



# Weekly Management Report

## December 3, 2021

- 1. Minutes** Burbank Water & Power Board Meeting  
on November 4, 2021  
**Water & Power Department**
- 2. Report** October 2021 Operating Results  
**Water & Power Department**
- 3. Minutes** Civil Service Board Meeting  
on November 3, 2021  
**Management Services Department**
- 4. Memo** Landlord-Tenant Commission Meeting  
on November 1, 2021  
**Community Development Department**
- 5. Minutes** Sustainable Burbank Commission  
Meeting on November 15, 2021  
**Public Works Department**
- 6. Memo** Steps to Become a Firearm Dealer and  
Information on Firearm Businesses in the City  
**Police Department**
- 7. Memo** Report on Recent History of Accidents and  
Speeding on 6<sup>th</sup> Street, Kenneth Road,  
Bel Aire Drive and Sunset Canyon  
**Police Department**
- 8. Memo** Update on Street Performers and Aggressive  
Panhandling in Downtown Burbank  
**Community Development Department**
- 9. Memo** Prioritization of the Restripe of  
Chandler Boulevard  
**Community Development Department**



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
NOVEMBER 4, 2021**

Mr. Brody called the regular meeting of the Burbank Water and Power Board to order at 5:07 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

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

**ROLL CALL**

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

**Board Absent:** None.

**Staff Present:** Ms. Lindell, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager, Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Sleiman, Assistant General Manager, Electrical; Ms. Samra, acting Assistant General Manager, Power; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kaczmarek, Manager Customer Service Operations; Ms. Carreon, Customer Service Supervisor; Mr. Nahhas, Principal Civil Engineer; Mr. Collins, Energy Services and Utility Rates Manager; Ms. Soloyan, Marketing Associate; Mr. Oyoung, acting Marketing Manager; Mr. Wang, Senior Electrical Engineer; Ms. Kramer, Recording Secretary

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

None requested.

**ORAL COMMUNICATIONS**

Mr. Brody called for oral communications at this time. No one requested to speak.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

None.

**GENERAL MANAGER REPORT**

Ms. Lindell gave an update to the Board on COVID-19 noting that once the city comes out of its emergency state, we can expect to resume in-person meetings. We will follow the county recommendations on state of emergency. Each month our City Council reviews this matter and decides whether to continue the state of emergency. It is expected that we will remain in an emergency state at

least through the end of the year. BWP had one COVID case in October, one in September and six in August.

Ms. Lindell noted that BWP is elbow deep in budgeting. This year BWP is adding dollars for local rooftop solar plus storage that BWP would manage. BWP met with BUSD recently to discuss adding covered parking with solar on top and leasing space for storage, and we will be pursuing a study to see if that is possible. BWP is also adding storage and additional solar to the BWP campus, airport RITC, Avion development, and assessing the citywide structures to add solar where possible.

Ms. Lindell also reported out that BWP is currently negotiating some long-term renewable contracts, we are in negotiations on 2 and we need an additional 6-8 renewable contracts in this decade in order to meet our goals. The Board will see budget items around those contracts. We continue to see a large amount of development and potential development. In order to meet new development, our renewable goals and water projects, we will be requesting additional positions and upgrading positions as well which the Board can expect to see in the budget.

Ms. Lindell also extended an invitation to the Board to attend SCPPA's 40th annual luncheon to be held in Burbank at the Burbank Airport Marriott on December 16<sup>th</sup>.

## **CONSENT CALENDAR**

### **MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. Ford, and carried 7-0 to approve the meeting minutes of the regular meeting of October 7, 2021.

Prior to the presentations, Mr. Eskandar requested to move item 9D, adoption of a resolution approving a temporary drought adder for utility water services, up on the agenda to follow the financial report. Chair Brody confirmed with Mr. Chwang that moving the item on the agenda was permissible, and confirmed with the Board that there were no objections.

### **PRESENTATIONS**

#### **UPDATE ON CONDITION ASSESSMENT OF WATER MAINS: TECHNOLOGY REVIEW AND IMPLEMENTATION**

Mr. Nahhas presented a brief overview of new technologies that have recently become commercially available to assess the physical conditions of water mains and BWP's plans to implement some of these emerging technologies.

Mr. Nahhas and Mr. Wilson responded to board member questions.

#### **UPDATE ON WATER SUPPLY RELIABILITY PROJECTS AND PROPOSALS**

Mr. Wilson reviewed Metropolitan Water District regional water supply projects, BWP water supply projects, and new strategies to create demand for recycled water.

Mr. Wilson responded to board member questions.

## **REPORTS TO THE BOARD**

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

Mr. Liu presented BWP's financial update for the month of August 2021.

Mr. Liu and Mr. Wilson responded to board member questions.

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

### **APPROVAL OF A RESOLUTION APPROVING A TEMPORARY DROUGHT ADDER FOR UTILITY WATER SERVICES**

Mr. Collins presented the details of a proposed drought adder of \$0.30 per hundred cubic feet that would apply to all potable water consumption beginning in January 2022 in order to mitigate revenue shortfall from drought.

Mr. Collins, Ms. Lindell, Mr. Wilson and Mr. Liu responded to board member questions.

It was moved by Mr. Herman, seconded by Mr. Eskandar, and carried 7-0 that the BWP Board disapproves recommending that the City Council adopt a resolution approving a \$0.30 per hundred cubic feet temporary drought adder for potable water.

### **COVID-19 IMPACT UPDATE**

Ms. Carreon presented an update on the number of customers in arrears and the status of associated debt. Ms. Carreon also reported out on the breakdown of applications for the COVID-19 Job Loss Bill Credit Program and the Rental and Utilities Assistance Program. Staff continues to work with customers impacted by COVID-19 through payment plan arrangements. Ms. Kaczmarek presented an update on the California Arrearage Payment Program (CAPP).

Ms. Kaczmarek responded to board member questions.

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

### **OVERVIEW OF BURBANK WATER AND POWER'S WATER CONSERVATION PROGRAMS**

Ms. Soloyan provided an overview of BWP's water conservation programs available to Burbank residential and commercial customers.

Ms. Soloyan responded to board member questions.

### **INFORMATION FROM STAFF**

#### **UPDATE ON CITY COUNCIL AGENDA ITEMS**

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

### **LEGISLATIVE UPDATE**

Ms. Titus provided a federal and state legislative update. Ms. Titus highlighted legislation that BWP is monitoring.

Ms. Titus and Ms. Lindell responded to board member questions.

### **WATER DIVISION UPDATE**

Mr. Wilson reported out water use numbers for the month of October and discussed BWP's messaging around the drought. Mr. Oyoung provided a summary of water conservation messaging that BWP has communicated to Burbank residents.

### **POWER SUPPLY UPDATE**

Ms. Samra updated the Board on the California Air Resources Board scoping plan, BWP's renewable portfolio standard compliance, the American Public Power Associations deed grant, Intermountain Power Plant, Integrated Resources Plan, and Lake One unit re-build.

### **ELECTRIC SERVICES UPDATE**

Mr. Wang provided an update on BWP's plans for installation of solar plus energy storage at the Hollywood Burbank Airport Regional Intermodal Transportation Center.

Mr. Sleiman, Mr. Wang and Ms. Lindell responded to board member questions.

A video presentation of the mutual assistance that BWP electrical distribution crews provided to the Imperial Irrigation District (IID) was played for the Board.

### **COMMENTS AND REQUESTS FROM BOARD MEMBERS**

Mr. Smith thanked the electrical distribution crews for the assistance they provided to IID. He was impressed with their professionalism and appreciated their efforts as well as the work of the water crews that were dispatched to repair the water main on Magnolia.

Mr. Bardin appreciated the presentations this evening and noted that So Cal. Edison has done a lot of research on medium heavy duty utility vehicles. He would be happy to share that information if BWP is interested.

Ms. LaCamera also appreciated the presentations this evening and gave a shout out to the crews for providing mutual assistance.

Mr. Eskandar thanked his fellow board members and staff for another robust discussion, he appreciates what everyone brings to the table and he is proud to have these meetings with everyone.

Mr. Brody echoed Mr. Eskandar's comments, he also appreciates what everyone brings to the table.

### **ADJOURNMENT**

BWP Board Meeting Minutes  
November 4, 2021

The meeting was adjourned at 9:34 p.m. The next scheduled board meeting is scheduled for December 02, 2021 and will be held by video conference/teleconference.

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Lyndsey Kramer  
Recording Secretary

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Dawn Roth Lindell  
Secretary to the Board

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Robbie Brody, BWP Board Chair







## CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

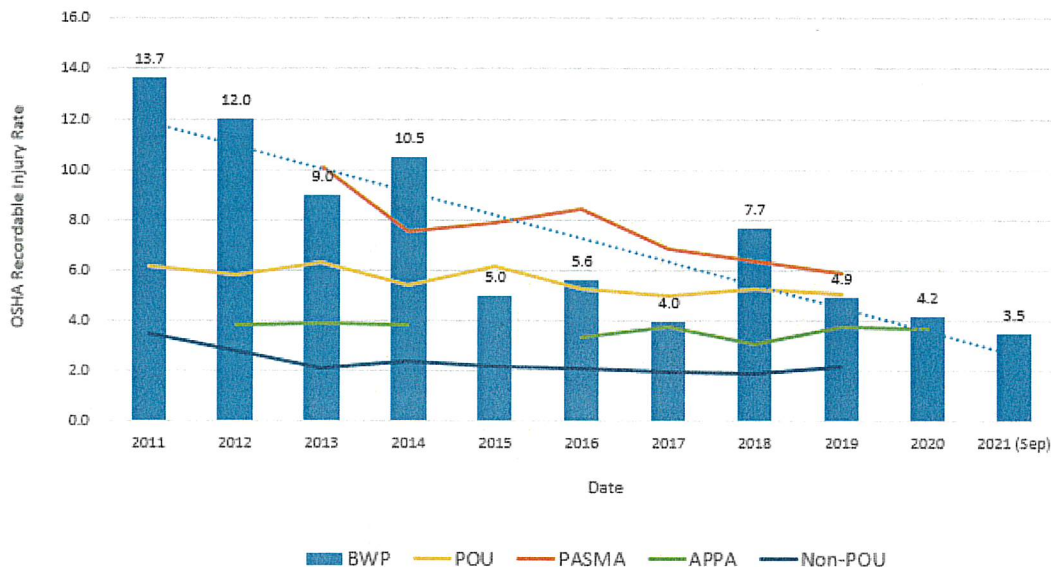
**DATE:** December 2, 2021  
**TO:** BWP Board  
**FROM:** Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*  
**SUBJECT:** **October 2021** Operating Results

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

### SAFETY

For this reporting period BWP experienced one OSHA recordable injury. Three additional cases are being reported for June and represented in the current Total Recordable Incident Rate (TRIR). These are cases identified as hearing loss during the annual Hearing Conservation Audiometric Testing campaign. BWP’s 12 month rolling average rate is 3.5.

TOTAL RECORDABLE INJURY RATE (TRIR)



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average  
 PASMA - Public Agency Safety Management Association (Utilities only Data)  
 POU - Publicly Owned Utilities - Bureau of Labor Statistics  
 APPA - American Public Power Authority - Average recordable injury rate for similar sized organization. Category F = 250K - 1MM manhours/year  
 Non-POU - Bureau of Labor Statistics, all non-governmental utility services

### **Electric Financial Results**

For the electric fund, September energy demand was 9% below budget. For the month of September, net income (NI) was \$451,000, which was \$309,000 worse than budgeted. The unfavorable result was primarily attributed by lower retail sales than planned, and offset partially by lower than planned operating expenses.

Fiscal-year-to-date (FYTD) energy usage was 6% below budget. For FYTD September, NI was a loss of \$225,000, which was \$1,855,000 worse than budgeted. The unfavorable result was primarily attributed to lower retail sales as a result of COVID-19, higher natural gas prices & transmission expenses, and Lake unit repairs, offset partially by lower operating expenses and the wholesale asset utilization program.

For additional details, please see the attached financial statements.

### **Water Financial Results**

For the water fund, MTD potable water demand was lower than budget. For the month of September, NI was \$405,000, which was \$49,000 better than budgeted. The favorable result was primarily attributed to lower water supply expense as a result of using more Valley/BOU water than planned, offset partially by lower potable water sales than planned.

FYTD potable water demand was 4% below budget. For FYTD September, NI was \$1,438,000, which was \$829,000 better than budgeted. The favorable result was primarily attributed to lower water supply expense as a result of using more Valley/BOU water than planned and lower operating expenses than planned, offset partially by lower potable water sales than planned.

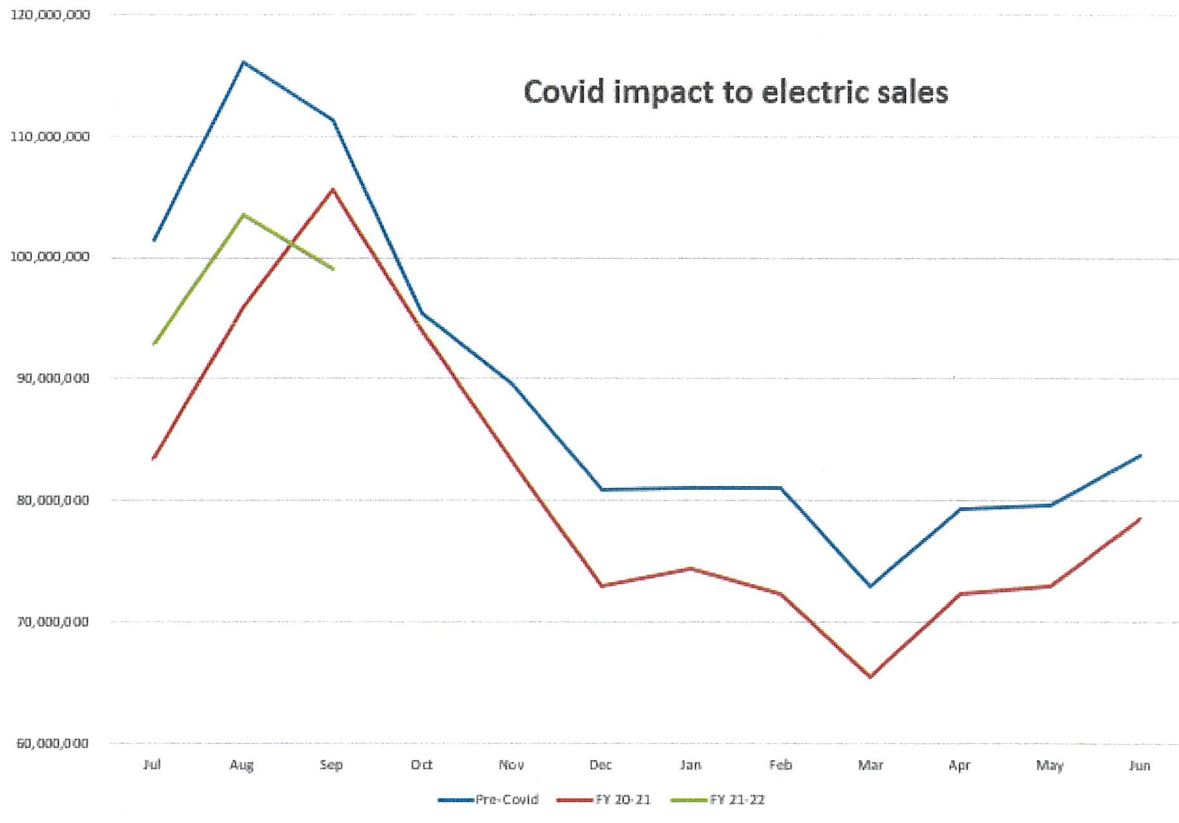
For additional details, please see the attached financial statements.

