
Riverside County	3,949	3,192	-19.17%	\$385,000	\$405,000	5.19%
San Bernardino County	2,565	2,209	-13.88%	\$328,000	\$335,000	2.13%
San Diego County	3,620	3,351	-7.43%	\$583,000	\$599,000	2.74%
Ventura County	965	746	-22.69%	\$578,000	\$618,250	6.96%

COVID-19

Federal, State, and local governments are working to limit the spread of COVID-19. Orders intended to contain the virus has caused temporary closure of businesses and limited access to retail and service industries. This has and will continue to have impacts on the economy. This pandemic event is not something we have seen before and it is unknown if these conditions will be short or long term. Below are the points you should know:

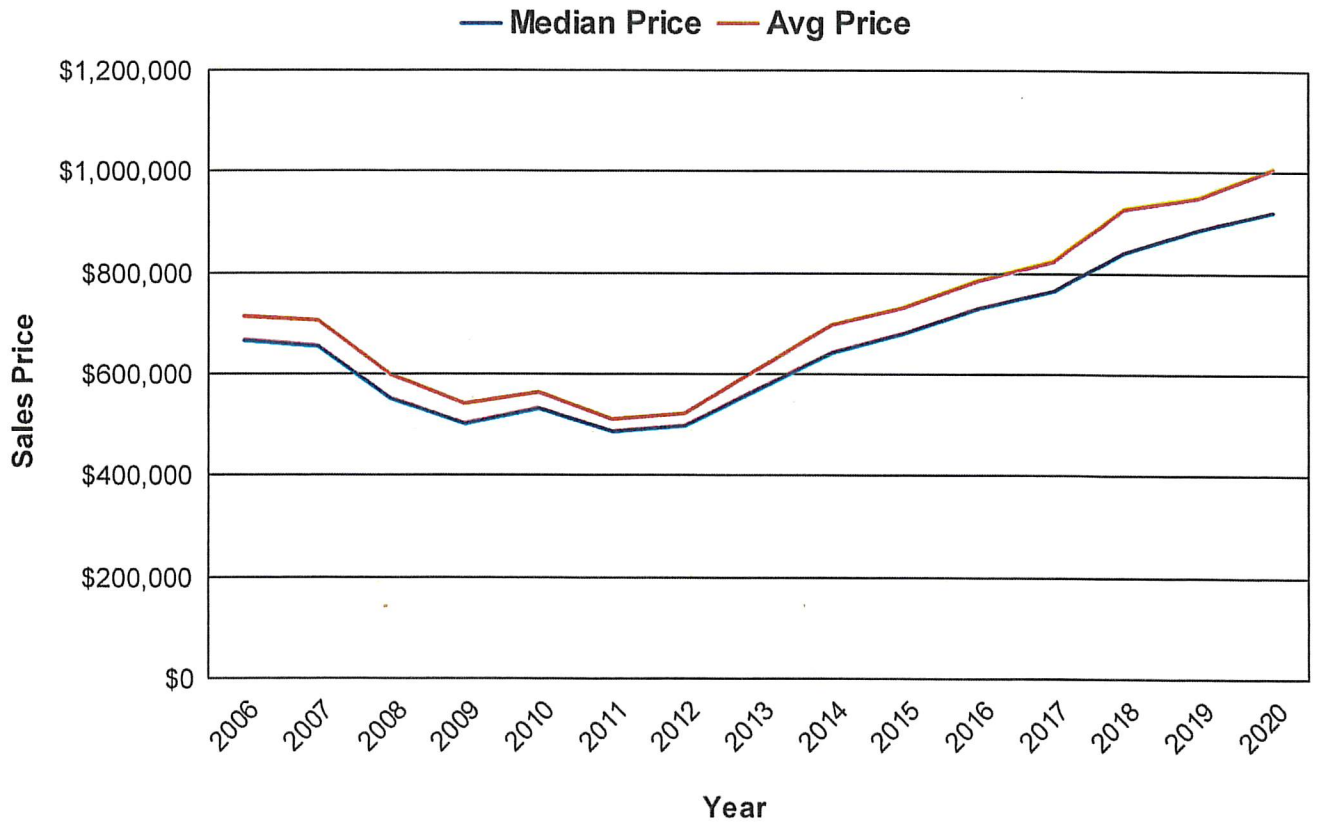
- According to the California Assoc. of Realtors all major regions declined in the number of sales with Southern California dropping the most at -12.2% while the Central Valley had the smallest decline at -1.5%. Median prices in the Central Valley and in Southern California increased by 7.4% and 3.3%, respectively, based on pent up demand. Other areas reflected similar patterns.
- A reduction in the number of sales during 2020 will result in reduced growth in value for FY2021-22 and a reduction in revenue from real estate transaction tax and supplemental assessments during FY2020-21.
- The Governor issued Executive Order N-61-20 on May 6, 2020. This EO was focused on easing financial hardship resulting from the pandemic. This order did not eliminate required payment of property taxes but did eliminate penalties and interest on late payments for owner-occupied residential property who do not utilize impound accounts and for SBA qualified small businesses only. These taxpayers only receive relief if they can demonstrate COVID-19 related hardship. This EO has no impact within counties that utilize Teeter Programs.
- The pandemic's impact on tax revenues will need to be monitored. Any effects will be foreseen by dropping sales values, increases in foreclosure activity and increased property tax delinquency.



THE CITY OF BURBANK SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales (01/01/2006 - 08/31/2020)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2006	806	\$710,590	\$664,750	
2007	615	\$703,692	\$655,000	-1.47%
2008	519	\$595,197	\$550,000	-16.03%
2009	545	\$540,487	\$500,000	-9.09%
2010	565	\$560,110	\$530,000	6.00%
2011	546	\$508,980	\$484,500	-8.58%
2012	664	\$518,535	\$495,000	2.17%
2013	782	\$608,096	\$568,500	14.85%
2014	619	\$695,721	\$643,000	13.10%
2015	649	\$728,797	\$679,000	5.60%
2016	651	\$783,967	\$730,000	7.51%
2017	656	\$822,123	\$765,000	4.79%
2018	627	\$925,053	\$840,000	9.80%
2019	574	\$948,038	\$887,500	5.65%
2020	307	\$1,005,730	\$920,000	3.66%



*Sales not included in the analysis are quitclaim deeds, trust transfers, limeshares, and partial sales.

Data Source: Los Angeles County Recorder

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

THE CITY OF BURBANK

2020/21 PROPERTY TAX REVIEW

	2019/20	2020/21	Value Change	% of Total
Total	\$25,006,187,358	\$26,235,226,959	\$1,229,039,601	
Parcel Adds/Drops Net Change		0.39%	98,178,289	8.0%
Net Value Change from CPI 2.000% Growth		1.72%	430,642,915	35.0%
Unsecured Value Change		0.35%	87,095,611	7.1%
Cross-Reference Value Change		0.03%	8,301,019	0.7%
Prior Year Transfer of Ownership		1.77%	442,609,460	36.0%
Non-Residential New Construction		0.05%	12,394,701	1.0%
Residential New Construction		0.08%	19,842,015	1.6%
Prop. 8 - Recaptured Value - SFR		0.06%	15,033,077	1.2%
Prop. 8 - Recaptured Value - Non-SFR		0.01%	2,064,827	0.2%
Other Changes*		0.45%	112,877,687	9.2%
Total		4.91%	1,229,039,601	100.0%

Total 1% Share Revenue	124.01 Tax District #1	\$35,225,471
VLFAA Property Tax Revenue	City VLF	\$12,109,556

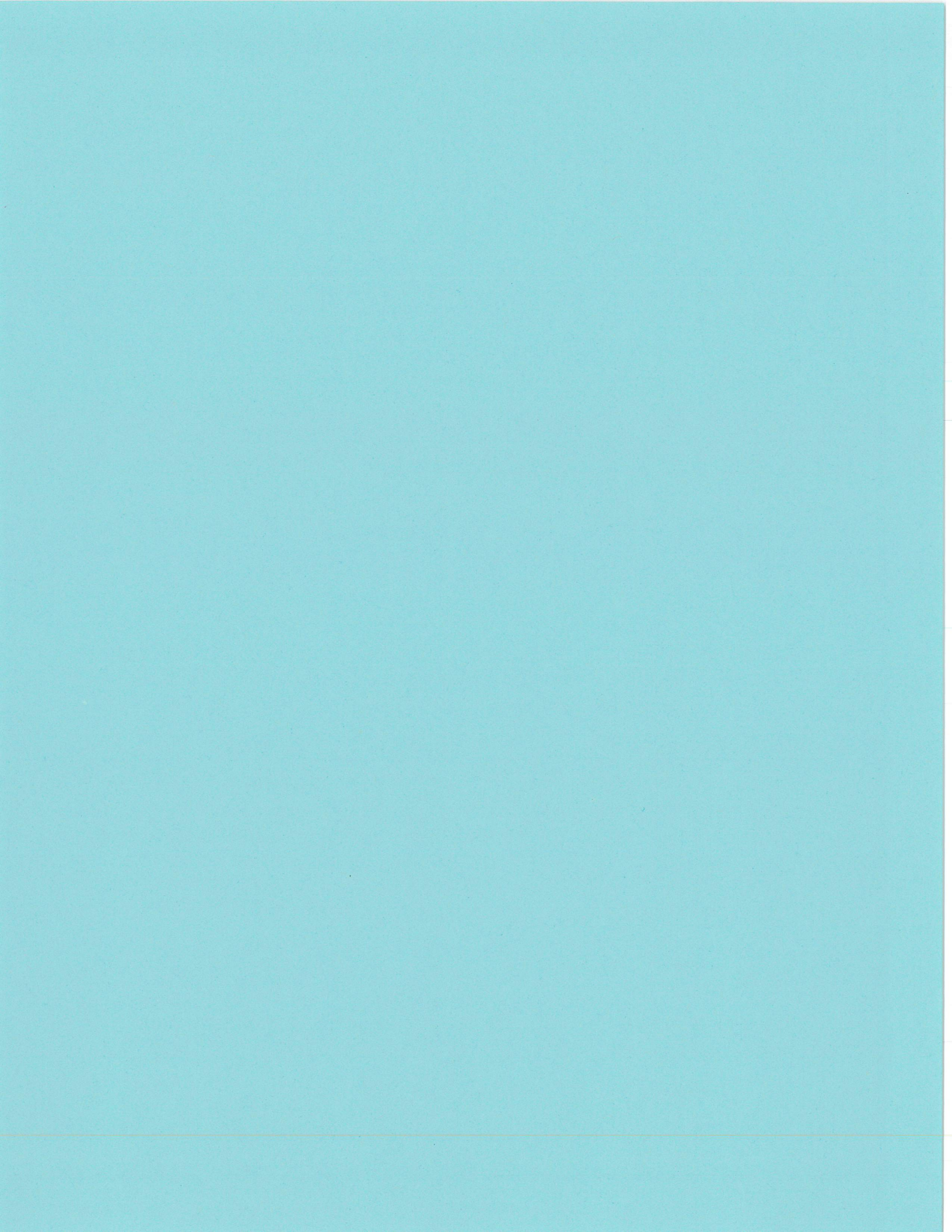
Change by Component	Total	Personal Property	Percentage of Assessed Value												
Entire City	4.91%	4.61%	<table border="1"> <tr> <td>Tax District #1 (124.01)</td> <td>70.7%</td> </tr> <tr> <td>Golden State Redevelopment (124.02)</td> <td>12.6%</td> </tr> <tr> <td>West Olive Redevelopment (124.04)</td> <td>6.5%</td> </tr> <tr> <td>City Centre Redevelopment (124.03)</td> <td>5.3%</td> </tr> <tr> <td>South San Fernando RP (124.05)</td> <td>4.9%</td> </tr> <tr> <td>Total:</td> <td>100.0%</td> </tr> </table>	Tax District #1 (124.01)	70.7%	Golden State Redevelopment (124.02)	12.6%	West Olive Redevelopment (124.04)	6.5%	City Centre Redevelopment (124.03)	5.3%	South San Fernando RP (124.05)	4.9%	Total:	100.0%
Tax District #1 (124.01)	70.7%														
Golden State Redevelopment (124.02)	12.6%														
West Olive Redevelopment (124.04)	6.5%														
City Centre Redevelopment (124.03)	5.3%														
South San Fernando RP (124.05)	4.9%														
Total:	100.0%														
Tax District #1	4.50%	0.77%													
Successor Agency	5.94%	6.01%													
City Centre Redevelopment Proj	5.08%	-0.27%													
Golden State Redevelopment Proj	6.77%	7.84%													
South San Fernando RP	1.63%	-9.79%													
West Olive Redevelopment Proj	8.52%	3.64%													
Countywide	6.08%	6.16%													

