

# Weekly Management Report

## April 26, 2024

1. **Memo**                      First Street Village Soundwall Update  
**Public Works Department**
  
2. **Memo**                      City Manager Tracking List No. 2567  
First Step Report on Having the Burbank Animal  
Shelter Become a No-kill Shelter  
**Parks and Recreation Department**
  
3. **Memo**                      CM Tracking Memo #2572  
Neuroinclusion Live Event in London & How  
This Concept Can be Brought to Burbank  
**Community Development Department and  
Management Services Department**
  
4. **Minutes**                    Burbank Water and Power Board  
Meeting on April 4, 2024  
**Water and Power Department**
  
5. **Report**                    March 2024 Monthly Operating Results  
**Water and Power Department**
  
6. **Memo**                      City Manager Tracking List Item No. 2525  
First Step Report on Demand for Public Horse  
Stables in Burbank Rancho Neighborhood  
**Community Development Department  
Parks and Recreation Department**
  
7. **Memo**                      Downtown Burbank Partnership (PBID)  
Meeting on March 7, 2024  
**Community Development Department**
  
8. **Memo**                      Planning Commission  
Meeting on April 8, 2024  
**Community Development Department**



# MEMORANDUM



## PUBLIC WORKS

---

**DATE:** April 24, 2024

**TO:** Justin Hess, City Manager

**FROM:** Ken Berkman, Public Works Director  
BY: Anthony Roman, Principal Civil Engineer

**SUBJECT:** First Street Village Soundwall Update

---

### **Background**

On June 13, 2017, the City Council approved a mixed use residential-commercial project in Downtown Burbank that would allow for the construction of three, six-story buildings with 275 rental units and approximately 20,000SF of retail and commercial space. The project site is generally located on the westerly side of North 1st Street between 1st Street and Interstate 5 (I-5), and between East Magnolia Boulevard and the alley southeast of Palm Avenue on the north side of the I-5, and is known as "First Street Village".

Condition of Approval #16 in the Development Agreement required the Developer to pay for one-third (1/3) of the cost to build a Soundwall (estimated to cost approximately \$450-\$500 per linear foot) located on either City or State (Caltrans) right-of-way adjacent to the northbound I-5 on the west side of Bonnywood Place. The northern limit of the soundwall was to be the point where the Magnolia Boulevard Bridge intersects the northbound Caltrans right-of-way boundary. The southern limit was to be a point where the centerline of the public alley located south of Developer's Phase 2 site intersects the northbound Caltrans right-of-way boundary. The total length of the soundwall was estimated at 570 feet and the minimum height was to be 16 feet, per Caltrans standards. The remaining 2/3 cost to build the soundwall was to be funded by the City.

The final design and construction of the soundwall is subject to review and approval by Caltrans (if located on State right-of-way) and the City Council. If either Caltrans or the City Council do not approve the proposed soundwall or City Council does not appropriate the funding for the City's share, then the Developer would not be required to build it.

Furthermore, the condition of approval notes that the lack of construction of the soundwall would not affect the validity of Developer's entitlements; rather, if the soundwall is not approved by the City, then the Developer would be required to build a "soundwall/green screen" along the westernmost edge of a pocket park that was also conditioned for construction, parallel to the I-5 freeway.

### **Discussion**

The Public Works Department hired an engineering consultant to analyze the feasibility and effectiveness of a soundwall at the project location. This Soundwall Feasibility Study (Study) evaluated the soundwall against the state and federal noise reduction criteria for the First Street Village development and determined the acoustical effectiveness of a noise barrier.

A brief summary of the Study's conclusion are as follows:

- A soundwall height of 25.5-feet is required to have any noise reduction benefit for the First Street Village development.
- The soundwall height of 25.5-feet will only benefit the lowest floor of residential and recreational occupants for all three buildings.
- The soundwall length limits proposed in the condition of approval will have to be increased to meet state and federal noise abatement criteria by 250 feet. The total length required to provide noise abatement would ultimately be 850 feet.

### **Conclusion**

The Public Works Department is the approving authority for the condition of approval related to the soundwall. Public Works staff, in collaboration with staff from the Community Development Department, have concluded that a wall 160% the height of the current typical Caltrans design maximum of 16-feet required for minimal noise mitigation benefit to the First Street Village residents is not practicable, especially in consideration of the fact that a construction cost estimate prepared in August 2022 was almost \$6,000,000.

Therefore, staff has advised the Developer they must design and construct the required "green screen" wall along the westernmost edge of the proposed pocket park. The Developer is currently working on the design plans, which will be submitted to Public Works for review and approval for construction.



# MEMORANDUM




## PARKS AND RECREATION

---

**DATE:** April 18, 2024

**TO:** Justin Hess, City Manager

**FROM:** Marisa Garcia, Park, Recreation and Community Services Director   
VIA: Kristen Smith, Park, Recreation and Community Services Assistant Director  
BY: Brenda L. Castaneda, Animal Shelter Superintendent

**SUBJECT:** City Manager Tracking List No. 2567 – First step report on having the Burbank Animal Shelter become a no-kill shelter

---

At the September 12, 2023, City Council meeting, Mayor Schultz requested a first-step report on having the Burbank Animal Shelter become a no-kill shelter.

### **BACKGROUND**

This memo includes information on the no-kill shelter movement and the philosophy adopted by neighboring animal shelters. The term 'no-kill' is used to describe how animal shelters manage their animal populations in reference to the number of animals saved. The term 'no-kill' does not mean that no animals are euthanized, instead, it can mean one of the following depending on the organization:

- A place where all healthy and treatable animals are saved, and only unhealthy and untreatable animals are euthanized.
- At least a 90% save rate for animals entering an animal shelter and up to a 10% euthanasia rate.

While the no-kill movement is aimed to reduce euthanasia rates in animal shelters, many shelters have faced challenges and unintended consequences due to the strict adherence to the 90/10 model. Issues that have arisen that are common knowledge in the industry include:

**Capacity Strain:** Many municipal shelters have experienced increased intake and decreased adoptions in general over the last few years. Municipalities following no-kill models and focusing on keeping animals alive at all costs, are experiencing severe overcrowding and limited resources, including staffing and cages, to care for the animals properly. This has led to animals being housed in unsuitable conditions for long periods of time.

**Limitation in Care:** The emphasis on achieving a no-kill status has led to difficulties in providing adequate care and medical attention for animals who may be suffering, as limited resources, including medical staff, medicines, and supplies, are primarily directed towards maintaining the highest live release rate possible.

**Rise in Spread of Disease:** As the number of animals increase in a shelter setting, maintaining a healthy population becomes challenging given staffing and medical resource limitations. Disease becomes rampant and difficult to eradicate in conditions where the number of animals housed together increases coupled with improper cleaning and disinfecting of facilities, and an inability to keep up with regular medical workload including vaccinating and treatments.

**Ethical Dilemmas:** Some animal shelters have encountered ethical dilemmas by prioritizing quantity over quality of life, potentially compromising the well-being of the animals in their care and public safety. To meet the numbers needed to achieve the no-kill status, many animal shelters allow aggressive animals to remain in their facility or release them to rescues where they remain until they die, are adopted, or fostered which can lead to additional dog bites and/or severe injuries.

**Turning Away People and Animals:** No-kill shelters may limit their admissions, thus not accepting new animals since it would cause population issues. This results in animals being turned-away, forcing people to find an alternative solution for the animal which may not always result in a good outcome. Some no-kill shelters are also selective of the animals they take in, choosing only those that are most adoptable and easy to place to minimize difficult decisions concerning euthanasia.

**Compassion Fatigue:** All of the issues mentioned above can create a stressful environment for staff and lead to compassion fatigue affecting morale and performance.

## **DISCUSSION**

The philosophy of no-kill varies within neighboring animal shelters. Staff has outlined the philosophies from the City of Los Angeles (L.A.), L.A. County, Pasadena Humane Society (PHS), and the Burbank Animal Shelter (BAS).

### **City of Los Angeles**

L.A. Animal Services has adopted the no-kill philosophy.

*According to the L.A. Animal Services website, "in Fiscal Year (FY) 2011-12, the live-save rate for dogs and cats was only 57.8 percent. By year-end 2020, the city sustained a save rate of 90.49 percent. A 90 percent save rate is the nationally recognized benchmark to be considered no-kill, factoring that approximately 10 percent of pets who enter shelters have medical or behavioral circumstances that warrant humane euthanasia rather than killing for lack of space."*

Today, L.A. Animal Services continues to strive for the no-kill benchmark. At the end of 2023, their live-save rate for cats was 82.3%, for kittens 78.6% and for dogs 93.4%. Their total live-save rate was 86.3%.

Although L.A. City has maintained higher save-rate numbers than past years, L.A. Animal Services staff have expressed that the conditions at the L.A. City Animal Shelters are very grim. There have been various concerns voiced such as severe overcrowding, deplorable conditions involving stacked cages housing animals, being in a crisis with the inability to accept additional animals from the public, no screening for adoptions, not able to euthanize for bite history and releasing aggressive dogs despite public safety concerns. Dogs that were too aggressive to keep and should be euthanized are being kept in shelters. These situations impact employee morale, create unsafe conditions for staff, volunteers and the public, and are cruel for the animals.

The following statistics, listing Department totals for 2023, were taken from the L.A. Animal Services Woof Stat Report:

**LA Animal Services Woof Stat Report for December 2023**

**Department Totals**

	Dec-23	Dec-22		YTD 2023	YTD 2022	
--	--------	--------	--	----------	----------	--

**Cat and Dog Live Save**

**Cat and Dog Live Intake**

Cats	795	874		10,762	9,772	
Kittens	352	273		10,566	10,776	
Dogs	1,408	1,418		17,278	15,585	
<b>Totals</b>	<b>2,555</b>	<b>2,565</b>		<b>38,606</b>	<b>36,133</b>	

**Save Rate**

**Live Intake Minus Non Live Outcomes**

Cats	663	718		8,884	8,161	
Kittens	322	257		8,308	8,226	
Dogs	1,312	1,383		16,139	14,998	
<b>Totals</b>	<b>2,297</b>	<b>2,358</b>		<b>33,331</b>	<b>31,385</b>	

**Save Rate is (Live Intake - Non Live Outcomes) / Live Intake**

Cats	83.40%	82.02%		82.55%	84.32%	
Kittens	91.48%	93.77%		78.63%	76.57%	
Dogs	93.18%	97.53%		93.41%	98.27%	
<b>Totals</b>	<b>89.90%</b>	<b>91.62%</b>		<b>86.34%</b>	<b>89.67%</b>	



The following statistics, also taken from the L.A. Animal Services Woof Stat report for 2023, list statistics for the East Valley Animal Shelter, which is the closest L.A. Animal Shelter to Burbank:

**East Valley Shelter**

Dec-23	Dec-22	% Chng	YTD 2023	YTD 2022	% Chng
--------	--------	--------	----------	----------	--------

**Cat and Dog Live Save**

**Cat and Dog Live Intake**

	Dec-23	Dec-22	% Chng	YTD 2023	YTD 2022	% Chng
Cats	166	198	-16%	2,444	2,250	9%
Kittens	89	55	62%	2,912	2,381	22%
Dogs	360	351	3%	4,445	4,139	7%
<b>Totals</b>	<b>615</b>	<b>604</b>	<b>2%</b>	<b>9,801</b>	<b>8,770</b>	<b>12%</b>

**Save Rate**

**Live Intake Minus Non Live Outcomes**

	Dec-23	Dec-22	% Chng	YTD 2023	YTD 2022	% Chng
Cats	134	165	-19%	2,025	1,826	11%
Kittens	87	48	81%	2,291	1,969	16%
Dogs	336	341	-1%	4,251	3,955	7%
<b>Totals</b>	<b>557</b>	<b>554</b>	<b>1%</b>	<b>8,567</b>	<b>7,750</b>	<b>11%</b>

**Save Rate is (Live Intake - Non Live Outcomes) / Live Intake)**

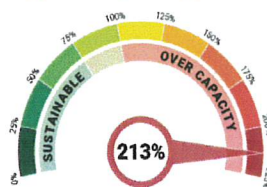
	Dec-23	Dec-22	% Chng	YTD 2023	YTD 2022	% Chng
Cats	80.72%	83.33%	-3%	82.86%	81.16%	2%
Kittens	97.75%	87.27%	12%	78.67%	82.70%	-5%
Dogs	93.33%	97.15%	-4%	95.64%	95.55%	0%
<b>Totals</b>	<b>90.57%</b>	<b>91.72%</b>	<b>-1%</b>	<b>87.41%</b>	<b>88.37%</b>	<b>-1%</b>

East Valley Animal Shelter's live save rate for cats was 82.9%, kittens 78.7% and dogs 95.6%. Their total live save rate for 2023 was 87.4%.

Recently, L.A. City Council passed a temporary moratorium on dog breeding amid shelter overcrowding. L.A. Animal Services says that "their shelters are 210% over capacity, with 1,551 dogs living in accommodations meant for 737 dogs."

The following is a pop up that came up when visiting the L.A. Animal Services website:

**Dog Occupancy Meter**



Current Population: **1570 dogs**

Capacity: **737 dogs**

Today's Population Change:

**+3 dogs (26 in, 23 out)**

Last updated 4/12/24, 12:18 PM

"Each day now, JUST ONE MORE DOG stays in the shelter than leaves it..."

[Click here to help just one more dog today](#)

At times, the BAS has assisted members of the public who were turned away by their local L.A. Animal Shelter as they are not accepting animals due to being at capacity. Some told staff that they were advised to bring the animal to the BAS when they asked what alternatives they had.

### **Pasadena Humane Society**

PHS is an independent, 501c3 nonprofit organization. The community-supported animal resource center has been providing lifesaving program and services for animals and people since 1903. They currently serve the cities of Pasadena, Glendale, La Canada Flintridge, Altadena, Arcadia, Bradbury, Monrovia, San Marino, Sierra Madre, South Pasadena and La Crescenta.

PHS's website states that although they technically meet the no-kill threshold of saving 90% or more pets entering their shelter, they choose not to use the no-kill terminology. PHS identifies themselves as a Socially Conscious Animal Shelter, which means that they take a holistic approach to sheltering by making appropriate decisions for each animal on an individual basis, while continuing to support the needs of people – pet owners and the community at large.

PHS believes humane euthanasia is only an option for animals who are irremediably suffering or pose a significant safety risk to the community. PHS accepts all animals in need from within their service area regardless of their age, breed, health or temperament. In 2023, PHS live release rate for dogs and cats was 90%.

*PHS website states that “due to proactive efforts to increase adoptions, reduce length of stay and provide support services to pet owners struggling to keep their pets, our euthanasia rates have decreased over the last decade. In keeping with Standards of Care in Shelter Medicine, we portalized our kennels in 2020 to provide animals with separate spaces for eating/rest and elimination. As a result, we have dramatically reduced stress-induced illness.”*

### **Los Angeles County**

The County of L.A. Department of Animal Care and Control has adopted the philosophy of Socially Conscious Animal Sheltering. The following is an excerpt from their website explaining their philosophy.

*“The term “No-Kill” in the field of animal welfare has created a great deal of controversy for animals, animal welfare agencies, and concerned community members. Having the No-Kill label provides the public with a sense of comfort because most people want all animals to have positive outcomes. Consequences such as shelter overcrowding, refusal to accept animals in need, and release of dangerous dogs are just a few concerns that have resulted from using No-Kill operating principles.*

*Additionally, the term No-Kill can also lead to a number of misconceptions about organizations that do not adopt the term. With the high volume of animals that Los Angeles County Animal Care Centers admit each year, there is inevitably a number of*

animals that are considered non-adoptable due to medical issues, behavioral concerns, or other conditions. Ideally, all animals would receive the positive outcomes they deserve. The unfortunate truth is that this is not always possible for every animal.

For these reasons and others, the Department of Animal Care and Control (DACC) has instead adopted a new way of expressing its philosophy, called “Socially Conscious Animal Sheltering.” Socially Conscious Animal Sheltering strives to create the best outcome for all animals by treating them respectfully and alleviating their suffering. The mission is to maximize live outcomes for animals, while also balancing animal comfort and public safety.”

The following are the statistics for all the animal shelters for the County of L.A. Department of Animal Care and Control for FY 22-23 as listed on their website:

### Animal Intakes

INTAKE TYPE	CATS	DOGS	OTHER	Total
STRAY	6,878	12,677	2,714	22,269
OWNER SUR	1,404	4,131	1,258	6,793
OTHER	584	1,507	474	2,565
<b>Total</b>	<b>8,866</b>	<b>18,315</b>	<b>4,446</b>	<b>31,627</b>

“OTHER ANIMALS INCLUDE: Rabbits, Livestock, Reptiles, Birds and All other Animals

### Animal Outcomes

OUTCOME TYPE	CATS	DOGS	OTHER	Total
ADOPTION	2,861	8,399	774	12,034
RTO	156	3,289	44	3,489
RESCUE	2,367	2,388	243	4,998
OTHER LIVE	10		334	344
EUTHANASIA	2,938	3,633	2,808	9,379
NON LIVE	174	112	100	386
<b>Total</b>	<b>8,506</b>	<b>17,821</b>	<b>4,303</b>	<b>30,630</b>

### Burbank Animal Shelter

The BAS is municipal animal shelter serving the Burbank community. It is considered a small shelter in comparison with the local surrounding shelters, with a total of 95 cat cages and 50 dog kennels.

The BAS has not officially adopted a label for its animal sheltering philosophy. When members of the public inquire if the BAS is a no-kill shelter, staff takes the opportunity to educate them on the definition of no-kill, explaining that all animal shelters must be euthanized for one reason or another. Staff focuses on the BAS' efforts to adopt out as many animals as possible. Moreover, staff will describe how animals get scared in a shelter environment and an animal that was once very friendly can become reclusive and difficult to handle. Staff also share how animals are managed including the various resources provided to the animals at the BAS such as: spending more time with the staff at the shelter, spending time in play groups with other dogs, being placed in foster care, going on hikes, and being given medication to make the stay easier.

The BAS holds animals for as long as they can, often months to years, if the animal continues to do well, both medically and behaviorally, in the shelter environment. The BAS works in partnership with the Volunteers of the Burbank Animal Shelter (VBAS) who fund specialized medical care and assist by running foster programs for the BAS. Additionally, the BAS holds daily play groups called Dogs Playing for Life for the dogs, and volunteers come in to socialize animals (cats, dogs, and rabbits). VBAS pays for post adoption training for dogs that can benefit from professional behavioral training to give dogs a higher chance of remaining in the home.

The BAS staff make the difficult decision to euthanize an animal due to severe or untreatable illnesses or behavior issues. This decision is made only after all other options have been exhausted. Public safety is of the utmost importance, and it is important that responsible adoptions are made to protect the public from aggressive animals and to protect the City from liability issues. Recently, the BAS has dealt with more dogs displaying aggression issues or have been deemed potentially dangerous and vicious. In April 2024, the Council amended the Burbank Municipal Code to add an ordinance for potentially dangerous and vicious animals out of a need to promptly address the increasing instances of aggressive dogs causing harm to the public. The ordinance aims to enhance public safety in handling cases involving potentially dangerous or vicious animals.

The BAS along with support from the VBAS has done an excellent job of adopting out as many animals as possible. The data in the following table show the BAS' commitment to this goal.

Year	Dogs & Cats Received	Dogs Live Save Rate	Cats Live Save Rate	Dogs & Cats Live Save Rate
2023	1,329	87.4%	89.8%	88.8%
2022	1,108	89.4%	88.4%	88.8%
2021	888	90.8%	88.4%	89.4%
2020	960	90.1%	89.6%	89.8%
2019	1,252	89.7%	91.3%	90.6%
2018	1,259	92.2%	91.6%	91.9%

Adopting a no-kill philosophy at the BAS would impose challenging restrictions and force staff to meet quotas for live release rates regardless of the animals' behavior or medical

issues. Unfortunately, there is no way of predicting the number of animals that would be left at the shelter displaying aggression or having severe medical issues, and having more of these animals enter the BAS may lead to higher euthanasia numbers.

Currently animals are frequently left outside of the BAS facility afterhours. Additionally, people dropping off animals have been untruthful about finding the animals outside of the city. If the BAS becomes a no-kill shelter, staff believes that more people will be inclined to drop off animals because they believe the animals will not be euthanized. Staff is concerned that an increase in animals at the BAS will cause capacity strain, limitation in care, rise in spread of disease, ethical dilemmas, and may result in the need to turn people and animals away.

Regrettably, the no-kill movement plays into the idea that animal homelessness is solely the responsibility of the animal shelters and that it's their responsibility to handle the animals that people continue to drop off daily. The no-kill movement is inadvertently telling society that it is acceptable for people to continue to leave animals with animal shelters and that animal shelters will solve the issue instead of holding pet owners accountable for their animals. Pet owners should be responsible for spaying and neutering their animals, not allowing them to reproduce, rehoming their animals, getting medical care for their animals, training them, and repairing their home to ensure their animals do not get out and roam. Additional resources should be put into marketing spay and neuter programs, anti-breeding campaigns, rehoming programs and responsible pet ownership.