### **COVID-19 "Safer at Home" Order Impacts**

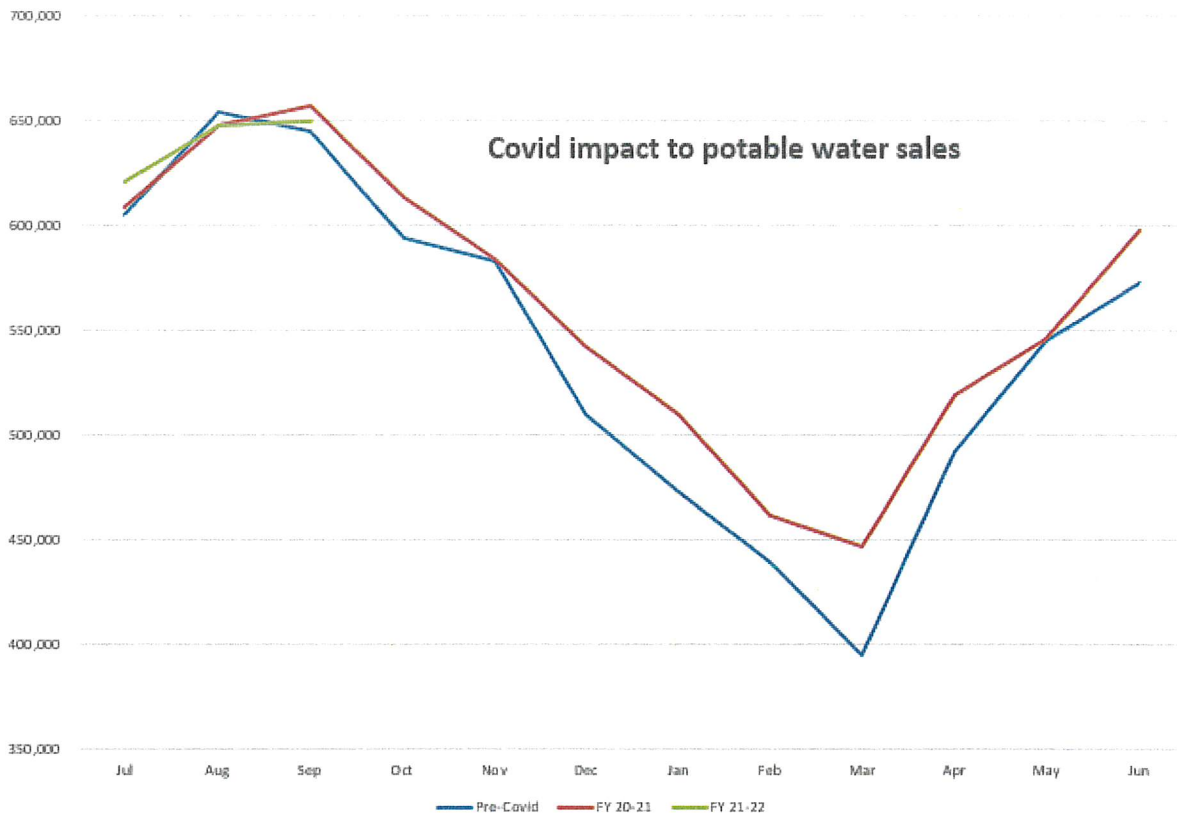
September's results reflect the eighteenth month of the impacts resulting from the COVID-19 pandemic beginning on March 19, 2020. With some Burbank commercial enterprises curtailing operations, this order has impacted commercial demand for water and energy in Burbank.

The current year's adopted budget was based on partial economic recoveries from prior year's budget adjustment related to the pandemic. Both energy and water demand are budgeted to increase by 1.2% and 0.5% from the prior fiscal year, respectively. Recent data has shown that the impact of COVID-19 has resulted in a reduction in electric demand and very minimal impact, if there is any, in water demand. Since the beginning of the pandemic, there has been a large increase in customer receivables.

For the electric fund, September energy demand was 9% below budget primarily driven by COVID-19. The chart below shows current fiscal year sales compared to prior fiscal year and pre-COVID. This table has not been adjusted for weather. September sales were 11% lower compared to September pre-COVID. Fiscal year to date sales were 10% lower compared to the same period pre-COVID.

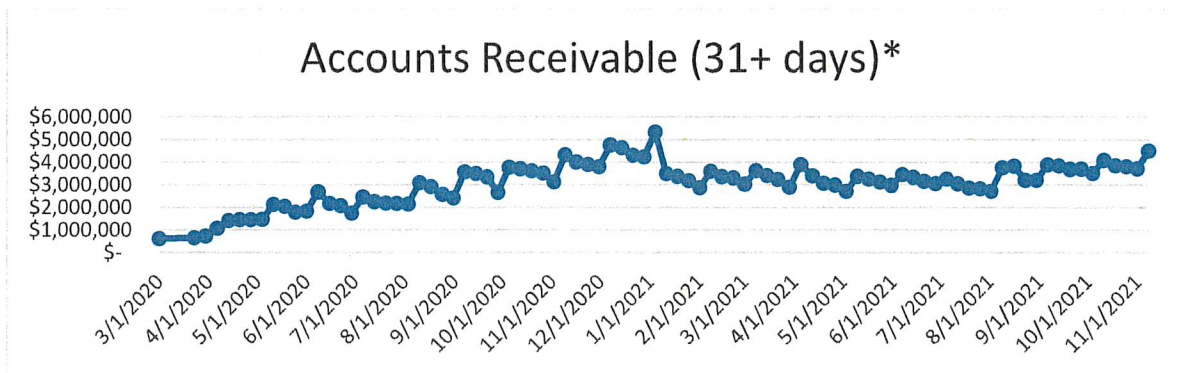


For the water fund, September's water demand was lower than budget. Water sales in general have been minimally impacted by the pandemic. The decrease in commercial sales have been offset by an increase in residential demand primarily driven by the pandemic. The chart below shows current fiscal year potable water sales compared to prior fiscal year and pre-COVID. This table has not been adjusted for weather. September sales were 0.7% higher compared to September pre-COVID. Fiscal year to date sales were 0.7% higher compared to the same period pre-COVID.



### 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. The COVID-19 Job Loss Bill Credit Program commenced on December 1, 2020. BWP also began engaging in customer outreach to key commercial accounts on December 17, 2020.

## WATER DIVISION

### Burbank's Water Use

The table below shows water use in Burbank during **October 2020** compared to **October 2021** 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
Oct 2020	153 gpcd	137 gpcd
Oct 2021	138 gpcd	141 gpcd

The drop in the monthly average water use between October 2020 and October 2021 is 9.8%. We will track and report monthly use with the 2020 values to compare with the governor's order to reduce consumption by 15%.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>2020</b>	<b>158</b>	<b>153</b>					
<b>2021</b>	<b>155</b>	<b>138</b>					
	<b>-1.9%</b>	<b>-9.8%</b>					

### Burbank Operating Unit (BOU) Water Production

The table below provides the operational data for the BOU for the months of **October 2020 through October 2021**.

	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
20-Oct	97.81%	8,803 gpm	21% / 79%
20-Nov	55.61%	5,005 gpm	49% / 51%
20-Dec	86.25%	7,762 gpm	19% / 81%
21-Jan	69.16%	6,224 gpm	24% / 76%
21-Feb	93.55%	8,402 gpm	25% / 75%
21-Mar	96.00%	8,640 gpm	27% / 73%
21-Apr	86.40%	7,776 gpm	21% / 79%
21-May	92.72%	8,344 gpm	20% / 80%
21-Jun	88.61%	7,975 gpm	31% / 69%
21-Jul	91.93%	8,274 gpm	29% / 71%
21-Aug	84.43%	7,598 gpm	35% / 65%
21-Sep	95.98%	8,638 gpm	23% / 77%
21-Oct	91.06%	8,196 gpm	18% / 82%
		<i>Ave Blend %-last 3 fiscal years</i>	39% / 61 %

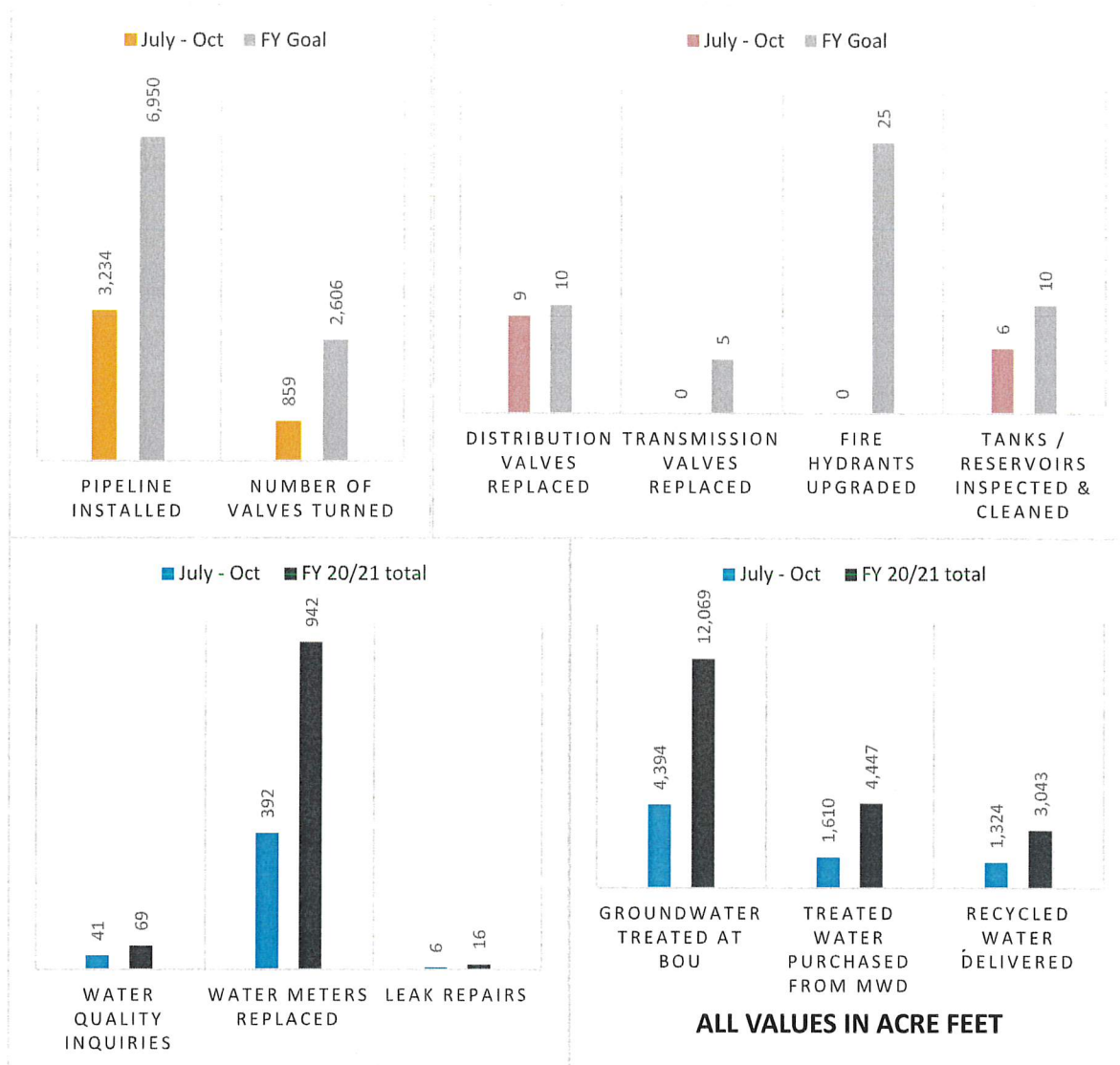
The total system blend percentage represents the total amount of water that was purchased from Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important measure of efficiency. The capacity factor may fluctuate based on demand and plant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

### **Key Performance Indicators**

The graphs below illustrate the progress the water division has made on key performance measures through **October**. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Pipeline installation is **47%** complete and we are **33%** through the fiscal year.

**Chlorine gas deliveries have been sporadic and unreliable. Conditions have improved, but the main issue is the availability of truck drivers.** To provide a backup to our chlorine gas supplies, staff installed a sodium hypochlorite tank and related equipment so that we now have two forms of chlorine to use (sodium hypochlorite is liquid chlorine – essentially bleach). This spreads the shortage risk across two forms of chlorine instead of relying on just one.

We closely monitor chlorine gas supplies and track it daily.



### Leak Alert Notifications

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

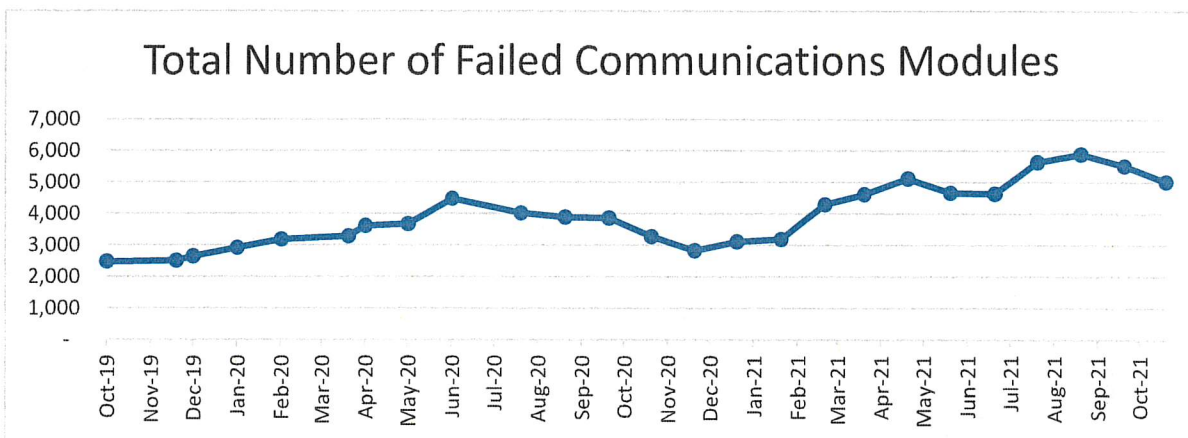
Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving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

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

As of **October 2021**, BWP was not able to receive remote reads for **5,021** water meters out of 27,060 (**19% of the total**) due to failing communications modules and they had to be read manually. In March 2021, staff deployed an interim automatic meter reading (AMR) system to read approximately 800 meters with failed communication modules and we are now able to read them.