Year to Year Value Change by Use Category			
Category	\$ Change	% Change	% of Total
Residential	\$604,077,326	4.38%	49.15%
Commercial	\$290,528,182	4.87%	23.64%
Industrial	\$89,627,216	3.82%	7.29%
Govt. Owned	\$1,450,033	2.00%	0.12%
Institutional	\$34,467,847	54.46%	2.80%
Miscellaneous	\$32,213	2.00%	0.00%
Recreational	\$15,009,127	2.77%	1.22%
Vacant	\$98,496,185	52.00%	8.01%
SBE Nonunitary	-\$45,158	-0.89%	0.00%
Cross Reference	\$8,301,019	7.07%	0.68%
Unsecured	\$87,095,611	4.52%	7.09%

Notes:

- The commercial category increase is due to recent sales and reassessments.
- The institutional category change is related to a category change for Belmont Village Burbank LP (455 E. Angeleno Ave.) from residential to institutional.
- The vacant category is due to new improvements at Burbank Media Village. \$155 million of improvements were added in the last year but the use code has not been updated from vacant.
- Cross reference and unsecured increases are related to new aircraft and hangars at Burbank Airport.
- The CCPI from October to June was 0.3. It remains to be seen whether the October to October CPI will reach the maximum of 2% as allowed by Prop 13.

Top 10 Taxpayers Based on Net Values 2020/21	Rank	Top 10 Taxpayers Based on Net Values 2019/20
DISNEY WALT PRODUCTIONS INC	1	DISNEY WALT PRODUCTIONS INC
WARNER BROS ENTERTAINMENT INC	2	WARNER BROS ENTERTAINMENT INC
CATALINA MEDIA DEVELOPMENT II LLC	3	CATALINA MEDIA DEVELOPMENT II LLC
CAPREF BURBANK LLC LESSEE	4	PI HUDSON MC PARTNERS LLC
PI PINNACLE OWNER LLC	5	CAPREF BURBANK LLC
BURBANK EMPIRE CENTER LLC	6	BURBANK EMPIRE CENTER LLC
IKEA PROPERTY INC	7	IKEA PROPERTY INC
3800 ALAMEDA OWNER LLC	8	3800 ALAMEDA OWNER LLC
BURBANK MEDIA VILLAGE LLC	9	REEP-OFC 2300 EMPIRE LLC
PI HUDSON MC PARTNERS LLC	10	SOUTHWEST AIRLINES COMPANY



November 4, 2020
4:30 p.m.

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

Roll Call

Members present: Linda Barnes, Chairperson
Jacqueline Waltman, Secretary
Matthew Doyle

Members not present: Iveta Ovsepyan, Vice-Chairperson
Richard Ramos

Also present: Ken Berkman, Public Works Director
Brady Griffin, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 3-0 to approve the minutes of the regular meeting of October 7, 2020.

Proposed Amendments to Classification Plan

- a. **Establishment of the Title and Specification for the Classification of Traffic Engineering Manger**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 3-0 to approve the establishment of the title and specification for the classification of Traffic Engineering Manager.

b. Revision of the Specifications for the Classifications of Payroll Technician II

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 3-0 to approve the revision of the specifications for the classifications of Payroll Technician I and Payroll Technician II.

Recruitment and Selection Report – October 2020

RECOMMENDATION: Note and file.

Appointments and Assignments

None

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:05p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Linda Barnes, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
NOVEMBER 5, 2020**

Ms. LaCamera called the regular meeting of the Burbank Water and Power Board to order at 5:05 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

Ms. LaCamera called for the Pledge of Allegiance to the Flag.

ROLL CALL

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

Board Absent: None

Staff Present: Mr. Bleveans, Interim General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunncliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Recker, Acting Assistant General Manager, Electrical; Mr. Messineo, Acting Assistant General Manager, Power Supply; Ms. Kaczmarek, Manager Customer Service Operations; Mr. Flores, Marketing Manager; Mr. Oyoung, Marketing Associate; Mr. Kidd, Electrical Engineering Associate II; Mr. Sheikh, Principal Civil Engineer; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Ms. LaCamera called for oral communications at this time. No one requested to speak.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

Mr. Bleveans, BWP's Interim General Manager, made two announcements. Mr. Bleveans announced that the City will be hosting an online community meeting this evening regarding the City's Greenhouse Gas Reduction Plan. If the community would like to provide input on the plan, they can visit www.burbankca.gov/climateactionplan or contact the Community Development Department.

Additionally, the Community Development Department will be hosting an online community meeting on November 19, 2020 at 6:00 p.m. regarding the Downtown Burbank Transit Oriented Development Specific Plan Project. Residents can find out more about the online meeting and how to participate by visiting the project's website at www.downtownburbanktod.com or by contacting the Community Development Department.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Brody, seconded by Mr. Herman, and carried 7-0, to approve the meeting minutes of the regular meeting of October 1, 2020.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

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

Mr. Liu responded to Board Member questions.

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

COVID-19 IMPACT UPDATE

Ms. Kaczmarek presented an update on the number of customers in arrears and the status of associated debt. Staff continues to work with customers impacted by COVID-19 through payment plan arrangements.

Ms. Kaczmarek, Mr. Tunncliff, Mr. Compton, Mr. Flores, and Mr. Oyoung responded to Board Member questions.

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

UPDATE ON THE RISK ASSESSMENT AND EMERGENCY RESPONSE PLAN DEVELOPMENT, PER AMERICA'S WATER INFRASTRUCTURE ACT OF 2018 (AWIA)

Mr. Sheikh provided an overview of the results of the Risk and Resiliency Assessment (RRA) that was done on Burbank's water system, and discussed the Emergency Response Plan (ERP) that was developed as a result of the assessment. Staff intends to revisit the ERP annually to ensure we remain vigilant in our efforts to protect this critical infrastructure.

Mr. Sheikh responded to Board Member questions.

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

INFORMATION FROM STAFF

UPDATE ON 2021 EV CHARGING PLAN

Mr. Kidd and Mr. Oyoung presented an update on transportation electrification initiatives and BWP's role in facilitating transportation electrification throughout Burbank.

Mr. Kidd, Mr. Oyoung, Mr. Bleveans, Mr. Recker, and Mr. Flores responded to Board Member questions.

UPDATE ON CITY COUNCIL AGENDA ITEMS

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

LEGISLATIVE UPDATE

Ms. Titus provided an update on the presidential election, which remains ongoing at this time. Ms. Titus also provided an update on the 2021 Legislative Platform which the City Manager's Office will take to the City Council for approval on November 10, 2020.

WATER SUPPLY UPDATE

No new water supply update was provided. Mr. Wilson responded to Board Member questions.

POWER SUPPLY UPDATE

Mr. Messineo reported out on the second major overhaul of the Magnolia Power Project (MPP) and the preventative maintenance and system enhancements that are scheduled to occur during this planned outage. MPP was successfully overhauled for the first time in 2013, and staff is preparing for another successful overhaul in 2021.

Mr. Messineo and Mr. Bleveans responded to Board Member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Smith thanked staff for their presentations, in particular the Power Supply Update related to the MPP overhaul. The opportunity to tour MPP during a scheduled outage is a valuable learning experience. Mr. Smith also thanked staff for adding the Update on City Council Agenda Items; he found it to be informative and very helpful.

Mr. Bardin appreciated the Transportation Electrification Update presentation by staff.

Mr. Brody also thanked staff for the great presentations this evening. Mr. Brody commented on the recent farewell event that was held for Jorge Somoano, BWP's former General Manager. It was a wonderful event, and a great opportunity to wish Jorge farewell.

Mr. Ford expressed concern regarding a potential change in policy that could occur due to the newly elected City Council Members. Mr. Ford would like BWP to be proactive and to begin preparing for a potential change in policy direction that could impact BWP.

Mr. Smith supported Mr. Ford's comments and suggested that BWP provide educational opportunities to the new Council Members to familiarize them with BWP and its operations.

Ms. LaCamera also supported the initiative to be prepared for a change in leadership. Ms. LaCamera thanked staff for the informative presentations, and thanked Mr. Bleveans for his leadership and for helping BWP transition during this time.

ADJOURNMENT

The meeting was adjourned at 7:44 pm. The next scheduled Board meeting is December 3, 2020 and will be held by video conference/teleconference.

Lyndsey Kramer
Recording Secretary

Lincoln Bleveans
Interim Secretary to the Board

Cynthia LaCamera, BWP Board Chair





CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: December 3, 2020

TO: BWP Board

FROM: Dawn Roth Lindell, General Manager, BWP

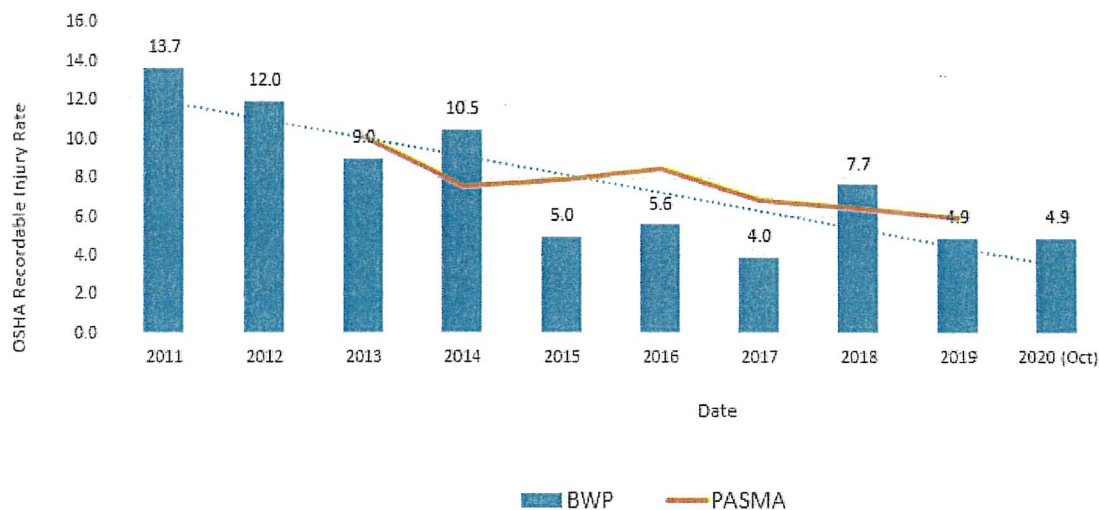
SUBJECT: October 2020 Operating Results

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

SAFETY

For this reporting period BWP experienced one OSHA recordable injury. BWP's 12 month rolling average rate is 4.9.

TOTAL RECORDABLE INJURY RATE (TRIR)



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

Water Estimated Financial Results

For the month of October, Net Income (NI) was \$513,000, which was \$206,000 better than budgeted. The better result was primarily the result of lower Water Supply Expenses due to using more ground water rather than the more expensive treated water from Metropolitan Water District.

For Fiscal-Year-to-Date (FYTD) October, NI was \$2,456,000, which was \$1,424,000 better than budgeted. The better result was primarily attributed to lower Operating Expenses and lower Water Supply Expenses due to using more ground water rather than the more expensive treated water from Metropolitan Water District.