## **CONCLUSION**

As noted in the live save rates, the BAS strives to create the best outcome for all animals and will save as many animals as reasonably possible while keeping public safety a priority. The BAS will continue to accept animals surrendered to the Shelter that are found in Burbank and not turn away due to space/capacity. Collaborative efforts with VBAS, community partners, and grant funding reinforces the BAS' mission to minimize euthanasia rates and facilitate successful adoptions ensuring the welfare of animals housed at the Shelter. The BAS is extremely fortunate to have VBAS' support to help minimize euthanasia rates and promote adoptions and fostering through various initiatives. The BAS recently launched initiatives including low-cost vaccine clinics, and forthcoming, a spay/neuter rebate program will be introduced to provide resources for the community to promote responsible pet ownership. The BAS euthanasia rate remains low and adoption rates remain high with 62% of animals being adopted and 18% of animals being returned to their owners in 2023. The BAS' five-year lifesaving average for dogs and cats is 89.5%. The BAS continues to evolve as a compassionate cornerstone for animal care in Burbank.

## **ATTACHMENT**

Attachment 1 – Burbank Animal Shelter Operations Update – April 11, 2024

## STAFF REPORT



## PARKS AND RECREATION

---

**DATE:** April 11, 2024

**TO:** Parks and Recreation Board Members

**FROM:** Marisa Garcia, Park, Recreation, and Community Services Director  
VIA: Kristen Smith, Park, Recreation and Community Services Assistant Director  
BY: Brenda Castaneda, Animal Shelter Superintendent

**SUBJECT:** Burbank Animal Shelter Operations Report

---

### **RECOMMENDATION**

Note and file.

### **BACKGROUND**

It's been almost two years since the Burbank Animal Shelter (BAS) finalized its transition from the Burbank Police Department to the Parks and Recreation Department (Department) on July 1, 2022. Throughout this period, operations continue to run smoothly and are well-received by both BAS employees and the community. Notably, ongoing enhancements to the facility persist, alongside the development of new programs aimed at fostering responsible pet ownership and enriching the local community.

### **DISCUSSION**

BAS fulfills a comprehensive role in animal welfare, encompassing enforcement of laws related to animal regulation, care, treatment, and impounding. Beyond regulatory functions, as a full-service Animal Shelter, it provides temporary shelter and conducts public education on animal-related issues. Services offered range from animal registrations, vaccine clinics, adoptions, reuniting lost pets with their owners to monitoring zoonotic diseases, and working collaboratively with the Los Angeles Veterinary Public Health Department.

Animal Control Officers (ACOs) conduct daily patrols in parks, where they enforce various laws pertaining to animal control, including leash regulations, ensuring dog owners clean up after their pets, and verifying dog registrations. Additionally, they conduct inspections of local pet shops, boarding kennels, and stables to ensure compliance with Burbank Municipal Codes (BMC) and state laws related to animal welfare.

Beyond park patrols, ACOs respond to diverse service calls, such as retrieving stray animals, assisting sick or injured wildlife, addressing dog bites, managing potentially dangerous dogs, investigating cases of animal cruelty and neglect, handling barking complaints, conducting inspections to monitor animal populations in residences, and removing deceased animals. In 2023, ACOs responded to a total of 3,898 service calls, which included dealing with 1,342 wild animals.

In June 2023, ACOs were equipped with Body Worn Cameras to document interactions with the public during enforcement activities and investigations. These recordings serve as valuable records of their activities and are also reviewed by supervisors for training purposes.

Moreover, BAS plays a crucial role in law enforcement by submitting criminal filings for violations of local and state regulations, as well as issuing administrative citations. Since July 2023, BAS has issued 19 administrative citations, mainly for leash law and registration violations.

During park patrols, ACOs also report smoking violations, park permit infractions, and homeless encampments. ACOs assigned to evening park patrol duties provide assistance with park permit violations, report graffiti and submit requests for graffiti removal, identifying encampments, submitting requests for building maintenance for park facilities, and conducting gate closures. In 2023 alone, ACOs conducted 10,705 park patrols, underscoring their commitment to ensuring a safe and enjoyable park experience for the community.

ACOs remain available for emergency calls after hours, responding to incidents involving injured domestic and wild animals, dog bites, encounters with potentially dangerous dogs, and providing assistance to Police and Fire Departments as necessary. In 2023, ACOs responded to 53 emergency calls outside of regular hours.

On March 19, 2024, City Council passed a new ordinance under the BMC titled "Potentially Dangerous and Vicious Animals" to address the increasing instances of aggressive dogs causing harm to the public. This ordinance empowers BAS to utilize an expedited in-house process, facilitated by Data Ticket, the Administrative Citation processor, to conduct hearings within 5-10 days. This swift resolution process, coupled with strengthened BMC language, aims to enhance public safety in handling cases involving potentially dangerous or vicious animals. Previously, the process through the Los Angeles Superior Court often took several weeks until hearings were held. The ordinance will be effective as of April 20, 2024.

### Staffing

Currently, BAS employs 15 full-time staff members and 1 part-time staff member, consisting of 1 Superintendent, 1 Senior ACO, 5 ACOs, 3 Kennel Attendants, 1 Administrative Analyst, 1 Senior Clerk, 1 Clerk, 1 Veterinarian, and 1.5 Veterinary Technicians. In December 2023, a 33-year veteran ACO retired, initiating a recruitment process.

Moreover, in August 2023, the shelter's veterinarian of 13 years retired, leading to a comprehensive recruitment process to find a suitable replacement. A new veterinarian joined the team in November 2023.

Additionally, a successful recruitment was conducted in 2023 to fill a part-time Veterinary Technician position, which was officially filled in January 2024. However, the incumbent has since accepted a full-time position elsewhere, leaving the position vacant. Efforts are underway to recruit a replacement for this role.

#### Capital Improvement Projects

In August 2023, the Shade Sail Capital Improvement Project (CIP) was successfully completed at the BAS. This initiative aimed to enhance the shelter's environment by providing shade over the carrier cleaning area and outside dog kennels. Additional shade covers were installed outside the dog kennels to offer the dogs comfort and protection while enjoying the outdoor areas.

Meanwhile, the Kennel Flooring CIP is in the research phase. This project involves addressing cracks and holes in the cement flooring of the dog kennels. To ensure the best outcome, staff has toured other animal care facilities and met with their head of facilities to gather insights into their experiences with different flooring options, along with the respective pros and cons. Furthermore, BAS staff collaborated with a consultant to evaluate and determine the optimal flooring solution for the Animal Shelter based on current needs and circumstances.

#### Marketing, Community Outreach, and Education

BAS benefits from the Department's comprehensive marketing support, leveraging its website, social media, E-newsletters, and printed materials for outreach. Collaborating closely with the Department's marketing team, BAS receives assistance in graphic design and digital marketing.

In addition to marketing efforts, BAS is committed to public education on various animal-related topics, including spaying/neutering and dealing with wildlife like coyotes and bears. Events like the June 2023 discussion with Biologist and Human-Wildlife Conflict Specialist from the California Department of Fish and Wildlife, Jessica West provide valuable information to residents, addressing recent bear sightings and offering strategies for conflict prevention.

The Burbank 311 app now includes animal-related services, improving accessibility for issue reporting. BAS also collaborates with external organizations like the Burbank Chamber of Commerce and the Public Works Recycle Center to promote pet adoptions and raise awareness.

Overall, BAS prioritizes community engagement and education, utilizing diverse marketing channels and partnerships to promote responsible pet ownership and animal welfare.



### New Programs

In 2023, BAS launched successful low-cost vaccine clinics, serving 103 dogs and cats. These clinics are held on Wednesdays, with plans to expand to offsite Saturday clinics at a Parks and Recreation facility soon.

In Spring 2024, staff will initiate the Spay/Neuter Rebate Program for Burbank residents, offering \$100 rebates for dogs and \$50 for cats. Initially supported by Maddie's Fund grants, this program aims to promote responsible pet ownership.

BAS has recently partnered with the Pasadena Humane Society (PHS) to exchange long-term resident dogs between facilities, facilitating successful adoptions. The first dog, Shakira, sent from BAS to PHS in March, found a new home. BAS looks forward to further collaborations with PHS to provide more animals with life-saving opportunities.

### Saving Animals

BAS and Volunteers of the Burbank Animal Shelter (VBAS) collaborate to minimize euthanasia rates and promote adoptions through various initiatives. These include adoption fee discounts, social media showcases, and participation in nationwide adoption campaigns such as NBC's Clear the Shelter and North Shore Animal League's Tour for Life. Staff and volunteers attend offsite events throughout the year, engaging with the community and spreading awareness about adoption opportunities.

VBAS supplements adoption fees through programs like the "Pick A Card" Program, where they cover 50% of the adoption fee for animals at BAS for over 5 months, aged 7 or older, or bonded with another animal. They also offer a "seniors for seniors" program, providing 75% off adoption fees for senior residents aged 60 or older.

Additionally, VBAS manages and funds BAS' foster programs for kittens, puppies, dogs, cats, and bunnies, allowing BAS to keep animals housed at the shelter for longer periods. The Kitten Foster Program (KFP) alone takes in approximately 300 kittens each year. In 2023, the Dog and Puppy Foster Program took in 50 adult dogs and 29 puppies.

While BAS's euthanasia rate remains low, some animals are euthanized due to untreatable diseases, severe injuries, or aggressive behavior. However, adoption rates remain high, with 62% of animals adopted in 2023. VBAS also provides low-cost euthanasia services to approximately 109 owned pets in 2023.

VBAS funds specialized care, consultations, and surgeries provided by veterinary specialists, spending \$102,241 in 2023 to assist BAS animals in need. They also manage programs like the Barn Cat program, which places feral and semi-feral cats into barn homes. In 2023, 29 barn cats were placed.

Furthermore, VBAS runs the Happy Tails Program, where volunteers take larger dogs hiking in the Verdugo mountains on Sunday mornings. In 2023, volunteers took 158 dogs out on 25 hikes, providing exercise and socialization opportunities.

In total, VBAS volunteers gave over 22,000 hours of service to BAS in 2023, demonstrating their invaluable support in saving hundreds of animals each year.

### Dogs Playing for Life

BAS staff and VBAS continue to implement the Dogs Playing for Life (DPL) program, aimed at enhancing the mental and physical well-being of shelter dogs. This program facilitates supervised playgroup interactions among dogs, providing valuable exercise and stimulation. By observing dogs' behavior in this controlled environment, staff gain insight into their personalities and compatibility, aiding in the process of finding suitable forever homes for these animals. The ongoing success of the DPL program underscores its invaluable role in improving the overall welfare of shelter dogs and facilitating successful adoptions.

### Community Support and Grants

The BAS is fortunate to receive support from various community partners dedicated to the well-being of shelter pets. In 2023, Subaru Loves Pets continued its "Make A Pet's Day" campaign, donating \$100 to BAS for every pet adopted in October, totaling \$3,100. Additionally, BAS received a \$3,000 grant from the North Shore Animal League to promote compassionate cat care through the Cat-i-gree curriculum at Fenton Academies. Local high school clubs, realty groups, and Girl Scout Troops regularly volunteer, fundraise, and organize supply drives for BAS. Individual community members also contribute by donating items from BAS Amazon Wishlist, such as specialty treats, collars, leashes, blankets, and toys. BAS offers children the opportunity to read to shelter animals, providing comfort and companionship.

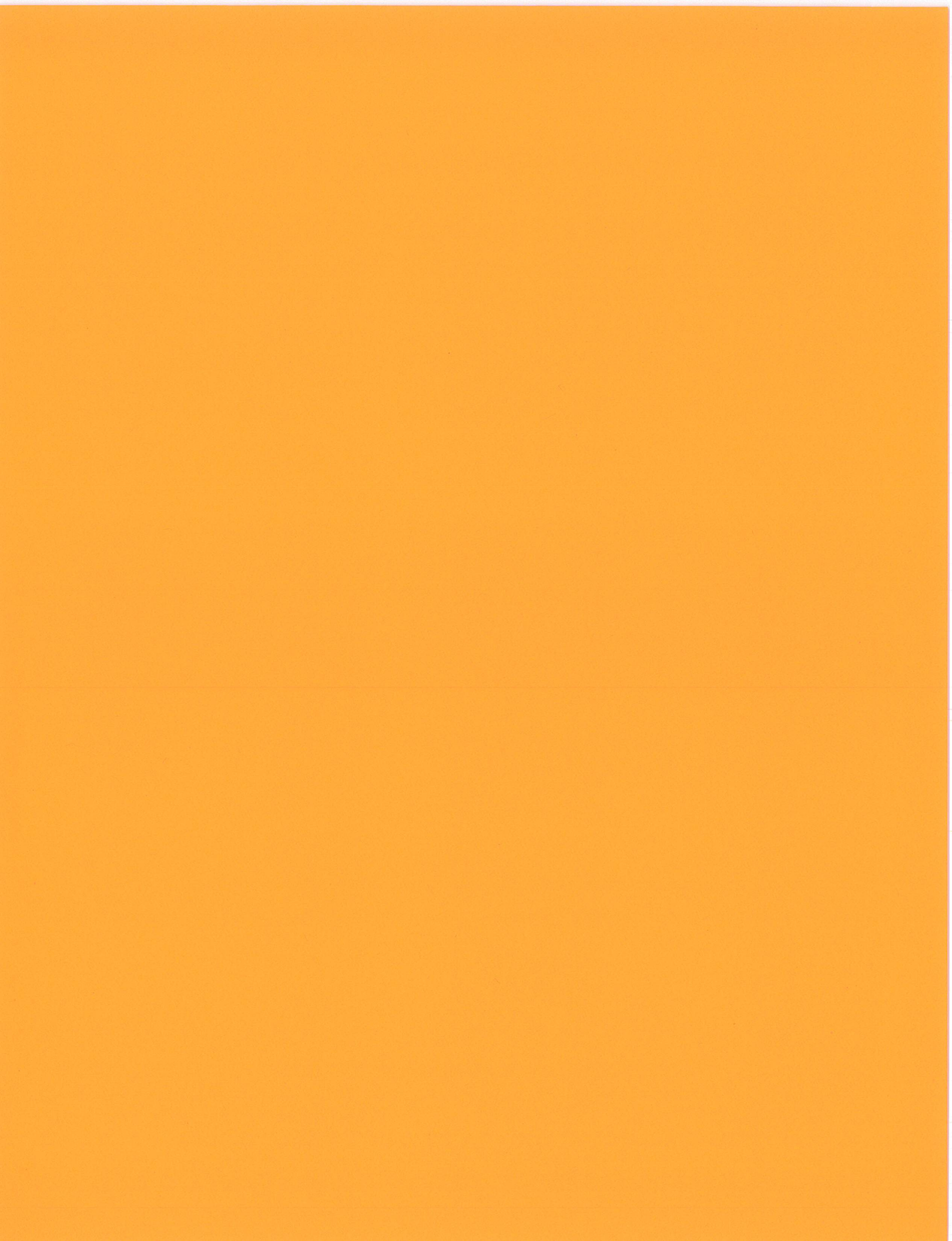
Through community partnerships, BAS benefits from additional support. Project X/AV, a local Burbank marketing agency, donated an animated video to accompany the Shelter's custom jingle. The Hollywood Rescue Grooming Foundation provided free grooming services to approximately 20 dogs. Moreover, BAS was selected as the recipient of Leadership Burbank's project for 2024, titled "A Cause for Paws," aimed at fundraising to enhance shelter facilities and services. A fundraising fair is scheduled to be held at Johnny Carson Park on Saturday, April 13, 2024, from 10:00 am to 2:00 pm.

### CONCLUSION

BAS seamlessly transitioned to the Parks and Recreation Department on July 1, 2022, showcasing operational efficiency and robust community support. Offering a diverse array of services, from animal care to regulatory enforcement and public education, BAS effectively managed nearly 4,000 service calls in 2023. Noteworthy advancements include the adoption of a new ordinance addressing potentially dangerous and vicious animals, and the introduction of Body Worn Cameras for staff. BAS continually enhances its facilities through capital improvement projects while actively engaging in marketing, community outreach, and educational programs. Updates in staffing and the launch of new initiatives, such as vaccine clinics and spay/neuter rebate program, underscore BAS' dedication to comprehensive animal welfare. Collaborative efforts with volunteers, community partners, and grant funding further reinforce BAS' mission to minimize euthanasia rates and facilitate successful adoptions, ensuring the welfare of animals across Burbank.

Looking ahead, BAS remains committed to promote animal welfare and foster community connections. With ongoing capital improvement projects, educational initiatives, and

unwavering support from dedicated partners, BAS continues to evolve as a compassionate cornerstone for animal care in Burbank.



# MEMORANDUM




## COMMUNITY DEVELOPMENT

---

**DATE:** April 17, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
Betsy McClinton, Management Services Director 

**SUBJECT: CM Tracking Memo #2572 – Neuroinclusion Live Event in London & How This Concept Can Be Brought to Burbank**

---

### Introduction

The issue of neurodiversity has gained significant attention globally, with various initiatives and events aimed at raising awareness and promoting inclusivity in the workplace. While the City of Burbank may not have the resources to host large-scale events like the Neurodiversity Live Event held in London in 2023, there are opportunities for us to address this important issue internally. This report outlines a proposed approach for incorporating neurodiversity training into our workforce development efforts.

### Background

In 2023, two technology and recruiting consulting firms hosted the Neurodiversity Live Event in London. While the event's scale may surpass our current capacity, its focus on neurodiversity is relevant to our community and workforce. Neurodiversity encompasses a range of neurological differences, including autism, ADHD, dyslexia, and others, highlighting the uniqueness and value that individuals with diverse cognitive abilities bring to the workplace.

### Proposed Action

Recognizing the importance of fostering an inclusive workplace environment, it is proposed that the City of Burbank take proactive steps to address neurodiversity among its staff. Specifically, Management Services staff will collaborate with existing partners, or identify new partners, who provide training services to develop a neurodiversity training program tailored for our management team.

## **Objectives**

The primary objectives of the proposed neurodiversity training program are as follows:

1. Increase awareness and understanding of neurodiversity among management staff.
2. Equip managers with strategies and best practices for effectively working with neurodiverse colleagues.
3. Foster a culture of inclusivity and respect within the City of Burbank workforce.

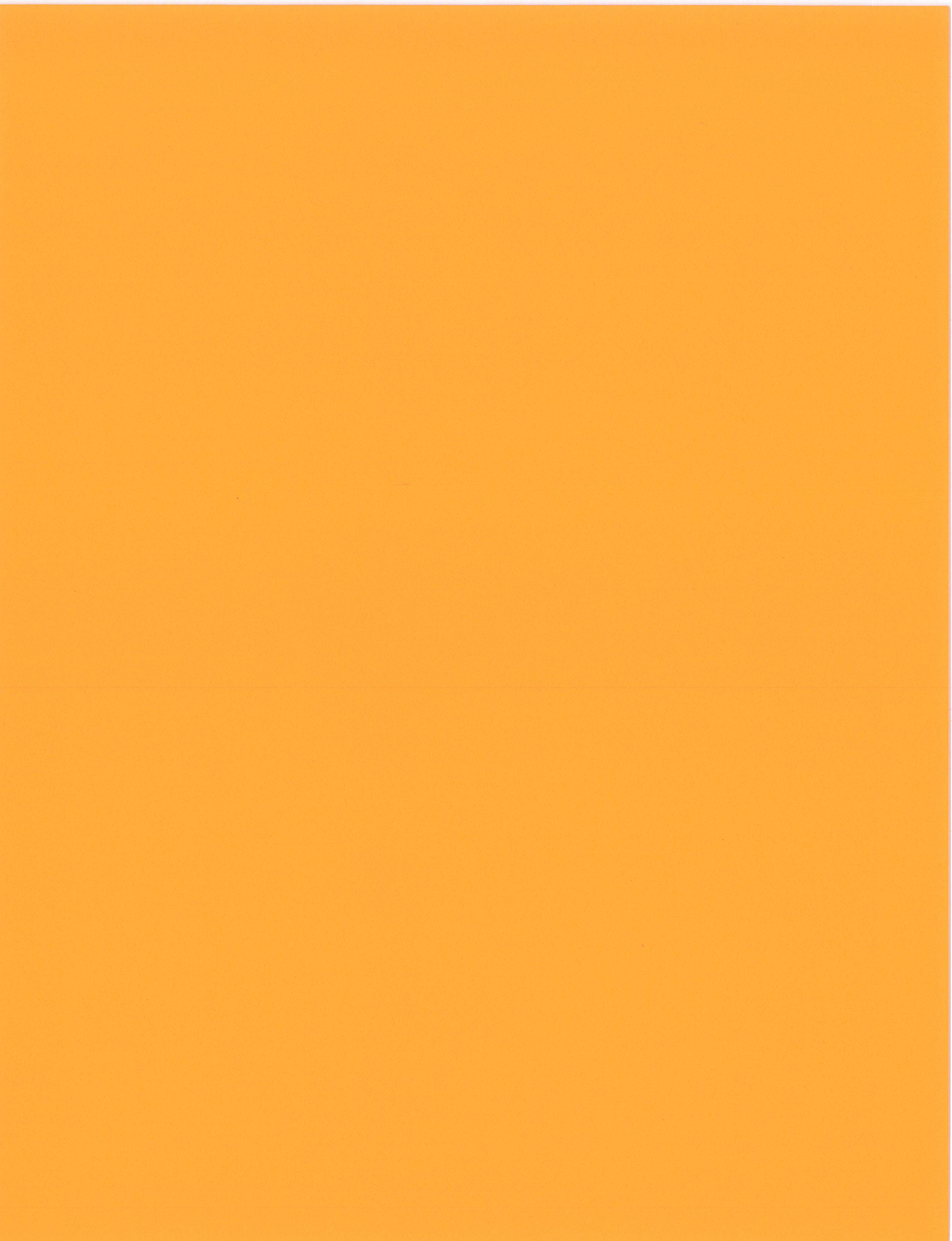
## **Implementation Plan**

The implementation of the neurodiversity training program will involve the following steps:

1. **Partner Engagement:** Management Services staff will reach out to our existing training partners to explore the feasibility of developing a neurodiversity training module. If no existing partners can provide or develop this type of training, Management Services staff will identify potential new training partners.
2. **Customized Training:** Working closely with our partners, tailored training courses will be designed to address the specific needs and challenges faced by management staff in working with neurodiverse employees.
3. **Rollout and Evaluation:** The neurodiversity training program will be rolled out as an optional training opportunity for all city staff, with a focus on prioritizing participation among management personnel. Feedback mechanisms will be established to assess the effectiveness of the training and identify areas for improvement.