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. The AMR system unfortunately will not enable BWP to notify customers of leaks at all. This will leave customers vulnerable to unnoticed leaks causing water damage, bills that could reach thousands of dollars as well as unnecessary and significant water waste.

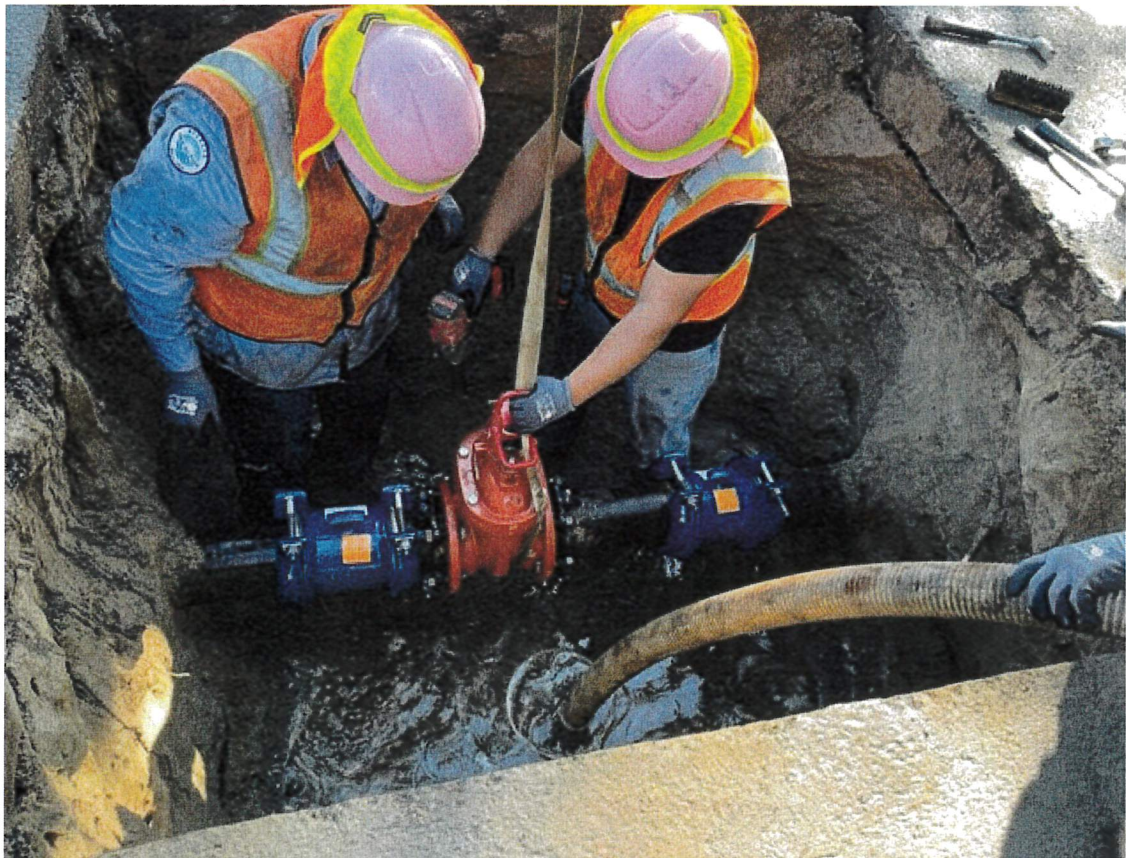
BWP is in the process of developing a new AMI system. Proposals for managing the specification development and bid review have been reviewed and interviews of the top three firms were conducted. The winning firm will also assist with selection of the installation and procurement contractor and manage the bid and procurement phase for the project.



## Projects

The water crew is shown replacing a broken 6” valve that was originally installed in the late 1960’s. This work is part of BWP’s CIP annual distribution valve maintenance replacement program. We have a goal of replacing 10 or more of these valves each year. This fiscal year we have replaced 9 valves so far. Valve replacement is an important part of our water master plan. It improves water quality and, in cases of emergency or maintenance, minimizes interruption of service to our customers.







## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

In October 2021, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,318,427 customer minutes.

Reliability Measurement	November 2019 – October 2020	November 2020 – October 2021
Average Outages Per Customer Per Year (SAIFI)	0.4754	0.2006
Average Outage Duration (CAIDI)	21.19 minutes	34.48 minutes
Average Service Availability	99.998%	99.999%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3396	0.3149
No. of Sustained Feeder Outages	13	7
No. of Sustained Outages by Mylar Balloons	1	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	0	0

### PROJECT UPDATES

#### Distribution Capital Projects

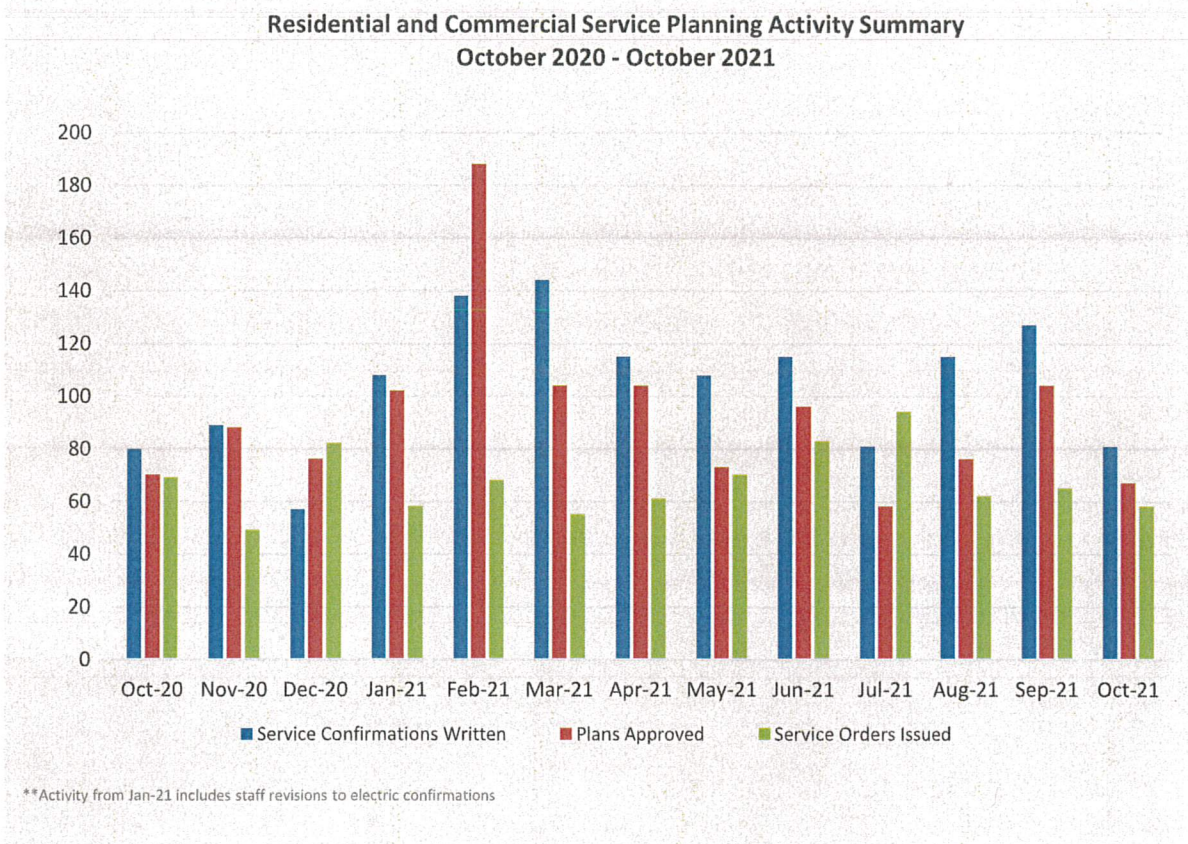
The electrical engineering section is seeing an unprecedented amount of development requests including large site developments, major housing developments, and accessory dwelling units. In the last decade, BWP has energized about 400 new residential units. Based on the current proposed development, BWP is on the path to energize more than 2,000 new residential units in the next three to four years.

Electrical engineering staff is currently managing these requests while utilizing overtime and consultant services. If this level of development is to continue, the electrical engineering section will need to staff accordingly to be able to keep up with the maintenance work that is currently being placed on hold to accommodate the development work and resulting capital projects.

#### 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 typical lead time for an electric service confirmation has been 2-3 days, however due to the recent increase in volume lead times have increased to an average of three to four weeks.** The graph below summarizes monthly activity for our residential and commercial service planning group within the T&D engineering section.

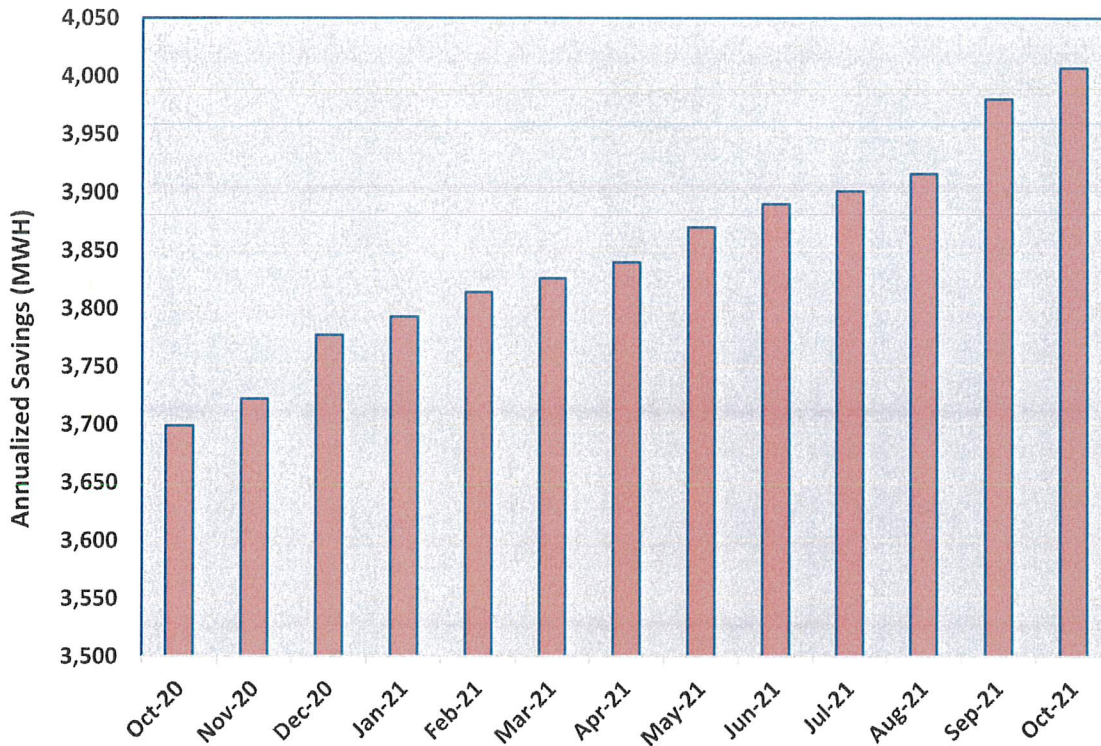


**STREET LIGHTING**

**LED Replacement Program**

In accordance with the Street Lighting Master Plan, BWP is replacing high pressure sodium (HPS) street light luminaires with light emitting diodes (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. **To date, 74.45% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 4,007 MWh or a 43.24% reduction in energy consumption. LED conversions have also reduced evening load by 928 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  
October 2020 - October 2021**



\*\*\* Note: Starting October 2021, staff started tracking LED installations based on a more reliable source (GIS database). This change resulted in a savings correction of 156 MWh (increase) in annualized savings, previous months have been adjusted accordingly.

**Wireless Telecom Attachments**

BWP has entered into four master license agreements to allow communication carriers to attach, install, operate and maintain communication facilities on street light poles with the public right-of-way. These agreements are currently with AT&T, Verizon, Extenet, and Crown Castle.

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

	Confirmations in Progress	Written Confirmations	Plan Sign-offs	WTA Work Orders Issued	WTA Sites Energized
AT&T	1	40	13	11	11
Verizon	88	110	-	-	-
Crown Castle	6	-	-	-	-
<b>Total</b>	<b>95</b>	<b>150</b>	<b>13</b>	<b>11</b>	<b>11</b>

## CUSTOMER SERVICE

### Customer Service Operations

BWP continues to assist customers through the **COVID-19 pandemic**. Customer service representatives assist customers, make payment arrangements to reduce the amount in arrears, and provide additional resources to help customers **manage their finances related to** their utility bill. **Various financial programs are offered including the Low-Income Residential Assistance Program (LIRAP), California Arrearage Payment Program (CAPP), and California Water and Wastewater Arrearage Payment Program CWWAPP.**

### BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	<b>13%</b>
Residential Start	<b>10%</b>
Update Account	<b>9%</b>
Residential Stop	<b>7%</b>
Solid Waste	<b>4%</b>

	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	% Inc/Dec
Call Volume	3,527	3,055	3,684	3,383	2,897	3,384	3,017	2,799	3,468	3,186	2,594	3,841	<b>3,235</b>	<b>12.0%</b>

**Call volume decreased by 16% in October.** The majority of the calls were related to balance and residential change of account requests. Customers continue to validate their balance, however, we are not seeing an uptake of customers requesting to set up payment arrangements. As BWP offers residents various financial assistance programs, we will continue to encourage payment arrangements and work with our customers to reduce our arrears.

### Online Account Manager

The enrollment in the online account manager (OAM) is currently at **59%** of all active accounts; increases in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 82% 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 FY 2021-2022.

The OAM adoption plan consists of three phases. Phase one was to build awareness and promotion through broad communications. The second phase is to provide targeted messages to segments that have not adopted the OAM. The third phase is to provide incentives to adopt the OAM.