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

Electric Estimated Financial Results

For the month of October, NI was \$1,823,000, which was \$704,000 better than budgeted. The better result was primarily the result of lower Retail Power Supply & Transmission expenses and our Wholesale asset utilization program.

For FYTD October, NI was \$8,616,000, which was \$5,616,000 better than budgeted. The better result was primarily attributed to our Wholesale asset utilization program, lower Operating Expenses, and lower Retail Power Supply & Transmission expenses, offset by lower retail sales as a result of COVID-19.

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

COVID-19 “Safer at Home” Order Impacts

Financial Impacts

October's results reflect the seventh month of the impacts resulting from the COVID-19 pandemic “Safer at Home” order (Order) issued on March 19, 2020. With many Burbank commercial enterprises being closed or curtailing operations, this order has, and is anticipated to continue to, significantly impact commercial demand for water and energy in Burbank.

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

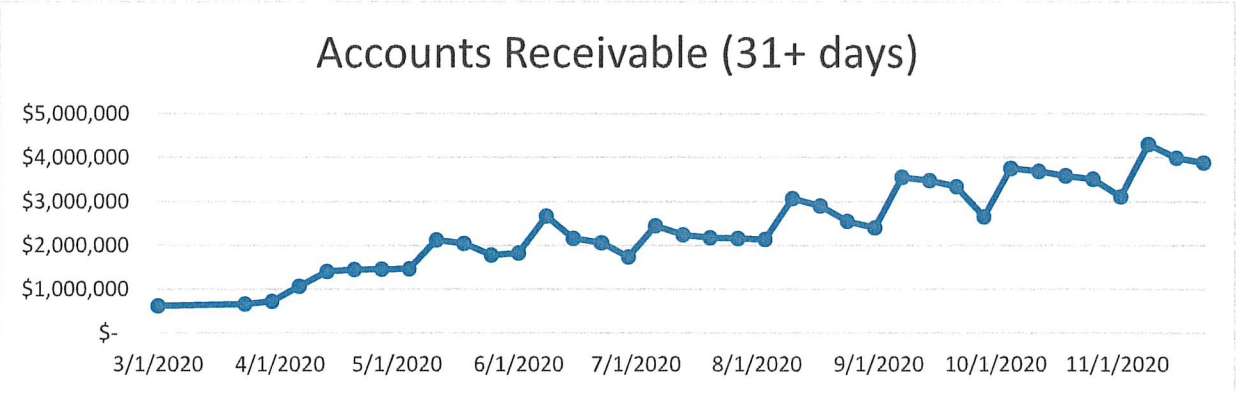
For the Electric Fund, October energy demand was 1% below budget. October average high temperature was 86.4°F, compared to the 15-year average high

temperature of 81.7°F. Even with much higher than average temperatures, electric demand was below budget in October. This demonstrates that COVID-19 has a tremendous negative impact on energy sales, especially when commercial customers account for approximately 75% of electric sales. FYTD energy usage was 4% below budget and retail revenues were \$3,230,000 below budget, while gross margin was \$2,079,000 higher than budget, primary driven by our Wholesale asset utilization program.

For the Water Fund, October potable water demand was 2% above budget. The increase in demand from non-commercial customers was primarily driven by warmer weather and was largely offset by a decrease in demand from commercial customers, directly related to COVID-19. (Commercial customers account for 25% of potable sales). FYTD potable water demand was 2% below budget and potable revenues were \$141,000 below budget, while gross margin was \$497,000 higher than budget, primarily driven by our BOU optimization strategy.

Accounts Receivables

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



*Excludes in-lieu and UUT

WATER DIVISION

State Water Project Update

On May 22, 2020, the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A from 15% to 20% due to above-average precipitation in May and has remained at 20% for the remainder of the Water Year (October 1 – September 30). By contrast, last year's allocation ended at 75% (i.e., substantially wetter last year than this year).

Lake Oroville, the SWP's largest reservoir, is currently at 40% of capacity and 67% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 45% of capacity and 76% of average. In Southern California, SWP's Castaic Lake is at 76% of capacity and 101% of average.

Burbank's Water Use

The table below shows water use in Burbank during October 2020 compared to October 2019 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12-Month Average
October 2019	154 gpcd	131gpcd
October 2020	151gpcd	135 gpcd

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

Grants

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

Burbank Operating Unit (BOU) Water Production

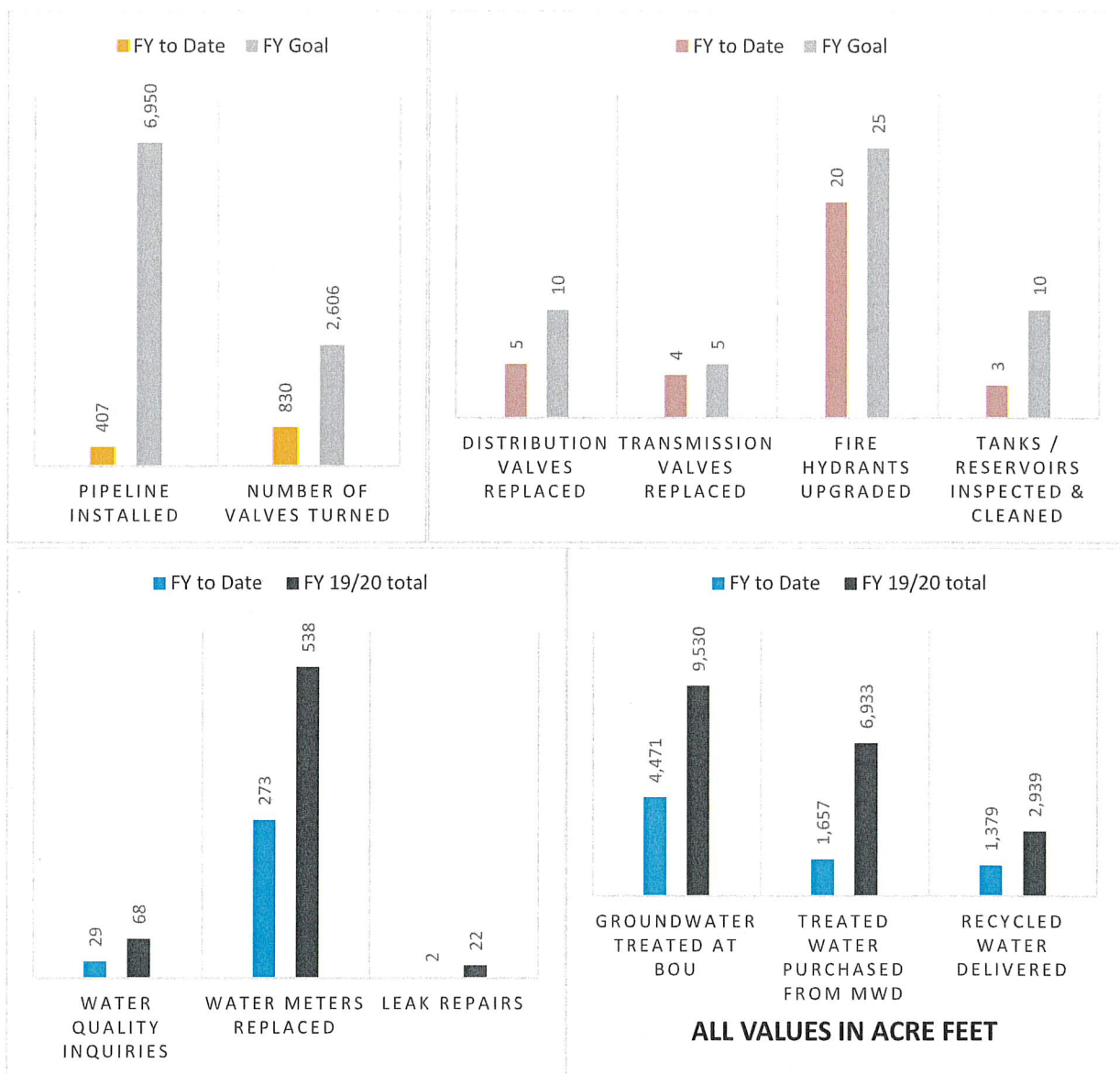
The table below provides the operational data for the BOU for the rolling quarter of August through October.

	Capacity Factor	Average Flow Rate (FY Total)
August 20	95.16%	8,564 gpm
September 20	91.69%	8,252gpm
October 20	97.81%	8,803 gpm

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

Key Performance Indicators

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



Leak Alert Notifications

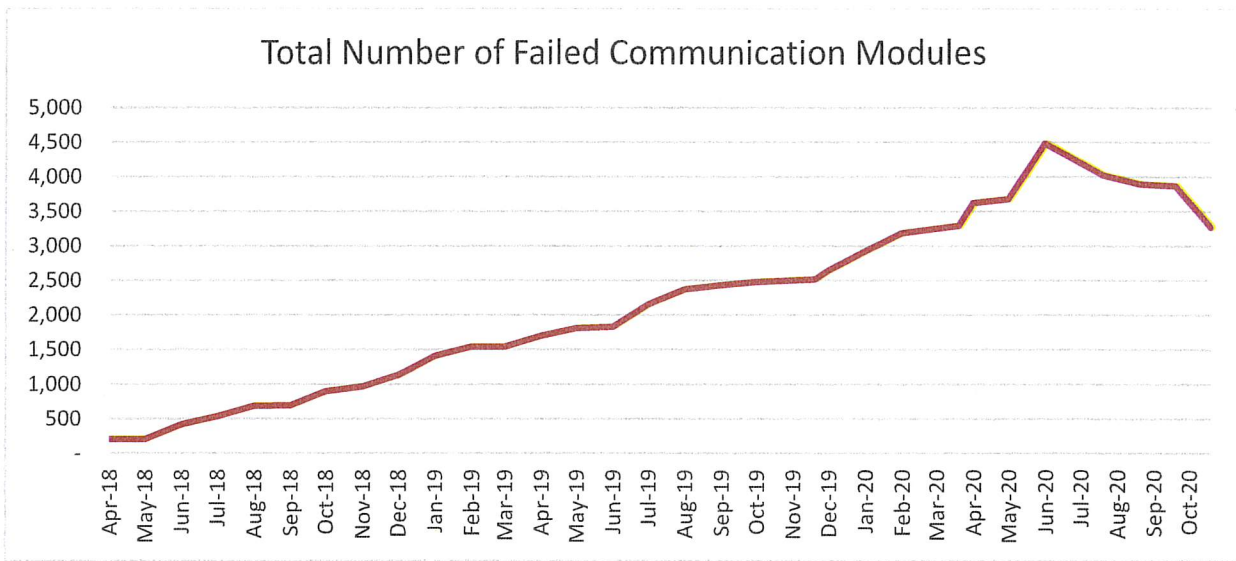
In 2009, BWP began installing an Automated Metering Infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed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

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

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

As of October 2020, BWP was not able to receive remote reads for 3,273 out of 26,985 water meters. That is a decrease of 596 meters (-2.2%) since last month. The decrease in manual reads is a result of several factors including: database changes made in July, the replacement of a failed collector in September, and a new Automatic Meter Reading (AMR) system. The AMR is currently being tested and in use in the field. BWP is working on automating the process to integrate with various billing systems.

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



Projects

A new 12-inch water main was installed at 550 N. Third Street. This main will feed the new services for the proposed Burbank AC Hotel.



ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In October 2020, BWP experienced three sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,422,022 customer minutes.