## **Conclusion**

While the City of Burbank may not have the capacity to host large-scale events like the Neurodiversity Live Event, we can take meaningful steps to promote neurodiversity inclusion within our organization. By implementing a targeted neurodiversity training program for management staff, we can create a more supportive and inclusive work environment where all employees, regardless of their neurological differences, can thrive.



**BURBANK WATER AND POWER BOARD  
MINUTES OF MEETING  
APRIL 4, 2024**

Mr. Malotte called the regular meeting of the Burbank Water and Power Board to order at 5:01 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

**ROLL CALL**

**BOARD PRESENT:** Mr. Cherry; Mr. Eskandar; Ms. LaCamera; Mr. LeMasters; Mr. Malotte; Ms. Tenenbaum

**BOARD ABSENT:** Mr. Luddy

**STAFF PRESENT:** Mr. Lillio, Interim General Manager – BWP; Mr. Prestia, Assistant General Manager – Utility Administrative Services; Mr. Sleiman, Assistant General Manager – Electric Services; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Compton, Assistant General Manager – Chief Technology Officer; Ms. Edwards, Assistant General Manager – Strategy & Communications; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Johnstone, Sustainability Officer; Ms. Kalomian, acting Chief Financial Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Chwang, Senior Assistant City Attorney; Mr. Maruca, Legislative Analyst; Ms. Luz, Senior Secretary; Ms. Flores, Senior Secretary; Mr. Lippert, Manager Telecommunications; Mr. Beckett, Water Maintenance & Construction Superintendent; Mr. Saini, Senior Administrative Analyst

**ORAL COMMUNICATIONS**

Mr. Donahue began by informing the board that a representative from Vision Burbank will be attending the BWP Board meetings regularly to provide information to the public by publishing information from the board meetings on the Vision Burbank website. Mr. Donahue continued to thank and show his appreciation to the board members and staff for informing the council members of the projected costs for renewable energy.

**BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS**

Mr. Malotte thanked the public commentator for coming out and participating in the public comment.

**GENERAL MANAGER REPORT**

Mr. Lillio began his report by noting the recent postponement of the ESS Iron Flow Battery ribbon cutting ceremony that was originally scheduled for Friday, April 5<sup>th</sup>.



Mr. Lillio continued his report by noting that the commercial EV charging rebate program staff report and presentation are being updated with feedback provided by the board and will come back at the May BWP Board meeting.

Next, Mr. Lillio spoke on his recent tour with Assemblymember Laura Friedman of the Burbank Operable Unit and Valley Pumping Plant on Wednesday, March 27<sup>th</sup>.

Mr. Lillio then formally introduced Alex Prestia, Assistant General Manager of Utility Administrative Services, and noted his extensive background in human resources.

Mr. Lillio finished his report by noting the change in the order of the agenda, highlighting items 7A and 8A being swapped.

**CONSENT CALENDAR  
MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 4 – 0 to approve the meeting minutes of the regular meeting of March 7, 2024. Ms. LaCamera and Ms. Tenenbaum abstained from voting, and Mr. Luddy was absent.

**REPORTS TO THE BOARD**

**RECOMMEND THAT THE BURBANK CITY COUNCIL ADOPT A RESOLUTION TO ISSUE WATER REVENUE REFUNDING BONDS, SERIES OF 2024, AND ELECTRIC REVENUE REFUNDING BONDS, SERIES OF 2024**

Mr. Young and Mr. Lillio responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 6 – 0 to recommend that the Burbank City Council adopt a resolution approving the issuance of water refunding bonds, series of 2024, not to exceed \$30M to refund the outstanding Water Revenue Bonds, Series 2010B, adopt a resolution approving the issuance of electric refunding revenue bonds, series 2024, not to exceed \$60M to refund the outstanding Electric Revenue Bonds, series 2010B, and to authorize the approval and execution of certain documents in connection with such issuance in accordance with the resolution. Mr. Luddy was absent.

**PRESENTATIONS**

**UPDATE ON THE CITY OF BURBANK SUSTAINABLE WATER USE ORDINANCE**

Mr. Wilson, Mr. Johnstone, Mr. Saini, Mr. Lillio, Mr. Beckett, and Mr. Chwang responded to board member questions.

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

**REPORTS TO THE BOARD**

**BWP OPERATIONS AND FINANCIAL REPORTS**

Ms. Kalomian presented BWP’s financial update for the month of January 2024.

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

**CONSIDERATION OF FIBER TO THE PREMISE FEASIBILITY STUDY**

Mr. Lippert presented the results from the Fiber-to-the-Premise Feasibility study.

Mr. Lippert, Mr. Compton, and Mr. Lillio responded to board member questions.

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

**UPDATE ON BURBANK WATER AND POWER’S BURBANK UTILITY SERVICE SUBSIDY (BUSS) PROGRAM**

Ms. Edwards provided an update on Burbank Water and Power’s Burbank Utility Service Subsidy (BUSS) program.

Ms. Edwards, Mr. Aquino, Mr. Johnstone, and Mr. Lillio responded to board member questions.

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

**INFORMATION FROM STAFF**

**UPDATE ON CITY COUNCIL AGENDA ITEMS**

Mr. Casillas 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**

Mr. Maruca provided a federal and state legislative update. Mr. Maruca highlighted legislation that BWP is monitoring.

**CUSTOMER SERVICE UPDATE**

Mr. Aquino provided an update on BWP’s customer service operations, noting current arrears, available assistance programs, disconnections, customer outreach, quality assurance, and project schedule.

**WATER DIVISION UPDATE**

Mr. Wilson updated the board on the water bond drawdowns through January 2024, water bond drawdown forecast assumptions, and recent automated metering infrastructure activities.

**ELECTRIC SERVICES UPDATE**

Mr. Sleiman updated the board on the electric bond drawdown forecast.

**COMMENTS AND REQUESTS FROM BOARD MEMBERS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:52 p.m.

The next regular board meeting is scheduled for May 2, 2024, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

---

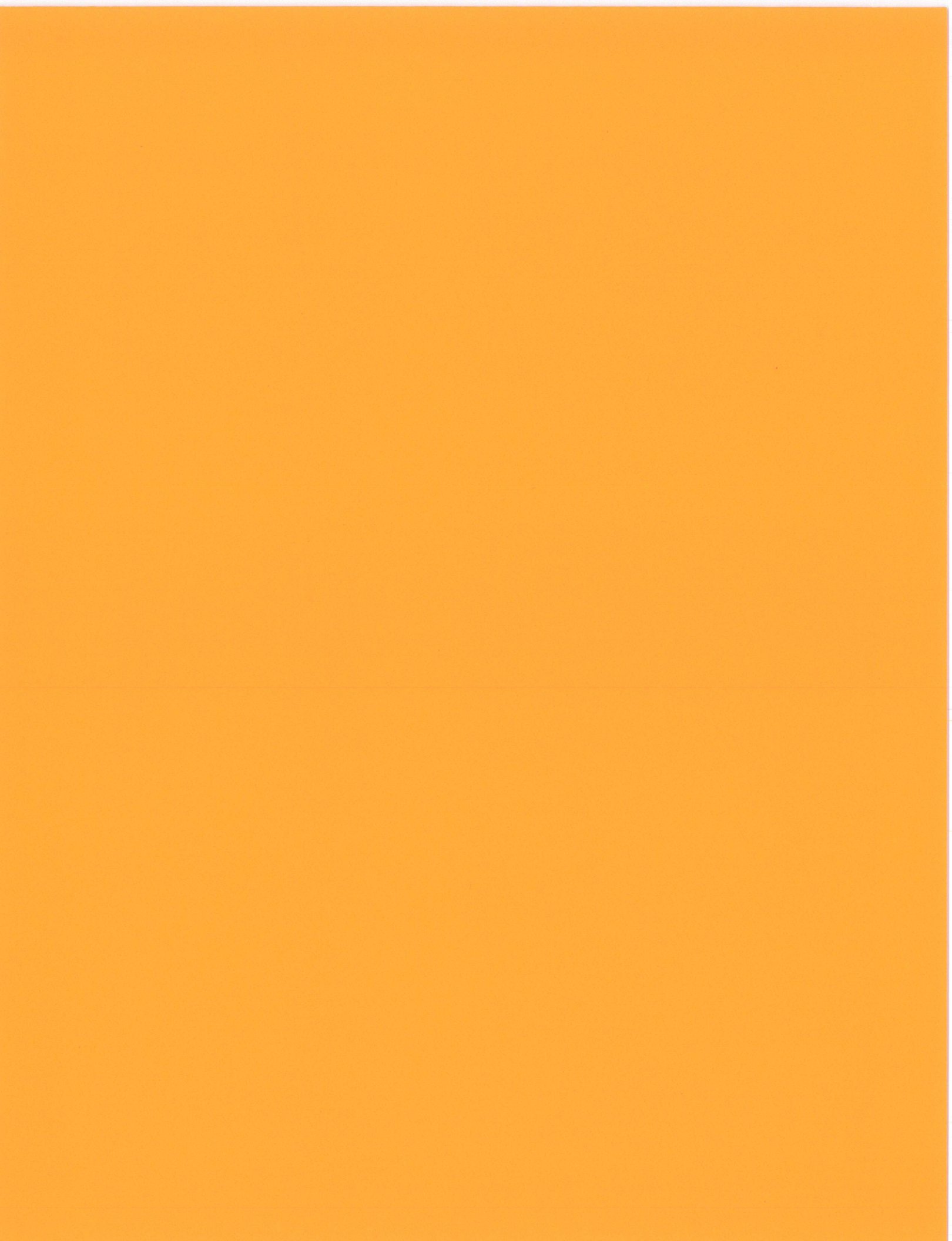
Armando Casillas  
Recording Secretary

---

Joseph Lillio  
Interim Secretary to the Board

---

Christopher Malotte, BWP Board Chair



# STAFF REPORT

7A.



## WATER AND POWER

---

**DATE:** May 2, 2024

**TO:** Burbank Water and Power Board

**FROM:** Joseph Lillio, Interim General Manager – Burbank Water and Power *Joseph Lillio, Interim GM*

**SUBJECT:** March 2024 Operating Results

---

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

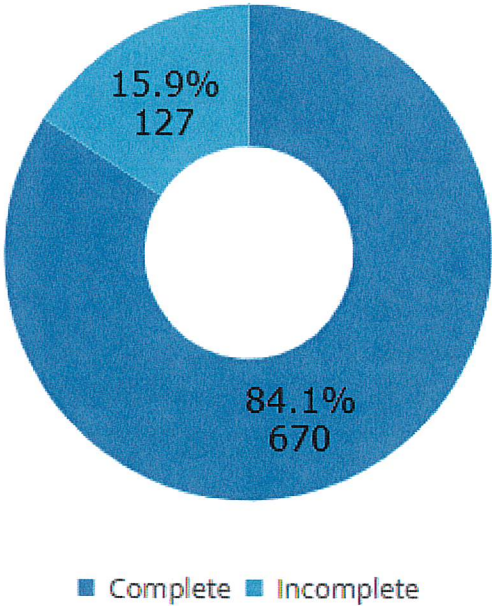
### SAFETY

As a progressive and proactive utility, Burbank Water and Power (BWP) tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 85% of action items. BWP has closed **84.1%** of corrective and preventative action items since the start of capturing and tracking in May 2019.

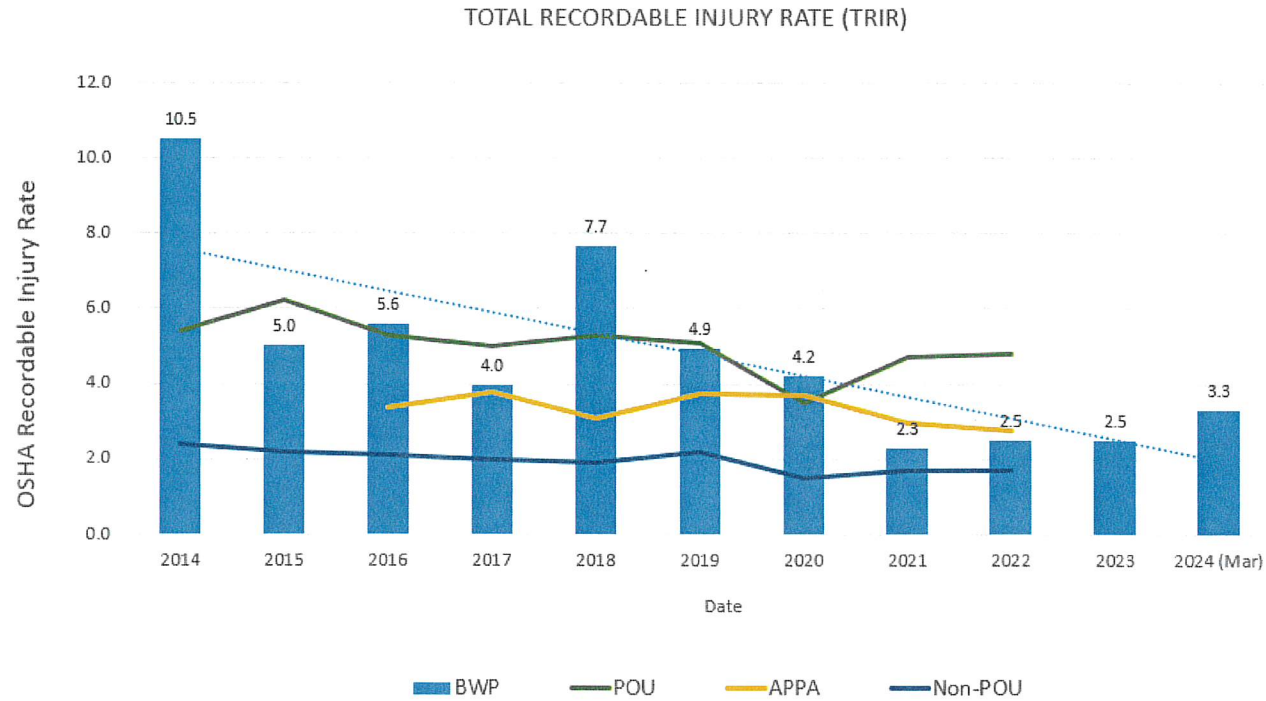
BWP continues to make progress in its efforts to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2024, to the present, BWP has received **82** EHS-related reports to count towards the 2024 annual goal of 250.

During the month of **March**, BWP experienced no OSHA-recordable injuries. BWP's 12-month rolling average OSHA total recordable incident rate is **3.3**.

**Corrective & Preventative Action Items (May 2019 – Present) (85% Goal):**



**OSHA Total Recordable Incident Rate (January 2014 – Present):**



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average  
 POU - Publicly Owned Utilities - Bureau of Labor Statistics  
 APPA - American Public Power Association - Average recordable injury rate for similar sized organization  
 Non-POU - Bureau of Labor Statistics, all non-governmental utility services

**Electric Financial Results**

In **February**, energy demand was **4%** lower than budget. Net income was **\$1,857,000** which was **\$5,350,000** more than budgeted. The favorable variance was primarily attributed to lower than planned power supply and transmission expenses and lower than planned operating expenses, partially offset by lower than planned retail sales.

Fiscal-year-to-date (FYTD) energy demand was **7%** lower than budget. For FYTD **February**, net income was **\$17,166,000**, which was **\$28,427,000** more than budgeted. The favorable variance was primarily attributed to lower than planned power supply and transmission expenses, lower than planned operating expenses, a favorable wholesale margin, and higher than planned interest income, offset partially by lower than planned retail sales.

For additional details, please see the attached financial statements.

**Water Financial Results**

In **February**, potable water demand was **20%** lower than budget. Burbank remains in Stage III of the Sustainable Water Use Ordinance, which limits outdoor watering to one day a week on Saturday from November to March. Net loss was **\$521,000**, which was better than the budget by **\$35,000**. The favorable variance was primarily attributed to lower than planned operating expenses, lower than planned water supply expenses, and **higher than planned interest income**, offset partially by lower than planned operating revenues.

FYTD potable water demand was **10%** lower than the budget. For FYTD, **February's** net income was **\$2,542,000**, which was **\$3,508,000** more than budgeted. The favorable variance was primarily attributed to lower than planned operating expenses and lower than planned water supply expenses, offset partially by lower than planned operating revenues.

For additional details, please see the attached financial statements.

**Vacancies**

The table below shows the number of vacant positions throughout the utility. As of **March 2024**, **8.7%** of the budgeted positions were vacant, down from 12.5% at the beginning of the fiscal year. The vacancy rate was impacted by the citywide hiring freeze during 2020 and 2021. The Management Services Department has worked hard over the past year to address the vacancies. Some vacancies have remained open because we are limited to specific apprentice class sizes. With MWD and LADWP hiring craft employees at higher wages than we pay, we continue to see some attrition there.

Total Budgeted Positions	356
Total Positions Filled	325
Total Positions Vacant	31

## WATER DIVISION

### Burbank's Water Use

The table below shows water use in Burbank during **March 2024** compared to **March 2020**, measured in gallons per capita per day (gpcd). Similar to the past two years, the baseline year of 2020 is used for consistency. Although the governor's request to voluntarily reduce water consumption has been rescinded, we will still continue to track our water use. The table below shows that water use has been reduced in every month during the last 12-month period when compared to 2020 water use.

	<b>Average Monthly Use</b>
<b>March 2020</b>	<b>104 gpcd</b>
<b>March 2024</b>	<b>103 gpcd</b>

	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	<b>Mar 2024</b>
<b><u>2020</u></b>	104	112	141	149	157	162	159	153	136	132	125	126	<b><u>104</u></b>
<b><u>Goal</u></b>	88	95	119	127	134	138	135	130	116	112	106	107	<b><u>88</u></b>
<b><u>Actual</u></b>	84	101	114	115	134	134	126	125	119	109	103	96	<b><u>103</u></b>
<b><u>% Diff.</u></b>	-19.2%	-9.8%	-19.2%	-22.8%	-14.7%	-17.4%	-20.5%	-18.3%	-12.7%	-17.5%	-17.6%	-26.2%	<b><u>-0.8%</u></b>

Water use, in terms of gpcd, during **March 2024** was **0.8%** less than the **March 2020** baseline. For the fiscal year 2023-24, the goal is to reduce cumulative annual water use by 20% compared to the 2020 calendar year using water sustainability programs and education to focus on the efficient use of our water resources.



