



Weekly Management Report

February 2, 2024

- 1. Memo** Landlord-Tenant Commission Meeting
on January 8, 2024
Community Development Department

- 2. Memo** Downtown Burbank Partnership (PBID)
Meeting on January 24, 2024
Community Development Department

- 3. Memo** Planning Commission Meeting on
January 8, 2024
Community Development Department

- 4. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on February 5, 2024
Burbank-Glendale-Pasadena Airport Authority

- 5. Summary** Parks and Recreation Board
Meeting on January 11, 2024
Parks and Recreation Department

- 6. Minutes** Burbank Water and Power Board Meeting
on January 18, 2024
Water and Power Department

- 7. Report** December 2023 Monthly Operating Results
Water and Power Department

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: January 24, 2024

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – January 8, 2024

- The meeting had two attendees from the public over Zoom. One member of the public attended the in-person meeting and thanked the Commission members for their commitment and wished them a happy new year.
- During the meeting, the Housing Staff presented a report pertaining to the policy on Commission business cards. The report recommended that the Commission approve the use of business cards, with one amendment to the written justification. Following the report, the Commission Chair entertained a motion to approve The Policy on Commission Business cards and the staff report. Commissioner Nahabedian made a motion to approve the business card policy as presented by staff, which Commissioner Smith second the vote. The Policy on Commission Business Cards was then approved, with four members voting yes and one member abstaining.
- The Commission provided updates on a Tenant form received last month related to code enforcement and the Los Angeles Health Department.
- Housing staff provided an update on Assembly Bill AB 12, which would limit the amount of security deposit a landlord is allowed to request this bill will take effect on July 1, 2024, and Staff also provided an update on AB 567, which will take effect on April 2024.
- The Commission approved the draft minutes of December 4, 2023.
- The meeting adjourned at 07:30 p.m.

MEMORANDUM





COMMUNITY DEVELOPMENT



DATE: January 30, 2024

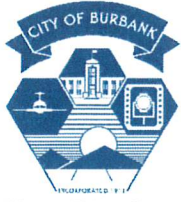
TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – January 24, 2024

- Staff from Placer.ai delivered a presentation to the Board regarding the utilization of analytics software for Downtown Burbank. Placer.ai, is a platform specializing in location analytics and insights into consumer behavior and foot traffic patterns using mobile devices. The software would allow the PBID to congregate data on visitors to the area as well as retail/restaurant performance. The annual cost of the software is \$22,000 and would be shared with the City's Parks and Recreation Department, resulting in a \$11,000 expense for the PBID. The Board approved the purchase of the software for a period of one year.
- The Board received two presentations for public relations (PR) services from The Hoyt Agency and The Spaulding Thompson Agency. Staff and the PBID's Leasing Ad-Hoc Committee recommended that the PBID hire a PR firm to better tell a story about the success of Downtown Burbank, gain media coverage and enhance the PBID's visibility to brokers and businesses. After a review of the proposals submitted, the Board opted to hire the Spaulding Thompson Agency for a period of six months.
- Staff from The Strausberg Group presented a report on 2023 marketing efforts for Downtown Burbank, and a 2024 Downtown Burbank Marketing Plan and Strategy (Strategy). The 2024 Strategy was approved as presented.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: January 30, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Fred Ramirez, Assistant Community Development Director – Planning 
By: Diana Arias, Intermediate Clerk

SUBJECT: Planning Commission Meeting –January 8, 2024

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

- Chair Rizzotti was absent.
- Project No. 22-0001710 was presented to the Planning Commission by Senior Planner, Greg Mirza-Avakyan; a request for a Conditional Use Permit and Development Review by Carmax Auto Superstores California, Inc. to authorize an Automobile Dealer Support Facility with auto service, detailing, vehicle sales and purchasing, and incidental vehicle storage. The Project site is in the M-2 (General Industrial) zone at 132 W. Providencia Avenue.
- Mr. Monaco made a motion to approve Project No. 22-0001710 | A request for a Conditional Use Permit (CUP) and Development Review (DR) by Carmax Auto Superstores California, Inc. for an Automobile Dealer Support Facility at 132 W. Providencia Avenue as amended tonight as noted by city staff, seconded by Mr. Elric. Motion carried by 4-0 vote. Motion passes.
- Project No. 22-0001350 was presented by Associate Planner, Xjvirr Thomas; a request for a Zone Text Amendment (ZTA) to update Burbank Municipal Code (BMC) Title 10, Chapter 1 (Zoning) to establish Development Standards for Second Single-Family Dwelling Units and Urban Lot Splits in the R-1 zone to ensure consistency with State Law.
- Mr. Elric made a motion to approve Project No. 22-0001350 | A Proposed Zone Text Amendment to establish Development Standards for Second Single-Family Dwelling Units and Urban Lot Splits in the R-1 zone in Response to Senate Bill 9 to Ensure Consistency with Changes to California Government Code Sections 66452.6, 65852.21 and 66411.7, seconded by Mr. Mkrtoumian. Motion carried by 4-0 vote. Motion passes.