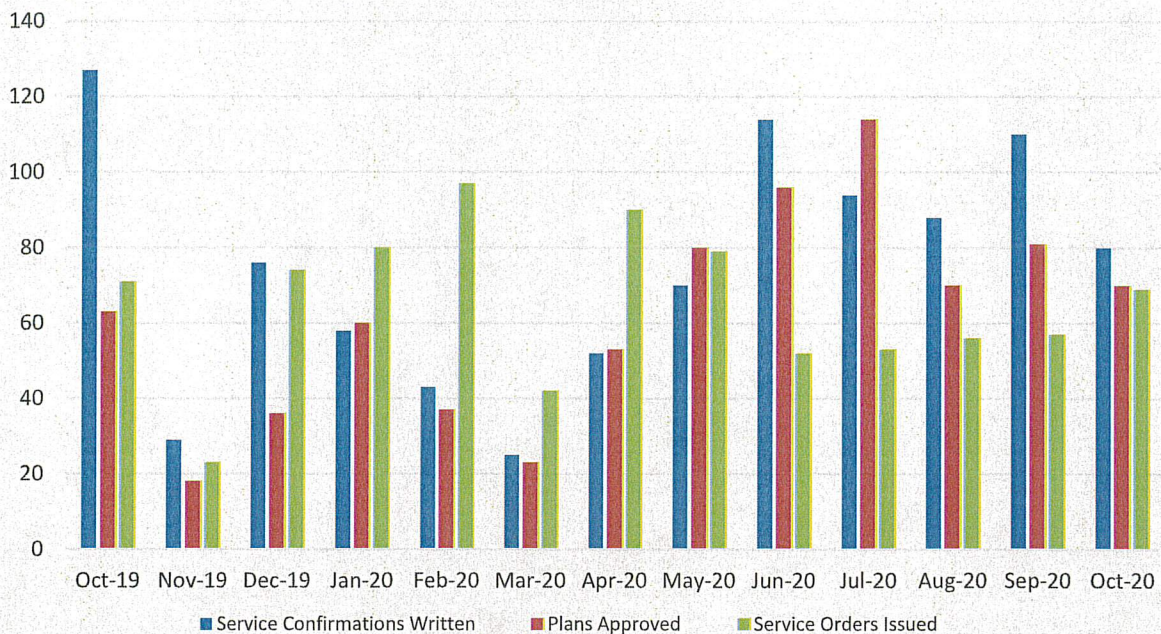
Reliability Measurement	November 2018 – October 2019	November 2019 – October 2020
Average Outages Per Year (SAIFI)	0.4082	0.4754
Average Outage Duration (CAIDI)	34.56 minutes	21.19 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.3711	0.3396
No. of Sustained Feeder Outages	11	13
No. of Sustained Outages by Mylar Balloons	2	1
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	2	0

PROJECT UPDATES

Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing service. In order for a customer to obtain a Building Permit for their construction, BWP Service Planners must visit the customer's facility and fill out an Electric Service Confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP Service Planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes monthly activity for our Residential and Commercial Service Planning group within the Electrical Engineering Section.

**Residential and Commercial Service Planning Activity Summary
October 2019 - October 2020**



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

Winona Underground Substructure Installation

In order to provide electrical service to the Avion Burbank Development near the airport, new underground conduit and manholes were installed along Winona Avenue between Ontario Avenue and Hollywood Way. This allows for new cables to be pulled through the new underground substructure from Ontario Substation to the Avion Burbank Development.

In October, the final segment of conduits was installed at the intersection of Hollywood Way and Winona Avenue. In total, the underground substructure work included the installation of four distribution manholes and approximately 1,489 feet of conduit.

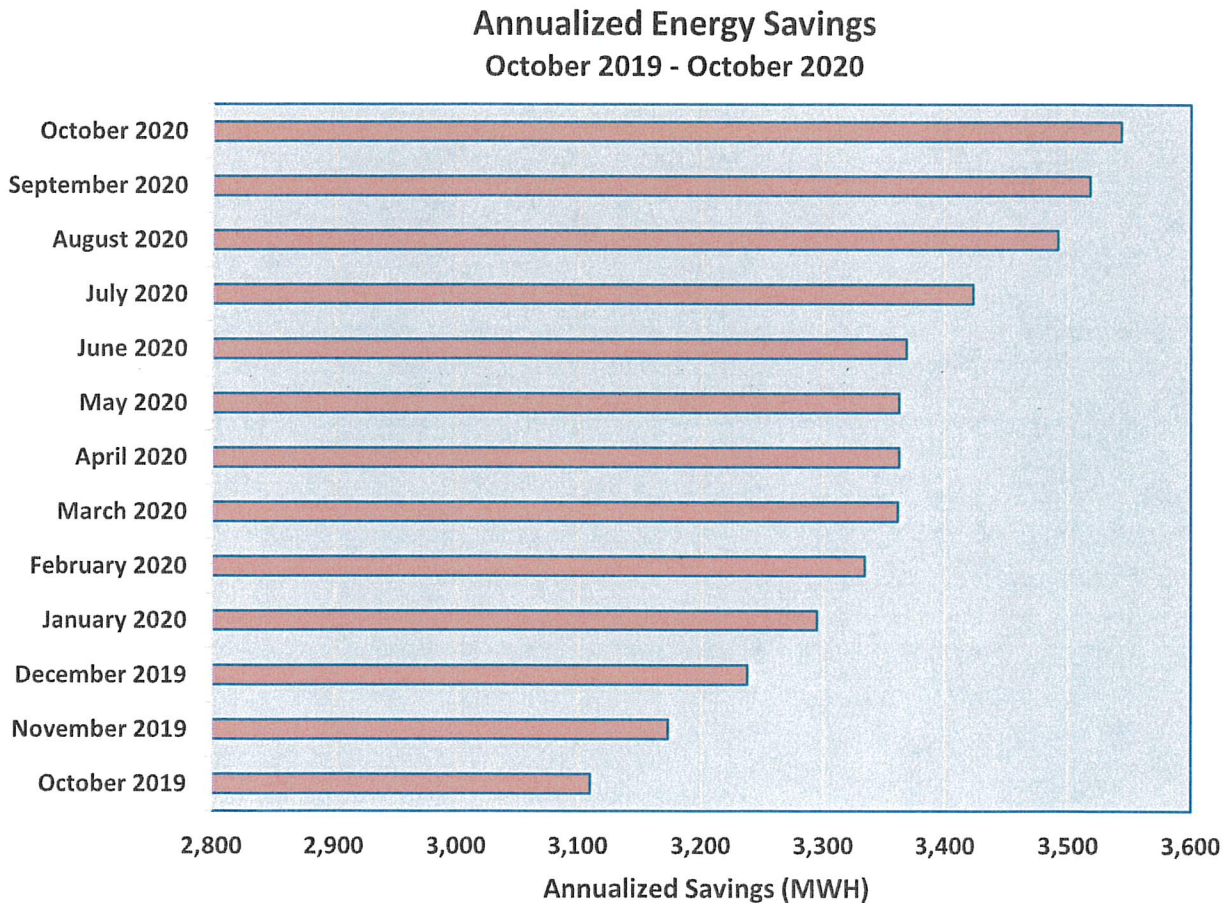
Victory-7 4kV to 12kV Pole Line Rebuild & Conversion

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

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 66.90% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,543 MWh or a 38.23% reduction in energy consumption. LED conversions have also reduced evening load by 809 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.



CUSTOMER SERVICE

Customer Service Operations

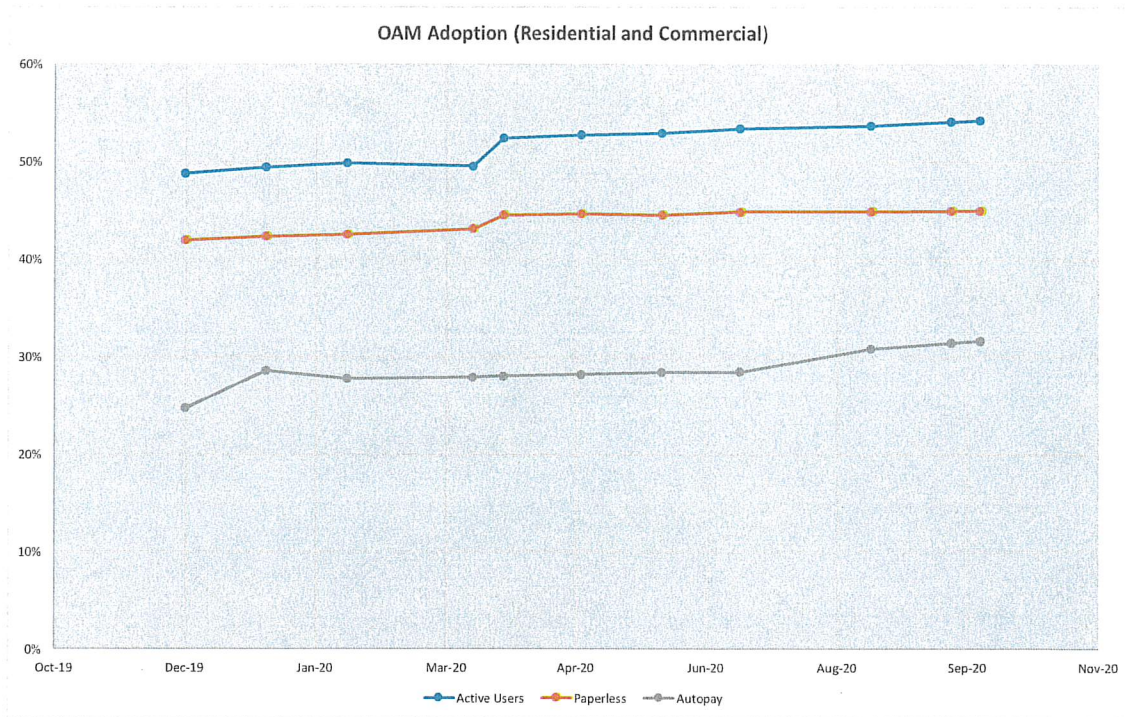
Customer Service and Marketing have been developing guidelines and finalizing processes for the new COVID-19 Job Loss Credit Program. Beginning November 1, 2020, customers can apply for financial assistance to receive a \$300 bill credit for single family dwellings and \$200 for multi-family dwellings. Qualifications include having a loss of job for anyone in their household due to COVID and customers must be willing to enter into a payment arrangement for any unpaid balance. Overall, the call volumes for October have decreased by 6 percent and we anticipate a higher call volume in November due to this new program.