Currently, about 86% of customers that have not adopted the OAM are residential. Therefore, phase two and three will be focused on residential adoption to reach the 80% overall adoption goal. The adoption plan is currently in phase two.

Marketing is promoting OAM utilizing every owned channel including on-bill messaging, *Digital Currents*, print *Currents*, social media, and BWP's website.

Channel	Duration/Measurement
Bill Graphics	~40,000 printed bills (two bill cycles)
Social Media	1,093 customers through organic reach
<i>Digital Currents</i> – August 2021	~27,000 residents, 53.4% open rate <sup>1</sup> 18 unique clicks on the OAM ad
<i>Digital Currents</i> – July 2021	~27,000 residents, 53.4% open rate <sup>1</sup> 22 unique clicks on the OAM ad
Print <i>Currents</i>	OAM ad will run in the November 2021 print issue of <i>Currents</i> .

Phase two efforts have not yielded a significant increase in OAM active users. To increase adoption, the marketing team believes customers may need incentives to convert to OAM. Phase three was initially targeted to begin in the third quarter of 2021. Marketing is currently operating with 40% of the planned headcount and is fully occupied with launching several new programs and services.<sup>2</sup> **Marketing researched incentives that other utilities offer their customers for online account registration and paperless billing. Most neighboring utilities are not currently offering an incentive for online account or paperless billing enrollment, as illustrated in the table below.**

Utility	Online Account Incentive	Paperless Billing Incentive
Glendale Water and Power	No	No
Pasadena Water and Power	No	No
LADWP	No	Yes, \$10
Anaheim	No	No
SMUD	No	No
SCE	No	No
PG&E	No	No
SoCal Gas	No	No

**While researching, the Marketing team also reviewed a 2021 Customer Service Insights Study conducted by First Quartile Consulting. The study shows that more**

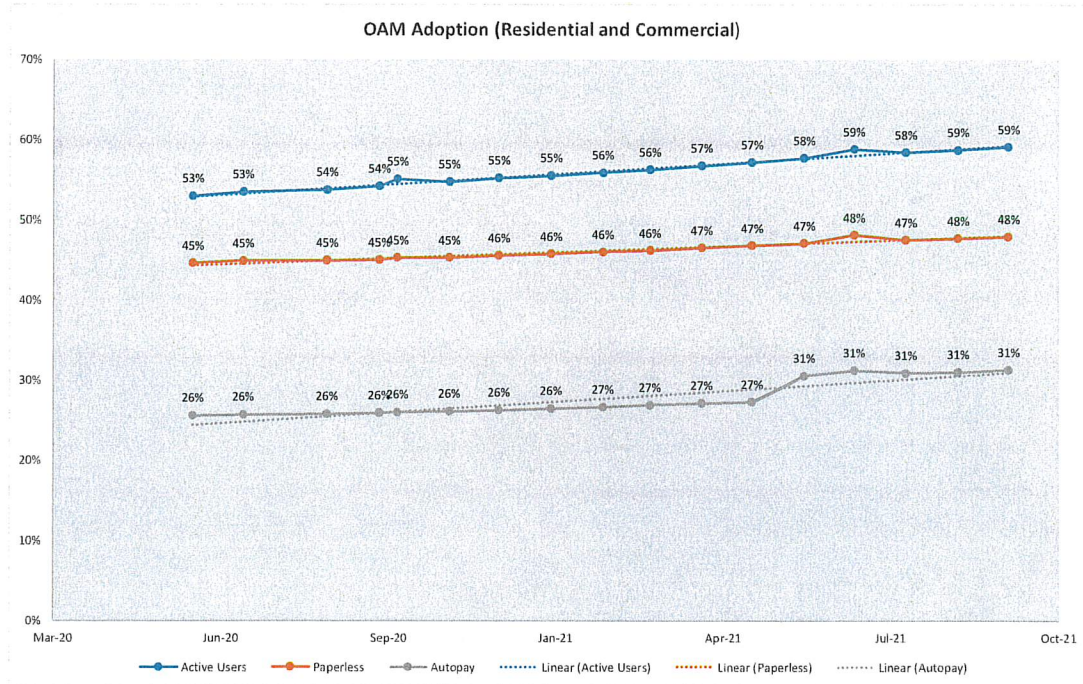
<sup>1</sup> The average email open rate for government agencies is 23%.

<sup>2</sup> Electric Vehicle Charging Station Rebate Program, comprehensive drought-related marketing, education, outreach, and the relaunch of the Home Improvement Program.

than half of utility customers have set up online accounts. Utilities with the highest online account adoption have 66% of customers enrolled in an online account.

The Marketing team will use this new information to work with the City’s legal team to develop a formal recommendation for a online account management registration. Additionally, the team is developing a supporting marketing and outreach campaign in the month of November and will launch in January 2022.

Below is the chart outlining activity for the OAM:



	Active	% of Total Active Accounts
Active Users	30,979	59%
Paperless	25,127	48%
Autopay	16,415	31%

**BWP’s Energy Efficiency and Water Savings – Fiscal Year to October 31, 2021**

Changes in state and local COVID-19 orders allow more services to be restored for efficiency programs requiring home or onsite visits. BWP collaborated with vendors to ensure proper protocols to restore services and comply with health orders.

As a result, the Refrigerator Exchange Program was resumed in June 2021, resulting in 30 refrigerators being exchanged. In addition, the Home Improvement Program (HIP) was resumed in September 2021, with its new and refreshed program offerings. With the re-



launch of these two key efficiency programs, all programs that were temporarily suspended due to the COVID-19 are now back in operation.

The HIP offers energy-water surveys and efficiency measure installations to all Burbank single-family and multi-family residential customers. Some of the HIP new services include direct installation services of weather-based irrigation controllers, high-efficiency sprinkler heads, soil moisture sensors for low-income single-family and multi-family common area customers, and the properties within the disadvantaged community areas of Burbank. Furthermore, the program now offers energy-water surveys and installation of efficiency measures for multi-family common area customers.

As a result of the ongoing COVID-19 impacts to our customers' needs and priorities, program activities continued to be significantly reduced for the month of **October 2021**. Residential program participation continues to contribute substantially to the reported savings for the month of **October**, mostly from the BWP residential rebates program. Staff will continue to promote all energy and water efficiency services to increase adoption throughout the year.



## Electric Vehicle (EV) Charging Program

Seventy-three public EV charging ports are installed in Burbank, including 2 DC fast chargers and 24 curbside ports. **The public charging rate is \$0.1753 per kWh for Level 1 and Level 2 charging stations, and \$0.2817 per kWh for DC fast chargers.**

## Public Charging Energy Delivery

**Public charging station usage has grown and has surpassed pre-COVID usage for October.** The pre-COVID average was \$101 per port, and our **October** monthly average is now at **\$103** per port, after having dipped as low as \$60 per port during 2020.

Period	Average Usage	Average Total Revenue	Average Per Port Revenue	Notes
December 2019 - February 2020	28,047 kWh	\$ 4,779	\$ 101	Pre-COVID, all units operational
March 2020 - February 2021	14,211 kWh	\$ 2,724	\$ 60	COVID downturn
March 2021 - May 2021	23,889 kWh	\$ 4,299	\$ 91	COVID recovery period
June 2021 - September 2021	35,264 kWh	\$ 7,136	\$ 98	Post-installation of new ports
October 2021	38,105 kWh	\$ 7,545	\$ 103	Most recent month

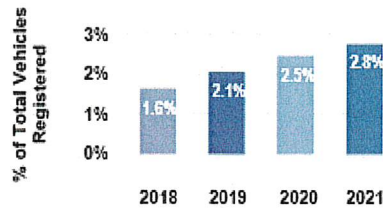
## Commercial Rebate Program

The revamped Commercial Electric Vehicle Charging Station Rebate Program launched on October 1<sup>st</sup>, along with a new webpage found here: <https://www.burbankwaterandpower.com/leadthecharge>.

An application for 24 ports is currently being processed, and staff has received calls from commercial customers interested in applying for as many as 40 ports (the maximum allowed under the new rebate program).

# Transportation Electrification 2021-2022 Period ending on 10/31/2021

## EV Growth in Burbank\*



### Total EV/PHEV DMV Vehicle Registrations

2021:	2,233
2020:	2,236
2019:	1,912
2018:	1,494

\* DMV data as of Jan 01 of the reporting year

## Transportation Electrification Initiatives for FY 2021-2022

### Used EV Rebates

Goal: 40



Given: 16 Remaining: 24

### Charging Station Rebates

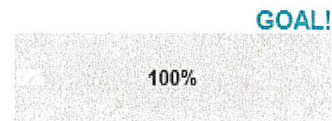
RES. Goal: 50 COM. Goal: 40



Residential: 12 Remaining (Res): 38  
Commercial: 0 Remaining (Com): 40


### Public Charging Ports

Goal: 40



Installed: 0 Remaining: 40

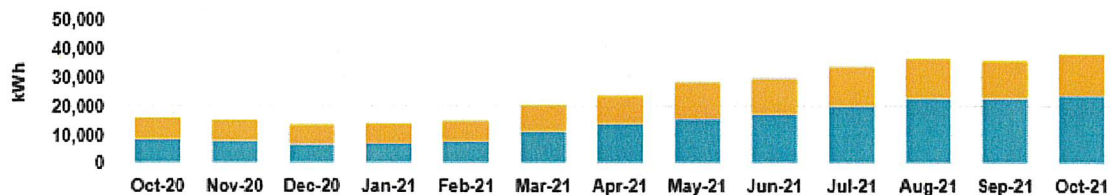
## Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy	Total Revenue	Total GHG Reduced*	<sup>1</sup> Peak Charging Sessions	<sup>2</sup> Charging Occupancy
	Total Ports	Total Available						
 August:	73	73	3,737	38,105	\$7,545	21,950	22%	14%
Average:	73	73	3,615	35,974	\$7,238	20,722	19%	13%
FY Total:	73	73	14,458	143,897	\$28,952	82,889	19%	13%

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

### Load Management Opportunity (LMO) Hours

■ LMO Hours, 12pm-7pm ■ All Other Hours

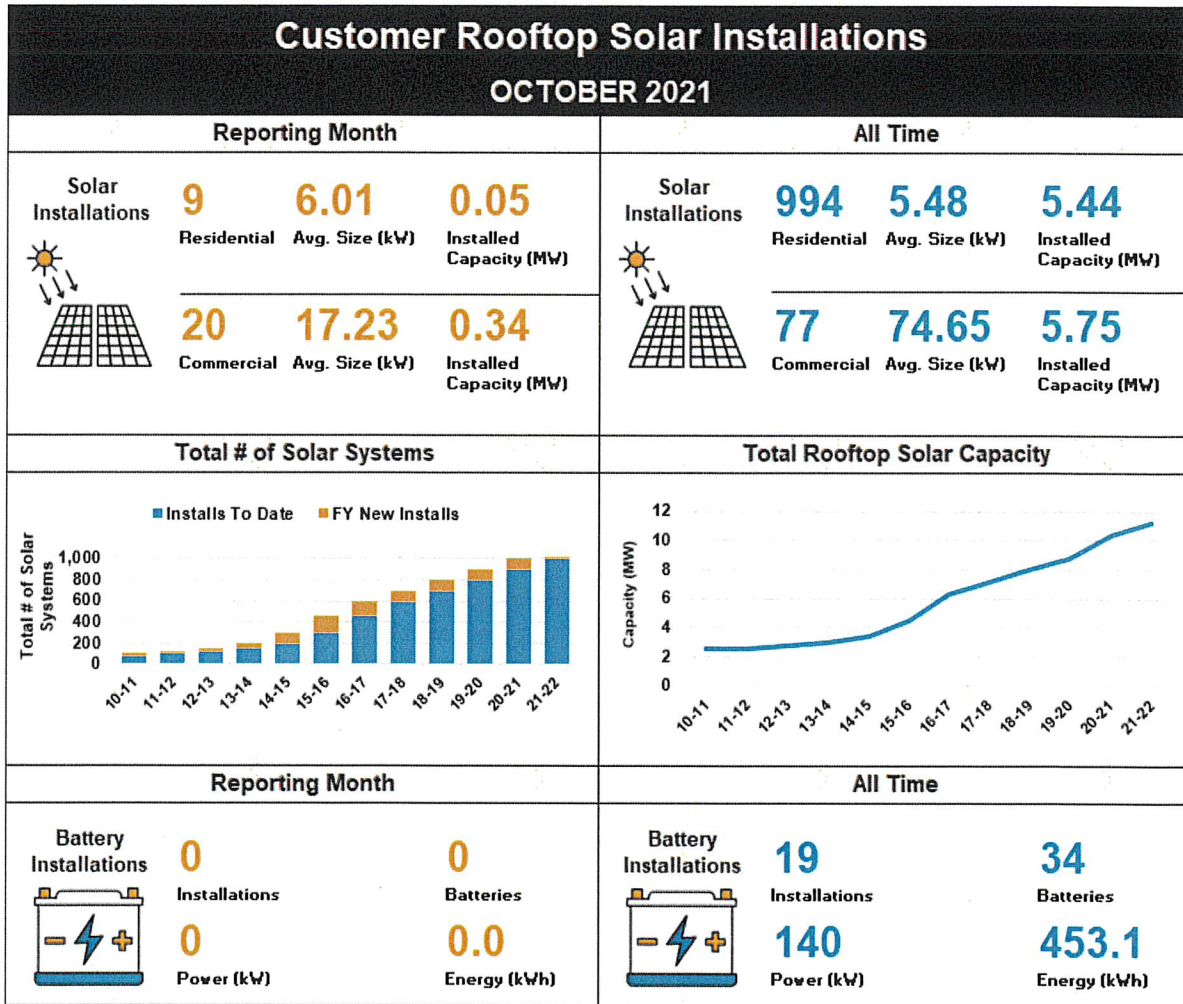


<sup>1</sup>Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate

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

## Rooftop Solar and Battery Installations

Customer owned rooftop solar system installations continue to grow. Burbank Water and Power does not provide rebates for installing these systems. However, overall, lower equipment costs and 26% Federal Investment Tax Credit in 2021 make purchasing solar and/or battery systems more accessible. System capacity and number of installations are tracked monthly and in total below.