**Burbank Operating Unit (BOU) Water Production**

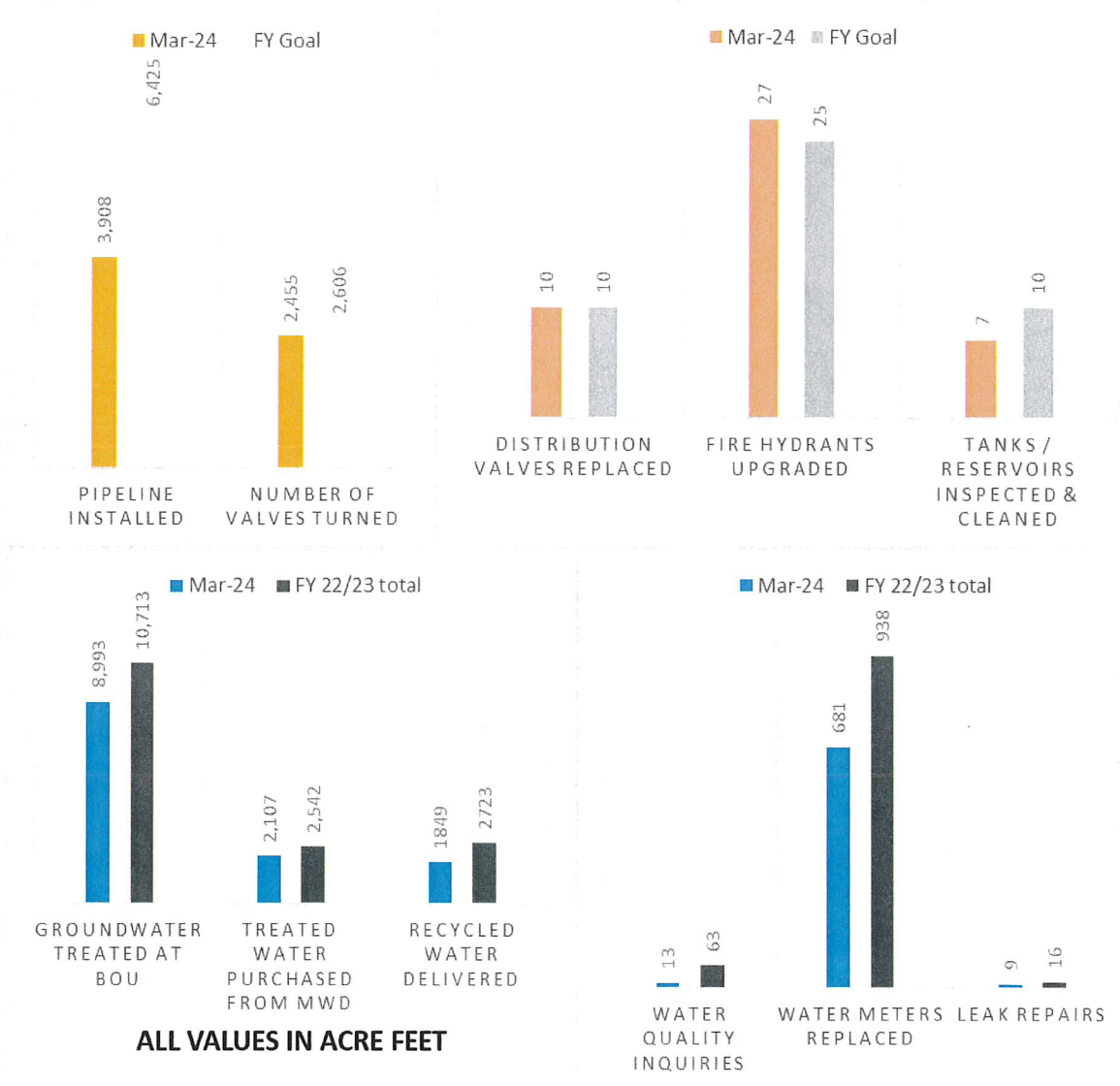
The table below provides the operational data for the BOU for the months of **April 2023** through **March 2024**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
23-Apr	68.18%	6,136 gpm	17%/83%
23-May	73.12%	6,581gpm	13%/87%
23-Jun	80.69%	7,262gpm	13%/87%
23-Jul	80.13%	7,212 gpm	25%/75%
23-Aug	76.75%	6,908 gpm	27%/73%
23-Sep	85.32%	7,679 gpm	16%/84%
23-Oct	89.06%	8,015 gpm	11%/89%
23-Nov	83.27%	7,494 gpm	13%/87%
23-Dec	86.03%	7,743 gpm	18%/82%
24-Jan	85.55%	7,700 gpm	15%/85%
24-Feb	79.83%	7,184 gpm	15%/85%
24-Mar	76.56%	6,891 gpm	15%/85%
<i>Ave Blend %-last 12 months</i>			18%/82%

The total system blend percentage represents the total amount of water purchased from the 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 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 indicators through **March**.

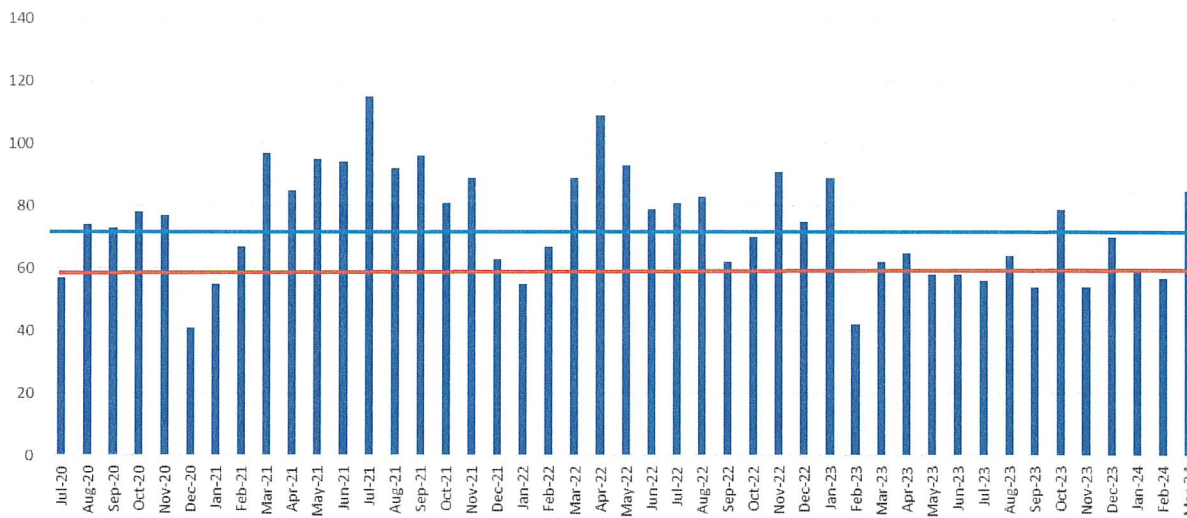


**ALL VALUES IN ACRE FEET**

**Plan Reviews**

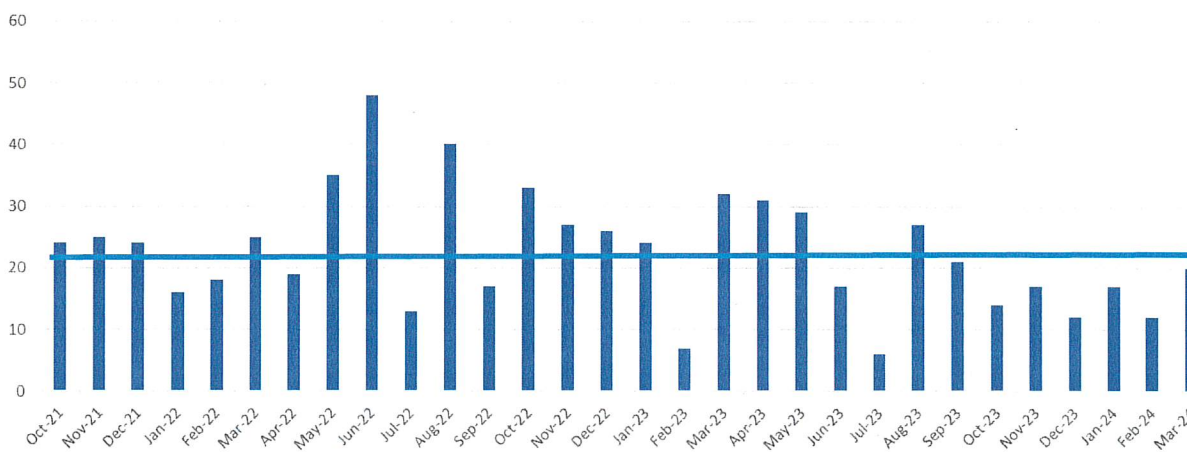
The Water Division has seen a significant increase in plan reviews since the onset of the COVID-19 pandemic, and we began tracking them in July 2020. Most of the plan reviews are ADUs (accessory dwelling units). **The number of plan reviews in March 2024 was 85, more than the prior month of 57, and the number of excavation permit reviews increased from 12 in February 2024 to 20 in March 2024.**

Project DOX Plan Reviews per Month



\*Blue line is the average \*Red line is the productivity of an experienced water service planner

Excavation Permit Reviews



Excavation permits cover construction work in the city right-of-way for projects done by utilities such as gas, electric, fiber optic, water, storm drains, and sewers.

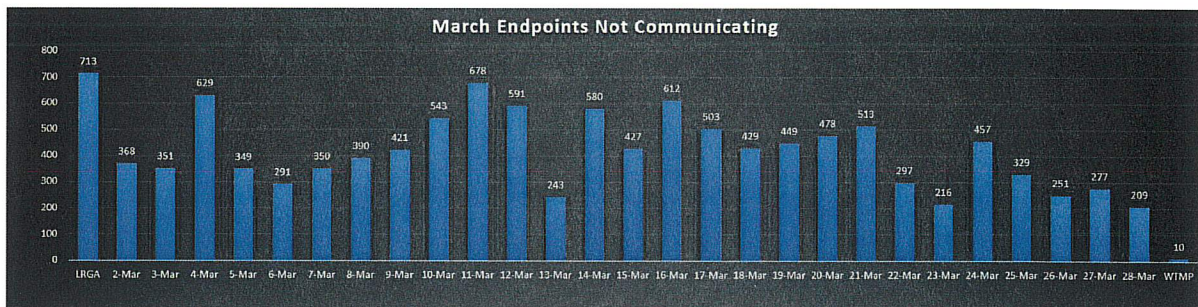
**Leak Alert Notifications**

In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. Full deployment of the system (approximately 26,000 endpoints for water) was completed in 2011.

The benefits of AMI technology are that it allows data to be collected rapidly and frequently, can be analyzed to find higher than normal usage, and can 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 analyzing this data to determine if a leak might be present based on continuous usage. In **March 2024**, WaterSmart sent out **405** notifications to customers, including **396** email leak alerts, **56** print leak alerts, **2** text message leak alerts, and **1** voice alert.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **March 31, 2024**, BWP was unable to receive remote reads for **11,954** water meters out of **26,922 (44% of the total)** due to failing communication modules, and they had to be read manually.



In March 2021, staff deployed an interim automatic meter reading (AMR) system to read meters with failed communication modules. However, the interim AMR system does not automatically send data back to BWP. Instead, the meters are read once each month and customers with broken communication modules are not able to receive leak alerts.

BWP notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications. Due to the continuing failures, BWP continually notifies the affected customers that they are vulnerable to unnoticed leaks causing water damage and bills that could reach thousands of dollars as well as unnecessary and significant water waste.

The remaining schedule for the AMI project is provided below:

- May 2024 – Completion of Alpha Phase Testing (200 endpoints)
- July 2024 – Completion of Beta Phase Testing (2000 endpoints)
- July 2024 to May 2025 – Full Deployment
- July 2025 – Project Closeout

The following tasks have been completed in support of the project:

- Network installation and commissioning is complete for two antenna sites
- 2,000 Sensus smart points have been delivered and are staged temporarily on BWP property, and 1,000-meter box lids have been received in support of the testing phases.
- BWP Customer Service has identified target meters for Alpha Phase installation and BWP resources will install transmitters to save costs for this initial testing period by deferring mobilization of Concord until closer to Beta Phase.
- The existing systems topology map has been completed by BWP staff to serve as the foundation for requirements determination and interface data flow paths.

Sensus Professional Services has been activated and planning meetings are underway associated with the AMI headend system (HES) interface with existing billing systems.

**Burbank’s Path to Sustainable Water Use**

We continue to amplify the water conservation message through all marketing communication channels, even though we have had a wet winter, we aim to encourage water savings regardless of the current water status and ensure compliance with the City water ordinance. Water use has declined by 17% over the last 12 months compared to the same period in 2020.

The table below shows the actions taken on accounts not complying with the Sustainable Water Use Ordinance for FY 23-24. In March 2024, BWP issued 17 first warning notices and 16 second warning notices for water waste utilizing the AMI system. In addition, 13 first warning notices, 2 second warning notices, and 1 citation were sent for water waste based on observations from the residents\*.

Actions on Non-Compliant Accounts				
Total	1st Notice	2nd Notice	Citation # 1	Citation # 2
FY 23-24	750	292	111	70

\*Notices based on water observations for the fiscal year will be added to the report beginning next month.

**Project Updates**

Our newly purchased valve insertion equipment provides a significant advancement in our infrastructure repair capabilities. This equipment facilitates the seamless insertion of a new shut off valve on 4” to 12” pressurized water mains without causing any service disruptions to our customers.

By ensuring that our BWP crew members are proficiently trained on this cutting-edge technology, we will not need specialized contractors to do the work.



## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

In **March 2024**, Burbank Water and Power (BWP) experienced **9** sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **571,728** customer minutes.

<b>Reliability Measurement</b>	<b>April 2022 – March 2023</b>	<b>April 2023 – March 2024</b>
Average Outages Per Customer Per Year (SAIFI)	<b>0.3904</b>	<b>0.2698</b>
Average Outage Time Experienced Per Year (SAIDI)	<b>11.69 minutes</b>	<b>21.7 minutes</b>
Average Restoration Time (CAIDI)	<b>29.94 minutes</b>	<b>80.42 minutes</b>
Average Service Availability	99.998%	<b>99.996%</b>
Average Momentary Outages Per Customer Per Year (MAIFI)	<b>0.2121</b>	<b>0.1366</b>
No. of Sustained Feeder Outages	<b>13</b>	<b>26</b>
No. of Sustained Outages by Mylar Balloons	0	<b>4</b>
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	2	<b>4</b>

The predictive-analytics-driven equipment replacement program has been on hold since 2021 due to scarcity of equipment, longer than usual lead times, and low staffing levels. This action will drive reliability numbers slightly lower over time; however, staff believes this is an acceptable impact. Maintaining the program would deplete our existing equipment stock and expose the utility to the risk of not having equipment available if a major disaster occurs. Staff will re-assess commencing with the replacement program once equipment levels are sufficient and lead times are normalized.

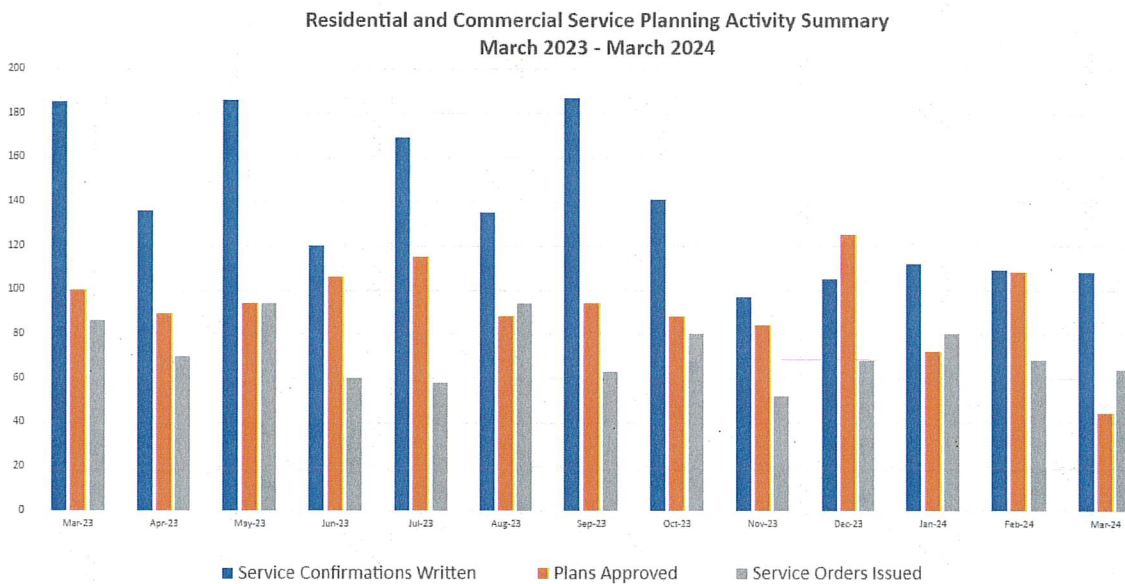
### Supply Chain

The pandemic has heavily impacted the electric utility industry over the last several years. Pricing and lead times for equipment have increased at an accelerated pace. Below is a list of lead times for the most common distribution equipment:

<b>Equipment</b>	<b>Typical Lead Time</b>	<b>Current Lead Time</b>
Transformers	12-16 weeks	150+ weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	60+ weeks
Poles	6-8 weeks	30+ weeks

## 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 services. In order for a customer to obtain a building permit for their construction, BWP service planners must visit the customer's facility and fill out an electric service confirmation form, which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP service planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes the monthly activity for our residential and commercial service planning group within the T&D engineering section.



The electrical engineering section sees unprecedented 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 energizing more than 2,000 new residential units in the next three to four years. This is a tenfold increase in the amount of development. If this level of work 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.



## **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 as the HPS luminaires burn out. LED replacements consume approximately 60% less energy. To date, **92.63%** of the total street light luminaires have been converted to LEDs, translating to an annualized energy savings of **5,396 MWh** or a **58.23%** reduction in energy consumption. LED conversions have also reduced the evening load by 1,250 kW, shortening the “neck of the duck curve” and reducing the energy generation BWP needs.

The number of street light luminaires converted to LED and their corresponding energy savings have not significantly changed in recent months due to the prior completion of all roadways non-LED conversion to LED throughout the city. The remainder of LED light conversions are associated with decorative posts, which are currently going through the planning and procurement phases. A portion of the remaining non-LED lights require specialized luminaires for an LED equivalent with a higher associated cost. Prior to the end of the fiscal year, staff will present various options to the board that take into account the cost-benefit analysis of replacing these lights that may alter the overall LED replacement strategy.

### **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.

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 and BWP’s design guidelines. Once BWP approves the plans and a Public Works permit is issued, BWP issues work orders to our field crews for inspection and the electrical and street lighting work. The table below summarizes the activity that has taken place to date:

	<b>Confirmations in Progress</b>	<b>Written Confirmations</b>	<b>Plan Signoffs</b>	<b>WTA Work Orders Issued</b>	<b>WTA Sites Energized</b>
<b>Total</b>	<b>0</b>	<b>262</b>	<b>16</b>	<b>24</b>	<b>62</b>

## CUSTOMER SERVICE OPERATIONS

Customer Service Representatives (CSR) assist customers by making payment arrangements to reduce the amount in arrears and provide additional resources to help customers manage their finances related to their utility bills. On January 31, 2023, City Council approved (4-1) to resume normal operations by restarting disconnections for residential customers with past due balances beyond 60 days, effective April 3, 2023.

As of **April 8, 2024**, we have **1,365** customers who have an active payment arrangement, resulting in a reduction of arrears by **\$2,676,965**. **1,320** arrangements are for residential customers totaling **\$2,425,007** and **45** arrangements are for commercial customers totaling **\$251,958**. These arrangement amounts are comparable to the volume and amount of payment arrangements seen last month. BWP will continue to encourage payment arrangements to assist our customers in managing their outstanding arrears.

As of **March 25, 2024**, the 61-plus day arrears total **\$352,767**, which is a **76%** reduction in residential past due balances beyond 60 days, compared to April 11, 2023, when it was **\$1,446,665**. On April 11, 2023, there were 2,933 residential customers with past-due balances beyond 60 days. As of **April 1, 2024**, there are **477** residential customers with at least 60-plus days of arrears. Of these **477** residential customers, **23** receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and **20** customers receive the Burbank Utility Service Subsidy (BUSS).

Staff continues to call these customers to establish payment arrangements. Staff personally calls each Lifeline and BUSS customer before they are scheduled for disconnection, in addition to leaving a hang tag at the door of the customer advising them to contact us to avoid disconnection. By taking these additional steps, customers have either made payments or established payment arrangements, which have avoided disconnection. As of **April 8, 2024**, no Lifeline or BUSS customers have been disconnected for non-payment. However, one Life Support customer was disconnected in error on July 5, 2023, and one Lifeline customer was disconnected in error on October 5, 2023. Staff reconnected the services for both accounts immediately upon recognizing the human error, called the customer and waived disconnection fees.

Since BWP resumed disconnecting residential customers with past due balances beyond 60 days, as of **April 8, 2024**, staff has disconnected services to **2,741** customers and has collected **\$816,924** in funds.

On August 4, 2022, the BWP Board reviewed and passed the proposal to resume disconnections for small commercial customers beginning September 1, 2022, with a 7-0 vote. On August 23, 2022, City Council voted 3-1 to approve resuming power disconnections and late fees for small commercial customers effective September 1, 2022. After receiving approval from City Council, BWP immediately began notifying all small commercial customers via letter, e-mail, and automated phone calls. Small

commercial customers eligible for disconnection began receiving an official notice on September 6, 2022.

BWP began disconnecting small commercial customers for non-payment effective September 29, 2022. From September 29, 2022, through **April 8, 2024**, **278** small commercial customers have been disconnected for non-payment, resulting in a reduction in arrears of **\$283,159**. **As of April 8, 2024**, **20** small commercial customers established payment arrangements totaling **\$99,918**. The **20** small commercial customers on payment arrangements are no longer eligible for disconnection as long as they continue to meet the terms of the arrangement.