Call Type	% of Calls
Balance	25%
Residential Stop	11%
Residential Start	8%
Update Account Info	6%
Solid Waste	5%

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	%Inc/Dec
Call Volume	5,374	4,330	5,389	4,778	4,337	4,320	3,543	3,392	3,582	4,055	3,812	3,783	3,527	-6.77%

Online Account Manager

The enrollment in the Online Account Manager (OAM) is currently at 54% of all active accounts; increase in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 80% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by the end of 2021. Below is the chart outlining activity for the OAM:



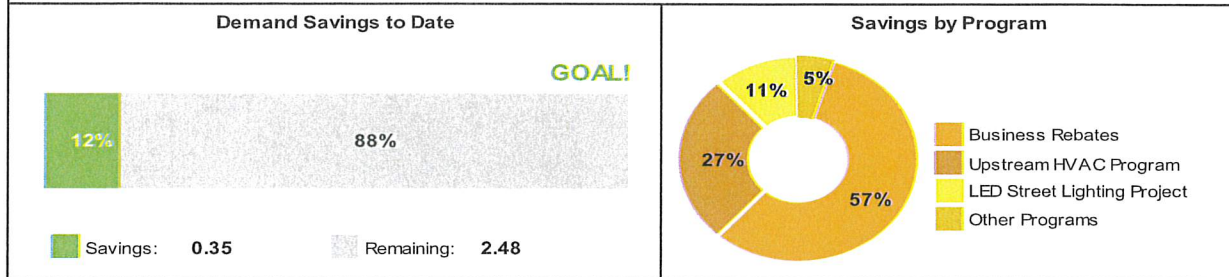
	Active	% of Total Active Accounts
Active Users	28,295	54%
Paperless	23,441	45%
Autopay	16,489	32%

BWP’s Energy Efficiency and Water Savings – Fiscal Year to October 31, 2020

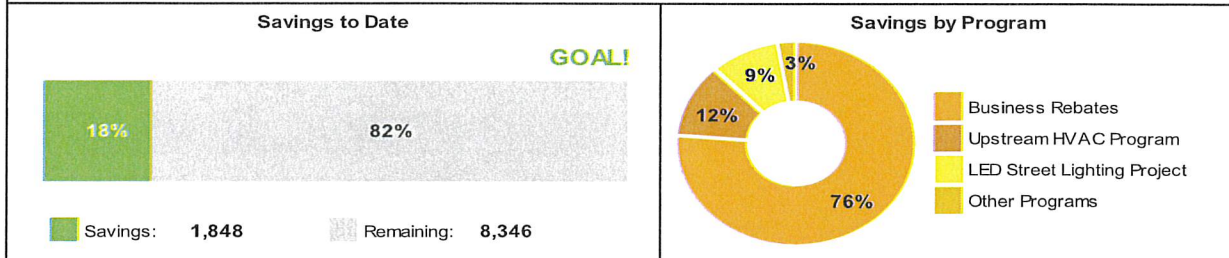
To comply with State and local COVID-19 orders, **both residential and commercial** energy efficiency programs that required home/onsite visits have been suspended **since March 2020**. **Despite the imposed restrictions, other energy efficiency and water conservation programs that do not require on-site visits such as BWP’s rebate programs continue to operate. As a result of the continued program suspensions due to COVID-19, program activities continued to be significantly reduced for the month of October 2020.** However, commercial program participation continues to significantly contribute to the reported savings for the month of **October**, mostly from the BWP Business Rebates program utilized by some of the largest commercial customers. Incentives for large projects have incentive caps but yield total project efficiency savings.

Energy Efficiency Savings FYTD 2020-2021 Period ending on 10/31/2020

1% Demand Goal = 2.83 MW

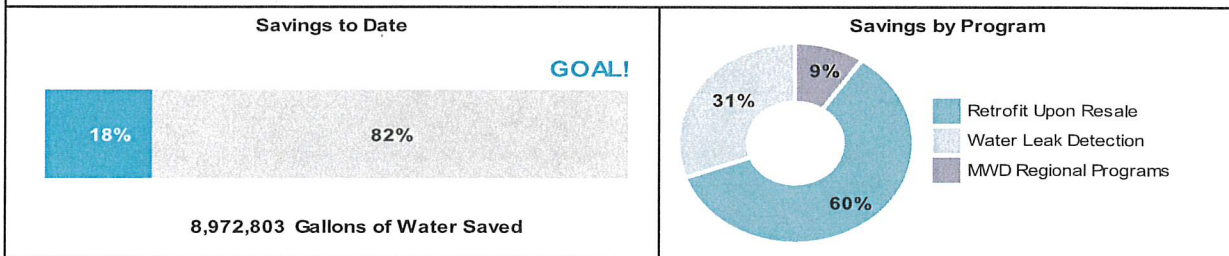


1% Consumption Savings Goal = 10,194 MWh



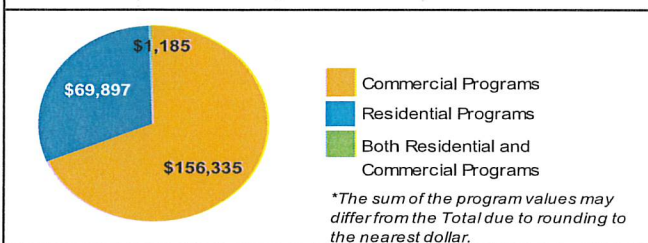
Water Savings Goal FYTD 2020-2021

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

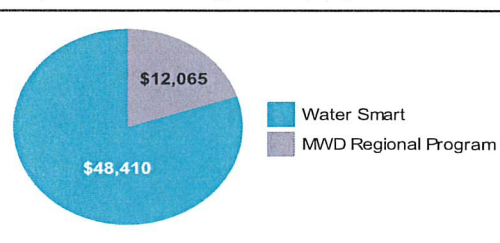


Efficiency Investments FYTD 2020-2021

*Electric Programs: \$227,417



Water Programs: \$60,475

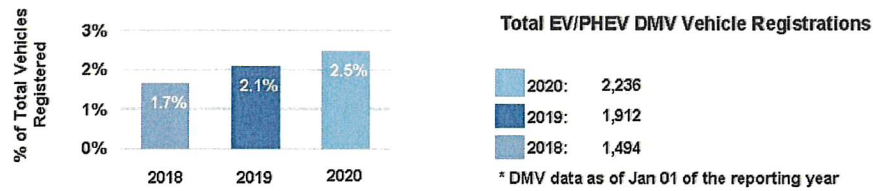


Electric Vehicle (EV) Charging Program

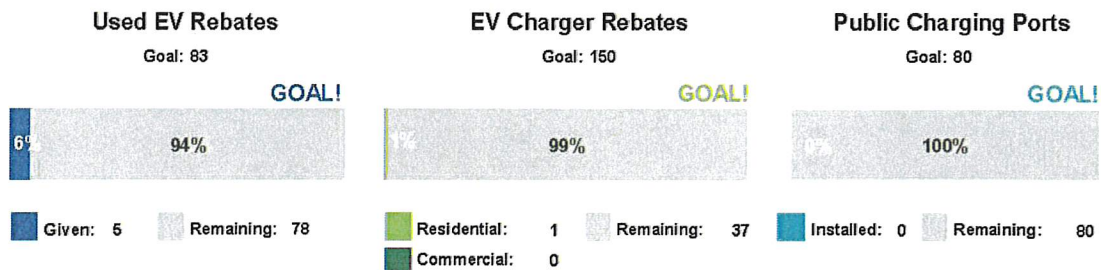
Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of **October 1, 2020**, pricing for public EV charging \$0.1753 per kWh for all hours for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh for all hours. Reduced public charger usage can likely be attributed to the safer-at-home order issued in March. **Lower than expected participation in the rebate programs can likely also be attributed to COVID-19.** Car sales are low across the board, which may have influenced low participation in the Used EV Rebate.

Transportation Electrification 2020-2021 Period ending on 10/31/2020

EV Growth in Burbank*



Transportation Electrification Initiatives for FY 2020-2021

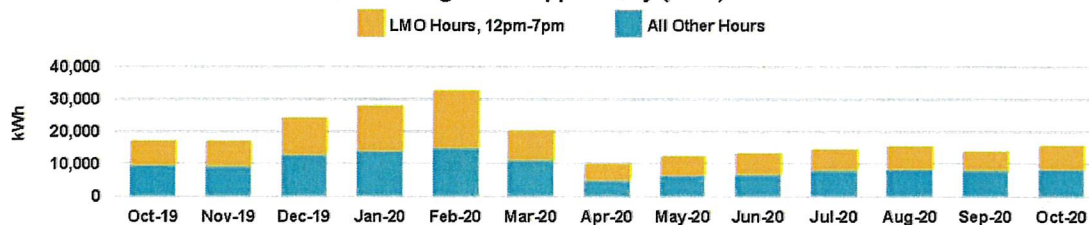


Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG Reduced*	Peak Charging Sessions	Charging Occupancy
	Total Ports	Total Available						
October:	47	47	1,754	15,619	\$3,228	8,997	19%	9%
Average:	47	47	1,616	14,741	\$3,037	8,491	19%	9%
FY Total:	47	47	6,463	58,965	\$12,147	33,966	19%	9%

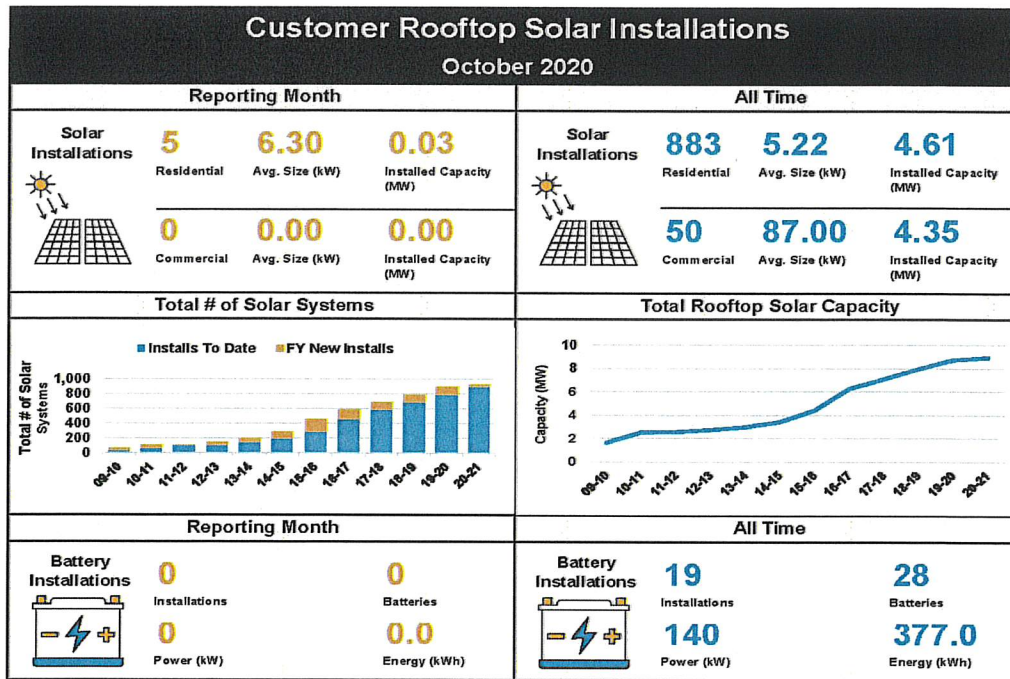
* Source: U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.

Load Management Opportunity (LMO) Hours



Rooftop Solar and Battery Installations

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



TECHNOLOGY

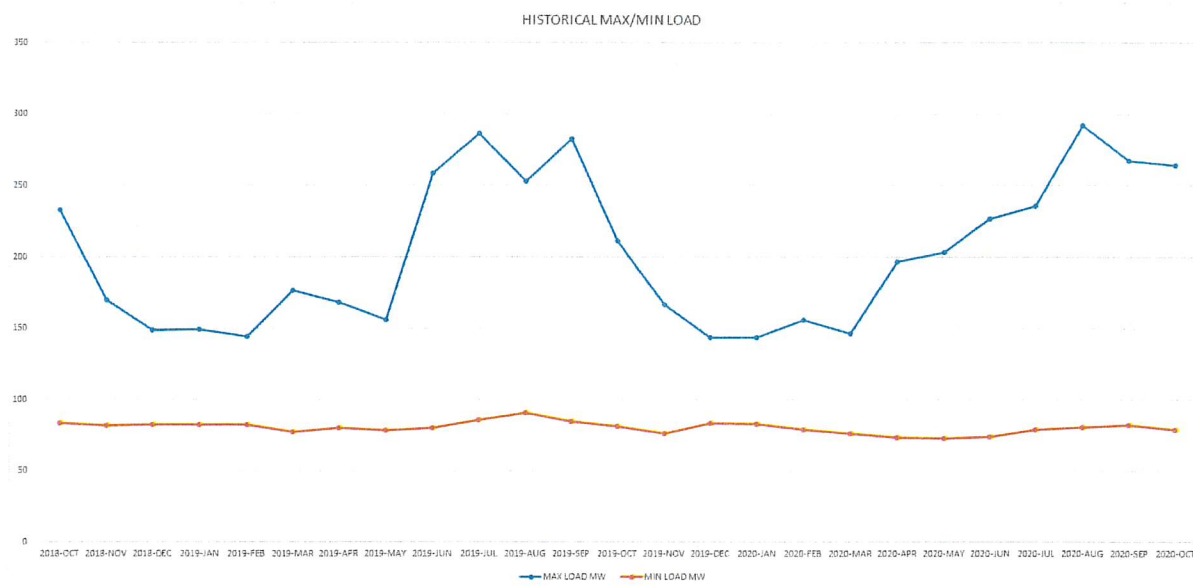
Broadband Services (ONE Burbank)

	October 2020 New Orders	Revenues for October 2020	FYTD 2020-21 Revenues	FYTD Budget
Lit	5	\$127,615	\$483,230	\$526,667
Dark	1	\$193,840	\$786,500	\$790,001
Total	6	\$321,455	\$1,269,730	\$1,316,668

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for October 2020 was 264.7 MW at 3:30 PM on October 1, and the minimum load was 78.7 MW at 3:18 AM on October 26.



