



# Weekly Management Report

## January 22, 2021

1. **Memo**                    SR-134 Soundwall Near Rancho Neighborhood  
**Community Development Department**
2. **Synopsis**                Parks and Recreation Board Meeting on  
January 14, 2021  
**Parks and Recreation Department**
3. **Memo**                    Visit Batman Statue Social Media  
Campaign Results  
**Community Development Department**
4. **Memo**                    Overview of AB 857 (Public Banking)  
**City Treasurer**
5. **Memo**                    Downtown Burbank Partnership (PBID)  
Meeting on January 7, 2021  
**Community Development Department**
6. **Memo**                    Landlord-Tenant Commission  
Meeting on January 4, 2021  
**Community Development Department**
7. **Report**                    January 2021 Monthly Operating Results  
**Water & Power Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** January 11, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
BY: David Kriske, Assistant Community Development Director

**SUBJECT: City Manager Tracking List Item #2349 – SR-134 Soundwall Near Rancho Neighborhood**

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At the October 27, 2020 City Council meeting, Councilmember Murphy asked about the status of a possible new sound wall to be built along westbound State Route 134 near the Rancho Neighborhood. This memo provides some background on Metro's soundwall program and the status of remaining soundwalls on State Route 134.

Metro inherited a \$1 billion backlog of unbuilt sound walls on LA County's freeway system in 1989 and they are slowly working through that backlog. In 2000, the Metro Board adopted a policy to prioritize these sound walls. They grouped these walls into three Priority groups (Attachment 1). Metro is currently working through the "Priority 2" group of walls and have divided them into construction packages. Packages 1-8 have been constructed, Package 10 is in design, and Package 11 is in construction. Studies for Packages 12-14 have been completed but no funding has been identified to build them.

Metro's "Priority 3" list includes two small remaining soundwall segments on State Route 134 in Burbank. Both are located on the westbound side of the freeway; one 0.1 mile segment is along the freeway bridge over Riverside Drive / Buena Vista Street, and another 0.3 mile segment is just east of the Buena Vista Street offramp adjacent to the "polliwog" field in the Rancho. These walls are also not funded, nor have studies been undertaken to begin the design process. Given the lack of dedicated funding for sound walls from Metro, and the fact that Priority 2 soundwalls are prioritized ahead of any Priority 3 soundwall, it is unlikely that Metro will be able to fund these two Burbank sound walls anytime in the next several decades. Should Burbank wish to accelerate construction of sound walls here, the City would need to establish a City project and

conduct the design and construction with local funds. Metro cites a soundwall cost of about \$10 million per mile. That means that the 0.3 miles of soundwall along westbound SR-134 next to the Rancho could cost about \$3 million. That cost can increase substantially if Caltrans requires any bridge structures to be modified to construct the wall.

There is a limited amount of regional Arroyo Verdugo Measure R Highway Operations Improvements highway funding that Burbank shares with Glendale, La Canada Flintridge, and the unincorporated La Crescenta-Montrose neighborhood of LA County. A limited portion of those funds can be allocated to sound walls. This regional funding is currently allocated by the City Council to several traffic signal, active transportation, and freeway bridge projects in Burbank (Attachment 2). The City Council would need to reprioritize this funding as part of its overall Capital Improvement Program if it wished to create a new sound wall project.

### Attachment

Attachment 1: Metro Post-1989 Retrofit Soundwall Program

Attachment 2: City Council Adopted Arroyo Verdugo Measure R Highway Operations Improvements Project List

# Post 1989 Retrofit Soundwall Program

## Phase I, Priority 1

July 1, 2017

Phase I, Priority 1 contains soundwall projects along freeway HOV segments where soundwalls were constructed on one side of the freeway only.

Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
<b>Construction Completed</b>						
<b><u>PACKAGE 1</u></b>						
170	18.8	19.3	0.5	0.5	Los Angeles	South of Saticoy St/South of Strathern St: SB
170	19.3	19.8	0.5	0.5	Los Angeles	South of Strathern St/North of Roscoe Blvd: SB
<b><u>PACKAGE 2</u></b>						
210	40.6	41.1	0.5	0.5	Azusa & Glendora	E Citrus Ave/W Barranca Ave: EB
210	40.6	42.1	1.5	1.3	Azusa & Glendora	W Citrus Ave/E Big Dalton Wash: WB
<b><u>PACKAGE 3</u></b>						
210	29.5	29.9	0.4	0.4	Arcadia	W Michillinda Ave/E Rosemead Blvd: WB
210	29.5	29.9	0.4	0.3	Arcadia	Rosemead Blvd/Michillinda Ave: EB
210	29.9	30.7	0.8	1.1	Arcadia	N Baldwin Ave/E Michillinda Ave: WB
210	30.6	30.7	0.1	0.1	Arcadia	E Baldwin Ave/Mile E Baldwin Ave: WB
<b><u>DUARTE COMPANION SOUNDWALL</u></b>						
210	R35.5	R36.0	0.5	0.5	Duarte	Highland Ave./W of Duncannon Ave: WB
<b><u>PACKAGE 4</u></b>						
210	31.8	33.0	1.2	1	Arcadia & Monrovia	Huntington Dr/Santa Anita Ave: WB
210	31.8	32.2	0.4	0.3	Arcadia & Monrovia	Santa Anita Ave/2nd Ave: EB
210	33.0	33.5	0.5	0.5	Arcadia & Monrovia	E Huntington Dr/E Mayflower Ave: EB
210	33.7	33.9	0.2	0.2	Arcadia & Monrovia	W Magnolia Ave/W Myrtle Ave: EB
210	33.9	34.2	0.3	0.3	Arcadia & Monrovia	E Myrtle Ave/E California Ave: EB
<b><u>PACKAGE 5</u></b>						
405	46.2	46.8	0.6	0.6	Los Angeles	S Devonshire St/S Route 118 : NB
405	46.3	47.1	0.8	0.8	Los Angeles	N Route 118/N Devonshire St: SB
405	47.0	47.6	0.6	0.6	Los Angeles	N Route 118/S Rinaldi St: NB
405	47.3	47.8	0.5	0.5	Los Angeles	Rinaldi St/N San Fern Mission Blvd: SB
<b><u>PACKAGE 6</u></b>						
405	0.0	1.0	1.0	1.0	Long Beach	San Gabriel River/Atherton: SB
<b><u>PACKAGE 7</u></b>						
134	0.9	2.6	1.7	1.7	Los Angeles	E of Cahuenga Blvd/E of California St: EB
134	2.7	2.9	0.2	0.4	Burbank	E of & W of Riverside Dr: WB & EB
<b><u>PACKAGE 8</u></b>						
605	11.4	12.0	0.6	1.2	Los Angeles County	S of Slauson Ave / S of Washington Blvd: NB & SB
605	12.0	12.8	0.8	0.8	Los Angeles County	Washington Blvd / S of Dunlap Crossing: SB
605	13.4	13.9	0.5	0.5	Whittier	S of Whittier Blvd / S of Obregon St: SB
605	13.5	13.6	0.1	0.1	Whittier	S of Whittier Blvd / N of Whittier Blvd: NB
<b><u>PACKAGE 9 - Cancelled per Sep 2007 Board</u></b>						

## **Post 1989 Retrofit Soundwall Program**

### **Phase I, Priority 2**

July 1, 2017

Phase I, Priority 2 contains soundwall projects along freeway segments where HOV lanes were constructed without the warranted soundwalls.

Pkg 10 and 11 are included in Construction's May 2015 Board Report to program the Life of Project Budget

Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
<b>Funded - In Design</b>						
<b><u>PACKAGE 10 (In Progress)</u></b>						
210	25.3	26.6	1.2	1.2	Pasadena	Fair Oaks Ave. / Wilson Ave / IC 210/134: EB & WB
210	30.8	32.2	1.1	1.1	Arcadia	Baldwin Ave/Arcadia Wash: EB & WB
<b>Funded - Construction Bids Received</b>						
<b><u>PACKAGE 11 (In Progress)</u></b>						
405	43.0	43.1	0.1	0.1	Los Angeles	N of Stagg St / S of Stagg St: SB
170	14.7	16.6	1.9	1.9	Los Angeles	Route 101 / Oxnard Street: NB
170	14.7	16.6	1.9	1.9	Los Angeles	Route 101 / Oxnard Street: SB
170	16.7	17.2	0.5	0.5	Los Angeles	Laurel Canyon Blvd / Victory Blvd: SB
170	17.2	18.3	1.1	2.2	Los Angeles	Victory Blvd / Sherman Way: NB & SB
Pkgs 12-14 have NBSSR's but no funding programmed for supplemental NBSSR, Design, ROW or Construction.						
<b>Unfunded</b>						
<b><u>PACKAGE 12 (Unfunded)</u></b>						
210	41.3	41.9	0.6	0.6	Glendora	EB Off-ramp Grand Ave / Big Dalton Wash: EB
210	42.3	43.1	0.8	0.8	Glendora	W of Bonnie Cove Ave / E of Bonnie Cove Ave: EB
210	43.1	43.4	0.3	0.3	Glendora	W of Lyman Ave / E of Sunflower Ave: EB
<b><u>PACKAGE 13 (Unfunded)</u></b>						
405	6.4	10.9	4.5	9.0	Long Beach	Long Beach Blvd / 213 St: NB & SB
					Carson & LA	
<b><u>PACKAGE 14 (Unfunded)</u></b>						
134	10.8	11.4	0.6	0.6	Eagle Rock	W of Mt. Helena Ave / W of Figueroa St: EB

This list is not in priority order and has to be prioritized and requires NBSSRs to initiate the Projects

## **Post 1989 Retrofit Soundwall Program**

### **Phase I, Priority 3**

July 1, 2017

Phase I, Priority 3 contains soundwalls that met requirements to be in Phase I but was identified after the Board action on April 27, 2000.

<b>Unfunded and Not in Rank Order</b>						
Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
57	1.2	5.1	3.9	7.8	Diamond Bar	N of Brea Cyn Road / N of Sunset Crossing: NB & SB
91	11.8	14.6	2.8	5.6	Bellflower	Los Angeles River/Lakewood Blvd :NB & SB
118	4.6	8.3	3.7	7.4	Los Angeles	E of Tampa Ave / W of Havenhurst Ave :WB & EB
118	9.2	12.4	3.2	6.4	Los Angeles	E of Woodley Ave/San Fernando Road :WB & EB
134	0.1	0.3	0.2	0.2	Toluca Lake	Rte 101/134/Ensign Ave: EB
134	2.9	3.0	0.1	0.1	Burbank	West Riverside Dr. UC: WB
134	3.2	3.5	0.3	0.3	Burbank	0.2 miles E of Buena Vista St / LA River: WB
405	3.4	3.7	0.3	0.3	Long Beach	0.1 mile N of Lakewood Blvd/0.4 N of Lakewood Blvd: SB
405	13.4	13.8	0.4	0.4	Los Angeles	Denker Ave. / Normandie: NB

## Post 1989 Retrofit Soundwall Projects

### Phase II

July 1, 2017

Phase II contains all other qualified soundwalls including soundwalls identified prior to the adoption of Metro's Soundwall policy

Unfunded and Not in Rank Order						
Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
2	14.20	15.10	0.90	1.80	Los Angeles	Glendale Blvd / Route 5: WB & EB (Wall constructed as a part of the SR-2 Terminus Phase 1B Project. S/B walls removed via a vote of the property owners.
2	15.10	18.80	3.70	7.40	Los Angeles	Route 5 / Route 134: WB & EB
5	14.00	17.76	3.80	7.60	Los Angeles	0.1 S of Olympic / First St: NB & SB
5	22.90	23.70	0.80	1.60	Los Angeles	Fletcher Dr / S of Glendale Blvd: NB & SB
5	22.50	23.00	0.50	0.50	Los Angeles	Fletcher Dr. to Route 2: SB
5	19.60	20.10	0.50	0.50	Los Angeles	S of Broadway to S of Humboldt St. NB
10	2.20	3.70	1.50	3.00	Santa Monica	Lincoln Blvd / E of 27th St: WB & EB
10	4.00	6.80	2.80	5.60	Santa Monica/LA	E of Centinela Ave / Motor Ave: WB & EB
10	6.80	7.20	0.80	1.60	Los Angeles	Motor Ave / Palms / National Blvd.: WB & EB
10	7.20	9.30	2.10	4.20	Los Angeles	W of Palms / Fairfax Ave: WB & EB
10	10.10	14.75	4.70	9.40	Los Angeles	Redondo Blvd / E of Albany St: WB & EB
10	18.40	24.00	5.60	11.20	Alhambra	W of Route 5 / Garfield : WB & EB
10	24.80	26.40	1.60	3.20	Monterey Park	New Ave / Walnut Grove Ave: WB & EB
10	47.60	47.80	0.13	0.13	Los Angeles	0.1 mile W of Indian Hills Blvd to 0.1 mile E of Indian Hills Blvd
14	47.30	47.60	0.30	0.30	Los Angeles	N of Red Rover Mine Rd: NB (Vasquez High School)
14	60.70	68.80	8.10	8.10	Lancaster	Ave P-8 / Ave I: NB
47	0.00	0.60	0.60	1.20	Los Angeles	E of Gaffey St. to W of Harbor Blvd.: NB & EB
57	6.00	7.40	1.40	2.80	Pomona	0.2 mi S of Temple Ave / N of Campus: NB & SB
60	2.20	3.30	1.10	1.10	Los Angeles	Rowan / Route 710: WB
60	8.60	11.70	3.10	6.20	Los Angeles	San Gabriel Blvd / Route 605: WB & EB
71	2.50	4.20	1.70	1.70	Pomona	0.1 mile South of North Ranch Rd to Rte 71/60 IC: NB
90	1.10	2.00	0.90	0.90	Los Angeles	Ballona Creek / Inglewood Blvd: WB
90	2.00	2.50	0.50	1.00	Culver City	Inglewood Blvd / Route 405: WB & EB
90	1.70	2.00	0.30	0.30	Los Angeles	E of Centinela Ave. to W of Inglewood Blvd: WB
90	1.20	1.60	0.40	0.40	Los Angeles	E of Mindanao Short Ave. to W of Culver Blvd.: EB
91	17.08	17.08	0.12	0.12	Cerritos	E of Studebaker Road to Coral Reef Circle
101	2.70	4.60	1.90	3.80	Los Angeles	S of Alvarado St / N of Vermont Ave: NB & SB
101	7.40	7.50	0.10	0.10	Los Angeles	Cahuenga Blvd/0.1 mi N of Cahuenga Blvd: SB
101	11.10	11.50	0.40	0.80	Los Angeles	Vineland Ave / 0.2 mo N of Moorpark St: NB & SB
101	12.60	12.80	0.20	0.20	Los Angeles	Radford Ave / Laurel Canyon Blvd: NB (0.20 mi) & Radford Ave. OC: SB (0.03 mi)
101	18.80	21.00	2.20	4.40	Los Angeles	N of Hayvenhurst Ave / Burbank Blvd: NB & SB
101	21.20	21.50	0.30	0.30	Los Angeles	W of Reseda Blvd / Yolanda Ave: SB
101	23.20	24.30	1.10	1.10	Woodland Hills	Winnetka Ave / Desoto Ave: NB
101	24.90	25.20	0.30	0.30	Los Angeles	Canoga Ave / Owensmouth Ave:NB
101	25.80	26.60	0.80	0.80	Los Angeles	Shoup Ave/E Woodlake Ave: NB
101	26.70	26.90	0.20	0.20	Woodland Hills	Dunman Ave / 0.4 mile S of Mulholland Dr: SB
101	31.90	32.20	0.30	0.30	Calabasas	Lost Hills Rd / 0.3 N of Lost Hills Rd: NB (Wall constructed as part of the City's Lost Hills Interchange Improvement Project.)
101	0.88	1.15	0.27	0.27	Los Angeles	1st Street to Kearney St: NB
101	10.50	11.20	0.70	0.70	Los Angeles	N of Lankershim Blvd to N of Vineland Ave. SB
101	25.40	25.54	0.14	0.40	Los Angeles	W of Topanga Canyon to E of Farralone Ave. WB



## Post 1989 Retrofit Soundwall Projects

### Phase II

July 1, 2017

Phase II contains all other qualified soundwalls including soundwalls identified prior to the adoption of Metro's Soundwall policy