## TECHNOLOGY

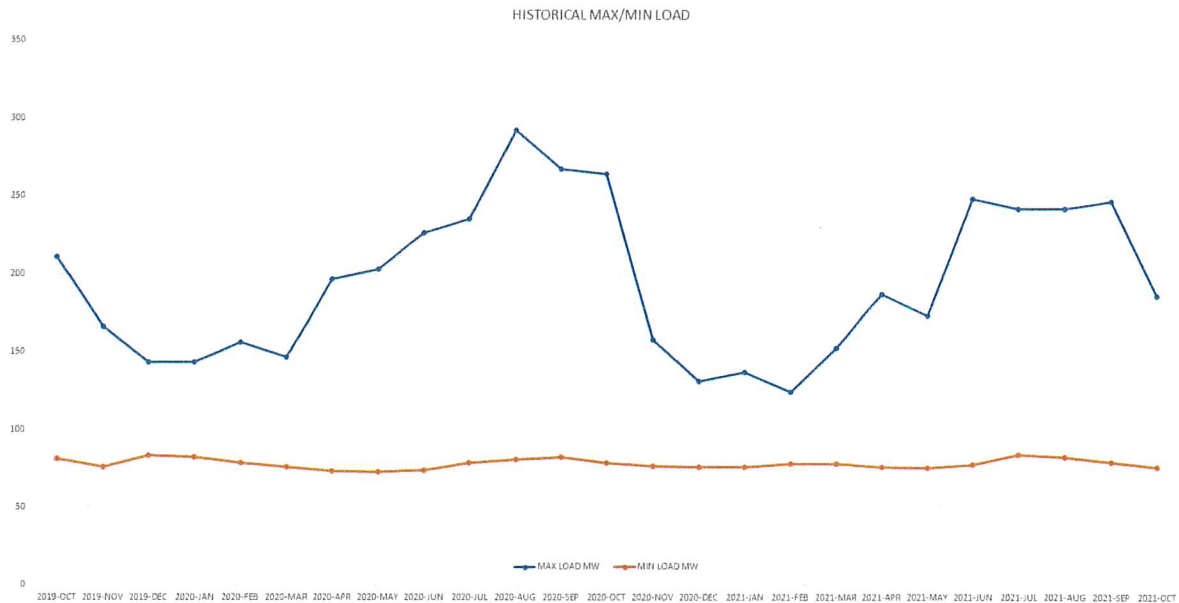
### Broadband Services (ONEBurbank)

	October 2021 New Orders	Revenues for October 2021	FYTD 2021-22 Revenues	FYTD Budget
Lit	2	\$143,942	\$588,985	\$540,000
Dark	2	\$177,190	\$740,860	\$810,000
<b>Total</b>	<b>4</b>	<b>\$321,132</b>	<b>\$1,329,845</b>	<b>\$1,350,000</b>

## POWER SUPPLY

### BWP SYSTEM OPERATIONS:

The maximum load for October 2021 was 186 MW at 3:54 PM on October 4, and the minimum load was 77 MW at 3:56 AM on October 9.



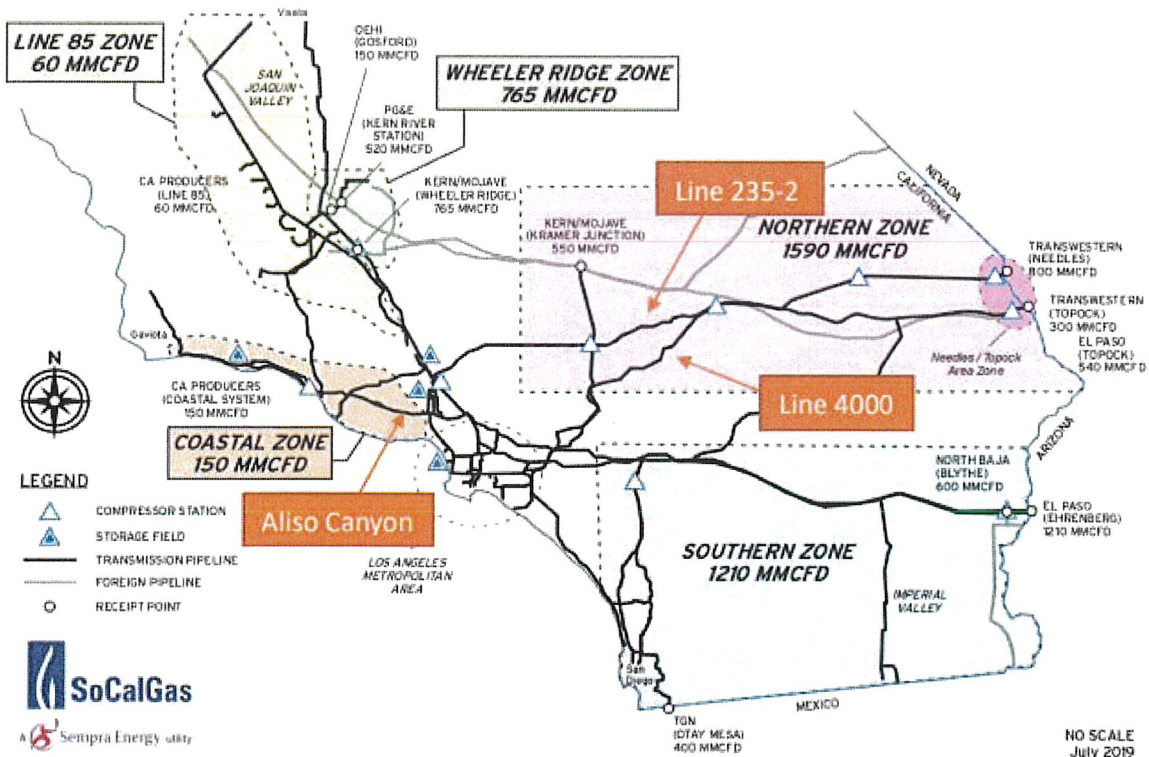
Minimum load values corrected for Sept & Dec 2018.

YEAR	MAX LOAD	MAX DATE
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41
2017	322.1 MW	31-Aug-17 16:02

**The Burbank power system did not experience any operational issues or natural gas supply issues for October 2021. BWP had zero days of red flag warnings.**

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances.

Image 1: Receipt Points & Transmission Zone Firm Capacities



**ELECTRICITY GENERATION:**

**BWP Generating Facilities**

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	0	0	-	0
MPP	100%	744	131,917	7,592	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 1 experienced operational concerns in late December. As a result, it was removed and shipped to a certified facility in Houston, TX for inspection and repairs. The inspection findings indicated the need to replace multiple components that were worn beyond allowable limits and BWP is now proceeding with a full turbine overhaul. **Revised estimates included a possible January 2022 return to service and a leased turbine remains installed to mitigate risks. The leased turbine was placed online zero times during the month of October.**

## Magnolia Power Project (MPP)

	October	FYTD	YTD
Availability	100%	98%	68%
Unit Capacity Factor (240 MW)	74%	69%	47%

There were no plant trips or other outages at MPP during the month of October.

## Tieton Hydropower Project (Tieton)

Tieton's 2021 generation season began April 5, 2021 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (BOR). The generation season for 2021 ended on October 18 when water flow was no longer available.

## ENVIRONMENTAL

### Air Quality

There are no air quality updates at this time.

### Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four storm water samples per reporting year and compare them to statewide regulatory limits. No samples have been collected for the current reporting year of July 1, 2021 to June 30, 2022. The results from the previous reporting year samples continue to indicate ongoing compliance issues with metals, specifically zinc. Samples were also collected from the offsite influent that commingles with BWP's storm water discharge. The offsite samples also exceeded the limits for metals.

In order to address the storm water compliance issues, BWP is in the process of implementing a campus storm water improvement project. **BWP initially completed the proposed project's California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration in 2019. However, recent amendments to the CEQA Guidelines now require an update to the CEQA Initial Study/Mitigated Negative Declaration. The environmental review was expected to be finalized when the project was approved by the Burbank City Council. However, the engineering design and permitting phase have taken longer than originally expected due to the complexity of the project as well as other factors including the onset of a pandemic.** MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. After the final design is completed, bid specifications will be prepared and a request for proposals (RFP) will be issued for the construction activities. As an interim measure, BWP has also applied for time schedule orders (TSOs) that include interim limits which are achievable for this site. The final TSOs were approved by the Los Angeles Regional Water Quality Control Board on June 7, 2021. These TSOs and interim limits will apply until the improvement project is complete. Milestone achievements are required, and project completion must be achieved by November 17, 2023.



## **PROJECT UPDATES:**

### **Power Resources**

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

BWP continues to be on track to meet RPS compliance requirements for calendar year 2021. The calendar year 2021 goal is 35.75% RPS. BWP staff continues to evaluate renewable resources in order to meet future compliance requirements. Staff submitted the RPS report to the California Energy Commission in August. **Staff is in the process of negotiating two long-term power contracts in order to meet future compliance obligations.**

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

As BWP moves forward with an update to the IRP, it is possible that it may look different and it may be a document that provides a path towards BWP's many compliance requirements. Concurrently, BWP is starting to review options for a new IRP which is due to the CEC in 2024. Stakeholder engagement efforts, compliance and costs will be some of the major factors in the 2024 IRP. **The first draft of the Request for Proposal (RFP) for the IRP is done. The plan is to release the RFP in spring of 2022 after it has been reviewed by additional staff members and legal.**

#### **Transmission Update**

**In mid-July, staff worked with LADWP to finalize the TSA documents for both Hoover and IPP. Staff took the agreements to the Board on August 5, 2021 and to City Council on August 10, 2021 and received unanimous approval. These agreements were signed and forwarded to LADWP. On September 14, 2021, LADWP Board approved both agreements. LADWP's signed original copies of both agreements are expected to be received by BWP by the end of October.**

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

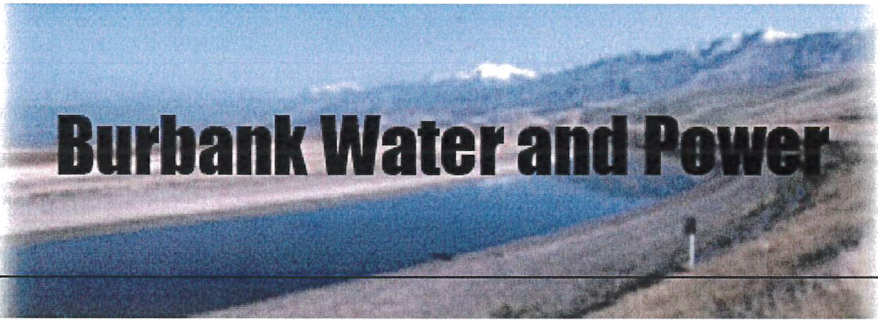
LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, and power generation at IPP. In the medium-term, the IPP Renewal participants are targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is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

**Staff is actively working with Intermountain Power Agency on cost increases due to the Hydrogen Betterments as well as coal supply issues. Updates will be provided as more details are made available.**

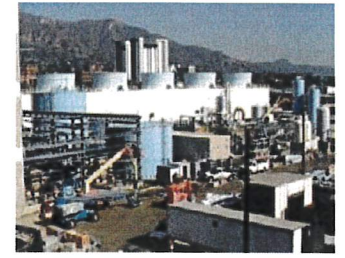
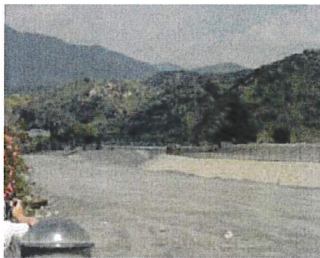
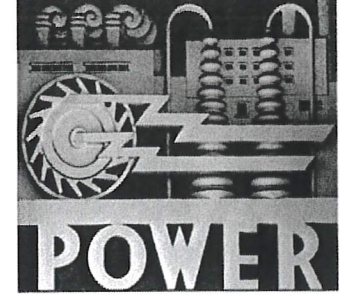
## **Power Production**

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

BWP is in the process of developing a bid schedule documents for the Lake One Power Plant Emissions Retrofit Project. The new emissions control system will allow Lake One to remain in compliance with upcoming air quality requirements. The project consists of designing, engineering, permitting, constructing/installing, commissioning, and testing the new emissions system. This project is planned to conclude in the first half of 2023.



# Burbank Water and Power



## Financial Report September-21

UNAUDITED



**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets <sup>(1)(2)</sup>  
MTD and FYTD September 2021**

(\$ in 000's)

	MTD Actual FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance		YTD Actual FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
\$	565	947	\$ (382)	(40%)	Operating Income/(Loss)	2,559	\$ 4,851	\$ (2,291)	(47%)
					Other Income/(Expenses)				
	82	66	16	24%	Interest Income	256	199	57	29%
	83	26	57	218%	Other Income/(Expense) <sup>(4)</sup>	(2,202)	(2,581)	379	15%
	(279)	(279)	-	0%	Bond Interest/ (Expense)	(838)	(838)	-	0%
	(114)	(187)	73	39%	Total Other Income/(Expenses)	(2,784)	(3,221)	436	(14%)
	451	760	(309)	(41%)	<b>Net Income</b>	(225)	1,630	(1,855)	(114%)
	24	1,215	(1,190)	(98%) <sup>(e)</sup>	Capital Contributions (AIC)	1,079	3,644	(2,564)	(70%) <sup>(j)</sup>
\$	475	\$ 1,974	\$ (1,499)	(76%)	<b>Net Change in Net Assets</b>	\$ 854	\$ 5,274	\$ (4,419)	(84%)

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.

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
MTD September 2021  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	95,280	104,143	(8,863)	NEL is 9% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature in September was 86.6°F, compared to the 15-year average high temperature of 87.8°F. The average low temperature was 59.6°F, compared to the 15-year average low temperature of 61.0°F. MTD CDD were 254 versus the 15-year average of 287.
b.	Retail Power Supply & Transmission	10,153	9,992	(160)	The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
c.	Customer Service, Marketing & Conservation	570	727	157	The favorable variance is primarily attributable to vacancies and the timing of professional services.
d.	Depreciation	1,551	1,881	330	The favorable variance is attributable to the timing of projects.
e.	Capital Contributions (AIC)	24	1,215	(1,190)	The unfavorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
FYTD September 2021  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	307,799	328,110	(20,311)	- NEL is 6% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The YTD average high temperature was 87.9°F, compared to the 15-year average high temperature of 87.7°F. The YTD average low temperature was 61.4°F, compared to the 15-year average low temperature of 62.4°F. YTD CDD were 918 versus the 15-year average of 944.
B.	Other Revenues	1,177	1,699	(522)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate. The unfavorable variance is also attributable to the moratorium on fees in light of the COVID-19 pandemic.
C.	Retail Power Supply & Transmission	32,903	31,172	(1,731)	- The unfavorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Distribution	2,313	3,008	694	- The favorable variance is primarily attributable to more capital labor and work for others than planned, vacancies and the timing of private contractual services.
E.	Finance, Fleet, & Warehouse	423	801	379	- The favorable variance is primarily attributable to vacancies and the timing of software purchases and professional services.
F.	Customer Service, Marketing & Conservation	1,379	1,771	392	- The favorable variance is primarily attributable to vacancies and the timing of professional services.
G.	Public Benefits	1,144	1,385	241	- Lifeline discounts of \$161k 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.
H.	Security/Oper Technology	733	427	(307)	- The unfavorable variance is primarily attributable to the timing of capital labor and work for others and to the timing of software and hardware purchases.
I.	Construction & Maintenance	293	613	320	- The favorable variance is primarily attributable to the timing of professional and custodial services and building ground maintenance and repairs.
J.	Capital Contributions (AIC)	1,079	3,644	(2,564)	- The unfavorable variance is attributable to the timing of AIC projects.