As of November 2, 2022, 159 small commercial customers had arrears over 60 days and were eligible for disconnection. **As of March 31, 2024**, that number has fallen to **54**. This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

### Outstanding Debt

As of **March 25, 2024**, the following is the current outstanding debt by commodity for all customer classes:

### Aging By Service Type

Service Type	31-60	61-90	91+	Total	% of Total
Electric Service	795,611	104,110	208,054	1,107,776	62%
Water Service	115,729	23,674	62,494	201,896	11%
Fiber Optic Service	110,362	8,422	14,971	133,755	7%
Sewer Service	102,207	24,350	48,255	174,813	10%
Solid Waste Service	98,032	24,885	52,702	175,619	10%
General Service	855	83	259	1,198	0%
Miscellaneous Service	0	0	18	18	0%
<b>Grand Total</b>	<b>1,222,796</b>	<b>185,524</b>	<b>386,753</b>	<b>1,795,074</b>	<b>100%</b>

As of March 20, 2023, the total arrears were \$6,158,890 for all commodities. As of **March 25, 2024**, this number has dropped to **\$1,795,074**. For all past due balances beyond 61 days, this number fell from \$1,375,677 in June 2023 to **\$572,277 as of March 25, 2024**, a **58%** reduction. Total pre-COVID arrears as of January 30, 2020, for all commodities was \$1,046,244.60, which included 61 plus day arrears of \$280,176.60.

**BWP Call Center Call Types & Volume**

<b>Customer Contact Types</b>	<b>% of Calls</b>
START/STOP/CLEAN & SHOW	19%
BALANCE	19%
ELECTRIC TROUBLE CALL/FIELD ACTIVITY	7%
PAYMENT ARRANGEMENT	7%
UPDATE CUST ACCOUNT INFO	7%

<b>Month</b>	<b>Call Volume</b>
Feb - 23	3,507
Mar - 23	4,252
Apr - 23	4,069
May - 23	3,850
Jun - 23	3,699
Jul - 23	3,794
Aug - 23	5,128
Sep - 23	4,319
Oct - 23	4,227
Nov - 23	3,846
Dec - 23	3,732
Jan - 24	4,182
Feb-24	3,816
<b>Mar- 24</b>	<b>3,811</b>
<b>% Inc/Feb</b>	<b>-0.1%</b>

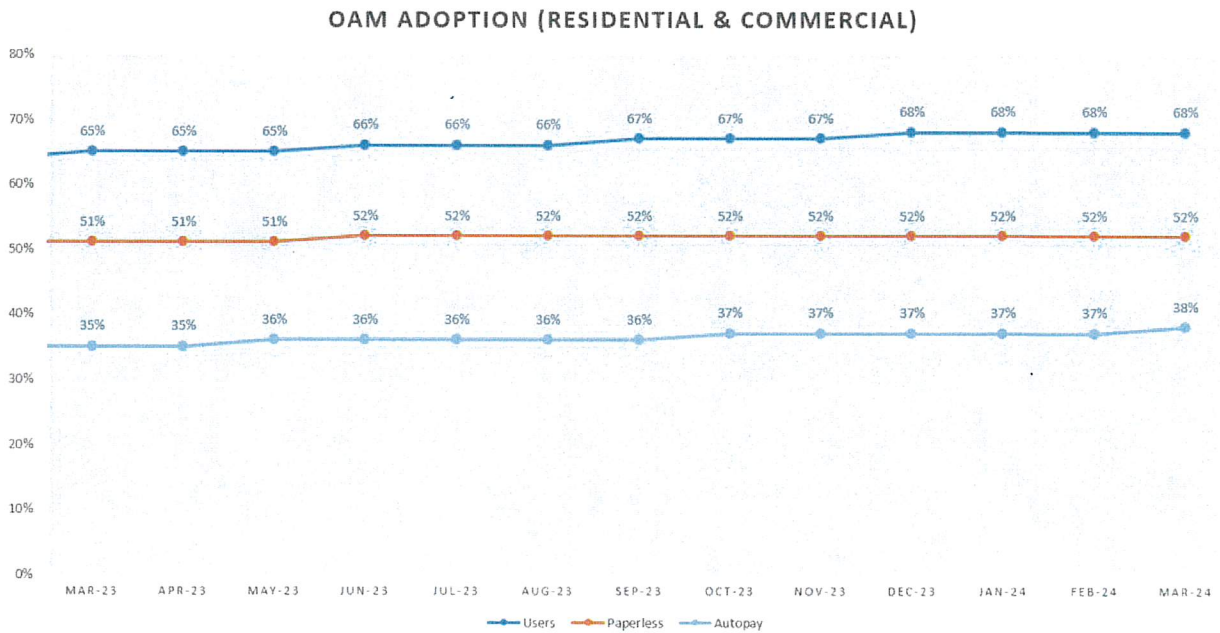
Call volume decreased by 0.1% in March compared to the previous month. The number of calls in **March 2024** is 12% lower compared with the number of calls handled in **March 2023**, which was 4,252.

Customers continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. In **March 2024**, 19% of calls were related to their balance, and 7% of calls were from customers requesting a payment arrangement. These numbers were similar to last month. This is a result of customers receiving their disconnection notices and attempting to establish a financial plan. By comparison, in February 2023, prior to BWP restarting the disconnection process for residential customers, less than 1% of customers called to make payment arrangements.

## Online Account Manager

The Online Account Manager (OAM) is BWP's online customer portal. Customers can view their utility bills, make payments, change addresses, and enroll in automated bill and payment notifications. The enrollment in the online account manager (OAM) is currently at **68%** of all active accounts; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the **32%** of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about **77%** are paperless customers helping BWP reduce costs, save trees, and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and autopay. These initiatives will continue to drive down costs.

BWP continues to market and promote general OAM outreach campaigns utilizing every owned channel, including on-bill messaging, *Currents* (digital and print), social media, and BWP's website. Last fiscal year BWP set a target to reach 66% OAM adoption before June 30, 2023, and we have met this goal. We have set a new goal of 70% before July 1, 2024. BWP is offering this service to customers who are making payment arrangements, as it can help customers maintain their agreed-upon payment schedules. Since last month, we have added **153** new autopay users and a total of **62** customers went paperless. BWP continues to utilize social media via a targeted marketing campaign to increase enrollment.



Below is the chart outlining activity for the OAM:

	Active	% of Total Active Accounts
Users	35,792	68%
Paperless	27,529	52%
Autopay	19,781	38%

## SUSTAINABILITY, MARKETING, AND STRATEGY

### Social Media and Web Engagement

In March, we utilized our social media channels to amplify the safety measures during the storm and turning off irrigation due to rains. We also performed outreach to encourage participation in our third community meeting regarding the change to the City’s Sustainable Water Use Ordinance (SWUO). Additionally, we used our platform to celebrate Women’s history month and recognize the contribution of the extraordinary women of BWP. Our most popular post in March was the information on the third SWUO community meeting. It’s worth noting that the popularity of the SWUO posts and overall outreach resulted in an additional 300 SWUO survey respondents, which translated into a high confidence level for the results of the survey.

**Virtual & In-Person!**

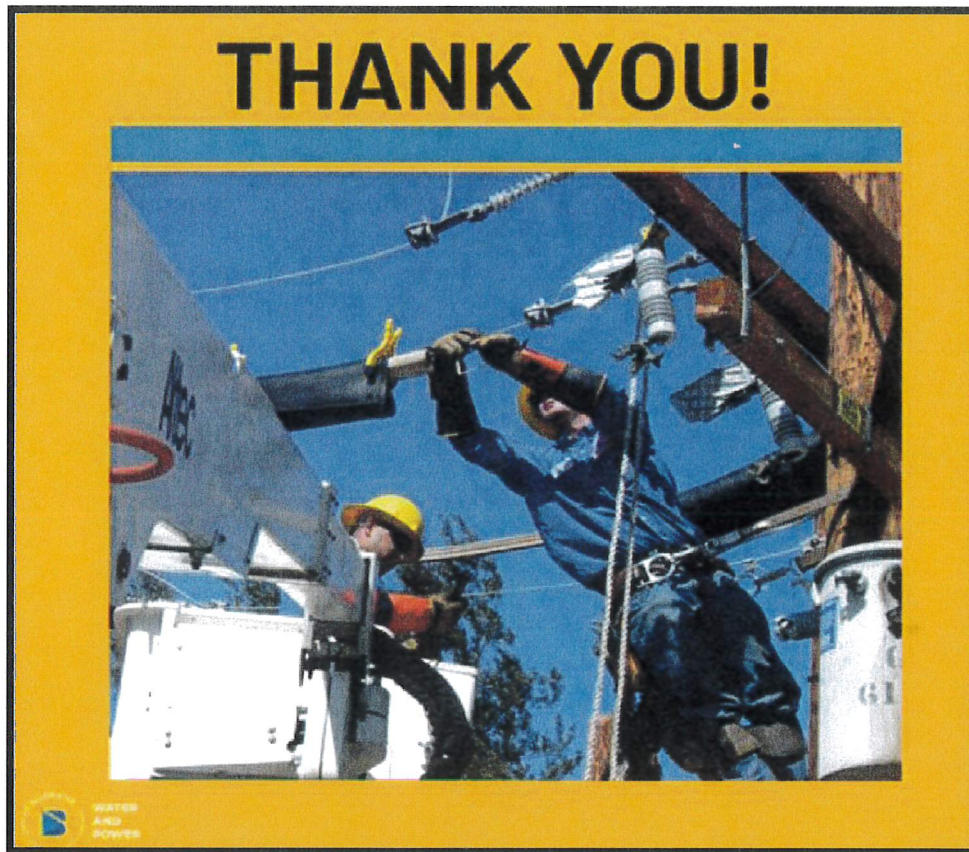
## SUSTAINABLE WATER USE ORDINANCE COMMUNITY MEETING #3

Last call to join the discussion and hear what others in the community are saying about water use issues.

**Wednesday,  
March 27, 2024  
6:30 pm - 8:00 pm**

**In-Person Event** [bit.ly/SusH2oOrd3](https://bit.ly/SusH2oOrd3)  
**Virtual Event** [bit.ly/Virtual-SWUOmeeting](https://bit.ly/Virtual-SWUOmeeting)

The next popular post was the acknowledgement of the work performed by BWP Linemen during the recent power outage.



### **Key Account Activity**

The Key Account Manager (KAM) completed 15 in-person meetings and 89 maintenance/discovery calls in **March**. Customers and topics included:

- **Outreach to new Kas, Aries Beef and Electrify America, based on 2023 usage.**
- **Booking BWP presentations with industry organizations**
  - **May 2 with the Burbank Association Realtors (BAOR) affiliate spotlight**
  - **May 15 with the Burbank Hospitality Association to discuss rebate programs and rate changes.**
- **Power surge and pad mount inspections with Amarano and Midnight Oil**
- **Warner Bros engagement included substation follow-up meeting (on 3/26), EV Charger rebate discussion, inspection for business rebate and a confirmation to attend their employee Earth Day celebration on 4/22.**
- **Site inspection with Media Studios (Worthe) for Business Rebate.**  
**Updating all KAs as to the Water Ordinance meeting and changes in the watering schedule effective April 1.**

## **BWP'S Energy Efficiency and Water Savings**

BWP continues to manage a comprehensive portfolio of resource efficiency programs for residential and commercial customers focusing on energy efficiency, peak load reduction, water conservation, transportation electrification, and greenhouse gas savings.

### **Business Rebates**

There were two new business rebate applications received in March.

The first is an LED lighting project for 2255 Partners/Media Studios Burbank (Worthe). The project's anticipated savings is 965,505 kWh of energy, 86.69 kW of demand, and is eligible for a \$83,542.15 rebate from BWP.

The second is an LED lighting project for Warner Bros. The project's anticipated savings is 3,129,044 kWh of energy, 1,032.20 kW of demand, and is eligible for a \$100,000 rebate. It will be processed in April due to production schedules.

Target and 7-Eleven resubmitted rebates from February due to changes in Purchasing's records.

### **Business Bucks**

March's promotion of the Business Bucks (BB) program for small businesses was on hold while the agreement was being reviewed for renewal. **Fortunately, as of April 8<sup>th</sup> the program is active. The program vendor will be calling the small businesses in the queue to schedule services.**

### **Home Improvement Program (HIP)**



The HIP offers energy-water surveys and efficiency measure installations to all Burbank single-family residential, multi-family residential, and multi-family common area customers. The HIP services include in-home energy and water surveys, education on energy and water efficiency and conservation, direct installation of energy and water conservation measures (indoor and outdoor), LED light bulbs, ceiling fans, attic insulation, duct sealing and measuring, a blower door test, air sealing, and combustion safety testing.

In March, 27 households participated in HIP, resulting in annual savings of 11.6 kW in demand, 23,409 kWh of energy, and 215,820 gallons of water.

This fiscal year to date, the HIP has helped the community save 139 kW of demand, 266,315 kWh of energy, and 2,632,519 gallons of water.



### **BWP's Energy-Saving Trees Program**

BWP's Shade Tree Program has evolved and is now the "Energy-Saving Trees Program." For this new program, BWP partnered with the Arbor Day Foundation, a 501(c)(3) nonprofit, to provide the Energy-Saving Trees Program to the Burbank community. Residential and business customers will still receive trees at no-cost to shade their properties, reduce A/C usage, and clean the air, but now customers will be utilizing the Arbor Day Foundation's online platform at [www.arborday.org/bwp](http://www.arborday.org/bwp).

Using the online platform, customers use an interactive map to determine what trees they would like and the tree planting location for the highest energy savings. After that, customers submit the request for the trees, and Arbor Day Foundation will deliver the trees to their homes or businesses. Trees will be delivered in containers up to 15 gallons (6'-10' tall trees). The customer is responsible for planting. Residential customers can get up to 3 trees, Commercial customers can get up to 20 trees.

**In March, the program received requests for 11 trees.**

### **Home Rewards Rebates**

This fiscal year to date, 122 residential energy efficiency rebates have been issued, averaging 15 per month. In March, six efficiency rebates were issued, including three EnergySTAR refrigerators, one variable speed pool pump, one A/C, and one wall insulation project.

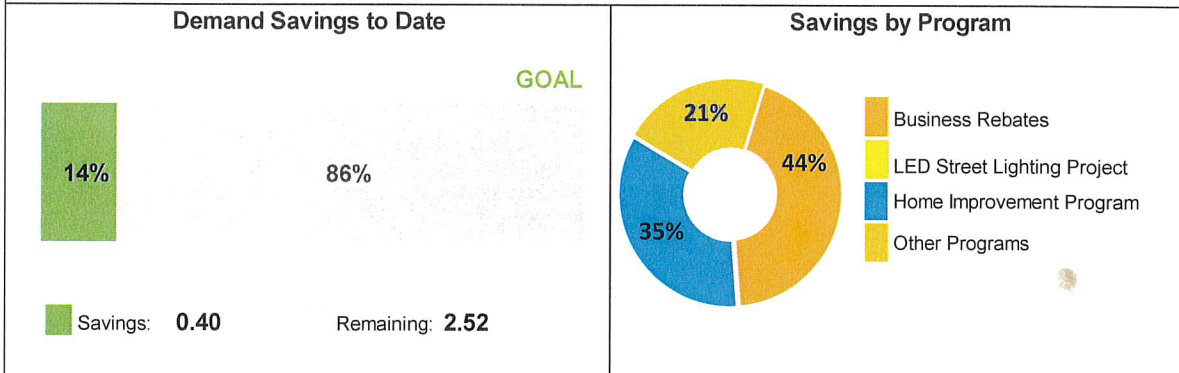
### **Water Conservation Programs**

BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP. Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program.

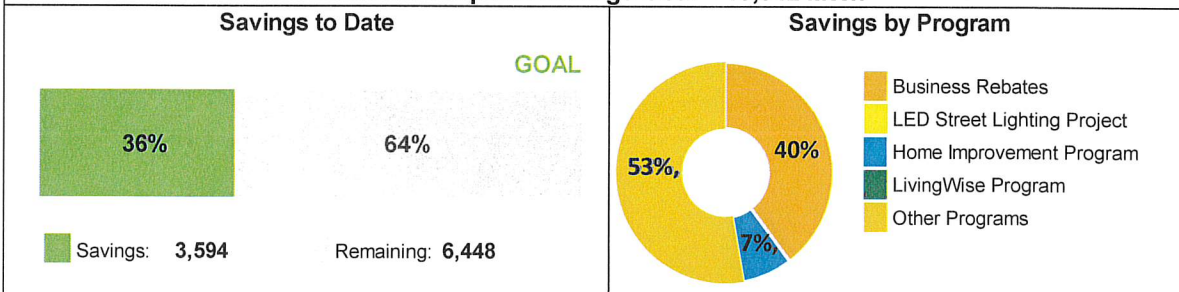
**In March, 25 rebates were issued, and a total of 250 have been issued throughout the fiscal year. There was one turf replacement rebate this month (saving 20,400 gallons per year) and 53 turf replacement rebates have been issued since the beginning of the fiscal year (saving 2,458,472 gallons per year). This month, rebates were issued for 13 high-efficiency clothes washers, eight rain barrels, and three weather-based irrigation controllers.**

## Energy Efficiency Savings FYTD 2023-2024 Period ending on 3/31/2024

1% Demand Goal = 2.93 MW

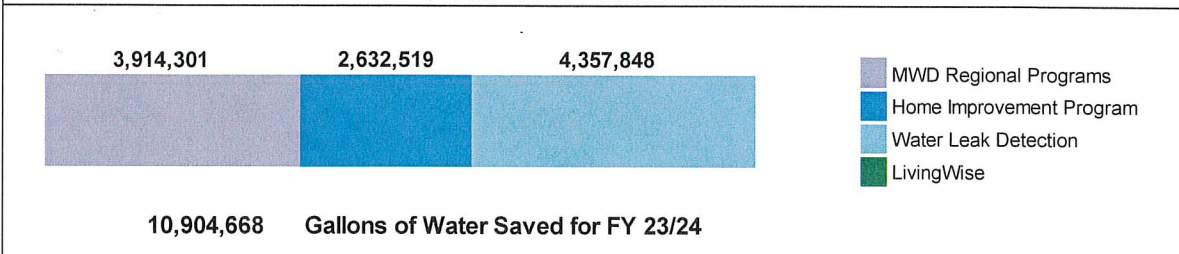


1% Consumption Savings Goal = 10,042 MWh



## Water Efficiency Program Savings

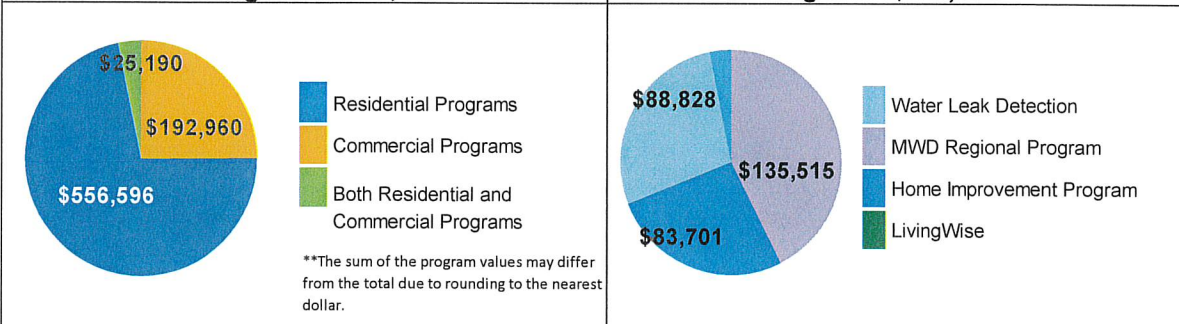
Gallons of Potable Water



## Efficiency Direct Program Costs\* FYTD 2023-2024

\*\*Electric Programs: \$774,746

Water Programs: \$318,044



\*Direct program costs reflect rebates and payments to program implementers, they do not include marketing and administration costs

## **Electric Vehicle (EV) Charging Program**

BWP plays a key role in promoting the adoption of transportation electrification through education, the development of programs, and the facilitation of public and private EV chargers.

The city now has 102 public EV charging ports, including two DC fast chargers (DCFC) and 42 curbside ports. As of November 1, the public charging rate for level 2 charging is \$0.2091 per kWh, and the public charging rate for DC fast chargers is \$0.3391 per kWh at any time.

## **New Public EV Charging Station Construction**

Projects are under construction for four Level 2 ports at McCambridge Park and two DC fast charger ports at the BWP Customer Parking Lot on Magnolia Blvd. These chargers are expected to be available to the public in April.

## **Charging Station Maintenance**

Two Level 2 charging stations at the Burbank Town Center have been replaced after months of inoperability. With these replacements, all BWP-owned Level 2 charging stations are now available for use.

A non-operational DC fast charger at the Lakeside Shopping Center has been replaced with a new ChargePoint DC fast charger. This charger is now available for use by the public.