Unfunded and Not in Rank Order						
Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
101	6.37	6.37	0.00	0.00	Los Angeles	Along Hollywood Blvd. On-Ramp
101	1.60	2.70	1.10	1.10	Los Angeles	Beaudry Ave to Alvarado St. NB
105	2.93	3.35	0.42	0.42	Los Angeles	W Inglewood Ave/Hawthorne: WB
105	6.50	6.80	0.30	0.30	Hawthorne	W of Budlong Ave. to W of Vermont Ave.: WB
105	4.50	4.90	0.40	0.40	Hawthorne	E of Crenshaw Blvd. to W of Crenshaw Blvd.: WB
105	3.60	3.80	0.20	0.20	Hawthorne	E of Praire Ave. to W of Doty Ave.: WB
105	2.30	3.30	1.00	1.00	Hawthorne	E of Rte 405 to W of Praire Ave.: WB
105	4.20	4.40	0.20	0.20	Hawthorne	W to E of Dominguez Creek. EB
105	3.50	3.80	0.30	0.30	Hawthorne	E of Praire Ave. to W of Praire Ave.: EB
105	2.70	3.20	0.50	0.50	Hawthorne	E of Inglewood Ave. to W of Hawthorne Blvd.; EB
105	6.10	7.00	0.90	0.90	Hawthorne/LA	W of Normandie Ave. to W of Hoover St.: EB
105	7.60	8.30	0.70	0.70	Los Angeles	E of Rte 110 to E of Avalon Blvd.: WB
105	7.40	7.90	0.50	0.50	Los Angeles	E of Rte 110 to W of Main St.; EB
105	11.60	11.90	0.30	0.30	Lynwood	W of Long Beach Blvd to W of Spruce St.: WB
105	10.90	11.60	0.70	0.70	Lynwood	W of State St. to W of Long Beach Blvd.: EB
105	12.00	13.20	1.20	1.20	Lynwood	W of Bullis St to E of Wright Rd.: EB
105	8.70	9.70	1.00	1.00	Willowbrook	W of Central Ave. to W of Wilmington Ave.: WB
105	8.90	9.40	0.50	0.50	Willowbrook	W of Central Ave. to E of Compton Ave.: EB
105	9.70	11.10	1.40	1.40	Willowbrook/Lynw	W of Wilmington Ave. to E of State St.: WB
110	0.70	6.60	5.90	11.80	Los Angeles	N of Oliver St / 0.1 mi N of 223rd St: NB & SB
110	0.95	1.20	0.25	0.25	San Pedro	N of Elberon Ave / N of Mac Arthur Ave: NB
110	20.80	20.90	0.19	0.20	Los Angeles	Flower St / 23rd St: NB
110	24.16	30.10	5.90	5.90	Los Angeles	S of College / Arroyo Dr: SB
110	20.80	21.20	0.40	0.40	Los Angeles	23rd St to Washington Blvd.: SB
118	1.80	1.90	0.10	0.10	Chatsworth	Topanga Canyon Blvd/118 Freeway Off-Ramp: EB
118	1.80	1.90	0.10	0.10	Chatsworth	E of Topanga Canyon Blvd to E of Topanga Blvd.: WB
134	2.80	3.80	1.0	1.0	Burbank	0.2 mile E of Buena Vista St to Forest Lawn Dr: WB
134	12.25	12.36	0.11	0.11	Glendale	W of San Rafael Ave to E of San Rafael Ave: EB
134	12.96	13.14	0.18	0.18	Los Angeles	574 ft. W of Orange Grove Blvd OC to 394 ft. E of Orange Grove OC: WB
210	0.50	4.80	4.30	8.60	Los Angeles	E of Foothill Blvd / W of Maclay St: WB & EB
210	6.00	11.10	5.10	10.20	Los Angeles	Paxton St to S of Sunland Ave: WB & EB
210	15.30	15.90	0.60	1.20	Glendale	0.4 mi W of Honolulu Ave / Boston Ave: WB & EB
210	15.90	21.50	5.60	11.20	La Canada/Flintridg	Boston / Berkshire Place: WB & EB
210	22.50	24.60	2.10	4.20	Pasadena	N. Arroyo Blvd / Orange Grove Blvd: WB & EB
210	31.80	34.20	2.40	2.40	Arcadia	Santa Anita Avenue Off-Ramp: WB
210	44.60	47.00	2.40	4.80	Glendora	0.3 mi. W of Glastone St to 0.5 m. W of Via Verde in San Dimas: WB & EB
405	2.75	2.79	0.04	0.04	Long Beach	Clark Ave Bridge Structure: SB
405	7.50	9.40	1.90	1.90	Long Beach	LA-405 SB to LA-710 SB Connector: SB
405	19.20	20.30	1.10	1.10	Los Angeles	W. Rosecrans Ave. to W. El Segundo Blvd: SB
605	25.80	26.10	0.30	0.60	Irwindale	Route 210 / S of Huntington Dr: NB & SB
605	2.45	3.0	0.60	0.60	Lakewood	El Dorado Park HOV S/W between Spring St & Carson St: EB
605	0.15			0.15	Lakewood	N of Coyote Creek Overcrossing to S of Spring St. NB On Ramp: NB

## **Post 1989 Retrofit Soundwall Projects**

### **Phase II**

July 1, 2017

Phase II contains all other qualified soundwalls including soundwalls identified prior to the adoption of Metro's Soundwall policy

Unfunded and Not in Rank Order						
Rte	Postmile		Dist	Project Length (Miles)	Project Description	
	From	To			General Location	Project Location/Limits
605	10.20	11.30	1.10	1.10	Pico Riviara	S of Telegraph Rd. to S of Slauson Ave. SB
605	14.10	14.50	0.40	0.40	Whittier	UPRR bridge to N of Beverly Blvd.: NB
605	7.10	7.30	0.20	0.20	Norwalk	LA-605 SB from E/B I-105 to W of Rosecrans Ave
710	17.00	19.40	2.40	2.40	Bell/South Gate	Imperial Hwy to S of Clara St: SB



**CITY OF BURBANK**  
**Community Development Department**  
**STAFF REPORT**

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**DATE:** November 5, 2019

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
BY: David Kriske, Assistant Community Development Director

**SUBJECT: Adoption of a Resolution to Update Metro Measure R Highway Operational Improvements Project List to Add Funding for the Los Angeles River Bridge Project**

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**RECOMMENDATION**

- 1) Adopt a RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK UPDATING OPERATIONAL IMPROVEMENT, BICYCLE, AND SOUNDWALL PROJECTS FUNDED THROUGH THE METROPOLITAN TRANSPORTATION AUTHORITY MEASURE R ARROYO VERDUGO HIGHWAY OPERATIONAL IMPROVEMENTS PROJECT (Attachment 1) to add funding for the Los Angeles River Bridge Project.

**BACKGROUND**

Since 2008, Burbank shares \$170 million Measure R Highway Operations subregional equity funds with Glendale, La Canada Flintridge, and the unincorporated La Crescenta – Montrose neighborhoods distributed over 30 years. These Measure R Funds are different than the Measure R Local Return Funds the City receives each year to fund transit and active transportation projects. This Measure R Highway Operations funding is restricted to projects that improve roadway and traffic signal operations, bicycle paths, and soundwalls on facilities within one mile of I-5 and SR-134 (Attachment 2). In 2012 the four agencies agreed that these funds should be split proportionally to each community based on population, and that each agency should be free to program projects directly with Metro that meet the eligibility definitions of Measure R. In 2012 the City Council approved the first seven projects to be funded with the first 10-year allocation of Measure R funds, and has added additional projects in 2017 and 2018. The list of projects and their status is included in Attachment 3. The City has programmed about \$33 million

in Measure R Highway Operations projects and has approximately \$18 million of un-programmed funds left in this funding source.

The Los Angeles River Bridge Project involves the design and construction of a new bicycle and pedestrian bridge over the Los Angeles River in the Cities of Burbank and Los Angeles (Project). In the addition to the bridge structure, the Project will also include a 330-foot Class III bike route (shared with cars) on Bob Hope Drive between Riverside Drive and the north bank of the Los Angeles River and a 180-foot Class I dedicated bike path between the south bank of the river and the Forest Lawn Drive/Memorial Drive intersection in the City of Los Angeles (Attachment 4).

The Project will provide a critical connection between the cities of Burbank and Los Angeles and close one of the region's "last mile" gaps. Specifically, it will connect Forest Lawn Drive and the future extension of the Los Angeles River Path to the largest employment center in Burbank, and one of the largest in the region, the Burbank Media District. The Los Angeles River represents a 3-mile long barrier between the two cities with existing bicycle crossings available only at Riverside Drive and Barham Boulevard. These existing crossings both lack adequate bicycle infrastructure and serve as impediments to commuters using alternate forms of transportation.

The Project was included in the Burbank Bicycle Master Plan as a Top Priority Project (Project #3). In 2011, the City submitted a Call for Projects application to the Los Angeles County Metropolitan Transportation Authority (Metro); those funds were awarded and in 2016, the City entered into a Letter of Agreement (LOA) with Metro for the Project. The total approved Project budget was \$849,522.

## **DISCUSSION**

After securing the grant funds, City staff began the procurement process for preliminary engineering and environmental review. The results of that process suggested that the Project was significantly underfunded. Current project cost estimates are at \$2 million. The increase in Project budget generally relates to the time lapse between the application and award of funding and the higher indirect and direct costs fueled by shortages in labor and materials typical of a strong and sustained economic climate.

After learning about the budget shortfall, City staff began the process of trying to secure additional grant funding. At Metro's request, the City applied for Active Transportation Program (ATP) funding in the 2018 cycle that was ultimately unsuccessful. City staff is now attempting to secure a different funding source to fully fund the Project.

Measure R Highway Operations subregional equity funds from the City's allocated funding share are available for LA River Bridge Project. Should the City Council adopt the proposed Resolution updating the project funding list, \$2 million of this funding would be allocated to the LA River Bridge Project. Once approved by the City Council, the Metro Board will consider updating the project list to add this project at their regular board meeting in December. If the City was successful in receiving these funds from Metro, it would return the previously-awarded Call for Projects grant funds. Metro policy does not

allow Call for Projects grants to be supplemented with Measure R Highway Operations subregional equity funds. If approved by Metro, staff would work with Metro staff to secure the required agreements to make the funds available, and would re-start the procurement process to secure design services. Staff would also update the Capital Improvement Program to reflect the new funding as part of the annual budget process.

**FISCAL IMPACT**

The approval of this application would have no Fiscal Impact to the City. If the application is approved, \$2 million in Measure R Highway Operations subregional equity funds would be committed to the Project. These funds are restricted to roadway, bike, and soundwall improvements within one mile of a freeway and cannot be used for general City improvements. Staff reviewed the impact of the Project on the long term financial forecast and determined that they do not impact the City's ability to meet its long term fiscal obligations.

**CONCLUSION**

The Project is intended to improve access between the Cities of Burbank and Los Angeles. It will connect Forest Lawn Drive and the future extension of the Los Angeles River Path to the largest employment center in Burbank by adding a third connection between the two cities. The Project will also improve bicycle safety and help to expand the local and regional bike path network. Because the current grant funding allocated to the project is insufficient for design and construction, staff recommends that the City Council adopt the proposed Resolution to add this project to the Measure R Highway Operations subregional equity funds project list.

**ATTACHMENT**

Attachment 1 – Proposed Resolution

Attachment 2 – Measure R Project Eligibility Map

Attachment 3 – Current and Proposed Burbank Measure R Highway Operations Improvements Projects

Attachment 4 – Los Angeles River Bridge Location and Project Map

RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY  
OF BURBANK UPDATING OPERATIONAL  
IMPROVEMENT, BICYCLE, AND SOUNDWALL  
PROJECTS FUNDED THROUGH THE  
METROPOLITAN TRANSPORTATION AUTHORITY  
MEASURE R ARROYO VERDUGO HIGHWAY  
OPERATIONAL IMPROVEMENTS PROJECT

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. In 2008, Los Angeles County voters approved Measure R, ½-cent sales tax levied by Los Angeles County voters to fund transportation improvements.

B. Measure R includes a regional Arroyo Verdugo Subregion Highway Operations Improvement Project, which provides \$170 million over a 30-year period to construct arterial highway operational improvement projects, bicycle projects, and soundwall projects within 1 mile of regional freeways in the subregion. These funds are available to the Cities of Burbank, Glendale, La Canada Flintridge, and the unincorporated communities of La Crescenta – Montrose. The City Councils (and Board of Supervisors for the unincorporated county area) of the four agencies have agreed that these regional funds should be programmed to each agency proportionally based on population. Burbank's share over 30 years is approximately \$51.4 million.

C. In 2012, the Burbank City Council programmed a list of projects and funding amounts to be funded with its share of funding. This list was updated in 2017 and 2018. Now, the City Council wishes to further update the project list to program projects to add funding for the Los Angeles River Bike Bridge Project. The list of projects is included with this Resolution as Attachment A.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The list of projects to be funded under the Metro Measure R Arroyo Verdugo Highway Operations Improvement Project included in Attachment A is hereby approved. The City Council directs the City Manager to work with the other Arroyo Verdugo agencies and Metro to program these projects as part of a subregional funding program.

2. The terms and provisions of the sample Measure R Funding Agreement between the City of Burbank and the Los Angeles County Metropolitan Transportation Authority (LACMTA), included with this Resolution as Attachment B, is to be executed for each project.

3. The City Manager, or his designee, is authorized to make minor modifications to the Agreement, subject to review by the City Attorney's Office, and execute the final Measure R Funding Agreement for each project on behalf of the City.

4. The City Manager, or his designee, is authorized to make and approve amendments, subject to City Attorney approval as to form, that do not materially affect the terms of each final Measure R Funding Agreement, such as redistributing Funds among existing budget line items or non-material schedule changes.

5. The Financial Services Director is authorized to make such other revisions, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the appropriations specified in this resolution.

PASSED and ADOPTED this \_\_\_ day of \_\_\_\_\_, 2019.

---

Emily Gabel-Luddy  
Mayor

Attest:

---

Zizette Mullins, MMC, City Clerk

Approved as to Form  
Office of the City Attorney

By: \_\_\_\_\_  
Joseph H. McDougall  
Senior Assistant City Attorney

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF BURBANK                )

I, Zizette Mullins, MMC, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a majority vote of the Council of the City of Burbank at its regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2019, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Zizette Mullins, MMC, City Clerk



ATTACHMENT A

Measure R Highway Operations Improvements Project List

	<b>Project</b>	<b>Measure R Funding</b>
1	San Fernando Blvd/Burbank Blvd Int.	\$2,325,000
2	I-5 Corridor Arterial	\$2,600,000
3	I-5 Corridor Arterial Phase 2	\$1,150,000
4	SR-134 Corridor Arterial	\$2,975,000
5	SR-134 Corridor Arterial Phase 2	\$2,000,000
6	Olive Ave/Verdugo Ave/Sparks Int.	\$3,600,000
7	Modernize Olive Ave Bridge	\$3,897,000
8	Modernize Magnolia Blvd Bridge	\$3,967,000
9	Chandler Bikeway Extension	\$660,000
10	Glenoaks Blvd Arterial and First St	\$3,200,000
11	Media District Traffic Signal	\$1,400,000
12	I-5 Downtown Soundwall Project	\$1,000,000
13	Alameda Avenue Signal Sync	\$250,000
14	I-5 Corridor Arterial Phase 3	\$1,400,000
15	Victory Blvd Signal Sync.	\$250,000
16	Olive Ave Signal Sync.	\$350,000
17	Downtown Burbank Signal Sync.	\$250,000
18	LA River Bicycle Bridge at Bob Hope Drive	\$2,000,000
	<b>TOTAL</b>	<b>\$33,274,000</b>

**ATTACHMENT B**

**Draft Measure R Highway Operations Improvements Projects Funding Agreement**

FTIP #: \_\_\_\_\_  
Subregion ID: \_\_\_\_\_

Project#: MRXXX.XX  
FA# 920000000MRXXXXX

## MEASURE R FUNDING AGREEMENT HIGHWAY PROGRAM (General)

This Funding Agreement ("FA") is made and entered into effective as of [INSERT TODAY'S DATE] ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and \_\_\_\_\_ ("GRANTEE") for [Insert Project Title], LACMTA Project ID# MR [Insert Project #] and FTIP# [Insert #], (the "Project"). This Project is eligible for funding under Line \_\_\_ of the Measure R Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #08-01, the Traffic Relief and Rail Expansion Ordinance, on July 24, 2008 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 4, 2008 as "Measure R" and became effective on January 2, 2009.

WHEREAS, the funding set forth herein is intended to fund **only** \_\_\_\_\_ of the Project. [Use if only one project phase]  
[OR]

WHEREAS, the funding set forth herein is intended to fund Design, Plans, Specifications and Estimates (PS&E), Project Development, Right-of-Way, and Construction of the Project. [Delete phases not applicable]

WHEREAS, the LACMTA Board, at its [Insert Board Meeting Date, not P&P Date] meeting, programmed \$ \_\_\_\_\_, in Measure R Funds to GRANTEE for [Insert Project Phases], subject to the terms and conditions contained in this FA; and

WHEREAS, the Funds are currently programmed as follows: \$ \_\_\_\_\_ in Measure R Funds in Fiscal Years (change to singular if applicable) (FY) FY 20\_\_-\_\_; FY 20\_\_-\_\_; and FY 20\_\_-\_\_ [Delete FYs not applicable]. The total designated for [Insert Project Phases] of the Project is \$ \_\_\_\_\_.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA
2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Measure R Expenditure Plan Guidelines
5. Attachment B-1 – Expenditure Plan- Cost & Cash Flow Budget
6. Attachment C – Scope of Work
7. Attachment D – Project Reporting and Expenditure Guidelines
8. Attachment D-1 – Monthly Progress Report
9. Attachment D-2 – Quarterly Expenditure Report
10. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
11. Attachment F – Bond Requirements
12. Attachment G – Special Grant Conditions [remove if none]

CM Tracking List #2349 - Attachment 2

FTIP #: \_\_\_\_\_  
Subregion ID: \_\_\_\_\_

Project#: MRXXX.XX  
FA# 92000000MRXXXXXX

13. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy

GRANTEE:

\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
[INSERT NAME]  
[INSERT TITLE]

APPROVED AS TO FORM: (Optional)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
[INSERT NAME]  
[INSERT TITLE]

**PART I**  
**SPECIFIC TERMS OF THE FA**

1. Title of the Project (the "Project"): [Insert title of project] – Design, Plans, Specifications and Estimates (PS&E), Project Development, Right-of-Way, and Construction. [Delete phases not applicable]. LACMTA Project ID# MR\_\_\_\_\_, FTIP# \_\_\_\_\_.