Minimum load values corrected for Sept & Dec 2018.

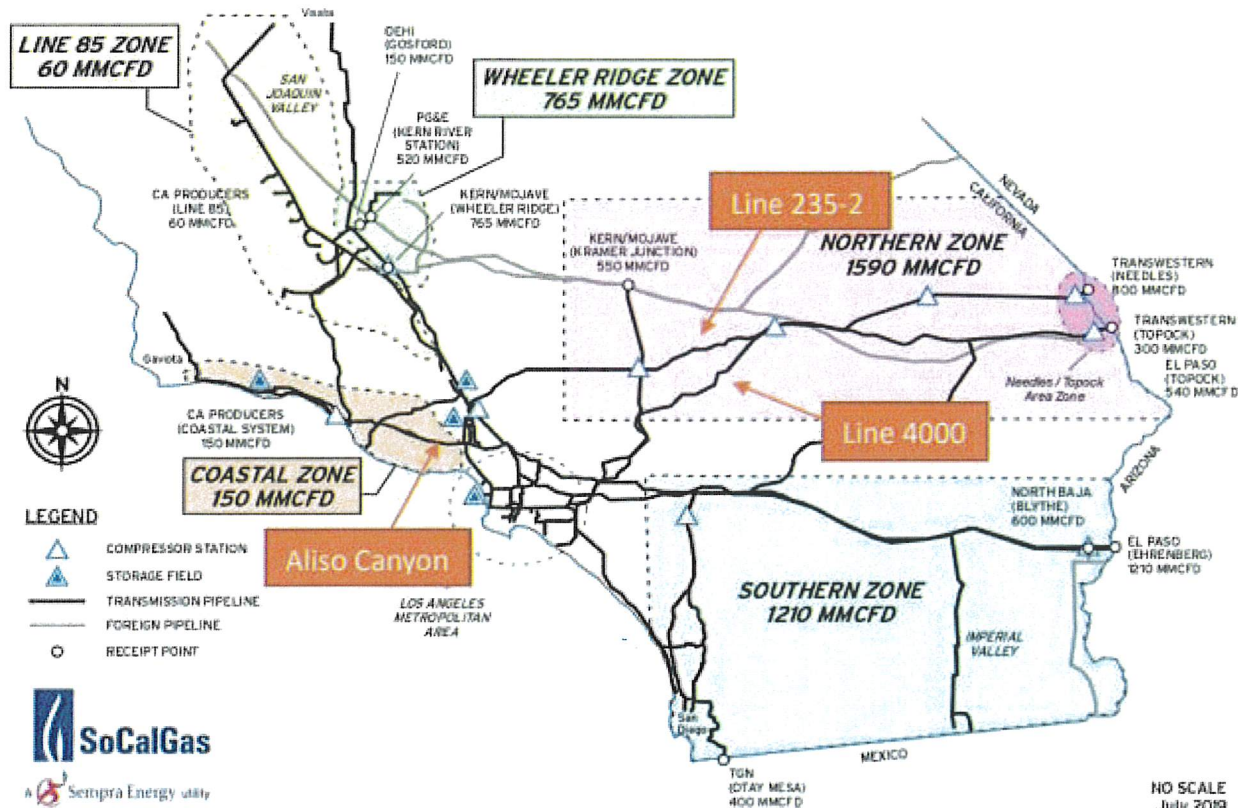
YEAR	MAX LOAD	MAX DATE
2020	292.3 MW	18-August-20 15:22:41
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

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

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCal Gas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component

of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) SoCal Gas used two vendors to perform In-line Inspections (ILI) in October 2019. The ILI reports showed the repairs needed to be made to the line. Those repairs are now complete, and the line was returned to service on September 1, 2020.

Line 4000

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

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	10	1,151	10,990	2
MPP	99%	737	144,376	7,453	1

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. **Lake One was placed online two times during the month of October.**

Magnolia Power Project (MPP)

	October	FYTD	YTD
Availability	99%	96%	84%
Unit Capacity Factor (240 MW)	81%	75%	62%

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

General Electric (GE) completed isotherm testing of MPP on October 22. Based on the results of the testing, the minimum load was adjusted from 120 MW to 114 MW.

Tieton Hydropower Project (Tieton)

Tieton's 2020 generation season began April 6, 2020 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (USBR). On August 27, water flow increased enough to operate both generation units concurrently and both units were in operation until near the end of the generation season, which occurred on October 10, 2020. Maintenance began immediately following conclusion of the 2020 generation season and Unit 1 is being overhauled during this maintenance period. Unit 2 will also receive minor maintenance.

ENVIRONMENTAL

Air Quality

Emissions Source Testing has been scheduled for both MPP and Lake 1 on December 2 – 4, 2020, in order to comply with the air quality permits issued by the South Coast Air Quality Management District.

Storm Water

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

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

PROJECT UPDATES:

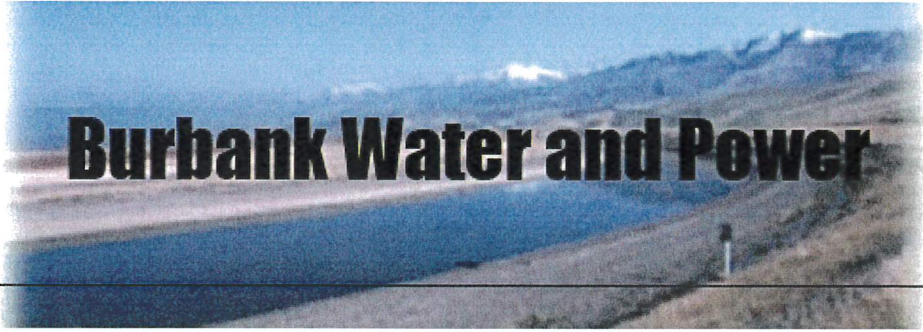
Power Resources

Transmission Update

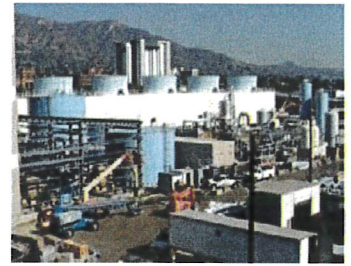
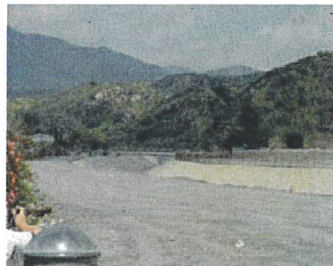
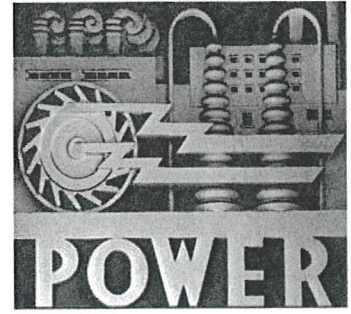
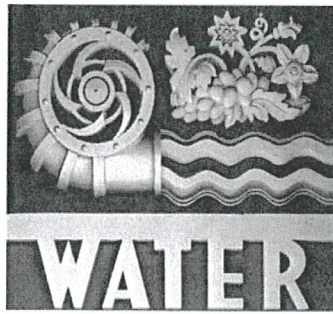
Negotiations with LADWP regarding the renewal of several existing Transmission Service Agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment extended the Hoover TSA through September 30, 2021. The IPP related TSA expires in 2027.

Intermountain Power Project (Delta, UT) Renewal Progress

LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.



Burbank Water and Power



Estimated Financial Report October-20

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

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	91,829	92,312	(483)	NEL is 1% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020, largely offset by warmer temperatures. The October average high temperature was 86.4°F, compared to the 15-year average high temperature of 81.7°F. MTD CDD were 220 versus the 15-year average of 130.
b.	Other Revenues	448	622	(174)	Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	8,124	8,613	489	The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	4,996	4,996	-	Expenses for October 2020 are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	399,856	416,515	(16,659)	- NEL is 4% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020, partially offset by warmer temperatures. FYTD actual average high temperature was 89.2°F, compared to the 15-year average high temperature of 86.0°F. FYTD CDD were 1,235 versus the 15-year average of 1,059.
B.	Other Revenues	1,776	2,488	(712)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	39,154	40,898	1,744	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Administration / Safety	553	447	(106)	- The unfavorable variance is attributable to timing of expenditures on membership dues.
E.	Customer Service, Marketing & Conservation	1,606	1,898	292	- The favorable variance is primarily attributable to timing of expenditures on professional services.
F.	Telecom	384	463	79	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on professional and private contractual services.
G.	Construction & Maintenance	379	748	369	- The favorable variance is primarily attributable to timing of expenditures on building grounds maintenance & repair, custodial services, and private contractual services, and more work for others and capital than planned.
H.	Capital Contributions (AIC)	(1,812)	4,217	(6,029)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME/(LOSS): \$1,823</u>	\$ 704	\$ -	\$ 704
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	197		197
Power Supply and Transmission			
- Lower retail load	10		10
- Prior period true up	240		240
- Lower transmission expenses	135		135
- Economic dispatch, the managing and optimizing of resources to meet system load	43		43
- Lower renewables	61		61
Other Revenues		(174)	(174)
Wholesale Margin	192		192
Total	<u>\$ 877</u>	<u>\$ (174)</u>	<u>\$ 704</u>

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

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME/(LOSS): \$8,616</u>	\$ 5,616		\$ 5,616
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(3,230)	(3,230)
Power Supply and Transmission			
- Lower transmission expenses	160		160
- Lower retail load	350		350
- Lower O&M expenses	647		647
- Prior period true up	38		38
- Lower renewables	69		69
- Economic dispatch, the managing and optimizing of resources to meet system load	480		480
Other Revenues		(712)	(712)
Wholesale Margin	4,277		4,277
Total	<u>\$ 6,021</u>	<u>\$ (3,942)</u>	<u>\$ 2,079</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	224		224
Administration/Safety		(106)	(106)
Finance, Fleet, & Warehouse	70		70
Customer Service, Marketing & Conservation	292		292
Public Benefits	257		257
Security/Oper Technology	31		31
Telecom	79		79
Construction & Maintenance	369		369
Depreciation expense	2,277		2,277
All other	42		42
Total	<u>\$ 3,642</u>	<u>\$ (106)</u>	<u>\$ 3,536</u>

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

	Oct-20	Sep-20	Aug-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	\$ 67,970	\$ 65,133	\$ 58,958 ^(f)	\$ 52,719 ^{(g)(h)}	\$ 67,481	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA ⁽ⁱ⁾	3,769	3,769	8,250	17,163	17,014	16,817		
Sub-Total Cash and Investments	<u>81,739</u>	<u>78,902</u>	<u>77,208</u>	<u>79,882</u>	<u>94,495</u>	<u>94,137</u>	<u>73,010</u>	<u>42,770</u>
Customer Deposits	(2,870)	(1,486)	(1,702)	(1,811)	(6,632)	(5,641)		
Public Benefits Obligation	(8,085)	(7,826)	(7,535)	(6,990)	(7,125)	(6,069)		
Pacific Northwest DC Inter tie	(46)	(48)	(48)	(62)	(855)	(2,218)		
Low Carbon Fuel Standard ^(e)	(3,374)	(3,394)	(3,396)	(3,642)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	<u>67,363</u>	<u>66,149</u>	<u>64,527</u>	<u>67,376</u>	<u>77,615</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