New DCFC at the Lakeside Shopping Center

A separate non-operational DC fast charger at the Hollywood Burbank airport is planned to be replaced by the end of the fiscal year.

### **Commercial EV Charging Station Rebate Program**

No applications for commercial charging ports were received in **March**. BWP currently has funds reserved from **two customers** for 24 level 2 charging ports. One commercial charging station rebate for 40 charge ports has been distributed this fiscal year to date.

BWP staff presented proposed updates to the Commercial EV Charging Station Rebate Program to the BWP Board in March. The Board had some concerns which will be addressed at a future board meeting.

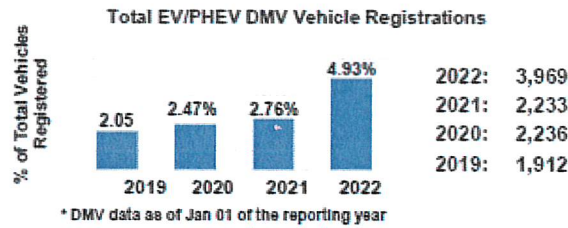
### **Residential Rebate Programs**

**Three** residential EV charging station rebate was distributed in **March**, and a total of **19** have been distributed this fiscal year to date.

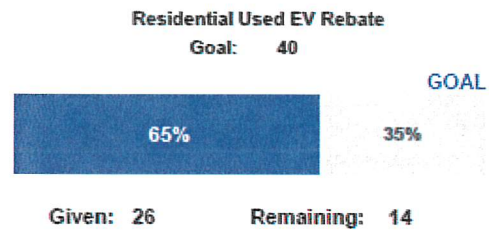
**Two** used EV rebates were issued in **March**, and a total of **24** have been distributed this fiscal year to date.

## Transportation Electrification 2023-2024 Period ending on 3/31/2024

### EV Growth in Burbank\*



### Vehicle Rebates



## Transportation Electrification Initiatives for FY 2023-2024

Facilitate the Installation of 75 EV Charging Ports to Electrify the Transportation Sector in Burbank

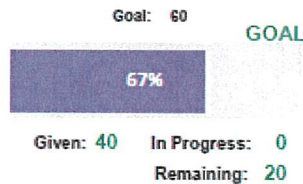
Goal: 114



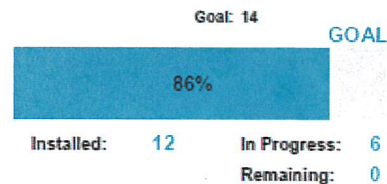
#### Residential Charging Station Rebates



#### Commercial Charging Station Rebates



#### Public Charging Ports



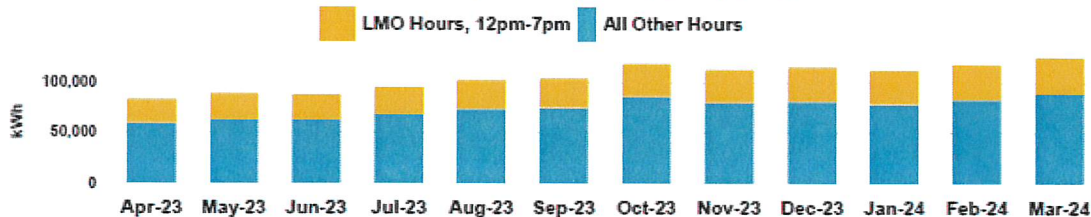
## Public Charging Port Statistics



	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG *Reduced (kg)	<sup>1</sup> Charging Sessions at Peak	<sup>2</sup> Charging Occupancy
	Total Ports	Total Available						
March:	102	101	7,966	113,513	\$23,905	65,387	19%	28%
Average:	98	96	6,794	90,050	\$18,710	51,872	23%	24%
FY Total:	102	101	61,150	810,452	\$168,388	466,846	23%	24%

\* 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



<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 EVs are charging at stations for all available hours in a given month across all charging stations

## Distributed Solar and Battery Installations

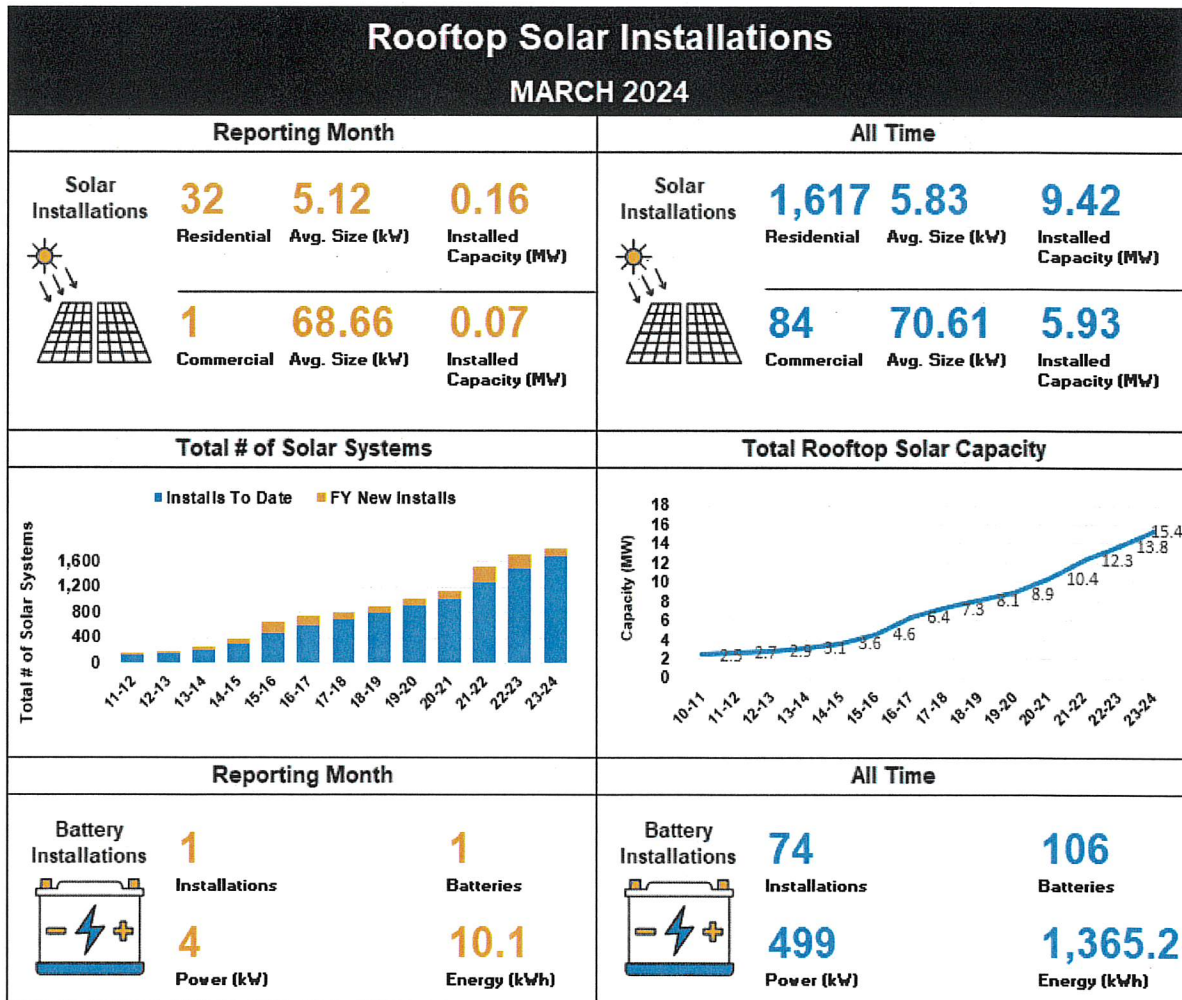
Customer-owned rooftop solar system installations continue to grow. BWP does not provide rebates for installing these systems. However, the 30% federal investment tax credit makes purchasing solar and/or battery systems more accessible.

The following systems were installed in March:

- 32 residential solar systems with a total capacity of 163.7 kW
- 1 commercial solar system with a total capacity of 68.7 kW
- 1 battery storage system

This fiscal year to date:

- 191 residential solar systems installed with a total capacity of 1,227.5 kW.
- 4 commercial solar systems installed with a total capacity of 317.8 kW.
- 15 battery storage systems with total power of capacity of 59.9 kW and total energy capacity of 189 kWh



**Green Choice Program**

Since 2020, the Green Choice Program is a voluntary program for electric residential customers to pay more to support renewable energy in California. Enrolled customers have 100% of their bill offset by Portfolio Content Category 1 (PCC1) renewable energy credits (RECs). PCC1 RECS are higher quality RECs that require bundled procurement from qualified renewable energy generators located within California or from out-of-state generators that can meet strict scheduling requirements to ensure uninterrupted deliverability to California.

In the existing program, to pay for the cost of BWP to procure RECs, customers pay an additional 1.8 cents per kWh on their monthly electric bill. The Green Choice Program currently has 183 customers enrolled.

When the program was created in 2020, PCC1 REC prices were \$18 per MWh, which translates to 1.8 cents per kWh. Now, in 2024, PCC1 RECs cost \$80 per MWh, which translates to 8.0 cents per kWh. This is a 444% increase in price. Due to this price increase, BWP staff is freezing enrollment in April until a mitigation plan can be put in place. Staff plan to present a new program design and a marketing outreach plan to the BWP board in September 2024.

**TECHNOLOGY**

**Broadband Services (ONEBurbank)**

	<b>March 2024 New Orders</b>	<b>Revenues for March 2024</b>	<b>FYTD 2023-24 Revenues</b>	<b>FYTD Budget</b>
<b>Lit</b>	<b>2</b>	<b>\$149,803</b>	<b>\$1,409,884</b>	<b>\$1,584,000</b>
<b>Dark</b>	<b>2</b>	<b>\$174,265</b>	<b>\$1,571,810</b>	<b>\$1,716,000</b>
<b>Total</b>	<b>4</b>	<b>\$324,068</b>	<b>\$2,981,694</b>	<b>\$3,300,000</b>

**POWER SUPPLY**

**BWP SYSTEM OPERATIONS:**

The maximum load for March 2024 was 129.5 MW at 11:24 AM on March 21, 2024, and the minimum load was 74.2 MW at 04:06 AM on March 29, 2024.



YEAR	MAX LOAD	MAX DATE
2024	136.8 MW	5-Feb-24 13:0609:14
2023	265.2 MW	28-Aug-23 15:35
2022	292.8 MW	06-Sep-22 15:58
2021	248.5 MW	15-Jun-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31

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. As a result, BWP has not had issues with obtaining adequate gas supplies to operate its natural gas-fired generators; however, the supplies have been at a much higher price than normal due to national and global issues **that introduce price risk and increases in demand. Limited supply, coupled with high demand, has caused natural gas prices to increase significantly since 2020 in the forward markets (prices for future delivery of natural gas), even though we have seen recent spot natural gas market prices (prices for the next day delivery) return to 2020 prices.**

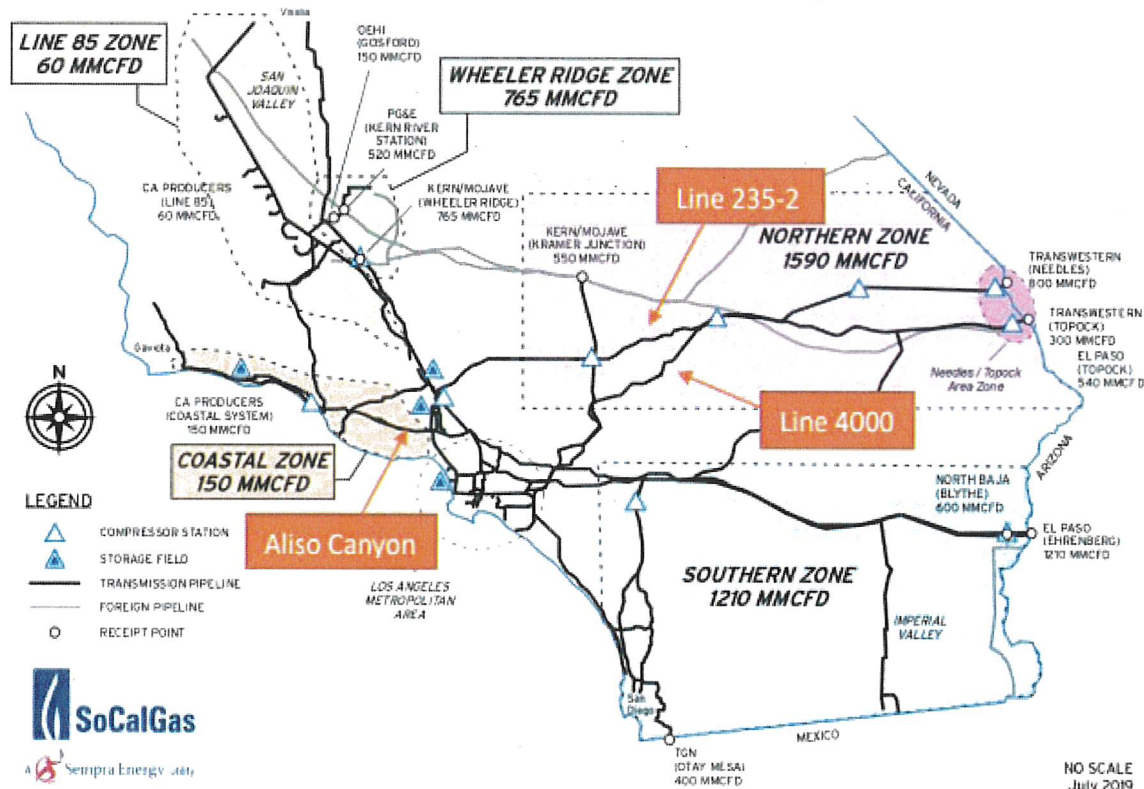
The table (below) shows that spot natural gas prices in **2024** are about **the same times** as in 2020. Historically, the spot price of natural gas jumped due to extreme winter (2021) weather followed by the Russia-Ukraine conflict and peaked in late 2022. In August 2023, SoCal Gas received approval from the California Public Utilities Commission to increase the maximum amount of gas that could be stored at the Aliso Canyon facility from 41.2 billion cubic feet (Bcf) to 68.6 Bcf, which is about a 67% increase in storage capacity.



From that time until now, spot natural gas prices have decreased as reflected in the table below. With the additional storage capacity and mild winter weather, storage levels in southern California are higher than the 5-year average. It is important to point out that BWP continues to hedge (procure natural gas at fixed prices for future delivery) to minimize the risk and exposure to extreme pricing (prices in excess of \$100/MMBtu). The higher prices for future delivery of natural gas demonstrate the markets sentiment that the current supply levels could be temporary and as a result prices for future delivery remain higher than normal. These higher prices increase BWP's cost of generation, impact market prices for power, and have negative impacts on the budget.

We are keeping a close eye on labor issues and inflationary pressures and will provide an update as we get more information. We are also monitoring Senate Bill 1486, which would limit operations at Aliso Canyon post-2027. BWP is a member of the Southern California Generation Coalition (SCGC), which continues to follow and participate in the CPUC's efforts to evaluate alternatives that would minimize or eliminate the use of Aliso Canyon. SCGC (including Burbank) continues to express concerns about reliability and the need to maintain the Aliso Canyon storage facility unless or until an alternative is identified that can supply the products and services that it provides.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Since 2020, gas prices have increased significantly, peaked in 2022 and declined since then and are currently similar to the value in 2020.

<b>Calendar Year</b>	<b>\$/MMBtu</b>
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$6.78
2024	\$2.97
<b>Increase since 2020</b>	<b>1X</b>

**ELECTRICITY GENERATION:**

**BWP Generating Facilities**

<b>Unit</b>	<b>Availability</b>	<b>Operating Hrs</b>	<b>MWH (Net)</b>	<b>Net Heat Rate (Btu/kWh)</b>	<b>Number of Starts</b>
<b>Olive 1</b>	0%	0	0	0	0
<b>Olive 2</b>	0%	0	0	0	0
<b>Lake 1</b>	0%	0	0	0	0
<b>MPP</b>	82%	611	103,603	7,871	1

Olive 1 and 2 remained in dry storage, with a 274-day notice required to restart one unit and a 365-day notice required to restart both units. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively.

Lake 1 was unavailable during the month of **March** due to the construction of the emissions retrofit project.

**Magnolia Power Project (MPP)**

	<b>March</b>	<b>FYTD</b>	<b>YTD</b>
<b>Availability</b>	82%	96%	94%
<b>Unit Capacity Factor (240 MW)</b>	58%	74%	75%

**MPP was shut down on March 15, 2024 to perform an offline water wash of the combustion turbine compressor, boiler inspection, and balance of plant maintenance. MPP was restarted on March 21, 2024.**

### **Tieton Hydropower Project (Tieton)**

Generation began on April 10, 2023; Tieton was taken offline for the year on October 17 when water flow was no longer available. Annual maintenance and inspections are occurring. **All maintenance is complete, and generation is expected to begin in the upcoming weeks.**

## **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 stormwater samples per reporting year and compare them to statewide regulatory limits. The required four samples have been collected for the current reporting year of July 1, 2023, to June 30, 2024. Although the sample results continue to indicate ongoing compliance issues with the Industrial General Permit metals effluent limitations, specifically iron, zinc, and copper, the results are below the Time Schedule Order interim effluent limitations. Samples are also collected from the offsite influent that commingles with BWP's stormwater discharge. Previous offsite samples also exceeded the limits for metals.

In order to address the stormwater compliance issues, BWP is in the process of implementing a campus stormwater 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 updated Initial Study/Mitigated Negative Declaration CEQA public review period ended on July 22, 2022, and responses to comments on the document have been prepared. The BWP Board approved a recommendation to City Council to adopt a resolution to approve the proposed project CEQA Mitigated Negative Declaration, the Mitigation, Monitoring and Reporting Program, and authorizing the BWP General Manager to execute the Notice of Determination during the June 1, 2023, meeting. City Council approved this recommendation on June 13, 2023. 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 has 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. The project's final design is

complete, and permitting is ongoing. The project bid schedule was advertised on December 27, 2023, and January 3, 2024. Vendor proposals were received on February 15, 2024. The BWP Board approved a recommendation to execute an agreement with Toro Enterprises Inc. for the implementation of the Burbank Water and Power Campus Stormwater Improvement Project during the March 7, 2024 board meeting. **The City of Burbank Purchasing Division has issued a purchase order to the vendor and a conditional notice to proceed was issued on April 4, 2024. Toro and the project team are currently reviewing project submittals.** 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 (LAWQCB) 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 March 28, 2025, as required by the amended TSO. BWP submitted a TSO amendment request to the LAWQCB. The amendment consists of consolidating the BWP and MPP facilities into one TSO, requesting coverage for copper, and updating the project schedule. The TSO amendment public review process ended on July 21, 2022, and no comments were received. The amended TSO was finalized on July 31, 2022, and was received in August.

BWP has been utilizing engineers' estimates which are revised annually to establish the appropriate budgets for the campus stormwater improvement project. Based on the most recent project cost estimate, an additional \$3.2 million is being proposed to the BWP budgets for FY 23/24 and FY 24/25. The project scope has not changed, and the increase is entirely attributable to significant market increases. The total BWP budget for the project is proposed to increase from \$3.2 million to \$6.4 million. BWP also verified the accuracy of the latest engineers' estimates by reviewing recent bids from other entities who are currently approaching construction of similar projects received.

## **PROJECT UPDATES**

### **Power Resources**

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

BWP met the calendar year **2023** goal **41.25%** RPS. BWP staff continues to evaluate renewable resources to meet future compliance requirements. Staff is currently working on additional renewable contracts to maintain RPS compliance for future years.

Prices for long-term renewables have increased approximately 30-100% due to supply chain issues as well as an increase in demand as load-serving entities try to procure renewable resources to meet the state's RPS targets which are increasing by approximately 3% annually.

We continue to experience challenges with negotiations for new long-term contracts for renewables. **Staff has been negotiating one solar contract in Utah for 15 months, and the negotiations were terminated early this month. The participants (including**

**BWP and 2 other cities) could not come to an agreement on some outstanding items, most notably the final contract price, due to risks related to non-traditional financing available in the market. The developer wanted to transfer all that risk to the buyers, including BWP, and the price would not be known until long after (12-18 months) all participants would receive Board and City Council approvals. The 15-year Tule Hydro Project (Tule), a small hydro power plant, was approved unanimously (4-0) by City Council on December 5, 2023. Deliveries could start as soon as May/June 2024; however, no later than September 2025.**

Staff is currently negotiating for 3 additional long-term sources of renewables. The first is another solar project in Utah for 38 MW, and the second is a solar project located in Riverside County for 20 MW, and lastly, a Portfolio Content Category (PCC) 3 resource for 10 years for 35,000 renewable energy credits annually, as well as short term purchases to meet the RPS obligations. **Staff plans to present this contract to the BWP Board and to City Council in May 2024.**

**Staff completed negotiations, and the GM executed 4 contracts for additional short-term PCC1 renewable resources. These will deliver approximately 70,000 REC in 2024 (approximately 7% RPS for 2024). Also, staff continues negotiations to finalize one PCC 2 contract for 2024 delivery.**

We continue to look for additional short-term as well as other long-term projects to meet future RPS obligations; however, supplies for delivery in 2024 through 2026 are low, and the renewable premiums jumped considerably. PCC1 REC premiums reached an all-time high late last year (mid-\$80) but has since dropped slightly. For 2024 delivery, the premium has decreased to the mid-\$70 range. To be clear, this is just the premium for the renewable attributes and does not include the cost of the associated energy.