2. Grant Funds:

2.1 Programmed Funds for this Project consist of the following: Measure R Funds.

2.2 To the extent the Measure R Funds are available; GRANTEE shall make to GRANTEE a grant of the Measure R funds in the amount of \$\_\_\_\_\_ (the "Fund") for the Project. LACMTA Board of Directors' action of [Insert board meeting date, NOT P&P date] granted the Measure R Funds for the Project. The Funds are programmed over (Insert # of years) years for Fiscal Years (Change to singular if applicable) (FY) FY 20\_\_\_\_, FY 20\_\_\_\_, and FY 20\_\_\_\_. [Delete "only" if multiple years; delete FYs not applicable].

3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Monthly Progress Report and/or the Quarterly Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.

4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.

5. **Attachment B-1** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Managing Executive Officer of Construction & Engineering in writing. If the LACMTA's Managing Executive Officer of Construction & Engineering concurs with such updated Expenditure Plan in writing, Attachment B-1 shall be replaced with the new Attachment B-1 setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B-1 as revised from time to time. In no event can the final milestone date be changed or amended by written concurrence by the LACMTA Managing Executive Officer of Construction & Engineering. Any change to the final milestone date must be made by a fully executed amendment to this FA.

6. **Attachment C** is the Scope of Work ("the Scope of Work"). The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with this schedule and scope unless otherwise agreed to by the parties in writing. If GRANTEE is consistently behind schedule in meeting milestones or in delivering the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes it can make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Monthly Progress Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Monthly Progress Reports **Attachment D-1**. In no event can the final milestone date be amended by a Monthly Progress Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the Project Reporting & Expenditure Guidelines. GRANTEE shall complete the "Monthly Progress Report" and/or the "Quarterly Expenditure Report". The Monthly Progress and Quarterly Expenditure Reports are attached to this FA as **Attachments D-1** and **D-2** in accordance with **Attachment D** – Project Reporting and Expenditure Guidelines.

9. **Attachment E**, the "FTIP PROJECT SHEET (PDF)", is attached as **Attachment E** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <http://program.metro.net>. All projects that receive funding through Measure R must be programmed into the FTIP, which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect GRANTEE's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

10. GRANTEE shall comply with the "Special Grant Conditions" attached as **Attachment G**, if any.

11. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed

FTIP #: \_\_\_\_\_  
Subregion ID: \_\_\_\_\_

Project#: MRXXX.XX  
FA# 920000000MRXXXXXX

without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, Financial Plan, or the Scope of Work, including the Work schedule.

12. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: [Insert project manager name]  
LACMTA PROJECT MANAGER  
MAIL STOP \_\_\_\_\_  
PHONE (213) 922-\_\_\_\_\_  
E-MAIL \_\_\_\_\_@metro.net

13. GRANTEE's Address:

[INSERT] GRANTEE NAME,  
ADDRESS, AND RESPONSIBLE  
STAFF PERSON,  
E-MAIL ADDRESS,  
PHONE

14. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes and/or Build America Bonds as defined in the American Reinvestment and Recovery Act of 2009 or similar types of bonds (collectively, the "Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, the Federal subsidy payment or the tax credit, as applicable, as specified in the Bond Requirements attached as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such bonds tax status.

**PART II**  
**GENERAL TERMS OF THE FA**

1. **TERM**

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. **SUSPENSION OR TERMINATION**

Should LACMTA determine there are insufficient Measure R Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary (i) to return any facilities modified by the Project construction to a safe and operable state; and (ii) to suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. **INVOICE BY GRANTEE**

Unless otherwise stated in this FA, the Monthly Progress Report or the Quarterly Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Monthly Progress Report or Quarterly Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Account Payable Department as shown below.

Submit invoice with supporting documentation to:  
**ACCOUNTSPAYABLE@METRO.NET** (preferable)

or

mail to:

**Los Angeles County Metropolitan Transportation Authority**  
**Accounts Payable**  
**P. O. Box 512296**  
**Los Angeles, CA 90051-0296**

All invoice material must contain the following information:

Re: LACMTA Project ID# [Insert #] and FA# FA920000000F[Insert #]  
[Insert LACMTA Project Manager Name; Mail Stop 99-\_\_-\_\_]



#### 4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the specifications for use for the transportation purposes described in the Ordinance.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE's contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. GRANTEE staff or consultant with project oversight roles can not award work to companies in which they have a financial or personal interest. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

#### 5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Monthly Progress and Quarterly Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at [www.metro.net/projects\\_studies/call\\_projects/ref\\_docs.htm](http://www.metro.net/projects_studies/call_projects/ref_docs.htm). GRANTEE must provide detailed supporting documentation with its Monthly Progress and Quarterly Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

## 6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Monthly Progress Report (Attachment D-1) within seven (7) days from the last day of each month, if required, and submit the draft of Quarterly Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA shall review and respond in writing to the draft Monthly Progress and Quarterly Expenditure Reports within five (5) business days from receipt. Grantee shall submit the LACMTA pre-approved Monthly Progress Report and Quarterly Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Monthly Progress and the Quarterly Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Monthly Progress and Quarterly Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation.

6.2 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants and suppliers expenditures submitted to LACMTA through GRANTEE's Monthly Progress Reports and Quarterly Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.3 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.4 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.2 and 6.3 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all of the records of GRANTEE and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.7 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.8 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance. GRANTEE shall cooperate with LACMTA Audit Department such that LACMTA can meet its obligations under the Ordinance.

6.9 GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.10 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.11 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

## 7. GRANT

This is a one time only grant of the Measure R Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

## 8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure R Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

[Or] [use below Section 8.2 if sub-regional funds are used – DELETE WHICHEVER PARAGRAPH THAT IS NOT USED]

8.2 GRANTEE shall fully fund and contribute the Grantee Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE may request additional Measure R funds from its sub-region earmark pending support of the sub-region's Governing Board. A particular sub-region's Measure R funds are limited to the amount specified in the Ordinance and is still subject to approval of the LACMTA Board. Nothing in this FA shall obligate, or be construed to obligate the LACMTA Board to approve such request for additional funds. If the Funds are still insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

- (i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- ~~(ii) Beginning Project Design, Preliminary Engineering-(PE) within **six (6) months** from completion of environmental clearance, if appropriate.~~
- (iii) Expending Project Development or Right-of-Way costs (including by deposit into a condemnation action) by the end of the **second (2<sup>nd</sup>) fiscal year** following the year the Funds were first programmed; and
- (iv) Executing Contracts for Construction or Capital purchase within **twelve (12) months** from the date of completion of design; and
- (v) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due

- dates as agreed upon by the LACMTA and GRANTEE in Attachment C (Scope of Work) of this FA; and
- (vi) Submitting the Monthly Progress and Quarterly Expenditure Reports as described in Part II, Section 6.1 of this FA; and
  - (vii) Expending the Funds granted under this FA for allowable costs within **five years or 60 months** from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 20\_\_-\_\_ are subject to lapse by June 30, 20\_\_. All Funds programmed for FY 20\_\_-\_\_ are subject to lapse by June 30, 20\_\_. All Funds programmed for FY 20\_\_-\_\_ are subject to lapse by June 30, 20\_\_. [delete FYs not applicable]

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA as part of its annual Recertification/Deobligation process and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

## 10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; or (ii) GRANTEE fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

## 11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

## 12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE compliance with the terms and conditions of this Section. GRANTEE'S failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

## 13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same

proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and insure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.



13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. For the ITS policy and form, see [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm).

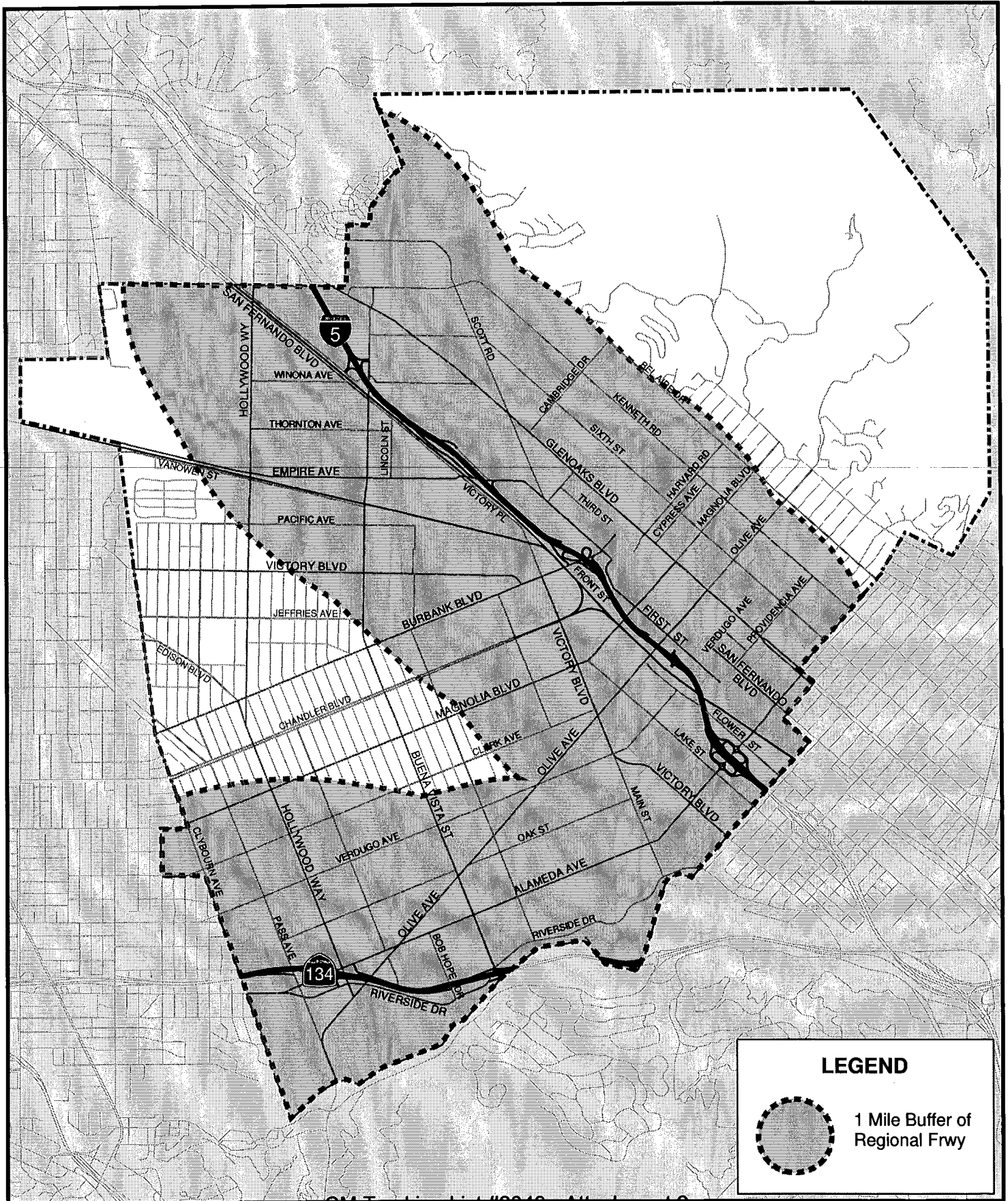
13.12 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see [www.metro.net](http://www.metro.net) for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm).

13.13 GRANTEE will advise LACMTA prior to any key Project staffing changes.

13.14 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

13.15 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

# Measure R Highway Operational Improvements 1 Mile Buffer from Regional Freeway

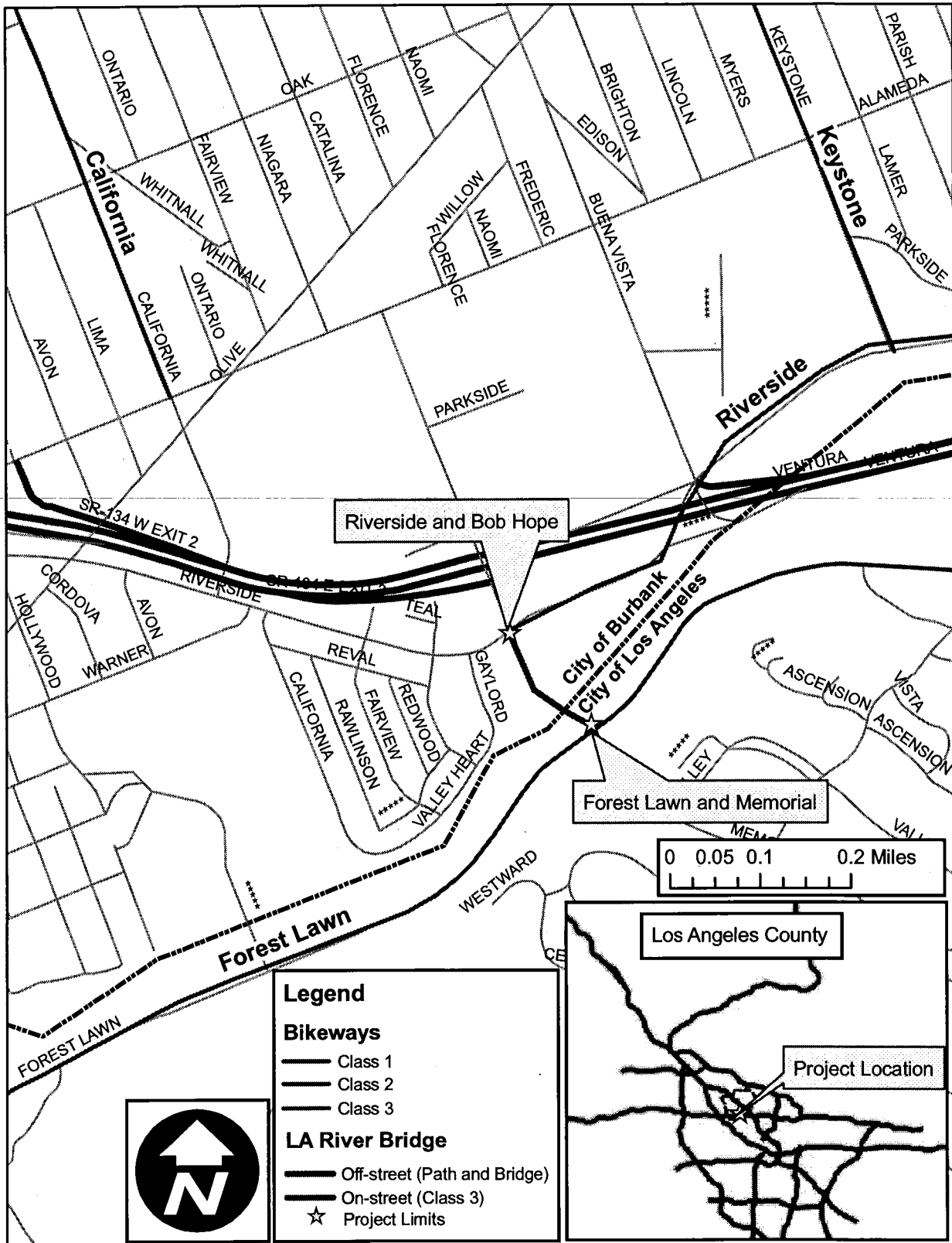


**ATTACHMENT 3**  
**Current and Proposed Burbank Measure R Highway Operations Improvements Projects**  
**(Funding Changes Highlighted in Bold)**

	<b>Project</b>	<b>Measure R Funding</b>	<b>CIP</b>	<b>Other Funding</b>	<b>Council Approval</b>	<b>Status</b>
1	San Fernando Blvd/Burbank Blvd Int.	\$2,325,000	Yes		2012	Completed – Project Closeout
2	I-5 Corridor Arterial	\$2,600,000	Yes		2012	Completed
3	I-5 Corridor Arterial Phase 2	\$1,150,000	Yes		2017	Advertised for Construction
4	SR-134 Corridor Arterial	\$2,975,000	Yes		2012	Completed
5	SR-134 Corridor Arterial Phase 2	\$2,000,000	Yes		2017	Advertised for Construction
6	Olive Ave/Verdugo Ave/Sparks Int.	\$3,600,000	Yes		2012	Alternatives Selection
7	Modernize Olive Ave Bridge	\$3,897,000	Yes	1	2012	Alternatives Selection
8	Modernize Magnolia Blvd Bridge	\$3,967,000	Yes	1	2012	Alternatives Selection
9	Chandler Bikeway Extension	\$660,000	Yes	\$2,640,000	2012	Approve Grant Agmt.
10	Glenoaks Blvd Arterial and First St	\$3,200,000	Yes		2017	Starting Design
11	Media District Traffic Signal	\$1,400,000	Yes	550,000	2017	In Construction
12	I-5 Downtown Soundwall Project	\$1,000,000	Yes	2	2018	Feasibility Study
13	Alameda Avenue Signal Sync	\$250,000	Yes		2018	Starting Design
14	I-5 Corridor Arterial Phase 3	\$1,400,000	No		2018	Pending Metro Approval
15	Victory Blvd Signal Sync.	\$250,000	No		2018	Pending Metro Approval
16	Olive Ave Signal Sync.	\$350,000	No		2018	Pending Metro Approval
17	Downtown Burbank Signal Sync.	\$250,000	No		2018	Pending Metro Approval
18	<b>LA River Bicycle Bridge at Bob Hope Drive</b>	<b>\$2,000,000</b>	<b>Yes</b>		<b>2019</b>	<b>Starting Design</b>
	<b>TOTAL</b>	<b>\$33,274,000</b>				

1. The Measure R funds represent a partial funding of this project. Staff proposes to seek Caltrans Highway Bridge Program Funds to pay for the majority of this project cost. The Measure R Funds would provide the City's local match.
2. One third of this project cost would be reimbursed by the Developer of the First Street Village project

# Los Angeles River Bicycle and Pedestrian Bridge Location and Project Map





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

Meeting: Parks and Recreation Board

Date: Thursday, January 14, 2021

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Recreation Services Manager; Mike del Campo, Landscape and Forestry Services Superintendent; Kristen Hauptli, Administrative Analyst II; Michael Singhanate, Aquatic Program Coordinator; Andrea Del Rio, Clerical Worker, Recording Secretary.