**September 2021 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): \$451</u></b>	\$ -	\$ (309)	\$ (309)
 <b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(855)	(855)
Power Supply and Transmission:			
- Lower retail load	195	-	195
- Lower than planned renewables cost and other	135	-	135
- Lower transmission	92	-	92
- Higher energy prices	-	(824)	(824)
- Higher O&M	-	(93)	(93)
- Retail load management and economic dispatch	335	-	335
Other Revenues	-	(113)	(113)
Wholesale Margin	150	-	150
<b>Total</b>	<u>\$ 907</u>	<u>\$ (1,884)</u>	<u>\$ (978)</u>
 <b><u>MTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	-	(48)	(48)
Administration/Safety	8	-	8
Finance, Fleet, & Warehouse	55	-	55
Customer Service, Marketing & Conservation	157	-	157
Public Benefits	78	-	78
Security/Oper Technology	-	(47)	(47)
Telecom	-	(9)	(9)
Construction & Maintenance	66	-	66
Depreciation expense	330	-	330
All other	79	-	79
<b>Total</b>	<u>\$ 773</u>	<u>\$ (103)</u>	<u>\$ 669</u>



**September 2021 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): \$(225)</u></b>	\$ -	(1,855)	\$ (1,855)
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(2,758)	(2,758)
Power Supply and Transmission			
- Lower retail load	447	-	447
- Lower than planned renewables cost and other	603	-	603
- Lower transmission	350	-	350
- Higher energy prices	-	(1,925)	(1,925)
- Lake unit repairs		(2,750)	(2,750)
- Lower O&M	659	-	659
- Retail load management and economic dispatch	885	-	885
Other Revenues	-	(522)	(522)
Wholesale Margin	808	-	808
<b>Total</b>	<b>\$ 3,752</b>	<b>\$ (7,956)</b>	<b>\$ (4,204)</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	694	-	694
Administration/Safety	-	(35)	(35)
Finance, Fleet, & Warehouse	379	-	379
Customer Service, Marketing & Conservation	392	-	392
Public Benefits	241	-	241
Security/Oper Technology	-	(307)	(307)
Telecom	103	-	103
Construction & Maintenance	320	-	320
Depreciation expense	108	-	108
All other	453	-	453
<b>Total</b>	<b>\$ 2,691</b>	<b>\$ (342)</b>	<b>\$ 2,349</b>

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

	Sep-21	Aug-21	Jul-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>											
General Operating Reserve	\$ 70,437	\$ 75,742 <sup>(b)</sup>	\$ 75,226	\$ 73,156	\$ 70,186	\$ 65,223	\$ 65,133 <sup>(b)</sup>	\$ 52,719 <sup>(b)(c)</sup>	\$ 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	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA <sup>(d)</sup>	3,762	3,762	3,761	3,740	4,210	6,021	3,769	17,163	16,817		
Sub-Total Cash and Investments	84,199	89,503	89,988	86,896	84,396	81,244	78,902	79,882	94,137	73,010	42,770
Customer Deposits	(7,870)	(5,204)	(5,701)	(4,245)	(2,722)	(3,083)	(1,486)	(1,811)	(5,641)		
Public Benefits Obligation	(8,584)	(8,357)	(8,243)	(8,128)	(8,198)	(8,287)	(7,826)	(8,990)	(6,069)		
Pacific Northwest DC Intertie	-	-	-	-	-	(45)	(48)	(62)	(2,218)		
Low Carbon Fuel Standard <sup>(e)</sup>	(2,855)	(2,988)	(2,998)	(2,999)	(2,470)	(3,273)	(3,394)	(3,642)	(2,267)		
IIP Decommission	(2,000)	(2,000)	(2,000)	(2,000)	-	-	-	-	-		
<b>Cash and Investments (less Commitments)</b>	<b>67,869</b>	<b>70,954</b>	<b>70,045</b>	<b>69,523</b>	<b>71,005</b>	<b>66,556</b>	<b>66,149</b>	<b>67,376</b>	<b>77,942</b>	<b>73,010</b>	<b>42,770</b>

<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, \$4.6M for August and September power invoices, and \$2.3M for December and January power invoices.

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

**Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD September 2021**  
(\$ in 000's except Gallons)

MTD Actual FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance	YTD Actual FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
484	542	(58)	(11%) <sup>(a)</sup>	1,526	1,595	(69)	(4%) <sup>(A)</sup>
104	100	4	4%	340	319	21	7%
\$ 2,737	\$ 2,988	\$ (251)	(8%)	\$ 8,413	\$ 8,819	\$ (407)	(5%)
436	393	43	11%	1,379	1,255	124	10%
155	120	34	28%	400	361	38	11%
3,327	3,501	(174)	(5%)	10,191	10,436	(244)	(2%)
1,067	1,381	315	23% <sup>(b)</sup>	3,483	4,059	577	14% <sup>(B)</sup>
2,261	2,120	141	7%	6,709	6,376	332	5%
841	793	(48)	(6%)	1,967	2,328	361	16% <sup>(C)</sup>
280	139	(121)	(87%) <sup>(c)</sup>	516	417	(99)	(24%) <sup>(D)</sup>
196	227	32	14%	583	678	95	14%
143	144	0	0%	430	431	1	0%
345	373	28	7%	1,037	1,118	81	7%
1,785	1,676	(109)	(7%)	4,533	4,971	438	9%
476	444	31	7%	2,175	1,405	771	55%
16	11	5	50%	43	32	11	34%
56	49	7	15%	(352)	(383)	31	8%
(143)	(148)	(5)	(4%)	(428)	(444)	16	4%
(71)	(89)	18	20%	(738)	(796)	58	7%
405	356	49	14%	1,438	609	829	136%
80	33	47	144% <sup>(d)</sup>	411	98	313	320% <sup>(E)</sup>
\$ 485	\$ 389	\$ 96	25%	\$ 1,849	\$ 707	\$ 1,142	161%

Water put into the system in Millions of Gallons

Metered Recycled Water in Millions of Gallons

**Operating Revenues**

Potable Water

Recycled Water

Other Revenue <sup>(3)</sup>

Total Operating Revenues

Water Supply Expense

Gross Margin

**Operating Expenses**

Operations & Maintenance - Potable

Operations & Maintenance - Recycled

Operations & Maintenance - Shared Services

Transfer to General Fund for Cost Allocation

Depreciation

Total Operating Expenses

Operating Income/(Loss)

Other Income/(Expenses)

Interest Income

Other Income/(Expense) <sup>(4)</sup>

Bond Interest/(Expense)

Total Other Income/(Expenses)

Net Income/(Loss)

Capital Contributions (A/C)

Net Change in Net Assets

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

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

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

**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets - Footnotes  
MTD September 2021  
(\$ 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	484	542	(58)	- Potable water demand was below budget. The average high temperature in September was 86.6°F, compared to the 15-year average high temperature of 87.8°F. The average low temperature was 59.6°F, compared to the 15-year average low temperature of 61.0°F. MTD CDD were 254 versus the 15-year average of 287.
b.	Water Supply Expense	1,067	1,381	315	- The favorable variance is a result of using more Valley/BOJ water than planned which is less costly than imported MWD water.
c.	Operations & Maintenance - Recycled	260	139	(121)	- The unfavorable variance is primarily attributable to the timing of professional services.
d.	Capital Contributions (AIC)	33	47	14	- The favorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets - Footnotes  
FYTD September 2021  
(\$ in 000's except Gallons)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
<b>A.</b>	Water put into the system in Millions of Gallons	1,526	1,595	(69)	- Potable water demand was below budget. The FYTD average high temperature was 87.9°F, compared to the 15-year average high temperature of 87.7°F. The FYTD average low temperature was 61.4°F, compared to the 15-year average low temperature of 62.4°F. FYTD CDD were 918 versus the 15-year average of 944.
<b>B.</b>	Water Supply Expense	3,483	4,059	577	- The favorable variance is a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
<b>C.</b>	Operations & Maintenance - Potable	1,967	2,328	361	- The favorable variance is primarily attributable to the timing of professional and private contractual services.
<b>D.</b>	Operations & Maintenance - Recycled	516	417	(99)	- The unfavorable variance is primarily attributable to the timing of professional services.
<b>E.</b>	Capital Contributions (AIC)	411	98	313	- The favorable variance is attributable to the timing of AIC projects.

**September 2021 Budget to Actual P&L Variance Highlights - Water Fund**  
**(\$ in 000's)**

	<b>Variance Month-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b><u>MTD NET INCOME (LOSS): \$405</u></b>	\$ 49	\$ -	\$ 49
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	-	(251)	(251)
Recycled Revenues	43	-	43
Other Revenue	34	-	34
Water Supply Expense	315	-	315
<b>Total</b>	<b>392</b>	<b>\$ (251)</b>	<b>\$ 141</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	-	(48)	(48)
Recycled Water O&M	-	(121)	(121)
Allocated O&M	32	-	32
Depreciation Expense	28	-	28
All Other	18	-	18
<b>Total</b>	<b>\$ 77</b>	<b>\$ (169)</b>	<b>\$ (91)</b>

**September 2021 Budget to Actual P&L Variance Highlights - Water 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: \$1,438</u></b>	\$ 829	\$ -	\$ 829
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	-	(407)	(407)
Recycled Revenues	124	-	124
Other Revenue	38	-	38
Water Supply Expense	577	-	577
<b>Total</b>	<b>\$ 739</b>	<b>\$ (407)</b>	<b>\$ 332</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	361	-	361
Recycled Water O&M	-	(99)	(99)
Allocated O&M	95	-	95
Depreciation Expense	81	-	81
All Other	59	-	59
<b>Total</b>	<b>\$ 595</b>	<b>\$ (99)</b>	<b>\$ 496</b>

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

	Sep-21	Aug-21	Jul-21	Jun-21	Mar-21	Dec-20	Sep-20	Jun-20	Jun-19	Recommended Reserves	Minimum Reserves
<b>Cash and Investments</b>											
General Operating Reserves	\$ 14,287	\$ 14,388 (a) \$	13,839	\$ 12,181	\$ 15,066	\$ 13,972	\$ 10,972 (a) \$	8,395 (a)(b) \$	11,555 (a)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	16,507	16,618	16,059	14,401	17,286	16,192	13,192	10,615	13,775	17,830	9,370
Customer Deposits	(1,021)	(1,062)	(1,198)	(1,125)	(1,151)	(1,311)	(1,133)	(1,227)	(1,454)		
Cash and Investments (less commitments)	\$ 15,487	\$ 15,556	\$ 14,861	\$ 13,276	\$ 16,136	\$ 14,882	\$ 12,060	\$ 9,388	\$ 12,321	\$ 17,830	\$ 9,370

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

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

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

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

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





November 3, 2021  
4:30 p.m.

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

**Roll Call**

Members present: Iveta Ovsepyan, Chairperson  
Richard Ramos, Secretary  
Linda Barnes  
Matthew Doyle

Members not present: Jacqueline Waltman, Vice-Chairperson

Also present: Daniel Amaya, Administrative Analyst I  
Brady Griffin, Human Resources Manager  
Mark Hatch, BFFCOU President  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
Jina Oh, Senior Assistant City Attorney  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director

**Future Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 4-0 to approve the minutes of the regular meeting of October 6, 2021.

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – October 2021**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of November 2021, there are no appointment or assignment extensions needed.

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 4:47 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Iveta Ovsepyan, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Richard Ramos, Secretary

DATE \_\_\_\_\_



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** November 9, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Landlord-Tenant Commission Meeting – November 1, 2021

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- Four members of the public attended the Zoom meeting. One member had compliments on the social media promotional outreach and questions regarding the Landlord-Tenant resources on the city website. The other three members were listening for educational purposes.
- Staff provided an overview of social media updates and promotional outreach efforts. These included an announcement at the October Senior Board meeting and an ad in the November publication in the “55 & Beyond” newsletter from the Joslyn Senior Center. Staff will continue to evaluate the promotional feedback and update as appropriate.
- Commissioners provided updates on four cases related to COVID-19 rent relief, rent increases, eviction notices, and general questions regarding AB 1482. The Commission provided mediation, legal resources and information is also posted on the City’s Housing page.
- The Commission discussed the City Council expectations of Commission members; outlined on page ten of the Boards, Commissions, and Committee handbook.
- The Commission confirmed the updated Landlord intake form with the addition of the *Age of Building* question.
- The meeting adjourned at 7:03 pm.



**SUSTAINABLE BURBANK COMMISSION  
NOVEMBER 15, 2021 MINUTES**

**I. CALL TO ORDER:**

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

**II. ROLL CALL:**

**Members Present:**

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

**Members Absent:**

None.

**Council Members and Staff Present:**

Nick Schultz – Council Member  
Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Street & Sanitation  
Amber Duran – Recycling Coordinator  
Noemi Garcia – Clerical Worker, Public Works

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

**A. Public Communication:**

**Burbank Resident, Tamala Takahashi** Ms. Takahashi voiced her concerns on the upcoming hearing of a development appeal for a property on Hollywood Way and the incoming Bus Rapid Transit project. Ms. Takahashi thanked the Commission and staff for their continuous efforts in putting together a comprehensive plastics ordinance.

**Commission Member Communication:**

Ms. Tenenbaum announced that she is working on an Earth Day collaboration with Recycling Specialist, Amy Hammes from the Burbank Recycle Center and General Manager, Dawn Roth Lindell from Burbank Water and Power.

Ms. Gemmill shared that the Community Garden is moving forward with forming bylaws and they plan on visiting neighboring community gardens.

Ms. Valdez voiced an interest in volunteering to staff the ad hoc Work Plan Development Subcommittee and the ad hoc Equity and Economic Sustainability Subcommittee.

**Staff Communication:**

Ken Berkman, Public Works Director, announced that City Council will be voting on extending virtual meetings for City Council, and all other Boards, Commissions, and Committees.

**IV. APPROVAL OF MINUTES:**

Ms. Gemmill moved and Mr. Weber seconded a motion to approve the October 18, 2021, minutes with edits. The minutes were unanimously approved by all in attendance. Mr. O'Brien and Ms. Robb abstained. Ms. Tenenbaum was not present for the approval of the minutes, she tuned in shortly after.

