



# Weekly Management Report

## March 26, 2021

1. **Memo** Report on Street Sweeping Violation  
Citation Review  
**Police Department**
2. **Memo** Naomi Substation Outage History Update  
**Water & Power Department**
3. **Memo** Golden State Substation Outage Update  
**Water & Power Department**
4. **Memo** Landlord-Tenant Commission Meeting  
on March 1, 2021  
**Community Development Department**



# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** March 17, 2021

**TO:** Justin Hess, City Manager

**FROM:** Scott LaChasse, Chief of Police *Scott LaChasse*  
BY: Courtney Padgett, Police Administrator

**SUBJECT:** Report on Street Sweeping Violation Citation Revenue

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During the February 23, 2021, City Council meeting presentation on the City's financial status, Council Member Anthony requested information on revenue received from citations issued by the Burbank Police Department for violations of the City's ordinance prohibiting parking in areas designated for street cleaning.

### Background

Burbank Municipal Code 6-1-1030 (B) prohibits parking of a vehicle on any street where the use of such street or any portion thereof is authorized for street cleaning purposes, provided signs giving notice of such a parking prohibition are erected at least twenty-four (24) hours before such prohibition is to take effect. Enforcement of this ordinance is conducted regularly by the Police Department's Parking Control Officers. The fine for this violation is \$50.00, with the fine increasing if payment is not paid in full by the due date.

With the onset of the COVID-19 pandemic in the spring of 2020, the City suspended enforcement activities related to certain parking violations, to include street sweeping violations, on March 17, 2020. Parking enforcement activities were briefly resumed for a few days in July 2020, with the City determining to re-suspend enforcement through September 2020. Citations issued during the brief enforcement resumption period were dismissed, with refunds issued to individuals who received a citation during this time period. As the circumstances of the pandemic began to show some improvement, on September 29, 2020, Council approved the resumption of all parking enforcement activities effective October 1, 2020. The Department provided a two-week warning period between October 1, 2020, and October 14, 2020, with the issuance of citations resuming on October 15, 2020.

### Enforcement Activities/Revenue

During fiscal year 2020/21, through March 14, 2021, the Department issued a total of 16,011 citations for violations of the City's street sweeping parking ordinance. This represents 69.7% of total parking violation citations issued during the fiscal year (22,963). One-thousand one-hundred and eighty-two (1,182) of the street sweeping citations were issued during the brief enforcement resumption period in July and were subsequently dismissed with refunds issued accordingly. A total of 10,276 of the issued street sweeping citations have been paid (66.3% of citations issued), for a total amount of \$544,129.00 paid for these citations. It is noted that 532 of the paid citations carried an escalated fine due to late payment. Revenue from street-sweeping violations represents approximately 60.3% of parking citation revenue received during the fiscal year. During fiscal year 2019/20, a total of \$964,059.00 in revenue was received for street-sweeping violations.

### Conclusion

The Police Department will continue to monitor all parking enforcement and related activities, to include citations issued for street sweeping violations.



# MEMORANDUM



**WATER AND  
POWER**



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**DATE:** March 11, 2021

**TO:** Justin Hess, City Manager

**FROM:** Dawn Roth Lindell, General Manager, Burbank Water and Power *Dawn Roth Lindell*  
VIA: Brad Recker, acting Assistant General Manager, Electric Services  
BY: David Hernandez, Manager Transmission & Distribution Engineering

**SUBJECT: NAOMI SUBSTATION OUTAGE HISTORY UPDATE**

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The purpose of this memorandum is to provide a response to the request from Council for outage information on the Naomi Substation and in relation to the need for a planned replacement of the substation.

Over the past 10 years, the Naomi circuits have resulted in about 540,953 customer outage minutes, which is less than 6% of the total number of customer outage minutes during that period of time. At first glance, this seems like a good number because it is lower than the average customer outage minutes per substation during that same period of time. However, when normalized by station capacity, the percentage of outage minutes of the Naomi 4 kV circuits and most of our 4 kV circuits, is actually higher than that of our 12 kV substation circuits.

While outages may be an indicator of equipment needing replacement, Burbank Water and Power (BWP) typically will not subject customers through multiple outages before replacing equipment. BWP assesses the condition of its equipment by considering inspection results, age of asset, outage information, input from field staff, testing data, etc. BWP places considerable effort into timing the replacement of assets before the equipment fails and causes a customer outage. In 2020, BWP customers had an average of just over 10 minutes of outage per customer per year. Waiting too long to replace equipment would result in multiple

outages and customers would begin to experience the effects of a terribly unreliable system.