**Board Members Present:** Mr. Gussow, Mr. DePalo, Ms. Lowers, Ms. Peguero Gamifio, Ms. Durbin.

**Board Members Absent:** None.

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Yee Akuin provided announcements for Parks and Recreation programs and facilities.	
2 Recognitions	N/A	
3 Presentation	Ms. Pan presented an update to the Board regarding the citywide effort called the Greenhouse Gas Reduction Plan. Ms. Mize and Mr. Beecher from Rincon Consultants gave a presentation on the progress of this plan and goals for the City of Burbank.	
4 Oral Communications	Council Member Nick Schultz introduced himself and thanked the board for their service. Council Member Sharon Springer introduced herself as the new City Council liaison to the Parks and Recreation Board and thanked the board for their service.	
5 Response to Oral Communications	Mr. Gussow welcomed Mr. Schultz to City Council.	
6 Written Communications	N/A	
7 Park Board Comments	Mr. DePalo praised the Youth Board for being goal-oriented and dedicated. Mr. Gussow echoed Mr. DePalo's comments.	
8 Burbank Athletic Federation (BAF) Board Appointments:	Mr. Cevallos provided the Board with a brief report of the BAF Board appointments and recommended the Board appoint Karen Sartoris, Ron	It was moved by Ms. Lowers seconded by Ms. Durbin and carried 5-0 to appoint Karen

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

	<p>Sabatine, and Craig Hunter to fill three vacancies for a three-year term on the Burbank Athletic Federation (BAF) Board of Directors.</p>	<p>Sartoris to BAF Board. It was moved by Mr. Gussow and seconded by Ms. Lowers and carried 5-0 to reappoint Ron Sabatine. It was moved by Mr. Gussow and seconded by Ms. Durbin and carried 5-0 to reappoint Craig Hunter to BAF Board.</p>
<p>9</p>	<p>Discussion of a Facility Naming Request in honor of Former City Manager Mary Alvord:</p>	<p>It was moved by Mr. DePalo and seconded by Ms. Lowers and carried out 5-0 to have staff prepare the Naming of Public Facilities Application/Nomination Request Form.</p>
<p>10</p>	<p>Vision for Parks:</p>	<p>Mr. Gussow recommended to take a look at the Department's approved non-funded projects for the next meeting.</p>
<p>11</p>	<p>Consent Calendar</p> <p><u>Approval of Minutes</u> Minutes of the November 12, 2020 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>City Manager's Quarterly Report</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for November and December was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was moved by Mr. DePalo seconded by Ms. Gamiño and carried 5-0 to approve the Consent Calendar.</p>

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

12	Tabled Items	None.	
13	Second Period of Oral Communications	N/A	
14	Additional Comments from the Board	N/A	
15	Introduction of New Agenda Items	Ms. Lowers would like to get an idea of how COVID-19 has affected the Department's operations of providing services to the community as well as its fiscal impact to the Department.	
16	Adjournment	The meeting was adjourned at 7:15 p.m.	





# MEMORANDUM






## COMMUNITY DEVELOPMENT



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**DATE:** January 14, 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director   
BY: Mary Hamzoian, Economic Development Manager 

**SUBJECT:** Visit Burbank Batman Statue Social Media Campaign Results

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The inauguration of the Batman statue on November 20, 2020, in Downtown Burbank, generated a phenomenal amount of social media activity and news coverage for the City of Burbank. Led by the City's Economic Development team, the Batman social media launch involved coordinating with our four partners, the Burbank Hospitality Association, doing business as Visit Burbank; the City of Burbank's Public Information Office (PIO); Downtown Burbank PBID; and DC Entertainment. Managing this public-private partnership resulted in an unprecedented media blitz reinforcing Burbank's status as Media Capital of the World.

### **BACKGROUND**

The concept and development of the Batman Statue was a two-year long project in collaboration with Visit Burbank and DC Comics. Initiated by Economic Development staff and fully funded by Visit Burbank, the idea behind the monumental Batman Statue was to develop and install a larger than life like statue of one of the most iconic Super Heroes of all time to attract visitors to Burbank. The Statue created a "selfie spot" for visitors to take their photos and post their images on social media, in return generating likes, comments and shares to a greater visitor audience and more awareness of the Media Capital of the World as a tourist destination. Visit Burbank's goal is to build on this project with other iconic Super Heroes, placing them in different high traffic areas in Burbank, and encouraging these "must see" locations for tourists, day trippers, employees, and fans from all around the world.

## SOCIAL MEDIA IMPACT

Visit Burbank timed the social media campaign to launch on November 19, the day prior to the statue's unveiling on November 20 with a series of "teaser" posts aimed at generating interest at the new "selfie spot" in Downtown Burbank. This was enhanced by Visit Burbank's sweepstakes giveaway of a special edition Batman comic book created as part of the statue launch. Winners came from two US states (Washington and Hawaii), and three foreign countries (Canada, Costa Rica, and Indonesia), demonstrating the international appeal of the occasion.

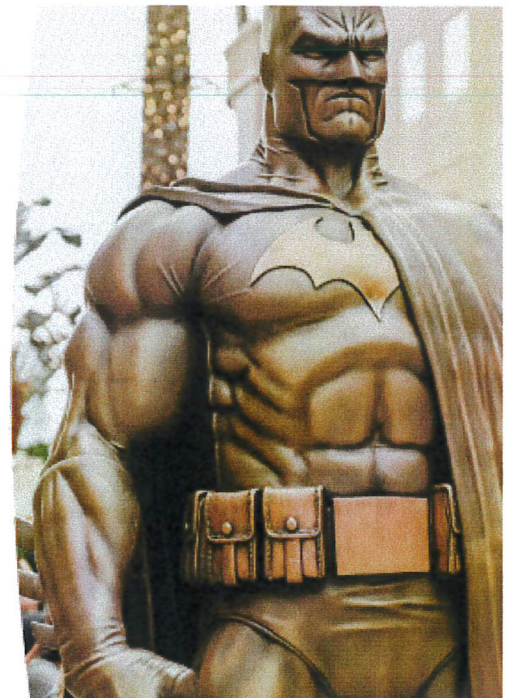
On November 20, the statue was revealed on all four social media platforms – Visit Burbank, PIO, Downtown Burbank, and DC Comics. The results are remarkable as measured by impressions (the number of times the posts were displayed on user's phones, computers or tablets), reach (the number of people who saw the content), and engagement (the number of likes, comments, shares and saves).

### BATMAN STATUE

#### *SOCIAL MEDIA RESULTS*

*November 19, 2020 – January 4, 2021*

	Impressions	Reach	Engagements
Visit Burbank	178.3K	161.3K	17.6K
City of Burbank	73.2K	69.5K	18.8K
Downtown Burbank	43.9K	56K	2.1K
DC Comics and Batman	5.1M	4M	473K
<b>TOTAL</b>	<b>5.4M</b>	<b>4.29M</b>	<b>511.5K</b>



In addition, Visit Burbank's Instagram followers increased by 1,335 because of the comic book sweepstakes.

- Jim Lee, the statue's designer, visited the statue and posted an image to his 560K followers resulting in 73.5K likes and 860 comments.
- Numerous Instagram posts were generated since the unveiling (Attachment 1)
- Various media outlets around the world covered the popular Batman statue (Attachment 2)

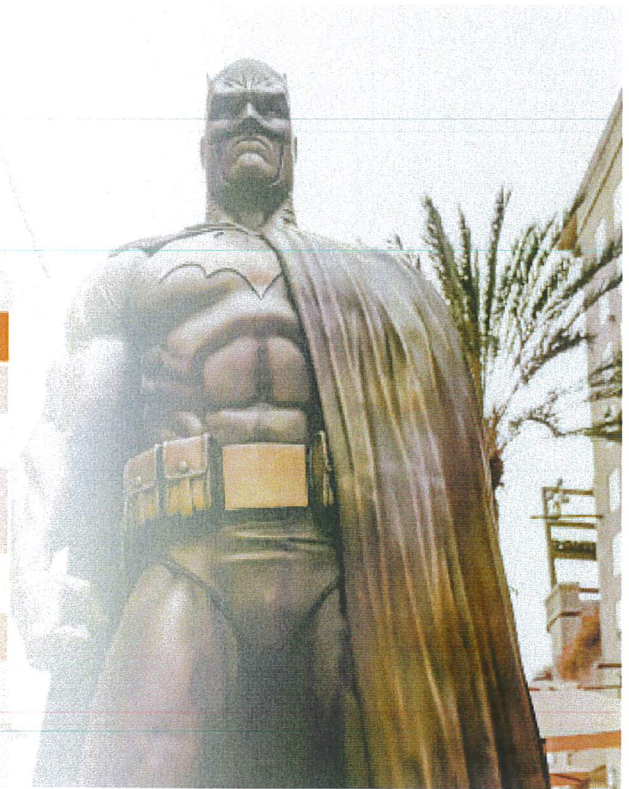
## BATMAN STATUE

### INSTAGRAM RESULTS

November 19, 2020 – January 4, 2021

	Likes	Comments
Visit Burbank	8.6K	2.9K
City of Burbank	2.4K	101
Downtown Burbank	1.3K	25
DC Comics and Batman	314K	2.8K
<b>TOTAL</b>	<b>326.3K</b>	<b>5.8K</b>

\*\*City of Burbank YouTube Unveiling and PSA video received 3.4K views and 135 likes\*\*



## CONCLUSION

The ongoing partnership between the City's Economic Development team, Visit Burbank and the Downtown Burbank PBID continues to be successful. The Batman Statue generated an abundance of social media awareness for Burbank as a tourist destination and continues to be a huge draw especially for superhero fans and cosplayers. Some posts on social media are also very theatrical and creative, see link below! PIO, Visit Burbank and the Downtown Burbank PBID will continue to capitalize on the popularity of the Statue and use social media and various other outlets to promote the Statue and the destination. Staff will begin discussions for future statue collaborations in 2021.

<https://www.instagram.com/p/CJUHNpory-T/>

## ATTACHMENTS

Attachment 1 – Batman Social Media Instagram Posts

Attachment 2 – Batman Media Press Release Coverage

**ATTACHMENT 1**

**Batman Social Media Instagram Posts**



**jimlee** Liked by mhamzoian and 55,316 others  
 jimlee Batman expands his base of operations to Burbank, CA! Thank you to @dougrinz from my team for shepherding this project from start... more  
 View all 459 comments



**historyofthebatman** Liked by visitburbank and 13,912 others  
 historyofthebatman Hey Gothamites! Check out the new #Batman statue in @BurbankCA! Visually inspired by #JimLee and #ScottWilliams... more  
 View all 107 comments



**logandominicosplay** Liked by mhamzoian and 2,145 others  
 logandominicosplay Had to bring out the Damian Wayne for this one... more  
 View all 17 comments

## ATTACHMENT 2

### Batman Media Press Release Coverage



**Burbank erects bronze statue of Batman**

by: Erin Myers  
Posted: Nov 22, 2020 / 12:39 PM PST | Updated: Nov 22, 2020 / 01:17 PM PST

The city of Burbank on Friday unveiled a seven-and-a-half-foot tall bronze statue of Batman.

The 600-pound sculpture of the iconic superhero is based on a 2002 drawing by Jim Lee, the chief creative officer-publisher of DC Entertainment.

The colossal statue, which now stands in the AMC Walkway of downtown Burbank, was funded by Visit Burbank, the city's destination marketing organization.

"The Batman sculpture, and the ones to follow, help showcase Burbank as a leading tourist destination and will further highlight the city's status as the media capital of the world," Burbank Mayor Sharon Springer said Friday, calling Batman "Burbank's newest resident."



**Batman in Burbank: New Dark Knight Statue Towers Over Town**

The Colossal Sculpture of the Iconic Superhero is the AMC Walkway of Downtown Burbank, California's most iconic location.

The Colossal Sculpture of the Iconic Superhero is the AMC Walkway of Downtown Burbank, California's most iconic location.



**In A Year Of Real Life Heroes, DC Comics Decide To Erect A Batman Statue In Burbank Instead**  
by Oly Mackenzie

From the outside looking in Burbank can be a funny old place. AMC, today is no different. If you're in the city, you should know that Burbank you will be waiting up to a brand new addition to your world in the shape of a seven-foot tall bronze Batman statue situated on the AMC Walkway of Downtown Burbank.

KTLA

<https://ktla.com/news/local-news/burbank-erects-bronze-statue-of-batman/>

CBS LOCAL

<https://losangeles.cbslocal.com/2020/11/20/batman-statue-burbank/>

MYBURBANK

<https://myburbank.com/batman-available-for-a-selfie-in-downtown-burbank/>

NBC LOS ANGELES

<https://www.nbclosangeles.com/news/local/7-foot-tall-bronze-batman-statue-comes-to-burbank-as-selfie-spot-to-attract-tourism/2467869/>

DEADLINE

<https://deadline.com/2020/11/burbank-adds-batman-hush-statue-in-amc-walkway-1234619964/>

HOLLYWOOD REPORTER

<https://www.hollywoodreporter.com/heat-vision/dc-unveils-new-batman-statue-in-burbank>

YAHOO

<https://www.yahoo.com/entertainment/burbank-adds-batman-hush-statue-024233146.html>

DARKKNIGHTNEWS

<https://darkknightnews.com/2020/11/24/bronze-batman-statue-erected-in-burbank/>

#### HERO COLLECTOR

<https://www.herocollector.com/en-gb/Article/burbanks-new-batman-statue>

#### NERD REPORT

<http://www.nerdreport.com/2020/11/23/batman-moves-from-gotham-to-burbank-california/>

#### OPOYI

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#### ACTION FIGURE INSIDER

<http://www.actionfigureinsider.com/dc-teams-with-city-of-burbank-unveils-larger-than-life-batman-statue/>

#### THINGS TO DO IN LA

<https://www.ttdila.com/2020/11/local-batman-burbank-statue-arena.html>

#### DAILY DROP OUT

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#### GAMES RADAR

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#### COSMIC BOOK NEWS

<https://cosmicbook.news/batman-statue-burbank>

#### THE CULTURED NERD

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<https://comicbook.com/dc/news/batman-statue-burbank-california-dc-comics/>

#### DEV DISCOURSE

<https://www.devdiscourse.com/article/entertainment/1316036-dc-unveils-new-batman-statue-in-burbank>

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#### REDDIT

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#### DARK KNIGHT NEWS

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#### NEWSBREAK

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#### GRAPHIC POLICY

<https://graphicpolicy.com/2020/11/20/dc-and-burbank-reveal-a-larger-than-life-batman-statue/>

#### FACT NEWS

<https://thefactnews.in/dc-unveils-new-batman-statue-in-burbank/>



**BATMAN NEWS**

<https://batman-news.com/2020/11/21/bronze-batman-statue/>

**HINDUSTAN TIMES**

<https://www.hindustantimes.com/it-s-viral/7-and-a-half-foot-tall-bronze-batman-statue-unveiled-by-dc-in-californian-city/story-pbRthl9Y1WghVem771Nbul.html>

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**SYFY WIRE**

<https://www.syfy.com/syfywire/universal-monster-movie-batman-statue-zoeyes-playlist>

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<https://dccomicsnews.com/2020/11/20/huge-batman-statue-to-be-unveiled-in-city-of-burbank/>

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**CENTRAL COAST NEWS**

<https://www.centralcoastnews.com/news/267044227/dc-unveils-new-batman-statue-in-burbank>

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<https://californianewstimes.com/7-1-2-foot-tall-bronze-batman-statue-unveiled-in-burbank-cbs-los-angeles/48099/>

**SACRAMENTO SUN**

<https://www.sacramentosun.com/news/267044227/dc-unveils-new-batman-statue-in-burbank>

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# MEMORANDUM



**CITY  
TREASURER**

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**DATE:** January 15, 2021

**TO:** Honorable Mayor and Council Members

**FROM:** Krystle Ang Palmer, City Treasurer *Krystle Ang Palmer*

**SUBJECT:** City Manager Tracking List Item #2362: Overview of AB 857 (Public Banking)

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## Background

This memo is in response to a request by Council Member Anthony at the January 5, 2021 Council meeting for information regarding AB 857 (Chiu, Public Banking). The Public Banking Act (AB 857) was passed by the California State Legislature in September 2019 and signed into law by Governor Gavin Newsom in October 2019. Under the law, California cities and counties are allowed to establish or sponsor public banks.