**V. PRESENTATION BY SCOTT PEATTIE AND NICK SMALL WOOD OF SUNRUN**

Sunrun's Director of Business Development, Scott Peattie gave a brief presentation on Rooftop Solar and Battery Storage.

Mr. Peattie, staff, and the Commission engaged in a question-and-answer session.

**VI. DISCUSSION AND APPROVAL OF WORK PLAN DRAFT:**

Ms. Tenenbaum moved and Ms. Zimskind seconded a motion to approve the Work Plan draft. The motion was unanimously approved by all in attendance.

Mr. Berkman extended his appreciation to the group for their efforts in creating the work plan.

**VII. DISCUSSION OF THE FOOD AND WATER WATCH LETTER:**

Ms. Kirschenbaum announced that the governor declared Los Angeles County to be in a drought emergency. This item was pulled from the agenda.

**VIII. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT:**

Mr. Weber announced that the Subcommittee continues meeting and discussing energy sourcing and upcoming projects with staff from Burbank Water and Power.

Ms. Kirschenbaum emphasized the importance of local resilience and local investment. She shared that she and Mr. Weber spoke with the new leader of the Sunrise Movement.

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

Ms. Kirschenbaum shared that the group staffed a table with the Master Growers at the Burbank Farmers Market. They plan on continuing outreach through the collection of email addresses from members of the community.

Ms. Gemmill and Ms. Tenenbaum expressed an interest in having a coordinated city-wide annual Earth Day event.

John Molinar, Assistant Public Works Director – Street & Sanitation, clarified that the City has planned city-wide Earth Day events in the past before the pandemic.

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

There were no updates.

**XI. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:**

Recycling Coordinator, Amber Duran reported that she met with Craig Cadwallader from the Surfrider Foundation to continue the discussion on a plastics ordinance for the City.

**XII. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES:**

There were no updates.



**XIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:**

- November 16, 2021- Appeal of the Planning Board's Approval of a Development Review, Conditional Use Permit, Tentative Parcel Map, Density Bonus Requests and Certification of a Sustainable Communities Environmental Assessment Located at 2311 N Hollywood Way (Project No 20-0003289)
- December 14, 2021 – Adoption of Findings to Continue Virtual Meetings for City Council and all Other City Boards, Commissions and Committees During the Pandemic.

**XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

There were no additional agenda items.

**XV. BURBANK GREEN SPOTLIGHT AWARD FOR DECEMBER 2021:**

The December 2021 Green Spotlight Award recipient will be selected at a later date.

**XVI. ADJOURNMENT:**

The meeting was adjourned at 6:26 p.m. The next meeting will be held on Monday, December 6, 2021 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

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



# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** November 16, 2021

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police (Interim)  
Patrick Prescott, Community Development Director  
BY: Courtney Padgett, Police Administrator  
Carol-Ann Coates, Building Administration Manager

**SUBJECT:** City Manager Tracking List #2438 – Steps to Become a Firearm Dealer and Information on Firearm Businesses in the City

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At the October 12, 2021, City Council meeting Council Member Anthony requested a report on the steps required to become a licensed firearm dealer, how many firearm businesses operate in the City, and how long those businesses have been in operation.

### **BACKGROUND**

Federal and state laws provide specific regulation on sale and possession of firearms. The sale of firearms in the City of Burbank is partially governed by Burbank Municipal Code (BMC) section 5-3-801 License to Sell Firearms at Retail. Any person engaging in the business of selling or transferring, renting, advertising for sale, offering or exposing for sale or transfer or rental at retail, pistols, revolvers, or other firearms capable of being concealed shall obtain the license required by the City of Burbank. Businesses that sell only ammunition are not required to obtain a City regulatory license but are required to register for a Business Tax account.

### **DISCUSSION**

#### **Authorized Firearm Dealer Process**

To sell firearms in the City of Burbank, licensees undergo an application process that includes providing a copy of their Certificate of Eligibility (COE) from the California Department of Justice, Federal Firearms License (FFL) from the Bureau of Alcohol, Tobacco, Firearms and Explosives, and seller's permit from the California Department of Tax and Fee Administration. The location of the business is reviewed by the City's Planning Division. If the use is permissible in that zone, the business may be approved.

Applicants must submit copies of fingerprints through a Live Scan application, which is reviewed by the Police Department. Most applicants meet the qualifications and can be approved once the background check has been completed. No license is issued unless first approved by the Chief of Police, in writing. Licensees must renew their licenses annually. The renewal fee is based on one percent of gross receipts, or a minimum of \$286.45, whichever is greater. Revenue received from Firearm Dealer Business License fees from the past five years totaled \$225,407.74, which goes to the General Fund.

**Firearms Dealers in Burbank**

The City currently has a total of 14 licensed locations for the sale of firearms. The number of authorized firearms dealers has remained relatively consistent over the past five years, ranging from 10 to 14. The average age of the businesses is 12 operating years, with four stores being in business for over 27 years, and two new stores applying and receiving licenses in 2021. Each licensed firearm dealer location along with the initial issuance date of the license is listed in the chart below.

<b>Business Licensee Name</b>	<b>Date of License Issuance</b>	<b>Business Address</b>
AEGIS TRADING ENTERPRISES LLC	07/14/2009	1004 Magnolia Blvd.
BIG 5 SPORTING GOODS #109	01/13/1993	510 N. Victory Blvd.
BURBANK AMMO & GUNS	12/17/2015	1313 Magnolia Blvd.
C R ENTERPRISE	01/01/1991	265 W Providencia Ave
CGA GROUP LLC DBA GUNS LA	09/01/2019	3906 W. Burbank Blvd.
FIRING-LINE	09/09/1994	1060 N. Lake St.
GUN BROTHERS INC.	03/29/2021	3804 W. Burbank Blvd.
GUN WORLD	11/09/2010	2412 Magnolia Blvd. B
GUNS DIRECT	08/31/2010	1521 Magnolia Blvd.
LA FIREARMS SUPPLIES	08/19/2021	1212 W. Magnolia Blvd.
RSF (REDSTONE FIREARMS)	05/22/2019	916 W. Burbank Blvd.
SOGG ENTERPRISES, INC. DBA RTBA LA	12/15/2018	2319 W. Olive Ave. A
SPEED SHOOTERS	04/25/1994	1734 Evergreen St
TACTICAL PRO SHOP, LLC	04/05/2017	3503 W. Burbank Blvd.



# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** November 19, 2021

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police (Interim)  
VIA: Denis Cremins, Captain – Patrol Division  
BY: Courtney Padgett, Police Administrator  
John Pfrommer, Lieutenant – Traffic Bureau

**SUBJECT:** City Manager Tracking List # 2421: Report on Recent History of Accidents and Speeding on 6<sup>th</sup> Street, Kenneth Road, Bel Aire Drive, and Sunset Canyon Drive

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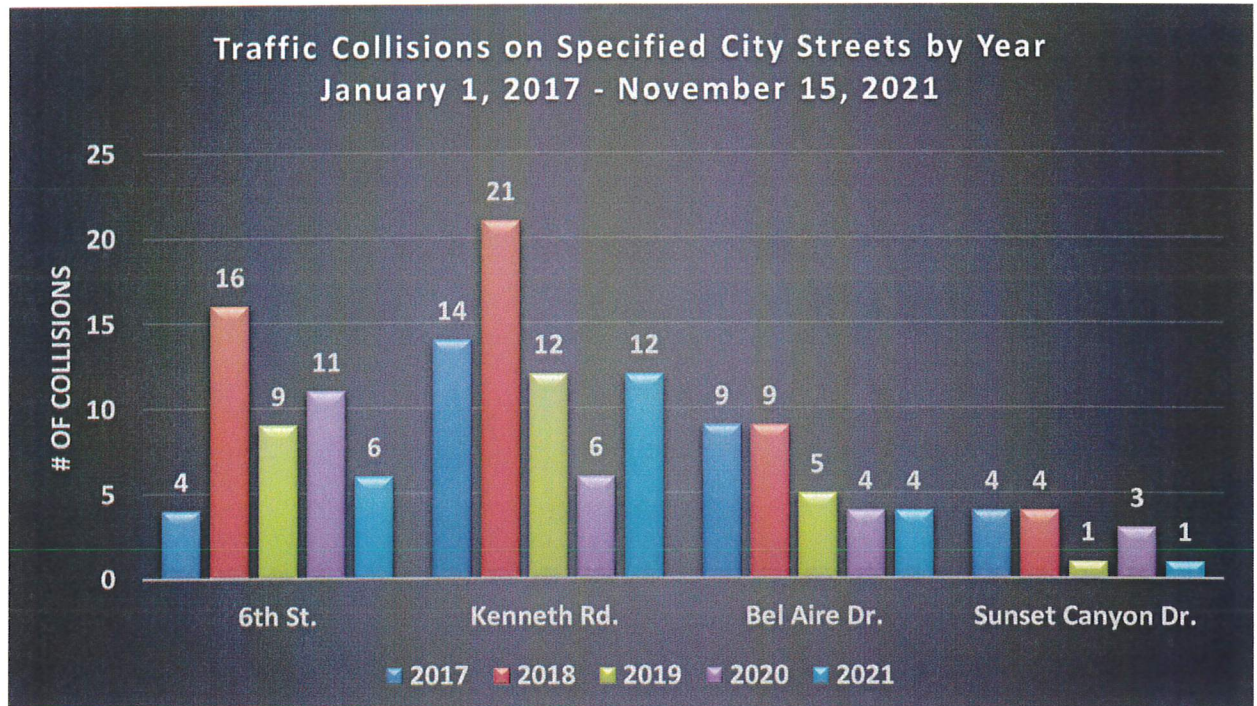
During the August 10, 2021, City Council meeting Council Member Anthony requested a report on the recent history of vehicular collisions and speeding incidents occurring on 6<sup>th</sup> Street, Kenneth Road, Bel Aire Drive, and Sunset Canyon Drive.

### History of Collisions

Between January 1, 2017, and November 15, 2021, the Burbank Police Department responded to 4,687 reported traffic collisions throughout the City. One hundred and fifty-five (155) of these collisions (3.3% of all reported collisions within the City) occurred on 6<sup>th</sup> Street, Kenneth Road, Bel Aire Drive, or Sunset Canyon Drive. Since 2017, the total number of collisions on each of the specified City streets is listed below.

- 6<sup>th</sup> Street: 46 total collisions
- Kenneth Road: 65 total collisions
- Bel Aire Drive: 31 total collisions
- Sunset Canyon Drive: 13 total collisions

The number of traffic collisions by year for each specified City street is displayed in the chart on the following page.



Additional information regarding these collisions, including primary collision factors, types of collisions, and collisions resulting in fatalities is listed in the chart below. Note that the chart is not inclusive of all collision factors or collision types for each street.

Collisions on Specified Streets January 1, 2017 – November 15, 2021												
Street	Total # of Collisions	% of Total City Collisions	Primary Collision Factor						Type of Collision			Collision Resulting in Fatality
			Unsafe Speed	DUI	Failure to Yield	Stop Sign	Unsafe Turning	Reckless Driving	Hit & Run	Involving Bicycle	Involving Pedestrian	
Sixth	46	0.98%	1	2	14	5	5	0	7	2	1	0
Kenneth	65	1.39%	2	6	25	8	16	0	12	4	1	0
Bel Aire	31	0.66%	2	4	17	6	6	0	10	2	4	0
Sunset Canyon	13	0.28%	2	2	1	1	4	1	3	1	0	1

A primary collision factor of unsafe speed is not always indicative of high rates of speed or rates of speed in excess of the posted speed limit. Unsafe speed applies to any rate of speed that is deemed unsafe for the existing driving conditions. A situation where this factor commonly applies is when a driver rear-ends a vehicle in front of them. Although the driver may have been driving at a low rate of speed, there was not sufficient time to stop the vehicle in order to avoid the collision; therefore, unsafe speed is the identified primary collision factor.

**Recent Incidents of Speeding**

The Burbank Police Department Traffic Bureau utilizes Crossroads Software, Inc., for the recording and analytics of traffic collisions and citation issuance. This software program does not include a reporting feature specific to the location where a citation is issued. Therefore, data specific to the locations of speeding incidents resulting in the issuance of a warning or citation is not available. The Department has engaged in dialogue with the software vendor regarding updating the citation software in the future to include the ability to track the location of citation issuance.

Between January 1, 2021, and November 15, 2021, the Department’s Traffic Bureau issued 4,979 citations throughout the City. Two thousand, two hundred and seventy-eight (2,278) of these citations (45.8%) were issued for speed-related violations. A summary of citations by the highest violation categories is listed in the chart below. Note the distinction for the two categories involving cell phone use: “Use of Cell Phone” pertains to holding and operating a cell phone device (such as texting), while “Talking on Cell Phone” pertains to holding the phone and engaging in a conversation. When operating a motor vehicle, cell phones are required to be configured to allow for voice-operation and hands-free listening, talking, and operation.

<b>Citation Issuance January 1, 2021 – November 15, 2021</b>		
<b>Violation</b>	<b># of Citations Issued</b>	<b>% of Total Citations</b>
Speeding	2,278	45.8%
Proof of Insurance	686	13.8%
Use of Cell Phone	547	11.0%
Registration	319	6.4%
License Plates Missing	199	4.0%
Talking on Cell Phone	139	2.8%
Unlicensed/Expired License	138	2.8%
Stop Requirements	132	2.7%
Seat Belts	97	1.9%
Registration Tag Expired	91	1.8%
Window Tint	81	1.6%
All Other Violations	272	5.5%

The number of traffic citations issued was impacted in 2020 with the onset of the COVID-19 pandemic. The stay-at-home orders resulted in significant reductions in the volume of vehicles present on the City’s roadways, with fewer citations issued. Therefore, only citations issued in 2021 are included in this report for review.