### **Special Projects**

On December 28, 2023, the eco-campus long duration battery was delivered from our vendor, ESS Inc. This 70-kilowatt (kW) iron-flow battery is capable of storing energy for up to 8 hours and can store 560 kWh per day. This is enough to power 30 homes a month. The battery will be directly connected to the 265-kW solar array we have on the eco-campus. By storing the energy from the solar resource, we can utilize renewable energy for the on-peak hours, when energy prices are the highest. This project is made possible through a \$125,000 grant from the American Public Power Association Demonstration of Energy and Efficiency Developments. **The ribbon cutting for the project was scheduled for April 5, 2024, at the eco-campus; however, it was postponed due to weather concerns. This has been rescheduled to May 31, 2024.**

### **Transmission Update**

BWP is partnering with LADWP on additional renewable contracts and opportunities. BWP will continue to meet with LADWP monthly to discuss transmission needs. BWP is working with LADWP on the update to the Open Access Transmission Tariff (OATT)

process. As of March 2023, LADWP has suspended this OATT process and any potential rate increases will be postponed further. LADWP has not provided any updates on the status of this effort since that time.

### **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 IPA is targeting 30% green hydrogen combustion by July 2025, when the IPP repower project is scheduled to come online. On a monthly basis, IPP participants continue to meet to discuss the IPP renewal, including concerns about facility development and potential additional resources at the site.

Staff continues to actively work with Intermountain Power Agency (IPA) on cost increases due to the Hydrogen Betterments Project and coal supply issues. The cost of the IPP renewal project has increased significantly, from \$2.5 billion in 2019 to \$4.8 billion in January 2024. BWP's share was \$86.5 million in 2019 and is now \$183 million (this does not include interest). Staff will continue to track costs and report on them as new data becomes available.

Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times of the year. For the foreseeable future, we will continue to see limitations with the IPP coal supply. As of November 1, 2023, we have returned to one IPP generator operation at minimum load with the ability for participants to adjust the output hourly. Participants have the flexibility to move the generator within their share of the resource based on their specific coal allocation. **Two-unit operation is expected to begin July 1, 2024, and continue through October 31, 2024.** Additional coal is being secured but at higher costs. An update will be provided in a few months once the additional coal has been contracted.

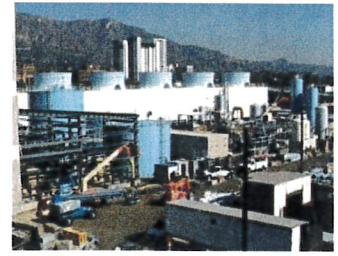
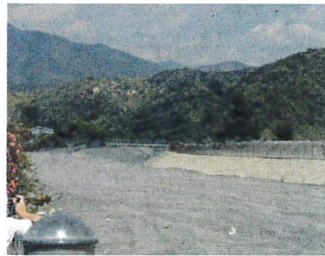
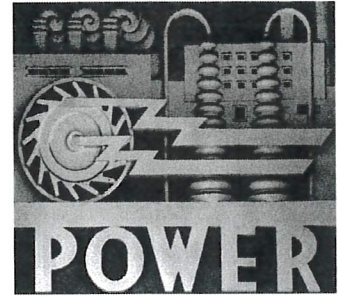
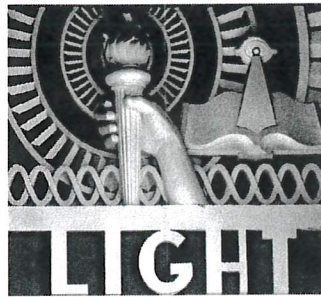
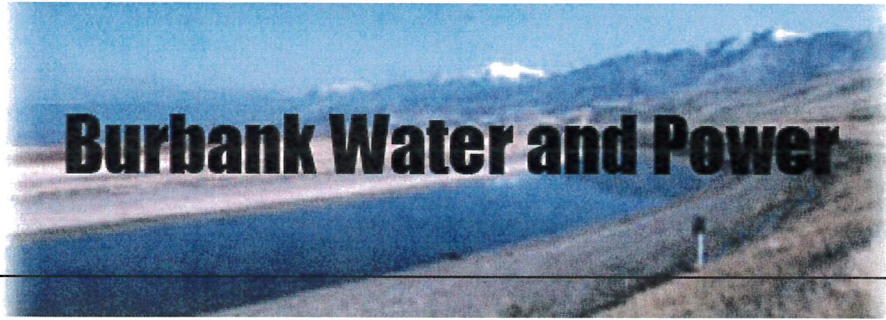
**In March 2024, enough natural gas was procured at fixed prices for the new IPP natural gas generators for a 3-year term starting May 2025.** This will be enough gas to run one of the two generators to keep the Southern Transmission System (STS) available to support renewables at a fixed price and supply energy to the IPP participant customers. The group is considering additional resolutions to lock in prices with additional fixed price purchases of natural gas. This natural gas hedging (buying at fixed prices for future delivery) will help with budgeting and replicate how fuel procurement currently works for the IPP coal generators.

### **Power Production**

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

**Construction of the Lake One Power Plant emissions retrofit project is now complete. Commissioning of the new system began on April 3, 2024, and was completed April 12, 2024.**

The new emissions control system will allow Lake One to remain in compliance with new air quality requirements. The project consists of designing, engineering, permitting, constructing/installing, commissioning, and testing the new emissions system. **Final testing is expected to be complete in the upcoming weeks.**



**Financial Report  
February-24**



**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD February 2024  
(\$ in 000's except MWh Sales)**

MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
72,133	74,789	(2,656)	(4%) <sup>(a)</sup>	NEL MWh	685,998	739,389	(53,391)	(7%) <sup>(A)</sup>
				<b>Retail</b>				
\$ 12,737	\$ 13,501	\$ (764)	(6%)	Retail Sales	\$ 121,015	\$ 129,946	\$ (8,932)	(7%)
1,510	571	939	164% <sup>(b)</sup>	Other Revenues <sup>(3)</sup>	4,074	4,570	(496)	(11%) <sup>(B)</sup>
8,141	11,497	3,356	29% <sup>(c)</sup>	Retail Power Supply & Transmission	70,505	96,154	25,648	27% <sup>(C)</sup>
6,105	2,575	3,530	137%	<b>Retail Margin</b>	54,583	38,362	16,221	42%
				<b>Wholesale</b>				
455	1,534	(1,078)	(70%)	Wholesale Sales	12,703	26,089	(13,386)	(51%)
387	1,503	1,116	74%	Wholesale Power Supply	10,919	25,567	14,648	57%
69	31	38	124%	<b>Wholesale Margin</b>	1,783	522	1,262	242%
6,174	2,606	3,568	137%	<b>Gross Margin</b>	56,367	38,884	17,482	45%
				<b>Operating Expenses</b>				
1,000	942	(58)	(6%)	Distribution	8,116	7,568	(548)	(7%) <sup>(D)</sup>
82	137	55	40% <sup>(d)</sup>	Administration/Safety	914	1,131	218	19% <sup>(E)</sup>
365	535	170	32% <sup>(e)</sup>	Finance, Fleet, & Warehouse	3,606	4,244	638	15% <sup>(F)</sup>
576	584	9	1%	Transfer to General Fund for Cost Allocation	4,605	4,674	69	1%
406	503	97	19% <sup>(f)</sup>	Customer Service	2,998	4,230	1,232	29% <sup>(G)</sup>
95	247	152	62% <sup>(g)</sup>	Marketing & Sustainability	940	1,974	1,035	52% <sup>(H)</sup>
422	583	161	28% <sup>(h)</sup>	Public Benefits	1,582	4,665	3,083	66% <sup>(I)</sup>
120	162	42	26% <sup>(i)</sup>	Security/Oper Technology	1,725	1,380	(345)	(25%) <sup>(J)</sup>
136	164	28	17%	Telecom	1,016	1,345	329	24% <sup>(K)</sup>
139	285	145	51% <sup>(j)</sup>	Construction & Maintenance	1,403	2,279	876	38% <sup>(L)</sup>
1,563	1,780	216	12%	Depreciation	12,592	14,237	1,645	12%
4,905	5,921	1,016	17%	Total Operating Expenses	39,497	47,728	8,231	17%
\$ 1,269	\$ (3,315)	\$ 4,584	138%	<b>Operating Income/(Loss)</b>	\$ 16,870	\$ (8,844)	\$ 25,714	291%

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD February 2024**

(\$ in 000's)								
MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
\$ 1,269	\$ (3,315)	\$ 4,584	138%	<b>Operating Income/(Loss)</b>	\$ 16,870	\$ (8,844)	\$ 25,714	291%
				<b>Other Income/(Expenses)</b>				
679	387	292	75% <sup>(k)</sup>	Interest Income	5,517	3,098	2,419	78% <sup>(M)</sup>
684	210	474	226% <sup>(l)</sup>	Other Income/(Expense) <sup>(4)</sup>	976	682	294	43% <sup>(N)</sup>
(775)	(775)	-	0%	Bond Interest/ (Expense)	(6,197)	(6,197)	-	0%
<u>588</u>	<u>(177)</u>	<u>766</u>	<u>431%</u>	Total Other Income/(Expense)	<u>296</u>	<u>(2,417)</u>	<u>2,713</u>	<u>112%</u>
1,857	(3,493)	5,350	153%	<b>Net Income</b>	17,166	(11,261)	28,427	252%
32	1,415	(1,383)	(98%) <sup>(m)</sup>	Capital Contributions (AIC)	1,920	11,321	(9,401)	(83%) <sup>(O)</sup>
<u>\$ 1,888</u>	<u>\$ (2,078)</u>	<u>\$ 3,966</u>	<u>191%</u>	<b>Net Change in Net Assets</b>	<u>\$ 19,086</u>	<u>\$ 60</u>	<u>\$ 19,026</u>	<u>31753%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable.

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as revenues and expenses related to Low Carbon Fuel Standard credits, 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, as well as BABS subsidy.

**Burbank Water and Power  
Electric Fund (496)  
Statement of Changes in Net Assets - Footnotes  
MTD February 2024  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	72,133	74,789	(2,656)	- NEL is 4% lower than budget. The average high temperature in February was 64°F, compared to the 15-year average high temperature of 70°F. The average low temperature was 44°F, compared to the 15-year average low temperature of 43°F.
(b)	Other Revenues	1,510	571	939	- 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 favorable variance is due to the sale of Low Carbon Fuel Standard credits.
(c)	Retail Power Supply & Transmission	8,141	11,497	3,356	- The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Administration/Safety	82	137	55	- The favorable variance is primarily attributable to the timing of the safety program spending and professional services and training.
(e)	Finance, Fleet, & Warehouse	365	535	170	- The favorable variance is primarily attributable to vacancies as well as the timing of software & hardware support, professional services and private contractual services.
(f)	Customer Service	406	503	97	- The favorable variance is primarily attributable to vacancies as well as the timing of software & hardware support.
(g)	Marketing & Sustainability	95	247	152	- The favorable variance is primarily attributable to the timing of rebates, professional services, private contractual services and memberships.
(h)	Public Benefits	422	583	161	- The favorable variance is primarily attributable to the timing of program spending.
(i)	Security/Operations Technology	120	162	42	- The favorable variance is primarily attributable to the timing of software & hardware support.
(j)	Construction & Maintenance	139	285	145	- The favorable variance is primarily attributable to vacancies and to the timing of custodial services and building grounds maintenance & repair.
(k)	Interest Income	679	387	292	- The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(l)	Other Income/(Expense)	684	210	474	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to fluctuate.
(m)	Capital Contributions (AIC)	32	1,415	(1,383)	- 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 February 2024  
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	685,998	739,389	(53,391)	- NEL is 7% lower than budget. The FYTD average high temperature was 79°F, compared to the 15-year average high temperature of 70°F. The FYTD average low temperature was 52°F, compared to the 15-year average low temperature of 43°F.
(B)	Other Revenues	4,074	4,570	(496)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
(C)	Retail Power Supply & Transmission	70,505	96,154	25,648	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	8,116	7,568	(548)	- The unfavorable variance is primarily attributable to lower than planned capital work, offset by vacancies, work for others and the timing of professional services and private contractual services.
(E)	Administration / Safety	914	1,131	218	- The favorable variance is primarily attributable to the timing of safety program spending and professional services.
(F)	Finance, Fleet, & Warehouse	3,606	4,244	638	- The favorable variance is primarily attributable to vacancies.
(G)	Customer Service	2,998	4,230	1,232	- The favorable variance is primarily attributable to vacancies and to the timing of professional services as well as lower than planned work performed by other departments.
(H)	Marketing & Sustainability	940	1,974	1,035	- The favorable variance is primarily attributable to vacancies and to the timing of rebates, professional services, and memberships.
(I)	Public Benefits	1,582	4,665	3,083	- The favorable variance is primarily attributable to the timing of program spending.
(J)	Security/Oper Technology	1,725	1,380	(345)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others.
(K)	Telecom	1,016	1,345	329	- The favorable variance is primarily attributable to vacancies and to the timing of private contractual services, professional services and special departmental supplies.
(L)	Construction & Maintenance	1,403	2,279	876	- The favorable variance is primarily attributable to vacancies and to the timing of custodial services, building grounds maintenance and repair, and private contractual services.
(M)	Interest Income	5,517	3,098	2,419	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(N)	Other Income/(Expense)	976	682	294	- Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to
(O)	Capital Contributions (AIC)	1,920	11,321	(9,401)	- The unfavorable variance is attributable to the timing of AIC projects.

**February 2024 Budget to Actual P&L Variance Highlights - Electric 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): \$1,857</u></b>	\$ 5,350	\$ -	\$ 5,350
 <b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(764)	(764)
Power Supply and Transmission:			
- Lower retail load	98		98
- Lower than planned renewables cost and other	503		503
- Lower transmission	414		414
- Lower energy prices	972		972
- New minimum for IPP and Hydrogen Betterment	492		492
- Lower O&M	585		585
- Retail load management and economic dispatch	234		234
- Timing True-up and prior period adjustments	58	-	58
Other Revenues	939	-	939
Wholesale Margin	38	-	38
<b>Total</b>	<b>4,333</b>	<b>(764)</b>	<b>3,568</b>
 <b><u>MTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	-	(58)	(58)
Administration/Safety	55	-	55
Finance, Fleet, & Warehouse	170	-	170
Customer Service	97	-	97
Marketing & Sustainability	152	-	152
Public Benefits	161	-	161
Security/Operations Technology	42	-	42
Telecom	28	-	28
Construction & Maintenance	145	-	145
Depreciation expense	216	-	216
All other	774	-	774
<b>Total</b>	<b>1,840</b>	<b>(58)</b>	<b>1,782</b>

**February 2024 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): \$17,166</u></b>	\$ 28,427	-	\$ 28,427
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales	-	(8,932)	(8,932)
Power Supply and Transmission			
- Lower retail load	1,554	-	1,554
- Lower than planned renewables cost and other	2,246	-	2,246
- Lower transmission	3,129	-	3,129
- Lower energy prices	3,379	-	3,379
- New minimum for IPP and Hydrogen Betterment	7,131	-	7,131
- Lower O&M	2,978	-	2,978
- Retail load management and economic dispatch	3,017	-	3,017
- SCPPA True-up and prior period adjustments	2,214	-	2,214
Other Revenues	-	(496)	(496)
Wholesale Margin	1,262	-	1,262
<b>Total</b>	<b>\$ 26,909</b>	<b>\$ (9,427)</b>	<b>\$ 17,482</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Distribution	-	(548)	(548)
Administration/Safety	218	-	218
Finance, Fleet, & Warehouse	638	-	638
Customer Service	1,232	-	1,232
Marketing & Sustainability	1,035	-	1,035
Public Benefits	3,083	-	3,083
Security/Oper Technology	-	(345)	(345)
Telecom	329	-	329
Construction & Maintenance	876	-	876
Depreciation expense	1,645	-	1,645
All other	2,782	-	2,782
<b>Total</b>	<b>\$ 11,837</b>	<b>\$ (892)</b>	<b>\$ 10,944</b>

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

	Feb-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-23	Aug-23	Jul-23	Jun-23	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves	
												Low	High		
<b>Cash and Investments</b>															
General Operating Reserve	\$ 94,129	\$ 88,054	\$ 81,859	\$ 77,576	\$ 76,420	\$ 70,738	\$ 66,090	\$ 42,844 <sup>(b) (c)</sup>	\$ 52,200	\$ 69,212	\$ 73,156	\$ 82,003	\$ 123,004 <sup>(d)</sup>	\$ 53,814 <sup>(e)</sup>	
Capital & Debt Reduction Fund	-	-	-	-	-	-	-	-	- <sup>(e)</sup>	10,000	10,000	-	-	-	
BWP Projects Reserve Deposits at SCPPA	4,738	4,731	4,708	4,672	4,665	4,615	4,610	4,605	4,580	3,794	3,740	-	-	-	
Sub-Total Cash and Investments	98,868	92,785	86,366	82,248	81,085	75,351	70,700	47,449	56,780	83,007	86,896	82,003	123,004	53,814	
<b>Commitments</b>															
Customer Deposits	(21,874)	(14,415)	(14,101)	(14,197)	(13,862)	(13,897)	(12,450)	(10,873)	(10,976)	(9,839)	(4,245)	-	-	-	
Public Benefits Obligation	(11,209)	(11,428)	(11,338)	(11,267)	(11,327)	(11,340)	(11,149)	(10,592)	(10,710)	(9,315)	(8,128)	-	-	-	
Low Carbon Fuel Standard <sup>(b)</sup>	(2,534)	(2,047)	(2,328)	(2,554)	(2,860)	(3,180)	(3,251)	(3,268)	(3,289)	(3,464)	(2,989)	-	-	-	
IPP Decommission	-	-	-	-	-	-	-	-	- <sup>(d)</sup>	(2,000)	(2,000)	-	-	-	
Sub-Total Cash and Investments (less Commitments)	63,250	64,894	58,598	54,230	53,035	46,835	43,850	22,717	31,806	58,288	69,523	82,003	123,004	53,814	
<b>Bond Proceeds</b>															
Bond Proceeds on Deposit with Trustee	88,900	91,511	93,914	98,071	100,624	101,836	102,962	108,528	120,107	-	-	-	-	-	
<b>Total Cash and Investments and Bond Proceeds (less Commitments)</b>	<b>152,151</b>	<b>156,405</b>	<b>152,613</b>	<b>153,301</b>	<b>153,659</b>	<b>148,771</b>	<b>148,813</b>	<b>131,244</b>	<b>151,913</b>	<b>68,288</b>	<b>69,523</b>	<b>82,003</b>	<b>123,004</b>	<b>53,814</b>	

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

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

<sup>(c)</sup> Reversal of IPP decommission reserve.

<sup>(d)</sup> New financial reserve policy was adopted by City Council on April 25, 2023.

<sup>(e)</sup> Includes a one-time paydown of the unfunded pension liability to CalPERS in the amount of \$1,031k.

<sup>(f)</sup> Includes an annual payment to CalPERS of \$5,770k to pay down the Electric unfunded liability.