Public banks are financial institutions owned by public entities including cities and joint power authorities. The deposit base consists primarily of tax revenues and fees. Loans are provided to the local community at interest rates that are lower than those charged by commercial banks. Banking activities may include infrastructure lending, wholesale lending, and participation lending.

California is the second state in the country that allows for public banks. The only other state is North Dakota where the rural environment and low population density make it difficult to access loans and financial institutions. Established in 1919, the state-owned, state-run Bank of North Dakota is the exclusive depository institution for state government funds. It also serves local governments, which can voluntarily elect to deposit their funds in the bank.

## **Process and Organization**

A public bank is organized as a nonprofit public benefit or mutual benefit corporation that is owned entirely by the local municipality or a joint powers authority. It is managed by professional bankers with oversight from an independent board of directors to insulate and protect against self-dealing. A public bank will be required to obtain a certificate of authorization to transact business as a bank from the Department of Financial Protection and Innovation (DFPI) and to obtain Federal Deposit Insurance Corporation (FDIC) insurance. The law requiring funds deposited by a local agency to be protected by additional collateralization requirements will also apply to deposits held by a public bank. A public bank will also be required to partner with local community banks and credit unions to provide retail services within their communities. Like credit unions, a public bank will be exempt from taxes. Like public agencies, a public bank will also be subject to some of the provisions of the Brown Act and the Public Records Act, but there are specific exemptions.

In order to establish a public bank, cities and counties need to create a business plan to be presented to the public and approved by their local legislative body. For a general law city, before the application may be submitted, the voters must approve at a regularly scheduled election. This requirement does not apply to Burbank as a Charter City and nothing in our Charter requires such a vote. The process would likely take one to two years. AB 857 launched as a pilot program, with no more than two licenses for public banks to be issued every year, up to a maximum of ten licenses, over a period of seven years. The Department of Business Oversight (DBO) then evaluates how effective the pilot program is in benefiting local communities and governments. Depending on the outcome, the law may then be made permanent and expanded to allow for more licenses to be established.

## **Current Status**

As of the present time, the DFPI has received no applications from any local agency requesting permission to organize a public bank. San Francisco and Los Angeles have both expressed interest in potentially establishing public banks, but legislation has stalled.

Feasibility studies have been conducted in recent years by various municipalities to determine the viability of operating a public bank. It has been found that there are significant startup costs, operational subsidies, and capital investments involved. For example, the city of San Francisco Office of the Treasurer and Tax Collector's Municipal Bank Feasibility Task Force Report indicates that depending

on the range of services provided by the public bank, estimated appropriations to break even will range from \$184 million to \$3.9 billion. "The City and County of San Francisco commissioned a follow-up study to review the work of the County Treasurer. This follow-up study was conducted by the Budget and Legislative Analyst's Office (BLA). The BLA Report found that, contrary to the Treasurer's Feasibility Study, a San Francisco non-depository public bank could be immediately profitable and could bring enough capital to bear within 10 years to have a significant impact on the preservation of affordable housing and the expansion of credit to underserved small businesses. These two findings alone justify the effort that the City would put into creating its own bank."<sup>1</sup> Other studies have found that a public bank depository model could require 31 years to breakeven but a non-depository model focused on reinvestment could take a decade to break-even.<sup>2</sup>

### **Related Legislation**

The California State Public Bank Act (AB 310) was a session bill that expands the lending capacity of the State's Infrastructure Bank (IBank) by moving 10% of CA's Pooled Money Investment Account (PMIA) into the IBank's loan fund. The bill would also convert the IBank into a depository institution with the ability to leverage its capital up to ten times and lend directly to local governments and small businesses. The State Treasurer would then be required to transfer 20% of state deposits into the IBank within one year of it becoming a depository bank; and 100% of state deposits within five years. AB 310 did not advance from the California Senate Governance and Finance Committee.

In October 2020, Congresswomen Rashida Tlaib (D-Michigan) and Alexandria Ocasio-Cortez (D-New York) introduced the Public Banking Act, which would allow for the creation of state and locally administered public banks by establishing the Public Bank Grant. The program would be administered by the Secretary of the Treasury and the Federal Reserve Board which would provide grants for the formation, chartering and capitalization of public banks. It also codifies that public banks may be members of the Federal Reserve.

While an interesting concept, staff does not recommend pursuing establishment of a public bank at this time but will continue to monitor the State's pilot program and pertinent legislation.

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<sup>1</sup> Senate Committees on Governance and Finance & Banking and Financial Institutions A State Bank? There Is Interest, But Does It Make Cents? November 23, 2020

<sup>2</sup> As reported in the January 13, 2021, The National Law Review, "When, If Ever, Will California Charter A Public Bank? December 2, 2020"



# MEMORANDUM



## COMMUNITY DEVELOPMENT



CITY OF BURBANK  
COMMUNITY DEVELOPMENT

21 JAN 20 22:49

**DATE:** January 19, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – January 7, 2021

- Staff reported on the new décor leased by the PBID for the 2020 holiday season, which was extended throughout the district and into Zone 3 (along San Fernando Blvd. from Verdugo Ave. to Alameda Ave.). This season, décor included 67 street trees along San Fernando Blvd. wrapped with warm LED lights and starburst ornaments, a 36' walk-thru tree refreshed with new ornaments, 188 light poles wrapped with garland and ornaments, an LED star canopy on the AMC Walkway, and four custom photo-op holiday gift boxes among other new décor items.
- Staff provided a Downtown leasing update. Due to the COVID-19 pandemic, several businesses closed including: Pizza Rev, Lee's Beauty Supply, City Salon, Panera Bread, Seoul Korean, Moore's Deli, Wild Carvery, Panini Kebab Grill, NY & CO., Aldo Shoes, and GameStop. Despite the difficult economic climate, Downtown Burbank still has several new businesses under construction or planning to open in 2021 including:
  - Cheebo Express (Now Open)
  - Via Selfie Kitchen (Now Open)
  - Finney's
  - Milano Café and Deli
  - Sushi Stop
  - Artelice Patisserie
  - Cider Works
  - Han Korean BBQ
  - Silverlake Ramen
- Staff presented options to the Board for the potential purchase and installation of parklets in the Downtown using funds previously allocated to 2021 events. The

Board decided to create a subcommittee to discuss how to potentially move forward with parklets and reallocate funds to this project. The subcommittee will be formally approved at the February PBID meeting.

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# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** January 8, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – January 4, 2021**

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- Six members of the public attended the Zoom meeting. Council Member Nick Schultz attended and introduced himself as the newest Burbank City Council Member. Four of five members had questions pertaining to evictions, Assembly Bill 3088, Assembly Bill 1482 and short-term rentals. One member was listening to the meeting for educational purposes.
- Staff provided an announcement on upcoming City community meeting:
  - The Community Development Department is hosting an online Virtual Community Workshop on Thursday, January 21, 2021, at 6 PM on the Downtown Burbank Transit Oriented Development (TOD) Specific Plan Project.
- The Commission agreed to keep the same sub-committee teams until the next election for a new Chair and Vice Chair.
- Staff provided an update on the outreach efforts from the Public Information Office (PIO). PIO will continue social media posts for the next eight to twelve weeks of new information beginning Monday, January 11, 2021. Facebook posts have reached 13,662 people and 582 people engaged with the posts.
- Staff has updated the Tenant Information Forms by asking the email addresses for landlord/property owners.
- Commissioners provided updates on prior month cases related to rent increases and reimbursement of amenities during COVID-19.
- The meeting adjourned at 7:50 pm.





## CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

**DATE:** January 7, 2021

**TO:** BWP Board

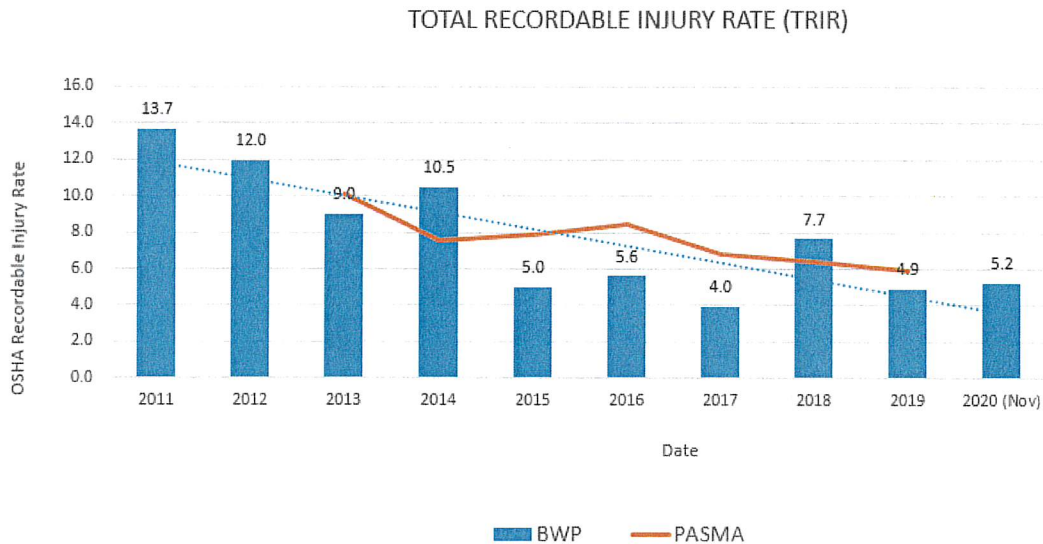
**FROM:** Dawn Roth Lindell, General Manager, BWP

**SUBJECT:** November 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 5.2.



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 November, net income (NI) was a loss of \$74,000, which was \$5,000 better than budgeted. The better result was primarily the result of higher than planned potable and recycled sales, offset with higher water supply expenses due to using more expensive treated water from Metropolitan Water District (MWD) rather than ground water because the Valley Plant was shut down during the beginning of the month due to MWD work at their Greg Ave facility.

For fiscal-year-to-date (FYTD) November, NI was \$2,521,000, which was \$1,569,000 better than budgeted. The better result was primarily attributed to lower operating expenses and lower water supply expenses due to using more ground water rather than the more expensive treated water from MWD.

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

### **Electric Estimated Financial Results**

For the month of November, NI was \$118,000, which was \$84,000 better than budgeted. The better result was primarily the result of lower retail power supply & transmission expenses offset by lower retail sales as a result of COVID-19.

For FYTD November, NI was \$8,452,000, which was \$5,418,000 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**

November’s results reflect the eighth 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

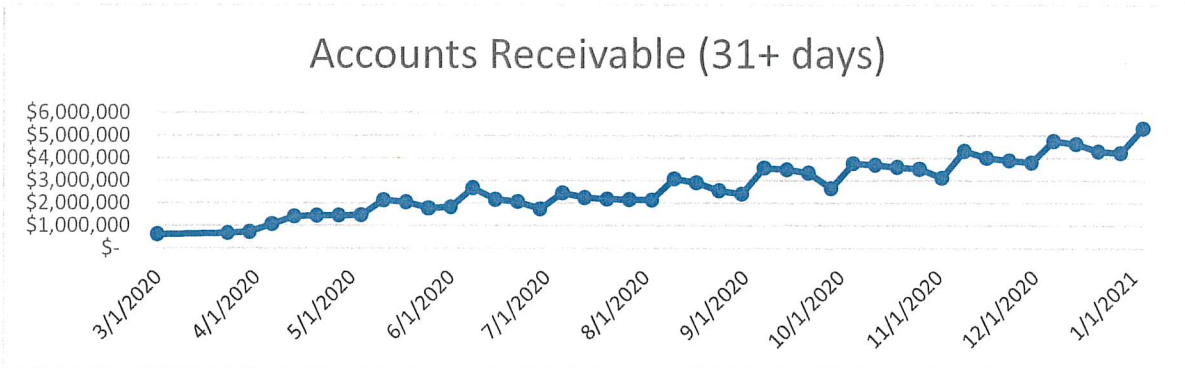
large increase in customer receivables and uncollectibles.

For the Electric Fund, November energy demand was 8% below budget. November average low temperature was 44°F, compared to the 15-year average low temperature of 47.4°F. The average high temperature was 77.0°F, compared to the 15-year average high temperature of 76.4°F. COVID-19 has a tremendous negative impact on energy sales, especially when commercial customers account for approximately 75% of electric sales. FYTD energy usage was 5% below budget and retail revenues were \$4,032,000 below budget, while gross margin was \$2,299,000 higher than budget, primarily driven by our wholesale asset utilization program.

For the Water Fund, November potable water demand was 5% above budget. The decrease in demand from commercial customers directly related to COVID-19 was offset by an increase in demand from non-commercial customers. (Commercial customers account for 25% of potable sales). FYTD potable water demand was 1% below budget and potable revenues were right on budget, while gross margin was \$502,000 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 Utility Users Tax (UUT)

## WATER DIVISION

### State Water Project Update

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

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

Lake Oroville, the SWP's largest reservoir, is currently at 36% of capacity and 59% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 44% of capacity and 74% of average. In Southern California, SWP's Castaic Lake is at 76% of capacity and 99% of average.

### Burbank's Water Use

The table below shows water use in Burbank during November 2020 compared to November 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
November 2019	140 gpcd	132 gpcd
November 2020	134 gpcd	135 gpcd

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

### Grants

BWP will work with B & A Professional Grant Consulting to apply for a Drought Contingency Planning Grant (offered by the Bureau of Reclamation), which, if awarded, will help us fund the cost to develop the plan. The Drought Contingency Plan outlines a strategy that builds long-term resiliency to drought and is a pre-requisite for future grant applications. This will help guide us toward meeting regulatory requirements. Applications were due January 6, 2021, 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 September through November.

	Capacity Factor	Average Flow Rate (FY Total)
September 20	91.69%	8,252gpm
October 20	97.81%	8,803gpm
November 20	55.61%	5,005 gpm

The BOU was shut down to accommodate an MWD outage from October 31 to November 12. The use of the BOU water is dependent on MWD B5 supply water for blending and without this source the BOU is forced to stop production. The MWD shutdown was a planned event and BWP utilized the shutdown event to perform needed maintenance at the BOU and Valley Plant.