**Enforcement Strategies**

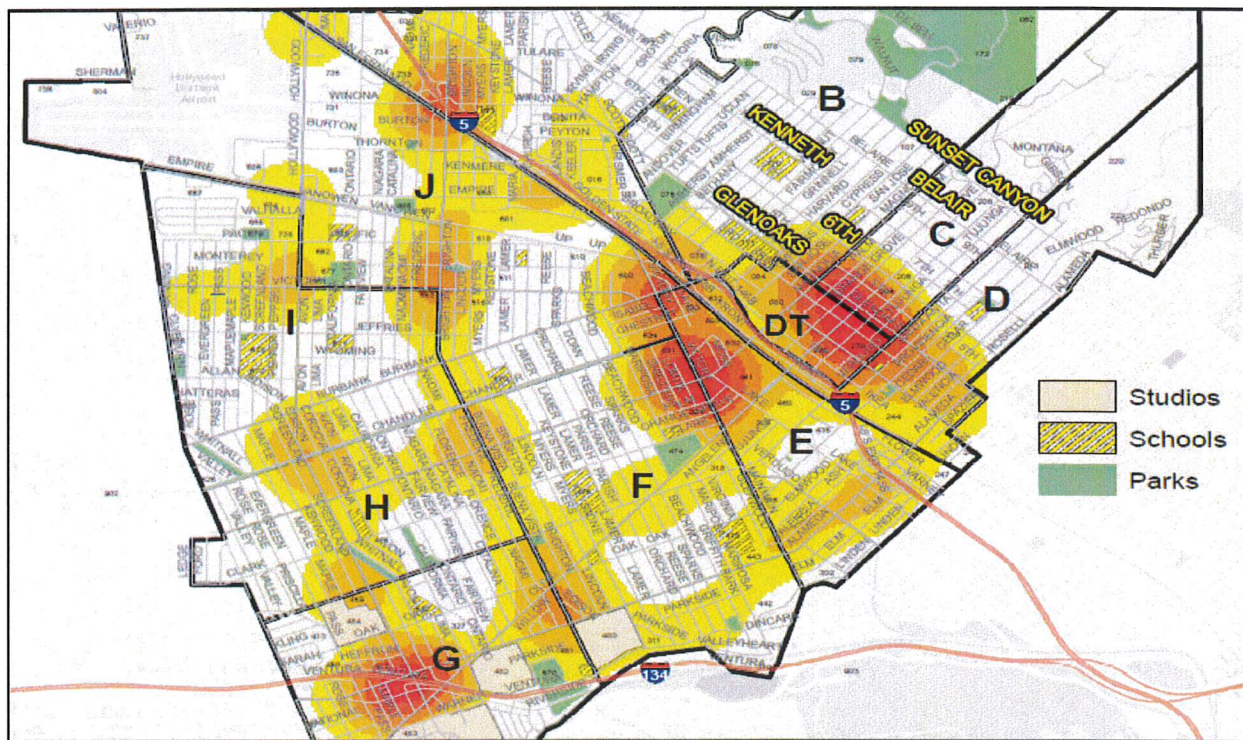
The Traffic Bureau’s primary goal is to reduce injuries and property damage as a result of traffic collisions. Traffic enforcement strategies are based on continual review of collision data, enforcement activity records, traffic volume, and traffic conditions. The



Traffic Bureau enforces traffic laws based on the frequency of their occurrence in collision situations and in the interest of public safety.

The Federal Highway Administration (FHWA) utilizes the functional classification system as a method to group streets and highways into classes according to the service the roadway is intended to provide. Roads and streets are grouped into the following categories: interstate, other freeway or expressway, other principal arterial, minor arterial, major collector, minor collector, or local. Kenneth Road and Sunset Canyon Drive are identified as minor arterial streets. Minor arterial streets connect activity centers within a city and connect traffic to principal arterial streets and interstates. Sixth Street and Bel Aire Drive are identified as major collector streets. Collector streets function to gather traffic from local roads (such as residential streets) and provide access to community services and businesses.

When reviewing collision data, it is important to note the classification type of roadways to distinguish between the City's principal arterial streets (such as Hollywood Way, Burbank Boulevard, Victory Boulevard, and San Fernando Road) and the City's other roadway classifications. Principal arterial streets see a higher volume of traffic as compared to minor arterial streets and collector streets and therefore experience a higher number of traffic collisions. The heat map below provides a visual representation of vehicle collision locations in the City over the last five (5) years. The Department focuses enforcement efforts in the areas with patterns of higher concentrations of collisions, primarily on the City's principal and minor arterial streets.



The Traffic Bureau regularly conducts enforcement details throughout the City in areas of high concern due to incidents of speeding and/or collisions. On February 27, 2021, the Traffic Bureau conducted a specialized enforcement detail within the hillside area to address issues with drivers speeding and engaging in reckless driving. This detail resulted in the issuance of 50 citations within a six-hour period, primarily for drivers engaging in high rates of speed. Strategized enforcement details will continue to be conducted on a regular basis in identified areas of high concern.

**Conclusion**

The Police Department will continue to focus on reducing traffic collisions in the City through proactive enforcement for all traffic violations. In addition to enforcement efforts, the Department conducts ongoing education with community members on a variety of traffic safety subjects, to include bicycle and pedestrian safety, back to school driving safety, distracted driving, speeding, driving under the influence, and other topics focused on deterring high-risk driving behaviors in effort to reduce collisions and improve the safety for all users of the City's roadways.



# MEMORANDUM




## COMMUNITY DEVELOPMENT



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**DATE:** November 22, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT:** City Manager Tracking List Item #2095 - Update on Street Performers and Aggressive Panhandling in Downtown Burbank

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City Council requested staff provide potential solutions to concerns regarding aggressive panhandling. Additionally, at the same time, staff has received a few complaints from those living near San Fernando about loud street performers, mostly during the late hours, in Downtown Burbank (Downtown).

In an effort to better manage street performers and pan handlers in Downtown, the Downtown Burbank Partnership (PBID) hired StreetPlus in 2019 to provide hospitality and social outreach services. These services include:

- Monitoring and weekly reporting of activities and interactions with panhandlers and street performers
- Identification and outreach to homeless individuals, including resource referral and assistance as needed
- Hospitality engagement with visitors and members of the public
- Daily check-ins with Downtown businesses
- Constant presence of StreetPlus staff and monitoring of issues
- Safety escorts for local employees
- Daily reporting of maintenance and landscaping issues, including burned out lights, abandoned items in the right of way, trash/debris, and damaged public infrastructure

StreetPlus patrols Downtown, engages with visitors, homeless individuals, street performers, and panhandlers to limit noise and inconvenience to visitors and residents. For the past two-years, one focus for StreetPlus staff has been monitoring street performers and panhandlers. StreetPlus staff documents the number of street performers

in the area on a given day and the amount of time they are performing. Staff also interact with the street performers to politely ask them to lower the amplification and/or to stop performing in the late evenings if they are near the residential buildings. As a result of this proactive interaction and monitoring, complaints about street performers and panhandlers have significantly reduced in the past two years. Since February 2021, a complaint has not been recorded by StreetPlus staff or City staff.

It should also be noted that some complaints regarding street performers and panhandlers go directly to the Burbank Police Department. The chart below shows panhandling and street performer complaint calls received by the Burbank Police Department in Downtown Burbank from January 1, 2019 thru August 31, 2021:

Date	Total Calls	Average Calls Per Month
January 1, 2019 – December 31, 2019	87	7.25
January 1, 2020 – December 31, 2020	36	3
January 1, 2021 – August 31, 2021	13	1.6

As noted above, the total number of calls received per year has decreased significantly since 2019. Additionally, for the most recent reporting period (January 1-August 31, 2021), the most recent complaint was recorded on August 20, 2021, with the proceeding complaints occurring on July 6, 2021 and May 29, 2021 respectively.

A majority of the complaints received by StreetPlus were from residents living at The Burbank Collection (250 N First St) or Village Walk (240 Palm Ave). Both StreetPlus staff and City staff worked with these residents to address their concerns and provided them with direct access to StreetPlus staff through their hotline to report issues in real time. StreetPlus would respond and work with the street performer to mitigate the issues to the best of their ability. More recently, staff has not received any complaints regarding street performers or panhandlers in Downtown.

In addition to the efforts in place to mitigate issues with street performers, City staff in partnership with the PBID initiated a *“Music on the Boulevard”* program which began in September 2021, where the PBID hired professional acoustic and semi-acoustic musicians to perform in core areas along San Fernando Boulevard. The performers are strategically placed in locations that were experiencing noise and disruption with the hope of discouraging additional street performers from locating in the same vicinity. The main goal of the program is to enliven Downtown by creating a nice ambiance for visitors and outdoor diners in the area. This program was highly successful in that it also added

another amenity to encourage people to shop and dine in Downtown. The program will continue while funds are available.

### Conclusion

Downtown is a vibrant, mixed-use, thriving urban neighborhood that welcomes Burbank residents and millions of visitors each year. With the continued popularity and evolution of Downtown, an increase in panhandlers and street performers is expected. Since March 2019, a vast majority of the negative impacts of both panhandlers and street performers were mitigated by StreetPlus. As a popular visitor destination, street performers and panhandlers will continue to have a presence. However, with the current StreetPlus services in place, issues will continue to be addressed and mitigated. Downtown staff will continue to work with StreetPlus to manage issues with street performers and panhandlers as needed. Approaches will be modified as necessary to ensure a pleasant and safe experience for business, residents, and visitors.



# MEMORANDUM





## COMMUNITY DEVELOPMENT

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**DATE:** November 22, 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Ken Berkman, Public Works Director   
BY: David Kriske, Assistant Community Development Director

**SUBJECT: City Manager Tracking List Item #2336 – Prioritization of the Restripe of Chandler Boulevard**

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At the September 15, 2020 City Council Meeting, then-Councilmember Gabel-Luddy requested a report on prioritizing the restriping of Chandler Boulevard to a traditional one-way couplet operation that would provide one travel lane and curb parking in each direction, with the south roadway providing for eastbound travel and the north roadway providing for westbound travel. With the removal of the “contra-flow” lane on each side of Chandler, the extra roadway space could be dedicated to an additional buffered bike lane to complement the Chandler Bikeway.

A configuration of Chandler Boulevard was considered as part of the Citywide Complete Streets Plan, and this project is identified as a mid-term priority project of the plan (see Attachment). That project would include a host of safety improvements to Chandler Boulevard, including:

- Reconstruct pedestrian ramps and add high-visibility crosswalks at all existing intersections
- Create five new pedestrian access points along the existing bikeway to shorten the distance pedestrians must travel to access the path
- Reconfigure Chandler Boulevard into a one-way couplet to provide one travel lane and parking lane in each direction. Consider installation of buffered bike lanes in the remaining roadway space
- Reconfigure signalized intersections for the one-way couplet operation to improve motorist, pedestrian, and bicyclist safety as well as to reduce vehicle delay



This project is estimated to cost \$1.55 million to complete and is not currently programmed in the City's Capital Improvement Program.

Staff does not recommend the City Council pursue the Chandler Reconfiguration Project at this time. The City Council has currently directed staff to implement the following active transportation projects in the City's Capital Improvement Program:

- San Fernando and Chandler Bikeway Extension bikeway projects
- First Street Protected Bike Lane Project
- Front Street Cycle Track Project
- LA River Bicycle and Pedestrian Bridge
- Reconfiguration of San Fernando Boulevard in Downtown
- Closure of the Bonnywood Place Frontage Road near Olive Avenue.

Several of these projects are grant-funded and require staff and consultant resources be dedicated to completing these projects. Should the City Council wish to pursue this project, the City Council would need to program funding for project development as part of the City's annual Capital Improvement Program and direct staff to prioritize this project over one or more of the other active transportation projects currently underway.

If the City Council were to pursue a reconfiguration of Chandler Boulevard now or in the future, staff would recommend the City undertake the following activities to develop the project:

- Prepare a traffic study to identify local traffic shifts and potential safety and operational benefits due to the reconfiguration.
- Conduct citywide and neighborhood-focused outreach to seek community input on the proposed changes.
- Perform an environmental analysis pursuant to the California Environmental Quality Act.
- Coordinate any implementation with the City's citywide pavement program. Several sections of Chandler Boulevard are scheduled to be paved this fiscal year. Large roadway striping changes are best made in concert with street repaving, otherwise the newly installed pavement will need to be sandblasted to alter the roadway striping, which causes pavement damage.
- Identify local or outside grant funding for the final design and construction phase of the project.

In particular, staff recommends robust public outreach be conducted to gather input and support for the potential reconfiguration, based on the different opinions received about

this project when it was discussed as part of the Complete Streets Plan. The conversion to a one-way couplet would likely have significant operational and safety benefits at the intersections that cross Chandler, but the project would introduce slightly longer vehicle trips for some nearby residents, depending on the destination of those trips. Further, more extensive pavement restoration that may be needed based on the level of new striping needed is not included in the \$1.55 million project budget estimate.

Attachments

Attachment 1: Chandler Bikeway Access Improvements and Reconfiguration Project  
(page 164 of Citywide Complete Streets Plan Short Term Priority Project)

# Attachment 1

## MID-TERM PRIORITY PROJECT

# CHANDLER BIKEWAY ACCESS IMPROVEMENTS AND RECONFIGURATION PROJECT

### PROJECT LOCATION:

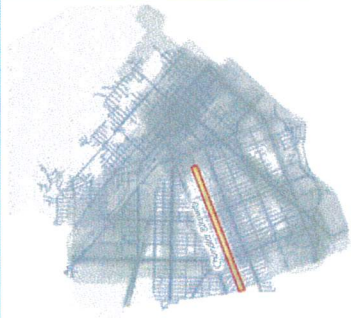
- Chandler Blvd. between Clybourn Ave. and Mariposa St.

### PROJECT DESCRIPTION:

- Construct 26 pedestrian curb ramps with high visibility crosswalks and create 5 new access points along the existing multi-use path.
- Re-stripe Chandler Blvd. for vehicular traffic to be the traditional one-way in each direction to provide pedestrian and motorist safety enhancements.

### PURPOSE:

- Currently, people with disabilities must travel up to 1/2 mile to access the Chandler Bikeway. The project would provide ADA upgrades and improve pedestrian safety and convenience.
- Enhance bicyclist safety and accessibility.
- Improve motorist safety.



### Priority Eligibility:

- Priority networks: **Pedestrian, Bicyclist**
- Within focus areas: **No**

### Average Annual Collisions within a quarter mile (June 2013 - June 2018):

- Total collisions: **43 per year** (citywide average: 1,302.4 per year)
- Pedestrian collisions: **1.2 per year** (citywide average: 61.4 per year)
- Bicyclist collisions: **3.8 per year** (citywide average: 53.2 per year)
- Motorist-only collisions: **37.6 per year** (citywide average: 1,175.2 per year)
- Total collision severity: 2 of 215 collisions (**1%**) resulted in KSI incidents
- Pedestrian collision severity: 0 of 6 collisions (**0%**) resulted in KSI incidents
- Bicyclist collision severity: 1 of 19 collisions (**5%**) resulted in KSI incidents
- Motorist-only collision severity: 1 of 188 collisions (**0.5%**) resulted in KSI incidents

### Socio-Economic Indicators:

- CalEnviroScreen 3.0 Percentile Scores: **40-45%, 50-55%, and 55-60%**

**Planning-Level Rough-Order-of-Magnitude (ROM) Cost Estimate: \$155 million**

**Annual Operations and Maintenance (O&M) Cost Estimate: \$13K**