Excellence in asset management means that we maximize the use of the asset and replace prior to failure. Condition-based asset management enables us to successfully do this. The Naomi Substation assets were well maintained but are quickly approaching expected end of life and are beyond the depreciated end of life. Amongst other benefits noted in the February 23, 2021 staff report and presentation, building a new community substation for serving the Burbank Studios development enables us to replace equipment prior to failure and at a much lower cost than waiting and building in two places, resulting in a less effective and less efficient design.





# MEMORANDUM



**WATER AND  
POWER**



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**DATE:** March 11, 2021

**TO:** Justin Hess, City Manager

**FROM:** Dawn Roth Lindell, General Manager, Burbank Water and Power *Dawn Roth Lindell*  
VIA: Brad Recker, acting Assistant General Manager, Electric Services  
BY: David Hernandez, Manager Transmission & Distribution Engineering

**SUBJECT: CITY MANAGER TRACKING LIST ITEM #2377 - GOLDEN STATE  
SUBSTATION OUTAGE UPDATE**

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The purpose of this memorandum is to provide a brief update on the findings, remediation, insurance claim, and rebuilding plans associated with last year's Burbank Water and Power (BWP) Golden State Substation outage.

On April 10, 2020, one of the two Golden State substation transformers experienced high amounts of electrical current for a long period of time due to an insulation failure of its 12 kV connection. This led to a transformer explosion and caused a complete substation outage, impacting approximately 559 electrical customers. Power was restored to all customers in little more than 3 hours after system operators and line crews worked together to shift electrical load onto circuits from other substations.

Engineering analysis indicated that a 69 kV circuit breaker didn't open for an extended period of time, prolonging the duration of the high current. Further analysis was performed, including a detailed forensics report by BWP's consultant. Understanding how the circuit breaker's trip circuit did not operate was essential in correcting and preventing the same type of incident from happening again.

Since the outage, BWP has implemented some changes to minimize the risk of a similar event from happening again. BWP substation engineering has improved the quality control of its drawing reviews by establishing guidelines which will aid in preventing and discovering design errors. In addition, BWP's relay testing crews

expanded the scope of its relay testing during a protective relay upgrade, which will ensure that trip circuits are intact and fully operational. BWP is also considering the practical application of several other process and design improvements, as recommended by BWP's consultant who performed the detailed forensics report. One such recommendation was to include additional backup protective relays which BWP has already incorporated into BWP's proposed fiscal year 2021-2022 Capital Improvement Plan.

In 2020, in conjunction with the City Attorney's Office and outside counsel, BWP submitted a claim to its insurance company for the reimbursement costs of rebuilding the Golden State Substation, temporarily restoring the station, and installing a backup 12 kV circuit from another substation. Recently, the insurance company accepted the claim and has already made an initial installment in the amount of \$3 million. The insurance company will make its final installment after BWP rebuilds the Golden State Substation, which is estimated to be an additional installment of \$3.3 million.

Currently, BWP is planning on rebuilding the Golden State Substation for completion by the 2nd quarter of 2023 and has included the first portion of its funding in the proposed budget for fiscal year 2021-2022. The total cost for this project is estimated at approximately \$8.5 million which includes increased costs to rebuild the station to BWP's current standards and additional substation capacity in anticipation of future developments in the Golden State area. Later this year, BWP will seek Council approval for authorization for the BWP General Manager to execute a design-build contract for the rebuilding of the Golden State Substation.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** March 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 – March 1, 2021**

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- Seven members of the public attended the Zoom meeting. Four of the seven members had questions for the Commission. The questions were related to AB 1482, SB 91, community outreach, and landlord violations. The Commission provided information and resources and directed the public to the City's Housing website. The remaining members were listening for educational purposes.
- Staff provided the following announcements on upcoming City community meetings:
  - The Community Development Department is hosting an online community meeting which will be held on Wednesday, March 3, 2021, at 6:00 PM to discuss the City's proposed Greenhouse Gas Reduction Plan.
  - The Community Development Department will be hosting a third online community workshop regarding proposed short-term rental regulations on Thursday, March 11, 2021, at 5:00 PM.
- Staff mentioned there were 24 attendees at the Housing Rights Center (HRC) landlord workshop which was held February 24, 2021. In addition, staff will be following up on possible changes to the Consumer Price Index (CPI) information on the City's webpage. Staff will be confirming and providing an update at the next meeting.
- Commissioner Smith provided an update from one case related to a landlord changing door locks without informing a tenant. Commissioner Smith provided mediation and the tenant was able to gain access to their belongings and vacated the unit.
- The meeting adjourned at 7:14 pm.