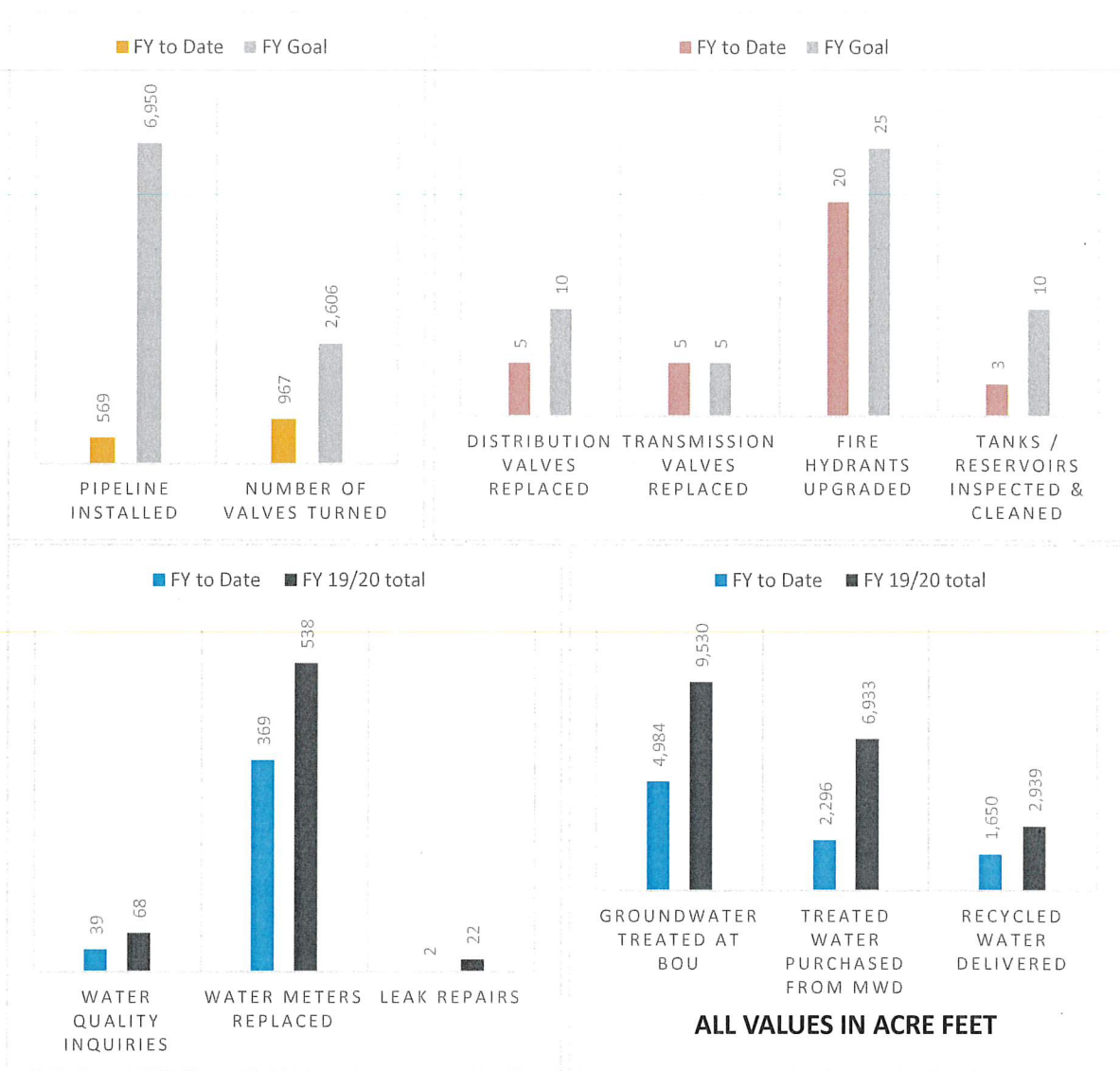
### Ground Water Spreading

A total of 152.1 ac/ft of water was spread at the Lopez Spreading Grounds in Pacoima. The water spread is a typical amount needed to maintain the water quality in the MWD tunnel. The minimum spread is needed twice per year. Additional water will be spread in the spring, in a quantity of at least the 150 ac/ft minimum and possibly more if cyclic water becomes available. The availability of cyclic water will be determined by MWD based on the expected storage and runoff during the winter season.

### Key Performance Indicators

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

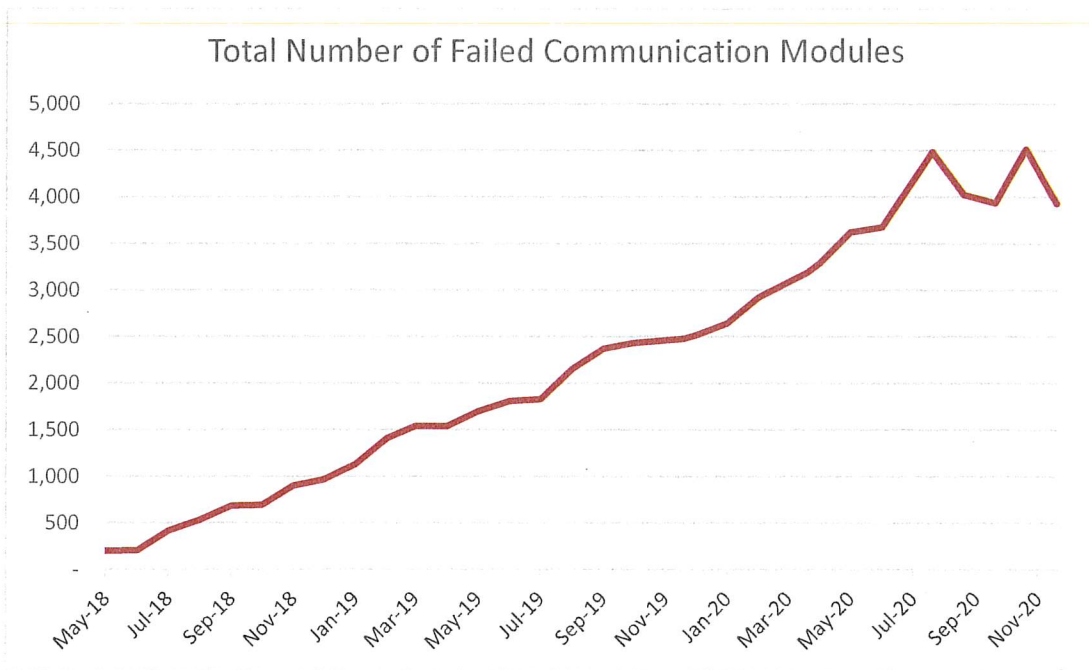
In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed 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 November 2020, BWP was not able to receive remote reads for 3,544 out of 26,985 water meters. That is a decrease of 389 meters (-1.4%) 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. Note that in August, September, and October, during testing the AMR system, some meters were incorrectly reported as reporting when they were not reporting through the AMI system. We have updated the statistics accordingly.

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

**Parish Place and Tulare Ave:** The construction crew is installing a new 30-inch butterfly valve in one of our most crucial transmission mains. This new valve is one of five transmission valves installed as part of our capital valve replacement program.



## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

In November 2020, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,523,704 customer minutes.

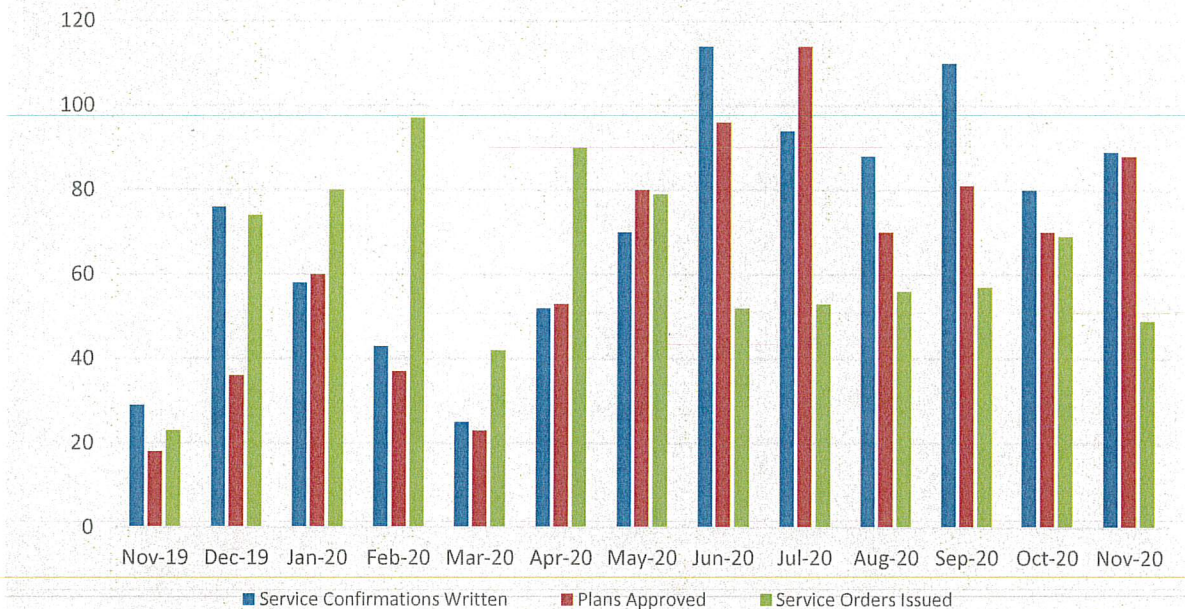
Reliability Measurement	December 2018 - November 2019	December 2019 - November 2020
Average Outages Per Customer Per Year (SAIFI)	0.2752	0.4759
Average Outage Duration (CAIDI)	15.54 minutes	21.84 minutes
Average Service Availability	99.999%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.4135	0.3639
No. of Sustained Feeder Outages	10	14
No. of Sustained Outages by Mylar Balloons	2	2
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	2	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  
November 2019 - November 2020**



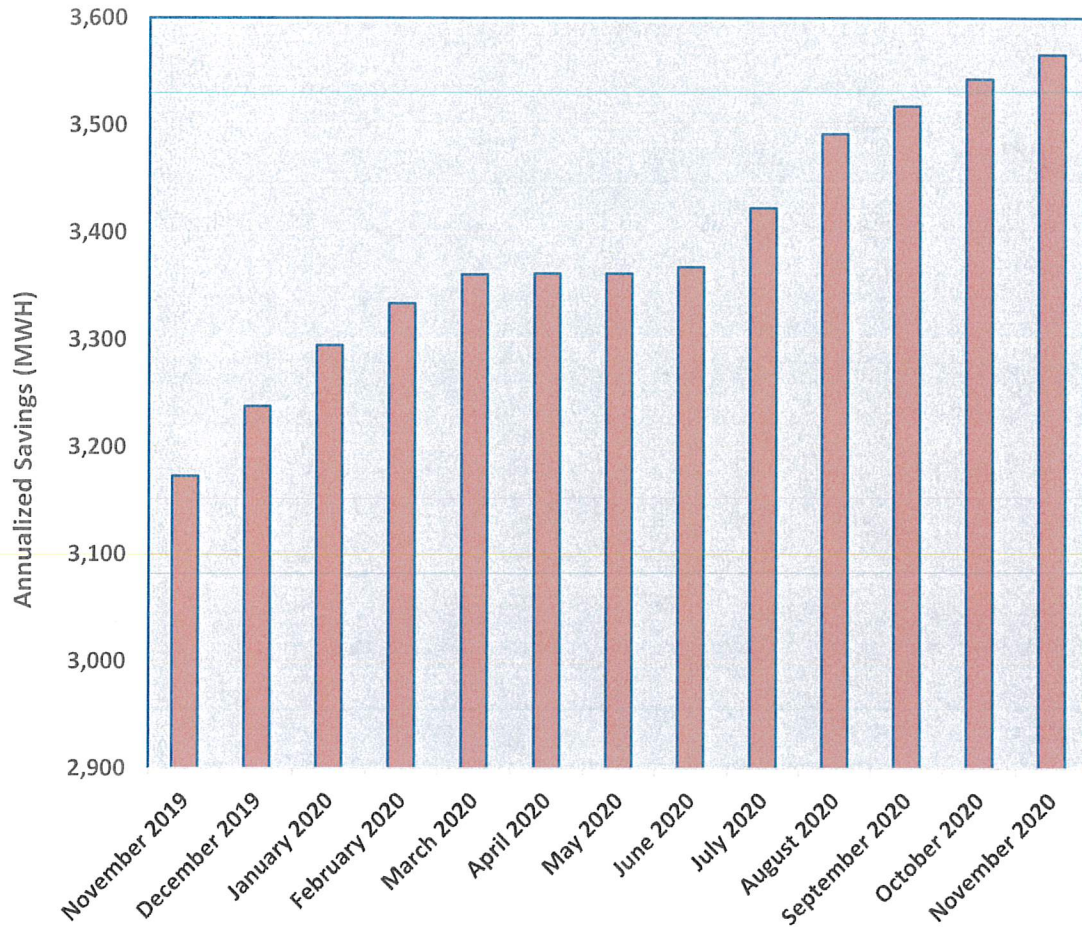
\* Nov-19 activity slow down is not representative of a typical November and was the result of a temporary deficiency in labor resources for the service planning group.  
 \*\* Mar-20 activity slow down is due to the coronavirus pandemic.

**STREET LIGHTING**

**LED Replacement Program**

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 67.36% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,566 MWh or a 38.48% reduction in energy consumption. LED conversions have also reduced evening load by 814 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.

## Annualized Energy Savings November 2019 - November 2020



**CUSTOMER SERVICE**

**Customer Service Operations**

**COVID-19 Job Loss Bill Credit Program**

The COVID-19 Job Loss Bill Credit Program began on November 1, 2020. This program has been a success as we continue to engage with our customers. As of December 14, 2020, BWP has received a total of 1,591 applications, of which 968 have been approved, 263 applications pending, and 7 applications denied. Dedicated staff regularly review these applications and engage with the customers to make payment arrangements to reduce the amount in arrears. As of December 14, 2020, 153 payment arrangements have been made totaling to \$95,203. The majority of the applicants, 61%, are multi-family households receiving a \$200 bill credit. The remaining 39% are single family households receiving a \$300 bill credit. Customer Service and Marketing continue to work with our residents to reduce their past due balance and provide additional resources to manage their utility finances.

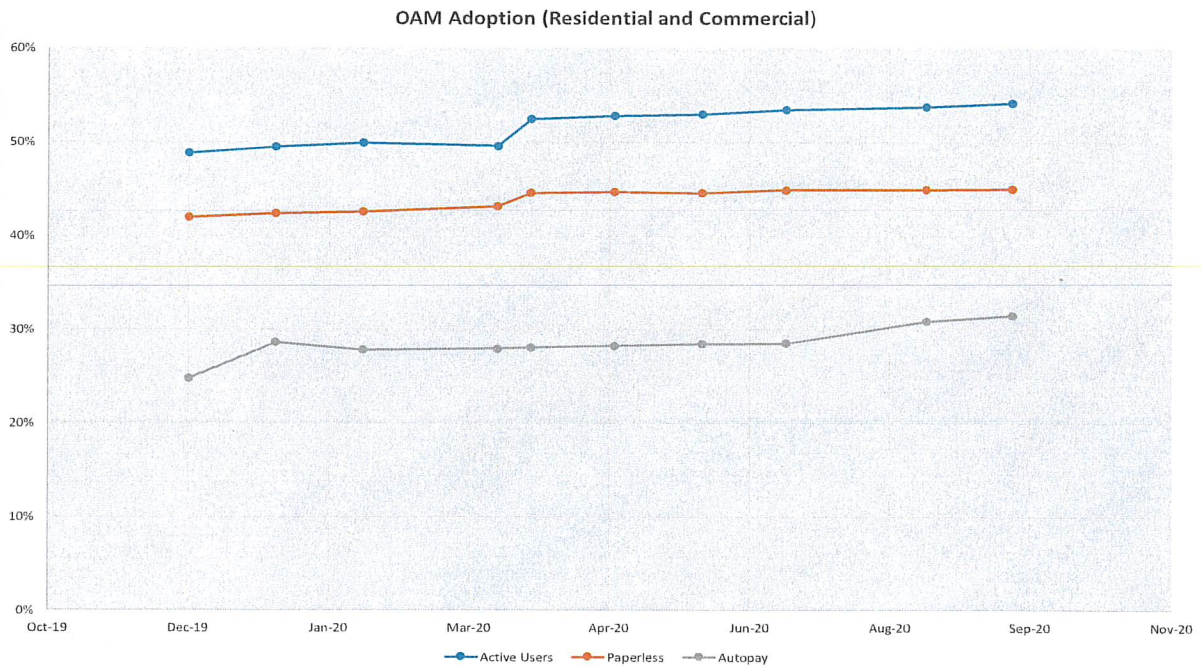
**BWP Call Center Call Types & Volume**

Call Types	% of Calls
Balance	27%
Update Account Info	9%
Residential Stop	8%
Residential Start	7%
Clean & Show/Solid Waste Transfer	4%

	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	% Inc/Dec
Call Volume	4,330	5,389	4,778	4,337	4,320	3,543	3,392	3,582	4,055	3,812	3,783	3,527	3,055	-13.40%

## Online Account Manager

The enrollment in the Online Account Manager (OAM) is currently at **55%** of all active accounts; increases 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:

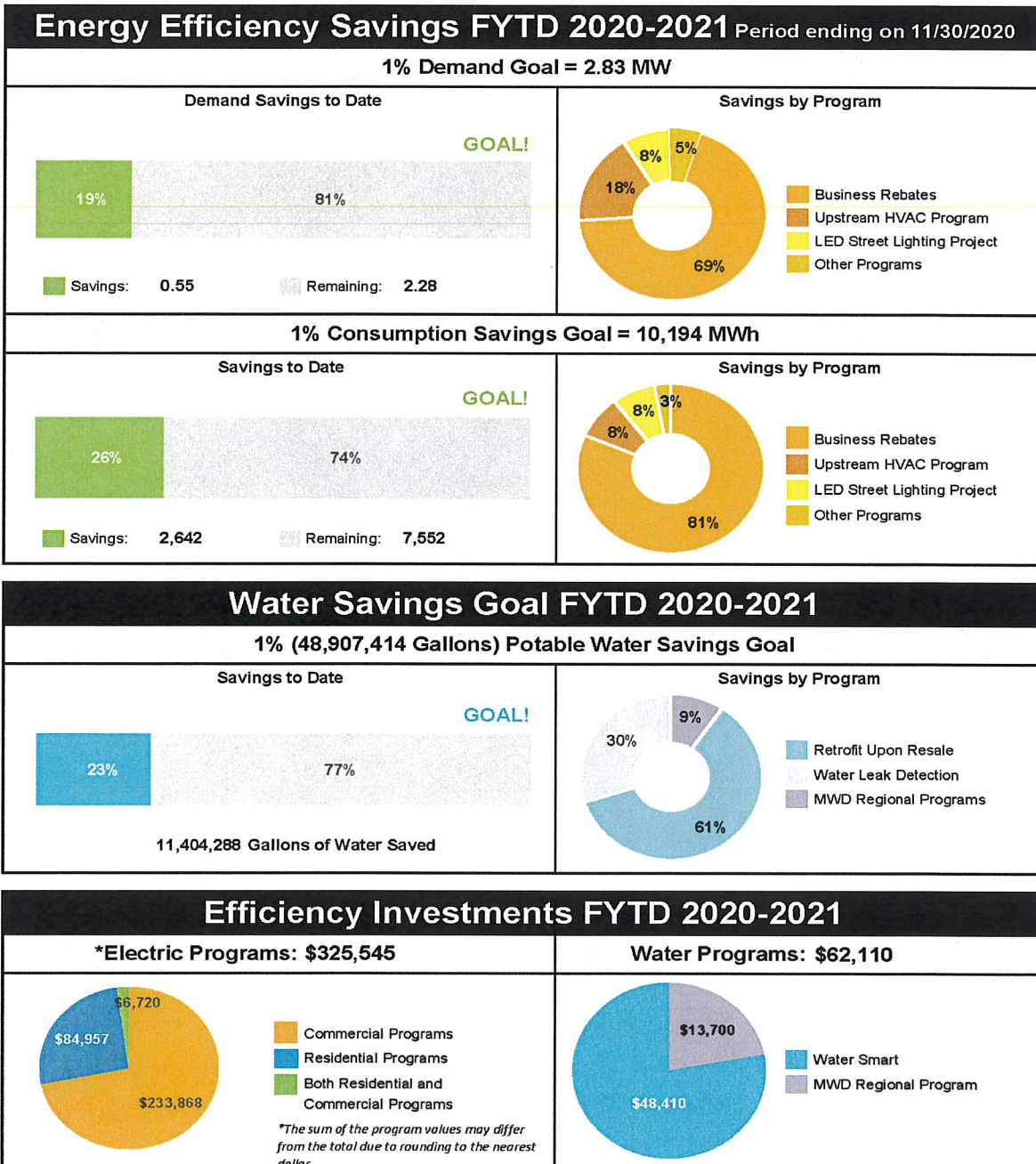


	Active	% of Total Active Accounts
<b>Active Users</b>	<b>28,522</b>	<b>55%</b>
<b>Paperless</b>	<b>23,590</b>	<b>45%</b>
<b>Autopay</b>	<b>16,658</b>	<b>32%</b>



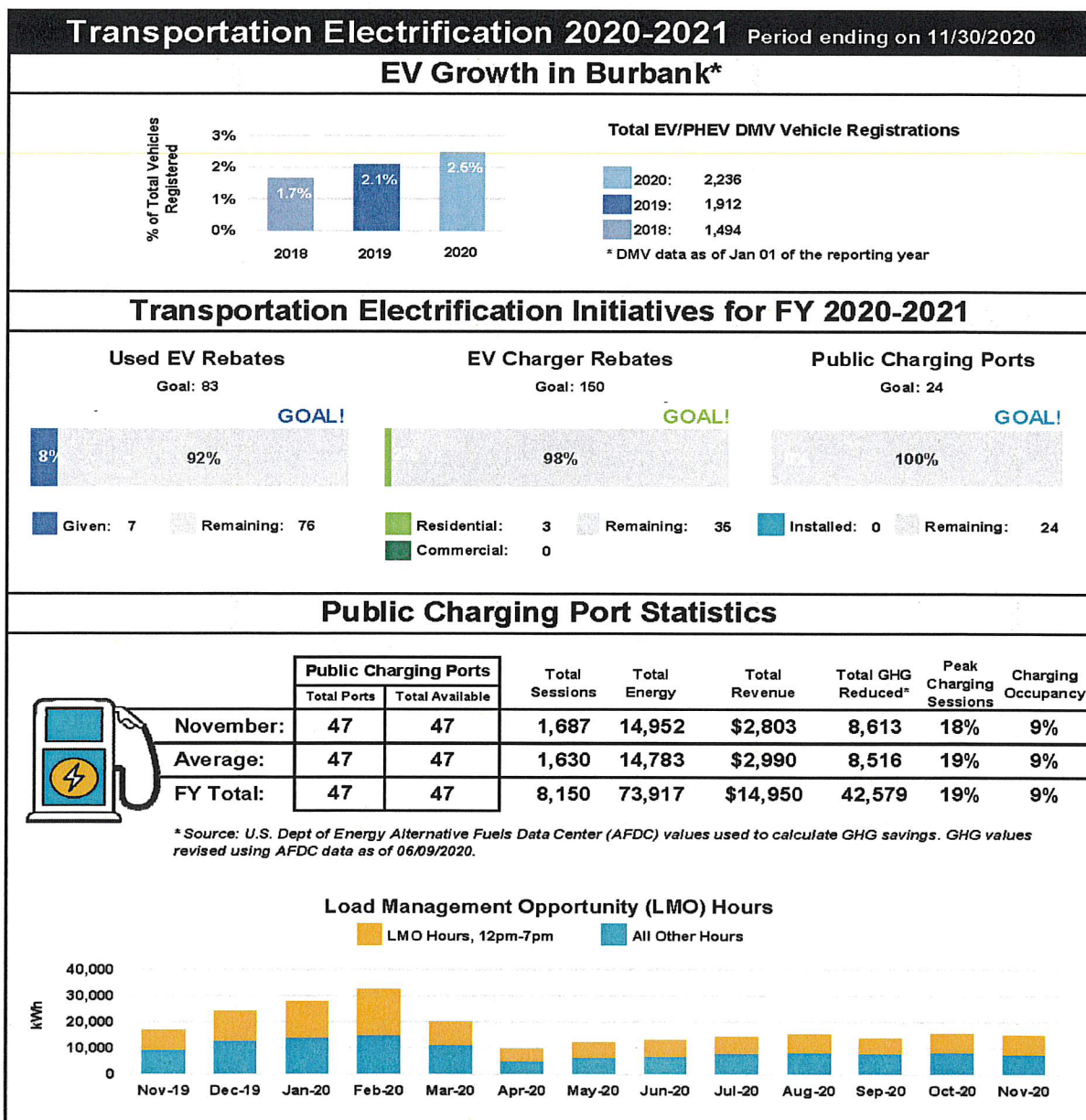
## BWP's Energy Efficiency and Water Savings – Fiscal Year to November 30, 2020

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



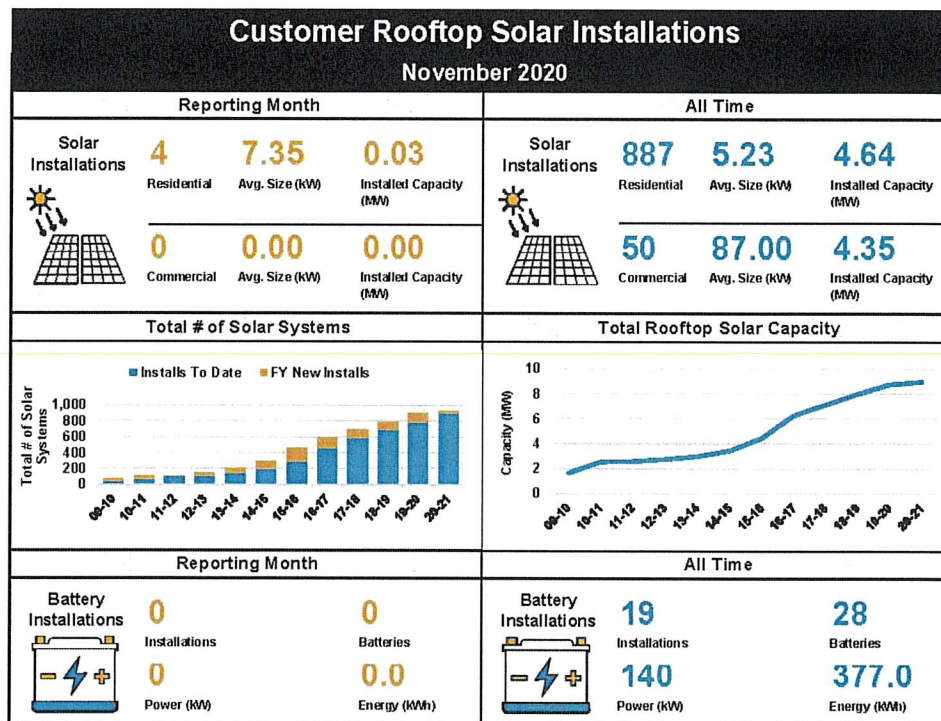
## Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of **November 1, 2020**, pricing for public EV charging is \$0.1753 per kWh for all hours for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh for all hours. Reduced public charger usage can likely be attributed to the Safer at Home order issued in March. Lower than expected participation in the rebate programs can likely also be attributed to COVID-19. Car sales are low across the board, which may have influenced low participation in the used car EV rebate. **BWP has provided the required startup funding to the Program Administrator acting on behalf of the California Air Resources Board for the Clean Fuel Rewards program. The Clean Fuel Rewards statewide rebate is now available to California residents. The rebate provides up to \$1,500 for battery electric and plug-in electric vehicles that are leased or purchased.**



## 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

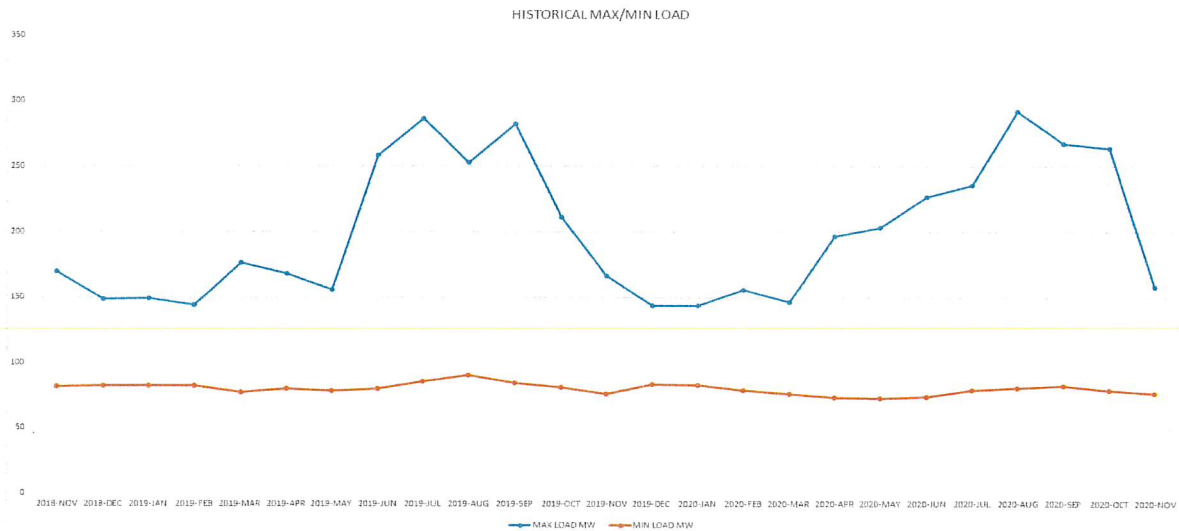
### Broadband Services (ONE Burbank)

	November 2020 New Orders	Revenues for November 2020	FYTD 2020-21 Revenues	FYTD Budget
Lit	0	\$127,615	\$611,976	\$658,334
Dark	1	\$194,740	\$982,240	\$987,501
Total	1	\$322,355	\$1,594,216	\$1,645,835

## POWER SUPPLY

### BWP SYSTEM OPERATIONS:

The maximum load for November 2020 was 158 MW at 3:11 PM on November 4, and the minimum load was 76.6 MW at 3:58 AM on November 7.



Minimum load values corrected for Sept & Dec 2018.

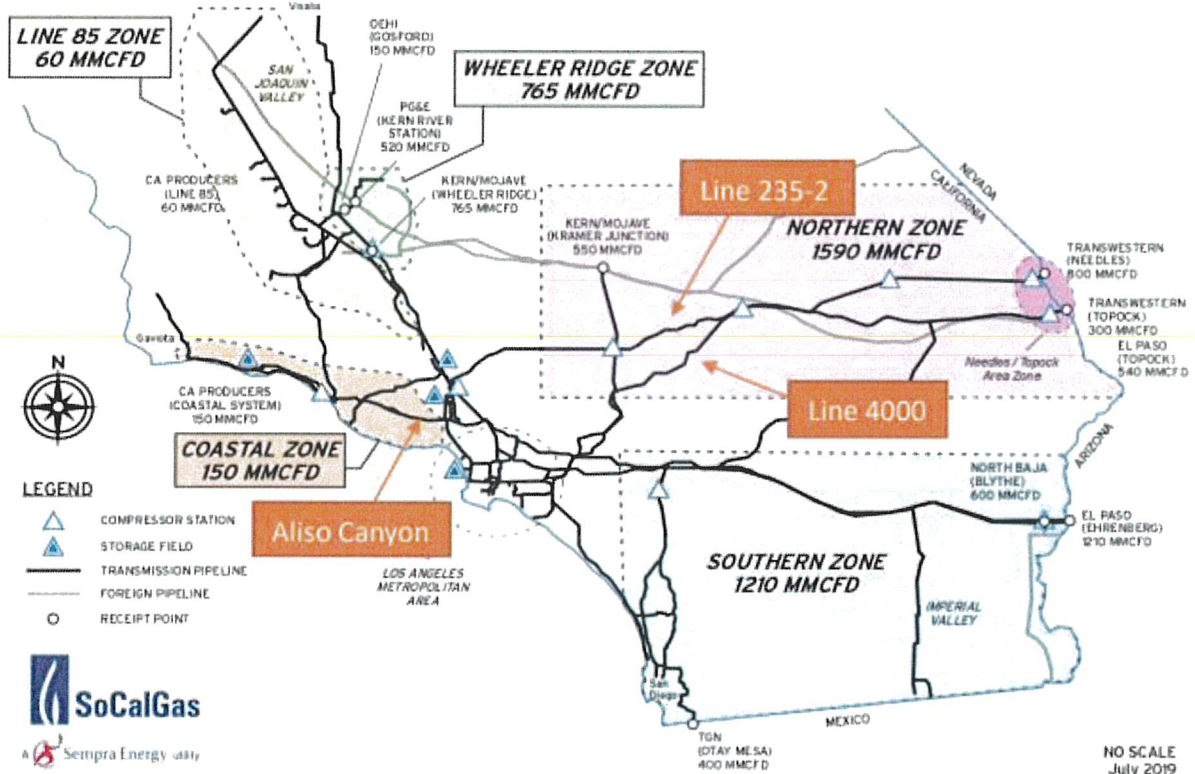
YEAR	MAX LOAD	MAX DATE
2020	292.3 MW	18-August-20 15:22:41
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

The Burbank power system did not experience any operational issues or natural gas supply issues for November 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	97%	4	11	-	1
MPP	100%	720	119,649	7,831	0

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 one time during the month of November.**

**Magnolia Power Project (MPP)**

	November	FYTD	YTD
Availability	100%	97%	85%
Unit Capacity Factor (240 MW)	66%	73%	63%

There were no plant trips or other outages at MPP during the month of November. MPP will be offline from January 8, 2021 to March 8, 2021 to perform an inspection of the gas and steam turbines. Balance of plant maintenance will also be performed during the outage.