**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets <sup>(1) (2)</sup>  
MTD and FYTD February 2024  
(\$ in 000's except Gallons)**

MTD Actual FY 23-24	MTD Budget FY 23-24	\$ Variance	% Variance		YTD Actual FY 23-24	YTD Budget FY 23-24	\$ Variance	% Variance
284	354	(70)	(20%)	Water put into the system in Millions of Gallons	3,029	3,378	(350)	(10%)
48	46	2	4%	Metered Recycled Water in Millions of Gallons	658	756	(98)	(13%)
				<b>Operating Revenues</b>				
\$ 1,937	\$ 2,378	\$ (442)	(19%) <sup>(a)</sup>	Potable Water	\$ 20,633	\$ 23,311	\$ (2,677)	(11%) <sup>(A)</sup>
252	236	16	7%	Recycled Water	3,185	3,903	(718)	(18%) <sup>(B)</sup>
102	129	(27)	(21%)	Other Revenue <sup>(3)</sup>	1,011	1,033	(22)	(2%) <sup>(C)</sup>
<u>2,291</u>	<u>2,744</u>	<u>(452)</u>	<u>(16%)</u>	Total Operating Revenues	<u>24,830</u>	<u>28,247</u>	<u>(3,417)</u>	<u>(12%)</u>
829	1,025	196	19% <sup>(b)</sup>	Water Supply Expense	8,041	10,710	2,670	25% <sup>(D)</sup>
<u>1,462</u>	<u>1,719</u>	<u>(257)</u>	<u>(15%)</u>	<b>Gross Margin</b>	<u>16,789</u>	<u>17,536</u>	<u>(747)</u>	<u>(4%)</u>
				<b>Operating Expenses</b>				
1,022	1,063	41	4%	Operations & Maintenance - Potable	6,978	8,598	1,620	19% <sup>(E)</sup>
117	155	38	25% <sup>(c)</sup>	Operations & Maintenance - Recycled	889	1,247	358	29% <sup>(F)</sup>
313	381	68	18% <sup>(d)</sup>	Operations & Maintenance - Shared Services	2,039	3,059	1,020	33% <sup>(G)</sup>
135	137	3	2%	Transfer to General Fund for Cost Allocation	1,078	1,099	21	2%
<u>367</u>	<u>381</u>	<u>14</u>	<u>4%</u>	Depreciation	<u>2,939</u>	<u>3,048</u>	<u>108</u>	<u>4%</u>
<u>1,954</u>	<u>2,118</u>	<u>164</u>	<u>8%</u>	Total Operating Expenses	<u>13,923</u>	<u>17,051</u>	<u>3,127</u>	<u>18%</u>
<u>(492)</u>	<u>(399)</u>	<u>(93)</u>	<u>(23%)</u>	<b>Operating Income/(Loss)</b>	<u>2,866</u>	<u>486</u>	<u>2,381</u>	<u>490%</u>
				<b>Other Income/(Expenses)</b>				
118	39	79	206% <sup>(e)</sup>	Interest Income	1,020	308	711	231% <sup>(H)</sup>
63	42	21	51% <sup>(f)</sup>	Other Income/(Expense) <sup>(4)</sup>	335	137	198	144% <sup>(I)</sup>
(210)	(237)	27	11%	Bond Interest/(Expense)	(1,679)	(1,896)	218	11%
<u>(28)</u>	<u>(156)</u>	<u>128</u>	<u>82%</u>	Total Other Income/(Expenses)	<u>(324)</u>	<u>(1,451)</u>	<u>1,127</u>	<u>78%</u>
<u>(521)</u>	<u>(556)</u>	<u>35</u>	<u>6%</u>	<b>Net Income/(Loss)</b>	<u>2,542</u>	<u>(965)</u>	<u>3,508</u>	<u>363%</u>
6	53	(47)	(88%) <sup>(g)</sup>	Capital Contributions (AIC)	55	423	(368)	(87%) <sup>(J)</sup>
<u>\$ (515)</u>	<u>\$ (503)</u>	<u>\$ (12)</u>	<u>(2%)</u>	<b>Net Change in Net Assets</b>	<u>\$ 2,597</u>	<u>\$ (543)</u>	<u>\$ 3,140</u>	<u>579%</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

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

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



**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets - Footnotes  
MTD February 2024  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	1,937	2,378	(442)	- Potable water revenue during February 2024 was 20% below budget due primarily to conservation and higher than average rainfall. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to one day a week on Saturday from November to March. Rainfall MTD measured 11.64 inches compared to the average of 3.95
(b)	Water Supply Expense	829	1,025	196	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(c)	Operations & Maintenance - Recycled	117	155	38	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system, higher than planned work performed for other departments and lower than planned electricity for water pumping.
(d)	Operations & Maintenance - Shared Services	313	381	68	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the electric fund.
(e)	Interest Income	118	39	79	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment
(f)	Other Income/(Expense)	63	42	21	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(g)	Capital Contributions (AIC)	6	53	(47)	- The unfavorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power  
Water Fund (497)  
Statement of Changes in Net Assets - Footnotes  
FYTD February 2024  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	20,633	23,311	(2,677)	- Potable water revenue fiscal year to date was 10% below budget due primarily to conservation and higher than average rainfall. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to one day a week on Saturday from November to March. Rainfall FYTD measured 18.78 inches compared to the average of 10.36 inches.
(B)	Recycled Water Revenue	3,185	3,903	(718)	- Recycled water revenues were lower than planned due to lower demand as a result of higher than average rainfall.
(C)	Other Revenue	1,011	1,033	(22)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	8,041	10,710	2,670	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(E)	Operations & Maintenance - Potable	6,978	8,598	1,620	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services, offset by higher than planned work from other departments.
(F)	Operations & Maintenance - Recycled	889	1,247	358	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system, higher than planned work performed for other departments and lower than planned electricity for water pumping.
(G)	Operations & Maintenance - Shared	2,039	3,059	1,020	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the electric fund.
(H)	Interest Income	1,020	308	711	- The favorable variance is attributable to interest earned on the funds from the 2021 Water Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(I)	Other Income/(Expense)	335	137	198	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(J)	Capital Contributions (AIC)	55	423	(368)	- The unfavorable variance is attributable to the timing of AIC projects.

**February 2024 Budget to Actual P&L Variance Highlights - Water Fund**  
(\$ in 000's)

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME (LOSS): \$(521)</u></b>	\$ 35	\$ -	\$ 35
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	-	(442)	(442)
Recycled Revenues	16	-	16
Other Revenue	-	(27)	(27)
Water Supply Expense	196	-	196
<b>Total</b>	<u>212</u>	<u>\$ (468)</u>	<u>\$ (257)</u>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	41	-	41
Recycled Water O&M	38	-	38
Allocated O&M	68	-	68
Depreciation Expense	14	-	14
All Other	131	-	131
<b>Total</b>	<u>\$ 292</u>	<u>\$ -</u>	<u>\$ 292</u>

**February 2024 Budget to Actual P&L Variance Highlights - Water Fund**  
(\$ in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>FYTD NET INCOME: \$2,542</u></b>	\$ 3,508	\$ -	\$ 3,508
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	-	(2,677)	(2,677)
Recycled Revenues	-	(718)	(718)
Other Revenue	-	(22)	(22)
Water Supply Expense	2,670	-	2,670
<b>Total</b>	<b>\$ 2,670</b>	<b>\$ (3,417)</b>	<b>\$ (747)</b>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	1,620	-	1,620
Recycled Water O&M	358	-	358
Allocated O&M	1,020	-	1,020
Depreciation Expense	108	-	108
All Other	1,148	-	1,148
<b>Total</b>	<b>\$ 4,254</b>	<b>\$ -</b>	<b>\$ 4,254</b>

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

	Feb-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-23	Aug-23	Jul-23	Jun-23	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves	
												Low	High		
<b>Cash and Investments</b>															
General Operating Reserves	\$ 20,409	\$ 20,173	\$ 22,597	\$ 21,142	\$ 19,317 <sup>(c)</sup>	\$ 25,576	\$ 25,147	\$ 20,902 <sup>(d) (e)</sup>	\$ 23,924	\$ 12,759	\$ 12,181	\$ 18,878	\$ 28,316 <sup>(b)</sup>	\$ 11,327 <sup>(b)</sup>	
Capital Reserve Fund	-	-	-	-	-	-	-	-	- <sup>(b)</sup>	2,220	2,220	-	-	-	
Sub-Total Cash and Investments	20,409	20,173	22,597	21,142	19,317	25,576	25,147	20,902	23,924	14,979	14,401	18,878	28,316	11,327	
<b>Commitments</b>															
Customer Deposits	(808)	(705)	(773)	(777)	(701)	(677)	(665)	(492)	(511)	(1,052)	(1,125)	-	-	-	
Sub-Total Cash and Investments (less Commitments)	19,601	19,468	21,825	20,365	18,616	24,899	24,452	20,410	23,413	13,927	13,276	18,878	28,316	11,327	
<b>Bond Proceeds</b>															
Bond Proceeds on Deposit with Trustee	12,671	13,505	13,866	14,767	15,687	15,962	16,861	18,440	19,465	23,159					
<b>Total Cash and Investments and Bond Proceeds (less Commitments)</b>	<b>32,272</b>	<b>32,973</b>	<b>35,690</b>	<b>35,131</b>	<b>34,303</b>	<b>40,862</b>	<b>41,313</b>	<b>38,850</b>	<b>42,878</b>	<b>37,086</b>	<b>13,276</b>	<b>18,878</b>	<b>28,316</b>	<b>11,327</b>	

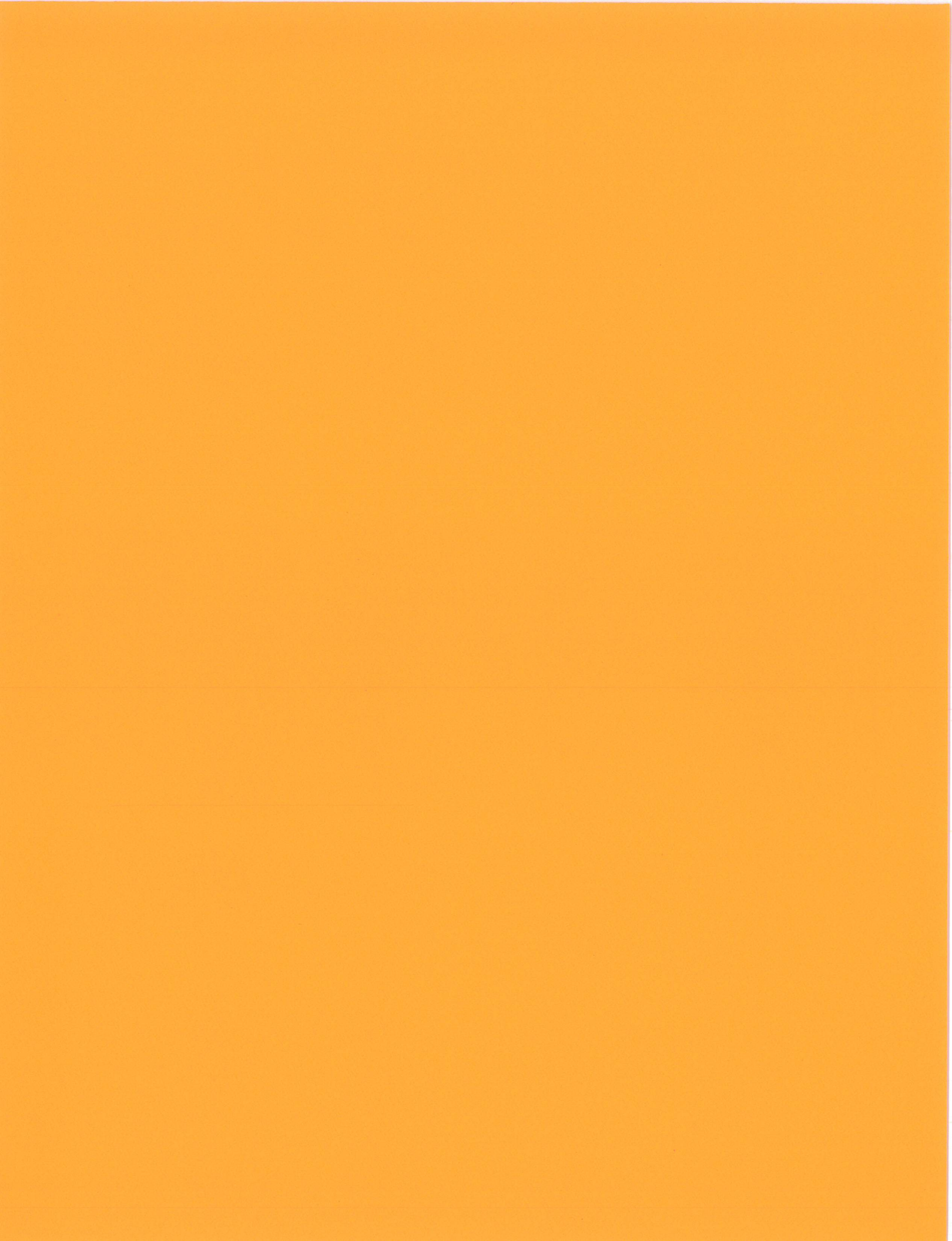
<sup>(a)</sup> The Statement of Cash Balances may not add up due to rounding.

<sup>(b)</sup> New financial reserve policy was adopted by City Council on April 25, 2023.

<sup>(c)</sup> Includes payment for the purchase of physical solution.

<sup>(d)</sup> Includes a one-time paydown of the unfunded pension liability to CalPERS in the amount of \$146k.

<sup>(e)</sup> Includes an annual payment to CalPERS of \$1,041k to pay down the Water unfunded liability.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

---

**DATE:** April 22, 2024

**TO:** Justin Hess, City Manager

**FROM:** Marisa Garcia, Parks, Recreation and Community Services Director  
Patrick Prescott, Community Development Director

**SUBJECT:** City Manager Tracking List Item No. 2525 -  
First Step Report on Demand for Public Horse Stables in Burbank Rancho  
Neighborhood

---

### **BACKGROUND:**

At the November 15, 2022, City Council meeting, Councilmember Anthony requested a first step report on the demand for public horse stables in the Burbank Rancho Neighborhood and its alignment with the City's goals and budget priorities. This memo provides an update on the progress and anticipated outcomes regarding this request.

#### **Burbank Rancho Neighborhood Specific Plan:**

The City Council previously directed staff to plan for the future of the Burbank Rancho Neighborhood through the preparation of a neighborhood specific plan. Staff has prepared a Request for Proposals (RFP) for a consultant to prepare the specific plan. The RFP has been written to include a dedicated task for the consultant to analyze the demand for public horse stables within the Burbank Rancho Neighborhood. This approach ensures that the potential establishment of public horse stables is thoroughly examined within the broader context of neighborhood planning. The RFP has been prepared and is being processed by the Financial Services Department – Purchasing Division, with an anticipated release in May 2024.

#### **Anticipated Timeline:**

We anticipate that the specific plan, including the analysis pertaining to the demand for public horse stables, will be concluded by late 2025. This timeline allows for comprehensive research, community engagement, and strategic planning to ensure that the eventual recommendations are reflective of the community's aspirations and the City's priorities.

**Next Steps:**

When the consultant is selected, they will undertake an assessment of the demand for public horse stables, considering factors such as community preferences, recreational needs, and financial viability. Concurrently, staff will collaborate closely with stakeholders, including residents, local businesses, and relevant organizations, to gather insights and feedback to inform the consultant's analysis.

**CONCLUSION:**

The inclusion of the analysis of the demand for public horse stables in the proposed Burbank Rancho Neighborhood Specific Plan places this consideration into the broader context of neighborhood planning and public engagement to ensure that any potential initiatives align with the City's goals and budget priorities.

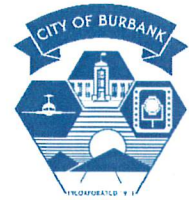




# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** April 22, 2024

**TO:** Justin Hess, City Manager

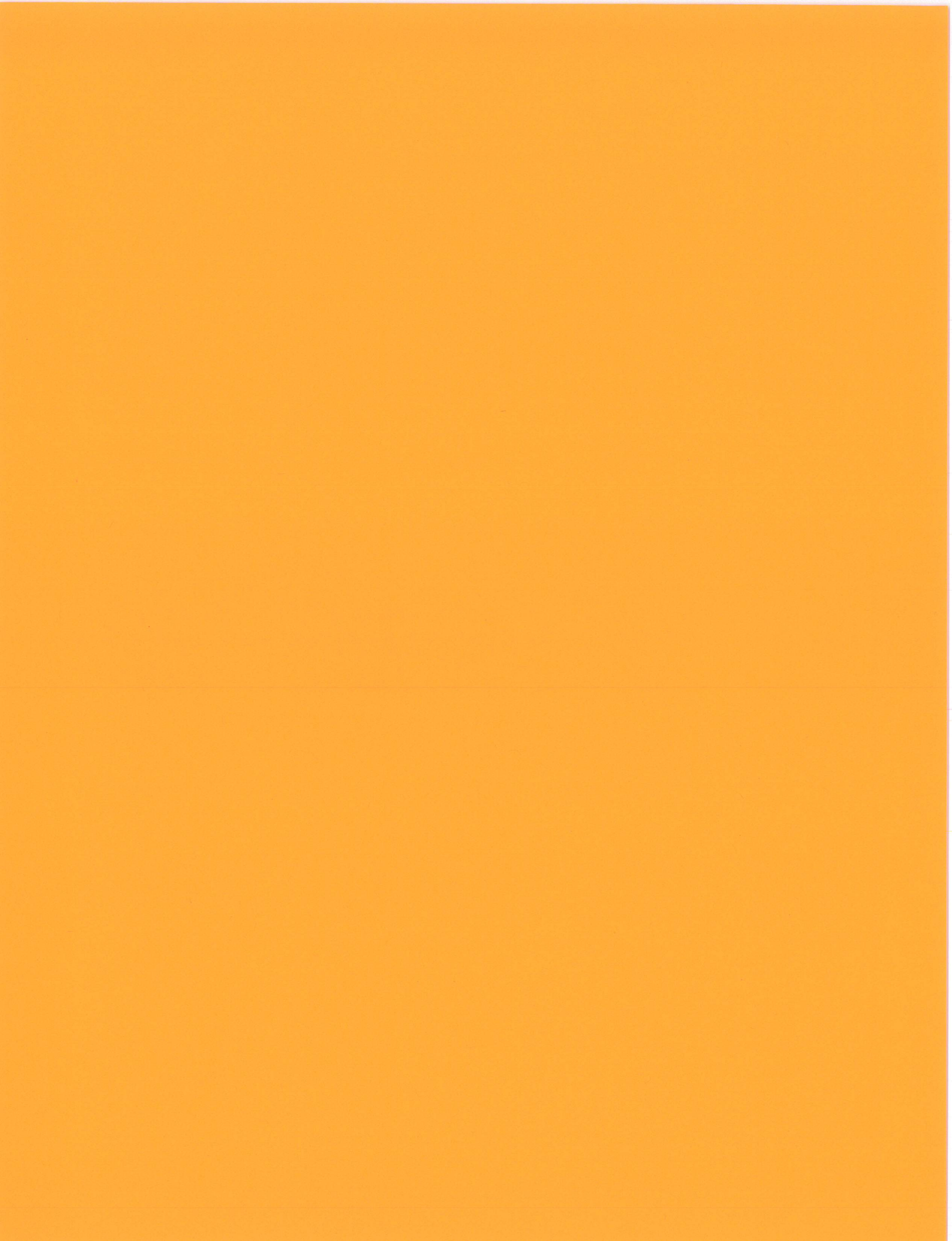
**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director   
Mary Hamzoian, Economic Development Manager  
BY: Aida Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – March 7, 2024

- The Board approved two sponsorships: \$5,000 for the Burbank Comedy Festival and \$10,000 for the Burbank International Film Festival for their upcoming events in August and September 2024.
- Staff provided a review of a 2023 year-end survey that was distributed to Downtown Burbank property and business owners. The survey reviewed the PBID's 2023 activities and sought feedback on programs for 2024. In general, the results of the survey were positive with feedback indicating a request for greater focus on special events, maintenance, and marketing in 2024 while seeking solutions for homelessness and safety.
- In January, staff distributed an annual year-end survey for 2023 to all business and property owners in the PBID. The survey was distributed by e-mail, newsletter, and hard copy. Feedback on the survey with the following highlights of the results are listed below:
  - 87% are satisfied with the overall cleanliness and maintenance in Downtown Burbank.
  - 92% are satisfied with Hospitality and Social Outreach Services provided by StreetPlus.
  - 82% are aware of events and are satisfied with the communication the PBID provides.
  - (68%) receive Downtown Burbank's Newsletters.

- When asked what they would like the PBID to focus on in 2023, respondents answered in the following order:
1. Special Events
  2. Maintenance
  3. Advertising
  4. Hospitality and Social Outreach
  5. Enhanced Aesthetics and Capital Improvements
  6. Leasing and Broker Outreach
  7. *Other items recommended included: Parking, Homelessness, and Evening Security.*

Overall, the survey was positive and reaffirmed the important areas of focus for the new year.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

---

**DATE:** April 17, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director *for P. Prescott*  
Via: Fred Ramirez, Assistant Community Development Director – Planning *FR*  
By: Diana Arias, Clerical Worker

**SUBJECT:** Planning Commission Meeting – April 8, 2024

---

This memorandum goes over general information of the Planning Commission meeting that was held on April 8, 2024.

- Project No. 23-0003001 was presented to the Planning Commission by Assistant Planner, Sara Hrynik, a request for a Conditional Use Permit to allow the operation of an Adult Day Care Facility located at 607 South Glenoaks Boulevard.
- After commission discussion, Mr. Monaco made a motion to approve Project No. 23-0003001 | A request for a Conditional Use Permit to allow the operation of an Adult Day Care Facility located at 607 South Glenoaks Boulevard, seconded by Ms. Wick. Motion passes by a 4-0 vote.
- Project No. 22-0003897 was presented to the Planning Commission by Associate Planner, Xjvirr Thomas, a Zone Text Amendment (ZTA) to establish regulations and development standards for firearm and ammunition Retailers.
- After commission discussion, Mr. Mkrtoumian made a motion to approve Project No. 22-0003897 | A recommendation to the City Council to consider adoption of A Zone Text Amendment to Establish Regulations and Development Standards for Firearm and Ammunition Retailers, seconded by Ms. Wick. Motion passes by a 4-0 vote.