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

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

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

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

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

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

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

**Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD October 2020
(\$ in 000's except Gallons)**

MTD Estimate FY 20-21	MTD Budget Budget	\$ Variance ⁽²⁾	% Variance	YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance ⁽²⁾	% Variance
495	488	7	2% ^(a)	2,024	2,074	(50)	(2%) ^(A)
107	92	15	16% ^(b)	444	419	24	6% ^(B)
\$ 2,707	\$ 2,710	\$ (2)	(0%)	\$ 11,200	\$ 11,341	\$ (141)	(1%)
416	373	43	12%	1,721	1,708	13	1%
148	122	27	22% ^(c)	445	487	(42)	(9%) ^(C)
3,272	3,204	67	2%	13,366	13,536	(170)	(1%)
1,035	1,174	139	12% ^(d)	4,434	5,100	666	13% ^(D)
2,237	2,031	206	10%	8,932	8,436	497	6%
754	754	-	0%	2,636	2,994	359	12% ^(E)
139	139	-	0%	477	558	81	15%
207	207	-	0%	546	831	285	34% ^(F)
175	175	-	0%	700	700	-	0%
355	355	-	0%	1,281	1,421	140	10%
1,632	1,632	-	0% ^(e)	5,640	6,505	864	13%
605	399	206	52%	3,292	1,931	1,361	70%
21	21	-	0%	73	86	(13)	(15%)
45	45	-	0%	(317)	(351)	34	10%
(158)	(158)	-	0%	(592)	(633)	(41)	(6%)
(92)	(92)	-	0%	(837)	(899)	63	7%
513	307	206	67%	2,456	1,032	1,424	138%
94	94	-	0%	136	375	(239)	(64%) ^(G)
\$ 606	\$ 401	\$ 206	51%	\$ 2,592	\$ 1,407	\$ 1,185	84%

Water put into the system in Millions of Gallons

Metered Recycled Water in Millions of Gallons

Operating Revenues

Potable Water

Recycled Water

Other Revenue ⁽³⁾

Total Operating Revenues

Water Supply Expenses

Water Supply Expense

Gross Margin

Operating Expenses

Operations & Maintenance - Potable

Operations & Maintenance - Recycled

Allocated O&M

Transfer to General Fund for Cost Allocation

Depreciation

Total Operating Expenses

Operating Income/(Loss)

Other Income/(Expenses)

Interest Income

Other Income/(Expense) ⁽⁴⁾

Bond Interest/(Expense)

Total Other Income/(Expenses)

Net Income/(Loss)

Aid in Construction

Net Change in Net Assets

1. This report may not foot due to rounding.
 2. () = Unfavorable
 3. Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.
 4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets.
 5. MTD is estimated for October 2020; FYTD reports July, August, and September 2020 actuals.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD October 2020
(\$ in 000's except Gallons)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	495	488	7	- Potable water demand was higher than budget, which is driven primarily by warmer temperatures, largely offset by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020. The October average high temperature was 86.4°F, compared to the 15-year average high temperature of 81.7°F. MTD CDD were 220 versus the 15-year average of 130.
b.	Recycled Water Usage in Millions of Gallons	107	92	15	- Recycled water demand was higher than budget as a result of warmer temperatures. The October average high temperature was 86.4°F, compared to the 15-year average high temperature of 81.7°F. MTD CDD were 220 versus the 15-year average of 130.
c.	Other Revenue	148	122	27	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
d.	Water Supply Expense	1,035	1,174	139	- The favorable variance was primarily a result of using more Valley/BOU water which is less costly than imported MWD water.
e.	Total Operating Expenses	1,632	1,632	-	- Expenses for October 2020 are at budgeted values.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD October 2020
(\$ in 000's except Gallons)**

Foot. note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	2,024	2,074	(50)	- FYTD Potable water sales were lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020, partially offset by warmer temperatures. FYTD actual average high temperature was 89.2°F, compared to the 15-year average high temperature of 86.0°F. FYTD CDD were 1,235 versus the 15-year average of 1,059.
B.	Metered Recycled Water in Millions of Gallons	444	419	24	- FYTD Recycled water demand was higher than budget as a result of warmer temperatures. FYTD actual average high temperature was 89.2°F, compared to the 15-year average high temperature of 86.0°F. FYTD CDD were 1,235 versus the 15-year average of 1,059.
C.	Other Revenue	445	487	(42)	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
D.	Water Supply Expense	4,434	5,100	666	- The favorable variance was a result of lower demand and using more Valley/BOU water which is less costly than imported MWD water, and a MWD Readiness to Serve Charge true up credit for FY 19/20.
E.	Operations & Maintenance - Potable	2,636	2,994	359	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on professional and private contractual services.
F.	Allocated O&M	546	831	285	- Allocated O&M is lower than budget due to favorable variances in allocated expenses (Administration, Safety, Finance, Customer Service, Marketing, Construction and Maintenance) from the Electric Fund.
G.	Aid in Construction	136	375	(239)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME (LOSS): \$513</u>	\$ 206		\$ 206
 <u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(2)	(2)
Recycled Revenues	43		43
Other Revenue	27		27
Water Supply Expense	139		139
Total	208	\$ (2)	\$ 206

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$2,456</u>	\$ 1,424		\$ 1,424
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(141)	(141)
Recycled Revenues	13		13
Other Revenue		(42)	(42)
Water Supply Expense	666		666
Total	\$ 680	\$ (183)	\$ 497

FYTD O&M AND OTHER VARIANCES

Potable O&M	359		359
Recycled Water O&M	81		81
Allocated O&M	285		285
Depreciation Expense	140		140
All Other	63		63
Total	\$ 927	\$ -	\$ 927

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

	Oct-20	Sep-20	Aug-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	\$ 12,789	\$ 10,972	\$ 9,504 ^(e)	\$ 8,395 ^{(e)(d)}	\$ 16,341	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	15,009	13,192	11,724	10,615	18,561	13,775	17,830	9,370
Customer Deposits	(1,396)	(1,133)	(1,073)	(1,227)	(1,650)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 13,613</u>	<u>\$ 12,060</u>	<u>\$ 10,651</u>	<u>\$ 9,388</u>	<u>\$ 16,911</u>	<u>\$ 12,321</u>	<u>\$ 17,830</u>	<u>\$ 9,370</u>

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

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

^(c) Includes early redemption of the 2010A Water Bonds (\$2.07M).

^(d) Includes a \$2.5M loan from the Electric Fund for the purchase of cyclic storage water.

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



MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 25, 2020

TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – November 5, 2020

- Staff announced that new holiday décor installation began in late October with street trees along San Fernando wrapped in warm LED lights. The installation added ambiance and additional lighting as the sun began to set earlier in the evenings. The remaining holiday décor including our 36' tree, holiday wreaths, and photo props will be installed in November.
- StreetPlus Team Leader Robert Newman updated the Board on the Hospitality and Social Outreach Program statistics for September and October. Despite the current climate, Downtown continues to welcome guests with a reported increase in visitors and an uptick in street performers. Ambassadors continue to reach out to homeless community members offering services including placement in hotels to those who are eligible for Project RoomKey and bridge housing.
- Assistant CDD Director for Transportation David Kriske and Senior Transportation Planner Hannah Woo presented information on The Complete Streets Plan to the Board. The proposed ideas include modifications to traffic flow, sidewalk expansion, and the addition of more street trees and shade structures. The estimated cost to implement the plans presented for Downtown range in cost from \$255,000 to \$3.3 million; the plan is currently unfunded.
- After further discussing the current closure of San Fernando Blvd. and expanded outdoor dining opportunities, the Board agreed it would be beneficial to meet with the City's Public Works Department. Staff will set up a meeting in the coming weeks so that the Board and local merchants can share their feedback on future opportunities to implement long-term dining options in the Downtown beyond 2020 via expanded dining on sidewalk and in parking areas, and permanent parklets.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 2, 2020

TO: Justin Hess, City Manager

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

SUBJECT: Tracking List Item #2175, Magnolia Park Town Hall

Councilmember Frutos made a request to consider a potential town hall meeting with Magnolia Park businesses. This request was in response to feedback from local residents and businesses regarding increased turnover and closure of shops in the neighborhood, general concerns for the area and a desire to maintain the character of Magnolia Park.

In lieu of a town hall meeting, the City's Economic Development Team (staff) took on a more active role, working closely with merchants in Magnolia Park including the Magnolia Park Merchants Association (MPMA) to further discuss ongoing concerns, promote Magnolia Park to visitors, and help create opportunities for a stable funding mechanism to sustain marketing and infrastructure improvements. It is important to note that the Save Magnolia Park campaign participants that spurred the town hall conversation have dissipated, however staff continues to reach out to the businesses and residents that shared specific concerns and continues to proactively engage with them. Below are the activities that commenced.

Magnolia Park Communication and Outreach

In April of 2019, staff worked with a group of UCLA Graduate students and Magnolia park merchants and stakeholders to develop several strategies for land-use, business and residential development, and mobility for the Magnolia Park area. This project resulted in several impactful meetings with local merchants, members of the Save Magnolia Park Coalition, and City Council Members.

Thereafter, staff had several one-on-one meetings with Magnolia Park merchants and in-person meetings with the MPMA, including one meeting with City Council representatives. In addition to in-person meetings, staff has maintained essential communication with businesses via phone calls, email correspondence, e-newsletter outreach, and distribution of business flyers and Covid-19 related materials door-to-door. In addition to

regular communication with local businesses and the MPMA, staff reaches out to Magnolia Park merchants on a monthly basis, either to disseminate information about Covid-19 resources, or to encourage participation in the Burbank Tech Talk webinar events. These events, specifically tailored for entrepreneurs and small business owners, have proven to be invaluable to businesses, keeping them updated with the latest information and resources regarding the pandemic.

Since March, Magnolia Park merchants have been invited to participate in seven free Tech Talk webinars with topics such as: *Ecommerce Strategies for Small Business*, and *Small Business Guidance and Loan Resources*. Additionally, during these events, free one-on-one consulting and customized business training opportunities are offered to Magnolia Park businesses (and to all merchants citywide).

In May of this year, to help gauge the impacts of Covid-19 and what resources the business community needs, staff sent a citywide survey to more than 5,600 businesses in Burbank. To ensure Magnolia Park’s participation in the survey, it was also directly sent to businesses in Magnolia Park, to the MPMA membership, and further promoted through the assistance of one of the members of the MPMA.

Magnolia Park Investment

Since 2016, economic development has continuously marketed the Magnolia Park area to visitors through WHERE Magazine advertisements and social media posts. Additionally, staff allocates approximately \$27,000¹ annually in small business assistance funds to Magnolia Park. No other district receives dedicated funding from the City, and the funds allocated to Magnolia Park far surpass any monetary support given to any other district.

The allocated funding is used to pay for trash collection and porter services for monthly Ladies & Gents Night Out events and the street closure for the annual Holiday in The Park. Unfortunately, due to Covid-19, some monthly Ladies & Gents Night Out events and the 2020 Holiday in the Park event were cancelled. Staff worked with the MPMA to reinvest these funds back into Magnolia Park by purchasing and installing new holiday décor for the area. Details of marketing and promotional investments in Magnolia Park for FY 19-20 include:

Fiscal Year	City Contribution	Cost
2019-20	(2) Full Page Ads for Magnolia Park in WHERE Magazine	\$4,000.00
	Street Closure for Holiday in the Park	\$13,000.00
	Monthly Trash Collection and Porter Services for Ladies and Gents Night Out Events (July 2019 – February 2020)	\$8,400.00

¹ From 2016 through 2020, the Economic Development Department has allocated more than \$122,000 in funding directly to Magnolia Park. This figure does not include marketing, advertising, or unquantifiable support assets such as business trainings and social media support.