**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 was completed at MPP on December 3, 2020. Results from the test are pending.**

### **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**

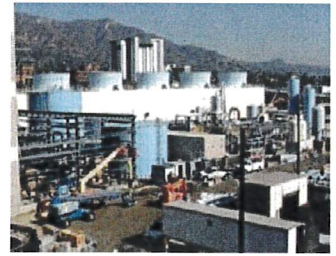
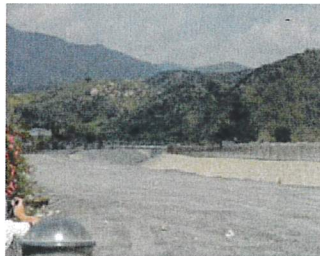
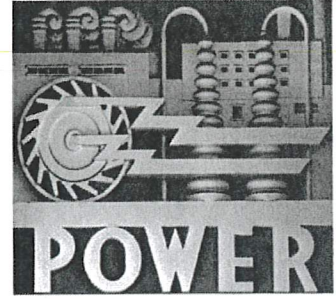
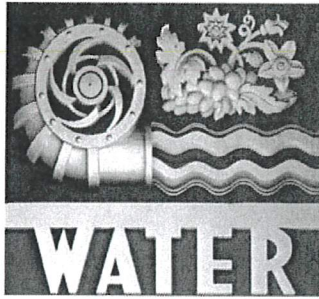
Negotiations with LADWP regarding the renewal of several existing transmission service agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment 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 November-20

UNAUDITED



**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1) (2) (5)</sup>  
MTD and FYTD November 2020  
(\$ In 000's except MWh Sales)**

MTD Estimate FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance		YTD Estimate FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
74,314	80,496	(6,182)	-8% <sup>(a)</sup>	NEL MWh	474,171	497,011	(22,840)	-5% <sup>(A)</sup>
				<b>Retail</b>				
\$ 11,547	\$ 12,349	\$ (802)	-6%	Retail Sales	\$ 72,523	\$ 76,555	\$ (4,032)	-5%
430	622	(192)	-31% <sup>(b)</sup>	Other Revenues	2,212	3,110	(898)	-29% <sup>(B)</sup>
6,935	7,983	1,048	13% <sup>(c)</sup>	Retail Power Supply & Transmission	45,959	48,881	2,922	6% <sup>(C)</sup>
5,043	4,988	54	1%	<b>Retail Margin</b>	28,776	30,784	(2,008)	-7%
				<b>Wholesale</b>				
835	3,637	(2,803)	-77%	Wholesale Sales	16,843	23,296	(6,453)	-28%
733	3,565	2,832	79%	Wholesale Power Supply	12,071	22,830	10,759	47%
102	73	29	40%	<b>Wholesale Margin</b>	4,772	466	4,306	924%
5,145	5,061	84	2%	<b>Gross Margin</b>	33,548	31,250	2,299	7%
				<b>Operating Expenses</b>				
929	929	-	0%	Distribution	4,960	4,828	(133)	-3%
134	134	-	0%	Administration/Safety	853	582	(271)	-47% <sup>(D)</sup>
263	263	-	0%	Finance, Fleet, & Warehouse	989	1,191	202	17% <sup>(E)</sup>
525	525	-	0%	Transfer to General Fund for Cost Allocation	2,615	2,624	9	0%
476	476	-	0%	Customer Service, Marketing & Conservation	2,427	2,374	(53)	-2%
351	351	-	0%	Public Benefits	1,851	2,174	323	15% <sup>(F)</sup>
220	220	-	0%	Security/Oper Technology	1,044	1,115	71	6%
110	110	-	0%	Telecom	486	573	87	15%
187	187	-	0%	Construction & Maintenance	567	936	369	39% <sup>(G)</sup>
1,781	1,781	-	0%	Depreciation	6,474	8,906	2,432	27%
4,976	4,976	-	0% <sup>(d)</sup>	Total Operating Expenses	22,267	25,301	3,034	12%
\$ 169	\$ 85	\$ 84	98%	<b>Operating Income(Loss)</b>	\$ 11,282	\$ 5,949	\$ 5,333	90%

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1) (2) (5)</sup>  
MTD and FYTD November 2020**

(\$ in 000's)								
MTD Estimate FY 20-21	MTD Budget Budget	\$ Variance <sup>(2)</sup>	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance <sup>(2)</sup>	% Variance
\$ 169	\$ 85	\$ 84	98%	<b>Operating Income/(Loss)</b>	\$ 11,282	\$ 5,949	\$ 5,333	90%
				<b>Other Income/(Expenses)</b>				
142	142	-	0%	Interest Income	580	709	(129)	(18%)
91	91	-	0%	Other Income/(Expense) <sup>(4)</sup>	(1,990)	(2,204)	215	(10%)
(284)	(284)	-	0%	Bond Interest/ (Expense)	(1,420)	(1,420)	-	0%
(51)	(51)	-	0%	Total Other Income/(Expenses)	(2,829)	(2,915)	85	0%
118	34	84	246%	<b>Net Income</b>	8,452	3,034	5,418	179%
1,054	1,054	-	0%	Capital Contributions (AIC)	1,457	5,271	(3,814)	(72%) <sup>(H)</sup>
<u>\$ 1,172</u>	<u>\$ 1,088</u>	<u>\$ 84</u>	<u>8%</u>	<b>Net Change in Net Assets</b>	<u>\$ 9,910</u>	<u>\$ 8,306</u>	<u>\$ 1,604</u>	<u>19%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable.

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

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

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	74,314	80,496	(6,182)	- NEL is 8% 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. November average low temperature was 44°F, compared to the 15-year average low temperature of 47.4°F. The average high temperature was 77.0°F, compared to the 15-year average high temperature of 76.4°F. MTD HDD were 164 versus the 15-year average of 124. MTD CDD were 36 versus the 15-year average of 35.
b.	Other Revenues	430	622	(192)	- 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	6,935	7,983	1,048	- 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	4,976	4,976	-	- Expenses for November 2020 are estimated at budgeted values.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	474,171	497,011	(22,840)	- NEL is 5% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020, partially offset by warmer summer temperatures. FYTD actual average high temperature was 86.7°F, compared to the 15-year average high temperature of 84.1°F. FYTD CDD were 1,271 versus the 15-year average of 1,094.
B.	Other Revenues	2,212	3,110	(898)	- 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	45,959	48,881	2,922	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Administration / Safety	853	582	(271)	- The unfavorable variance is attributable to timing of expenditures on membership dues and higher than planned leave expense.
E.	Finance, Fleet, & Warehouse	989	1,191	202	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and the timing of expenditures for software & hardware, and for professional services.
F.	Public Benefits	1,851	2,174	323	- Lifeline discounts of \$252k are recorded as a reduction to retail sales but are budgeted as an expense. The balance of the variance is attributable to lower than planned electric retail sales.
G.	Construction & Maintenance	567	936	369	- The favorable variance is primarily attributable to timing of expenditures on building grounds maintenance & repair, and custodial services, and more work for others and capital than planned.
H.	Capital Contributions (AIC)	1,457	5,271	(3,814)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME/(LOSS): \$118</u></b>	\$ 84	\$ -	\$ 84
 <b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(802)	(802)
Power Supply and Transmission:	-	-	
- Lower retail load	130	-	130
- Lower transmission expenses	109	-	109
- Economic dispatch, the managing and optimizing of resources to meet system load	119	-	119
- Prior period true-up credit	997	-	997
- Higher renewable energy than planned	-	(307)	(307)
Other Revenues	-	(192)	(192)
Wholesale Margin	29	-	29
<b>Total</b>	<u>\$ 1,384</u>	<u>\$ (1,301)</u>	<u>\$ 84</u>

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

	<b>Variance Fiscal Year-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b><u>FYTD NET INCOME/(LOSS): \$8,452</u></b>	\$ 5,418	-	\$ 5,418
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(4,032)	(4,032)
Power Supply and Transmission			
- Lower transmission expenses	269		269
- Lower retail load	480		480
- Lower O&M expenses	543		543
- Prior period true up	1,034		1,034
- Economic dispatch, the managing and optimizing of resources to meet system load	834		834
- Higher renewable energy than planned		(238)	(238)
Other Revenues	-	(898)	(898)
Wholesale Margin	4,306	-	4,306
<b>Total</b>	<b>\$ 7,466</b>	<b>\$ (5,168)</b>	<b>\$ 2,298</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	-	(133)	(133)
Administration/Safety	-	(271)	(271)
Finance, Fleet, & Warehouse	202	-	202
Customer Service, Marketing & Conservation	-	(53)	(53)
Public Benefits	323	-	323
Security/Oper Technology	71	-	71
Telecom	87	-	87
Construction & Maintenance	369	-	369
Depreciation expense	2,432	-	2,432
All other	94	-	94
<b>Total</b>	<b>\$ 3,577</b>	<b>\$ (457)</b>	<b>\$ 3,120</b>

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

	Nov-20	Oct-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserve	\$ 68,413	\$ 68,117	\$ 65,133 <sup>(b)</sup>	\$ 52,719 <sup>(b)(c)</sup>	\$ 67,481	\$ 67,320 <sup>(b)</sup>	\$ 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 <sup>(d)</sup>	5,591	3,769	3,769	17,163	17,014	16,817		
Sub-Total Cash and Investments	<u>84,004</u>	<u>81,887</u>	<u>78,902</u>	<u>79,882</u>	<u>94,495</u>	<u>94,137</u>	<u>73,010</u>	<u>42,770</u>
Customer Deposits	(4,072)	(2,870)	(1,486)	(1,811)	(6,632)	(5,641)		
Public Benefits Obligation	(8,170)	(8,085)	(7,826)	(6,990)	(7,125)	(6,069)		
Pacific Northwest DC Intertie	(45)	(46)	(48)	(62)	(855)	(2,218)		
Low Carbon Fuel Standard <sup>(e)</sup>	(3,280)	(3,374)	(3,394)	(3,642)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	<u>68,435</u>	<u>67,511</u>	<u>66,149</u>	<u>67,376</u>	<u>77,615</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

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

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

<sup>(d)</sup> Includes early redemption of the 2010A Electric Bonds (\$7.63M).

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

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

<sup>(g)</sup> 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 <sup>(1) (2) (5)</sup>  
MTD and FYTD November 2020  
(\$ in 000's except Gallons)**

MTD Estimate FY 20-21	MTD Budget Budget	\$ Variance <sup>(2)</sup>	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance <sup>(2)</sup>	% Variance
424	403	21	5% <sup>(4)</sup>	Water put into the system in Millions of Gallons	2,449	2,477	(29)	(1%) <sup>(A)</sup>
87	77	10	13% <sup>(b)</sup>	Metered Recycled Water in Millions of Gallons	531	496	34	7% <sup>(B)</sup>
				<b>Operating Revenues</b>				
\$ 2,296	\$ 2,182	\$ 114	5%	Potable Water	\$ 13,496	\$ 13,523	\$ (26)	(0%)
320	314	6	2%	Recycled Water	2,041	2,022	20	1%
176	122	54	44% <sup>(c)</sup>	Other Revenue <sup>(3)</sup>	621	609	12	2% <sup>(C)</sup>
<u>2,792</u>	<u>2,618</u>	<u>175</u>	<u>7%</u>	<b>Total Operating Revenues</b>	<u>16,158</u>	<u>16,153</u>	<u>5</u>	<u>0%</u>
				<b>Water Supply Expenses</b>				
1,144	975	(169)	(17%) <sup>(d)</sup>	Water Supply Expense	5,578	6,074	497	8% <sup>(D)</sup>
<u>1,648</u>	<u>1,643</u>	<u>5</u>	<u>0%</u>	<b>Gross Margin</b>	<u>10,580</u>	<u>10,079</u>	<u>502</u>	<u>5%</u>
				<b>Operating Expenses</b>				
748	748	-	0%	Operations & Maintenance - Potable	3,291	3,742	452	12% <sup>(E)</sup>
139	139	-	0%	Operations & Maintenance - Recycled	609	697	88	13%
212	212	-	0%	Allocated O&M	764	1,043	279	27% <sup>(F)</sup>
175	175	-	0%	Transfer to General Fund for Cost Allocation	875	875	-	0%
355	355	-	0%	Depreciation	1,611	1,776	165	9%
<u>1,630</u>	<u>1,630</u>	<u>-</u>	<u>0%</u> <sup>(4)</sup>	<b>Total Operating Expenses</b>	<u>7,150</u>	<u>8,135</u>	<u>984</u>	<u>12%</u>
<u>18</u>	<u>13</u>	<u>5</u>	<u>39%</u>	<b>Operating Income/(Loss)</b>	<u>3,430</u>	<u>1,944</u>	<u>1,486</u>	<u>76%</u>
				<b>Other Income/(Expenses)</b>				
21	21	-	0%	Interest Income	88	107	(19)	(18%)
45	45	-	0%	Other Income/(Expense) <sup>(4)</sup>	(280)	(307)	46	15%
(158)	(158)	-	0%	Bond Interest/(Expense)	(737)	(792)	55	7%
<u>(92)</u>	<u>(92)</u>	<u>-</u>	<u>0%</u>	<b>Total Other Income/(Expenses)</b>	<u>(909)</u>	<u>(991)</u>	<u>82</u>	<u>8%</u>
<u>(74)</u>	<u>(79)</u>	<u>5</u>	<u>6%</u>	<b>Net Income/(Loss)</b>	<u>2,521</u>	<u>953</u>	<u>1,569</u>	<u>165%</u>
94	94	-	0%	Aid in Construction	138	468	(330)	(71%) <sup>(G)</sup>
<u>\$ 19</u>	<u>\$ 14</u>	<u>\$ 5</u>	<u>35%</u>	<b>Net Change in Net Assets</b>	<u>\$ 2,659</u>	<u>\$ 1,421</u>	<u>\$ 1,239</u>	<u>87%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

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

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

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



**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
MTD November 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	424	403	21	- Potable water demand was higher than budget, which is driven by warmer temperatures, offset by the closing of businesses within Burbank due to the "Safer at home" order issued on March 19th, 2020. November average low temperature was 44°F, compared to the 15-year average low temperature of 47.4°F. The average high temperature was 77.0°F, compared to the 15-year average high temperature of 76.4°F. MTD HDD were 164 versus the 15-year average of 124. MTD CDD were 36 versus the 15-year average of 35.
b.	Recycled Water Usage in Millions of Gallons	87	77	10	- Recycled water demand was higher than budget as a result of warmer temperatures. November average low temperature was 44°F, compared to the 15-year average low temperature of 47.4°F. The average high temperature was 77.0°F, compared to the 15-year average high temperature of 76.4°F. MTD HDD were 164 versus the 15-year average of 124. MTD CDD were 36 versus the 15-year average of 35.
c.	Other Revenue	176	122	54	- 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	1,144	975	(169)	- The unfavorable variance was primarily a result of using more imported MWD water which is more costly than Valley/BOU water. Higher imported MWD water was used because the Valley Plant was shut down during the beginning of the month due to MWD work at their Greg Ave facility.
e.	Total Operating Expenses	1,630	1,630	-	- Expenses for November 2020 are at budgeted values.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD November 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	2,449	2,477	(29)	- 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 86.7°F, compared to the 15-year average high temperature of 84.1°F. FYTD CDD were 1,271 versus the 15-year average of 1,094.
B.	Metered Recycled Water in Millions of Gallons	531	496	34	- FYTD Recycled water demand was higher than budget as a result of warmer temperatures. FYTD actual average high temperature was 86.7°F, compared to the 15-year average high temperature of 84.1°F. FYTD CDD were 1,268 versus the 15-year average of 1,093.
C.	Other Revenue	621	609	12	- 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	5,578	6,074	497	- 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	3,291	3,742	452	- 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	764	1,043	279	- 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	138	468	(330)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

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

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME (LOSS): \$(74)</u></b>	\$ 5	\$ -	\$ 5
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	114	-	114
Recycled Revenues	6	-	6
Other Revenue	54	-	54
Water Supply Expense	-	(169)	(169)
<b>Total</b>	<u>175</u>	<u>\$ (169)</u>	<u>\$ 5</u>

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

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<b><u>FYTD NET INCOME: \$2,521</u></b>	\$ 1,569	\$ -	\$ 1,569
 <b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	-	(26)	(26)
Recycled Revenues	20	-	20
Other Revenue	12	-	12
Water Supply Expense	497	-	497
<b>Total</b>	<u>\$ 528</u>	<u>\$ (26)</u>	<u>\$ 502</u>
 <b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	452	-	452
Recycled Water O&M	88	-	88
Allocated O&M	279	-	279
Depreciation Expense	165	-	165
All Other	82	-	82
<b>Total</b>	<u>\$ 1,067</u>	<u>\$ -</u>	<u>\$ 1,067</u>

**Water Fund (497)**  
**Estimated Statement of Changes in Cash and Investment Balances <sup>(1)</sup>**  
(\$ in 000's)

	Nov-20	Oct-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>								
General Operating Reserves	\$ 13,026	\$ 12,381	\$ 10,972 <sup>(*)</sup>	\$ 8,395 <sup>(*)</sup>	\$ 16,341	\$ 11,555 <sup>(*)</sup>	\$ 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	15,246	14,601	13,192	10,615	18,561	13,775	17,830	9,370
Customer Deposits	(1,367)	(1,396)	(1,133)	(1,227)	(1,650)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 13,878</u>	<u>\$ 13,205</u>	<u>\$ 12,060</u>	<u>\$ 9,388</u>	<u>\$ 16,911</u>	<u>\$ 12,321</u>	<u>\$ 17,830</u>	<u>\$ 9,370</u>

<sup>(1)</sup> The Statement of Cash Balances may not add up due to rounding.

<sup>(2)</sup> Includes a \$3.95M loan from the Electric Fund for the purchase of cyclic storage water.

<sup>(3)</sup> Includes early redemption of the 2010A Water Bonds (\$2.07M).

<sup>(4)</sup> Includes a \$2.5M loan from the Electric Fund for the purchase of cyclic storage water.

<sup>(\*)</sup> Includes a one-time payment to CalPERS (for pension) in the amount of \$440k.