Monthly Maintenance Funds, reallocated to 2020 Holiday Décor	\$5,800.00
Total investment for 2019-2020	\$31,200.00

Additionally, ongoing unquantifiable support for Magnolia Park includes:

- Inclusion in all conference and convention brochures;
- Inclusion in all citywide leasing materials;
- Inclusion on VisitBurbank.com webpage and in Visit Burbank’s visitor guide, social media, and marketing materials, and
- Inclusion in Visit Burbank’s national marketing campaigns.

As noted, staff has also been working with the MPMA to reallocate funding intended for 2020 Ladies and Gents Night Out and Holiday in the Park events to other wish list items for the MPMA. To ensure that all merchants in Magnolia Park had an opportunity to express feedback on how the funding should be re-allocated, a survey was sent to the businesses and property owners in the area. Based on the input received, more trash receptacles and new holiday décor were the most desired items. With the upcoming holiday season and the desire to attract more shoppers to the area, the MPMA confirmed that holiday décor would be a priority this year. Staff met with the MPMA to facilitate the purchase and installation of new holiday décor for the 2020 holiday season. Looking ahead to FY 20-21, staff will continue to work with the MPMA to discuss the potential for a stable funding mechanism that will assist with the implementation of district amenities such as new trash receptacles, new district banners, new benches, and expanded sidewalk-dining parklets.

Conclusion

As we move through phased reopening and into the stages of economic recovery, staff will continue to engage businesses and community members in Magnolia Park to facilitate greater support and a stable ongoing funding source.

Possible future stable funding sources include a Parking District, Maintenance District or a Community Benefit District, all of which would require extensive outreach, communication and meetings open to the entire Magnolia Park community. If the Council wishes, staff can be directed to investigate the possibility of conducting a feasibility study to see if a management district might be a viable option for Magnolia Park.

Attachment 1 – Magnolia Park Investment Images

Magnolia Park

Town Hall Memo
10.27.2020



MAGNOLIA PARK

Holiday In The Park 2019

Street Closure



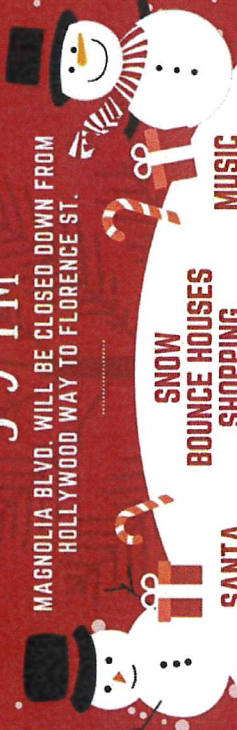
THE MAGNOLIA PARK MERCHANTS ASSOCIATION PRESENTS

HOLIDAY

IN THE PARK

FRIDAY, NOV. 22ND 2019
5-9 PM

MAGNOLIA BLVD. WILL BE CLOSED DOWN FROM
HOLLYWOOD WAY TO FLORENCE ST.



- SNOW
- BOUNCE HOUSES
- MUSIC
- SHOPPING
- FAMILY FUN
- FOOD TRUCKS
- ART FAIR
- DANCING
- SANTA CHARACTERS
- CAR SHOW

THANK YOU TO OUR SPONSORS



VISIT HOLIDAYINTHEPARKBURBANK.COM FOR MORE INFO

MAGNOLIA PARK

Ladies and Gents Night Out

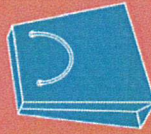
Street Sweeping and Trash Pick-Up



**LADIES
& GENTS
NIGHT OUT**

**FOOD TRUCKS
LIVE MUSIC
SHOPPING**

**LAST
FRIDAYS
JAN-OCT
6-9 PM**

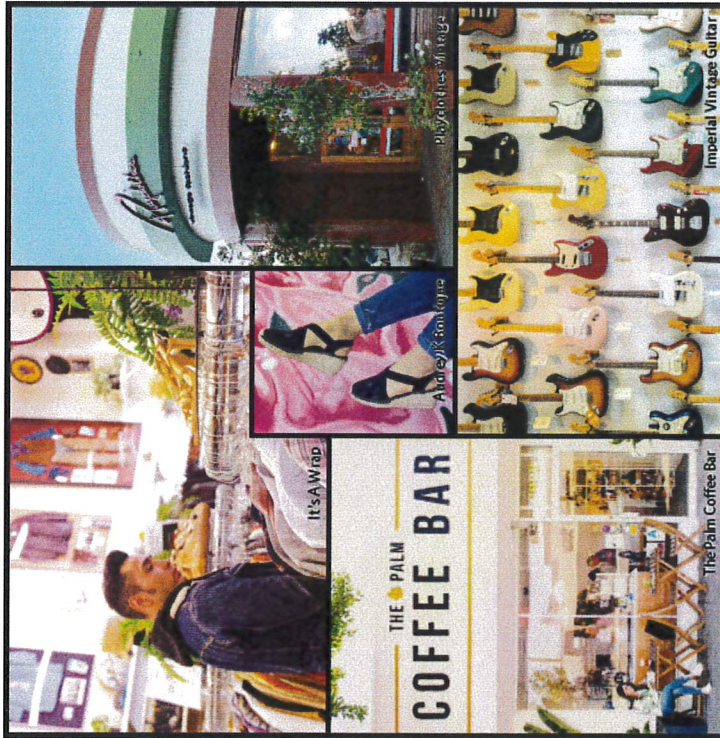


MAGNOLIA PARK

Ladies and Gents Night Out stretches along Magnolia Blvd from Hollywood Way to Catalina Street. Over 30 food trucks line the boulevard while over 30 stores stay open for late night shopping. It's fun for the whole family!

FOR MORE INFORMATION - WWW.LADIESNIGHTOUTBURBANK.COM

Magnolia Park: Hip, Quirky, Fun and Retro

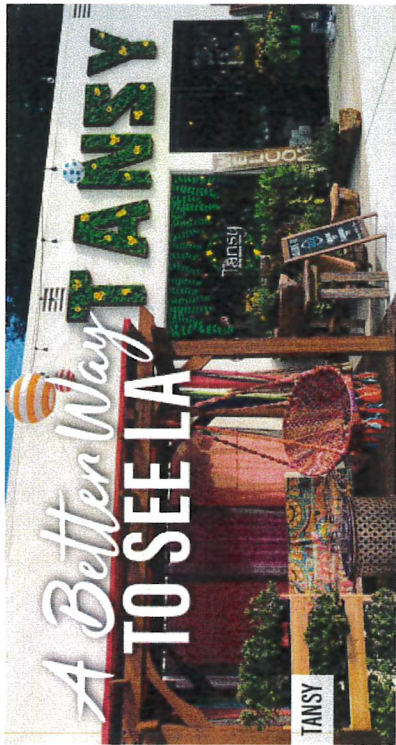


Magnolia Park is truly in a world all its own. Featuring hip shopping, quirky boutiques, one of a kind eateries, and fun antique shops - there is something new around every corner. **For more information, please go to VisitBurbank.com**



shop walk eat
ride live

MAGNOLIA PARK WHERE Magazine Ad August 2019



MAGNOLIA PARK

WHERE Magazine Ad

April 2020



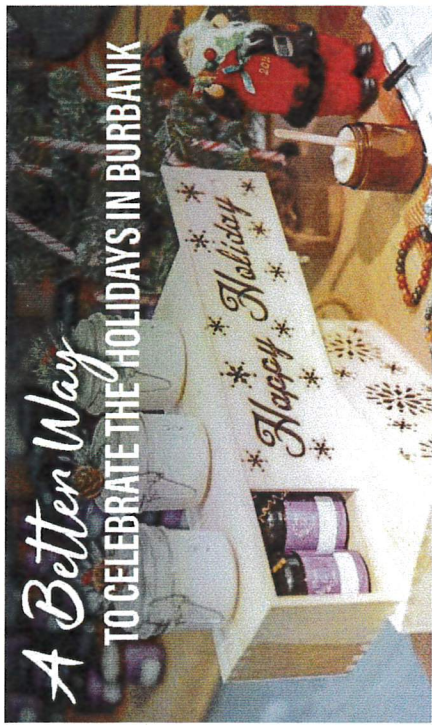
Magnolia Park is truly in a world all its own. Featuring hip shopping, quirky boutiques, one of a kind eateries, and fun antique shops – there is something new around every corner.

It's all here – in Magnolia Park, Burbank, CA

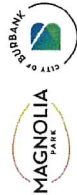
For more information, please go to VisitBurbank.com



MAGNOLIA PARK WHERE Magazine Ad December 2020



Get into the holiday spirit by visiting Magnolia Park in Burbank! This unique and hip neighborhood has quirky boutiques, vintage antiques, chic eateries, and something new around every corner.



It's all here - in Burbank, CA

For more information, please go to VisitBurbank.com

MAGNOLIA PARK

Social Media Marketing



Visit Burbank
Like This Page · July 29

@romancingthebean offers farm to table gourmet sammies, salads, breakfast, small bites and organic coffee and tea. They are now open for dine-in 7am-6pm Monday-Saturday and 8am-6pm Sunday. #BSupportive #MagnoliaPark at Romancing The Bean.

Cesar Banaor, Illye Quinteros, Mindy Lawless and 13 others like this.

2 Shares

Mia Thal This place is yummy. 17w

1 Comment



Visit Burbank
Like This Page · April 9

Mindfulness on Magnolia offers gifts and decor from local artisans. Purchase artwork online at <https://bit.ly/3byWNRI> #BLocal #BurbankTogetherAtHome #MagnoliaPark — at Stay Home Friend Shopping.

Maria Lengua Johnson, Terri Reynolds, Alex Torres and 4 others like this.

3 Shares

Mia Thal Love this store. 28w

1 Comment

MAGNOLIA PARK

Social Media Marketing



visitburbank • Follow
Black Cat Comics

visitburbank Who's your favorite super hero? Find all your favorites at @blackcatburbank! Also, if you love super heroes, check back in this month for an exciting surprise! (photo cred: @holaisraquel)

3w

la6pc chicken nuggies
3w Reply

myvalleypass Great photo ❤️
3w Reply

holaisraquel Thank you for reposting @visitburbank! ❤️



103 likes
OCTOBER 2

Log in to like or comment.



visitburbank • Follow

visitburbank Coming soon! Morrison Pub will be opening their second LA location in Burbank at 3821 W Magnolia Blvd, Burbank, CA. Stay tuned for more updates! @morrisonpubla #visitburbank #dineburbank

1w

idratherbehippie They are open already and it's fantastic
1w 2 likes Reply



54 likes
OCTOBER 18

MAGNOLIA PARK

Social Media Marketing



Visit Burbank @VisitBurbankUSA · Oct 13

Welcome to the neighborhood @inblumela! In Blume is a full service Floral and Event Company with a retail shop in #magnoliapark where you can stop by and grab fresh flowers, hand-made bouquets, and plants. #visitburbank #shopburbank



🗨️ 1

🔄 2

❤️ 6

📌

Visit Burbank @VisitBurbankUSA · May 21

Explore Burbank's Magnolia Park. Filled with beautiful murals and tree-lined streets, your walks will be filled with Insta-worthy photo spots and lots of that California Sunshine ☀️ Remember to practice social distancing and wear a mask while you explore! 📷: @_alyssamay



🗨️ 3

🔄 4

❤️ 11

📌

MAGNOLIA PARK 2020 Holiday Decor



Seven (7) New LED Snowflake Skylines: Each with One (1) 4' Snowflake and Two (2) 3' Snowflakes and a Blue and Green Ornament Package.

Attachment 1 – Tracking List Item #2175, Magnolia Park Town Hall

MAGNOLIA PARK

2020 Holiday Decor



Holiday Skyline Rendering: For illustrative purposes only.