February 1, 2024

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, February 5, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of February 5, 2024

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

COMMISSION NEWSLETTER

Monday, February 5, 2024

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meeting of December 6, 2023; approved minutes of the Operations and Development Committee meeting of December 18, 2023; approved minutes of the Legal, Government and Environmental Committee meeting of December 18, 2023; and approved minutes of the Finance and Administration Committee meeting of December 18, 2023; are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the January 16, 2024, Commission special meeting minutes are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for October 2023 is included in the agenda packet. At its special meeting on January 16, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. PROPOSED RESOLUTION NO. 508 ADOPTING THE 2024 AUTHORITY INVESTMENT POLICY. A staff report is attached. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code ("Code"), the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

In preparation for the liquidity needs of the Replacement Passenger Terminal project, Staff recommends increasing the current maximum allowable amount of money market funds from 15% to 20% of the Authority's total investments, which also meets the requirements of the Code. All other requirements would remain the same from the 2023 Investment Policy. The Authority's Investment Manager, Columbia Management Investment Advisors LLC has also concurred that the 2023 Authority Investment Policy along with the increase in maximum amount for money market mutual funds is appropriate and still remains conservative and consistent with the Authority's overall investment criteria of capital preservation (safety) and liquidity. At its special meeting on January 16, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission adopt the proposed Resolution approving the 2024 Investment Policy which reaffirms the current 2023 Investment Policy with one change to increase the maximum allowable amount of money market funds from 15% to 20%.

- e. AMENDMENT NO. 3 TO AIRPORT USE AGREEMENT – AVELO AIRLINES, INC. A staff report is attached. At its special meeting on January 16, 2024, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Amendment No. 3 to the Airport Use Agreement with Avelo Airlines, Inc., for the reduction of 368 square feet of exclusive use space.

- f. DECLARATION OF INTENT TO USE BOND PROCEEDS FOR REIMBURSEMENT OF PROJECT EXPENDITURES INCURRED BEFORE BOND ISSUANCE PURSUANT TO U.S. TREASURY REGULATIONS SECTION 1.150-2. A staff report is attached. The Authority plans to sell bonds to finance cost for the Replacement Passenger Terminal project. The current plan of finance anticipates the issuance of bonds in the second quarter of 2024, but the Authority may incur project expenditures before then. Pursuant to federal tax law, the Authority can make an official declaration of the intent under U.S. Treasury Regulations Section 1.150-2 to allow for the use of tax-exempt bond proceeds to make reimbursements for expenditures incurred before bond issuance.

At its special meeting on January 24, 2024, the Executive Committee voted unanimously (3–0) to recommend that the Commission adopt proposed Resolution No. 509 to declare the intent to reimbursement for RPT project expenditures incurred before bond issuance date.

- g. APPROVAL OF TASK ORDER 4 – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is attached. At its special meeting on January 24, 2024, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Task Order 4 for Holder Pankow Tec, a Joint Venture in the amount of \$55,750,716 to fund the following items related to the construction of the Replacement Passenger Terminal Project: 1) CGMP – 04, Site Utilities \$13,249,507; 2) CGMP – 05, Terminal Structure Steel \$42,501,209.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, January 11, 2024

Staff Present: Marisa Garcia, Parks, and Recreation Director; Kristen Smith, Assistant Parks, and Recreation Director; Diego Cevallos, Assistant Parks, and Recreation Director; Paula Ohan, Senior Administrative Analyst, Megan Wilke, Administrative Analyst II; Jon McGinley, Recreation Supervisor; Chad Thompson, Executive Assistant

Board Members Present: Mr. Messerlian, Ms. Ramsey, Ms. Durbin and Mr. DePalo

Board Members Absent: Ms. Gamiño

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Wilke provided announcements for the P&R programs and facilities.	
2	Presentations	None.	
3	Department Director Report	None.	
4	Oral Communications	None.	
5	Response to Oral Communications	None.	
6	Written Communications	None.	
7	Park Board Comments	None.	
8	City Parks Master Plan Update	Mr. Cevallos introduced Mr. Zackary Muting from RJM to give an update on the City Parks Mater Plan.	Discuss, note and file
9	Burbank Tennis Center Report for Fiscal Year 2022-2023	Mr. Cevallos introduced Mr. Steve Starleaf from the Burbank Tennis Center to provide an annual update and overview of the Burbank Tennis Center.	Discuss, note and file
10	Burbank Athletic Federation (BAF) Board Appointments	Mr. McGinley shared the Parks and Recreation Departments recommendation of appointing Ron Sabatine, Craig Hunter, and Karen Sartoris to fill the three vacancies for a three-year term on the Burbank Athletic Federation Bord of Directors.	Mr. DePalo motioned, Mr. Messerlian seconded and carried 4-0. Chair Gamiño absent.
11	Parks and Recreation Calendar of Board Meetings	Ms. Wilke presented a report to discuss dark meeting dates for July and December 2024.	Mr. Messerlian motioned, Mr. DePalo seconded and carried 4-0. Chair Gamiño absent.
12	Consent Calendar	<u>Approval of Minutes</u> Minutes of the November 9, 2023 meetings were approved.	It was motioned by Ms. Ramsey, seconded by Mr.

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

		<p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for August was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>Messerlian, and carried 4-0 to approve the Consent Calendar. Chair Gamiño absent.</p>
13	Tabled Items	None.	
14	Additional Comments from the Board and staff	None.	
15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned at 7:03.	

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JANUARY 18, 2024**

Mr. Malotte called the regular meeting of the Burbank Water and Power Board to order at 5:02 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. Luddy; Mr. Malotte; Ms. Tenenbaum

BOARD ABSENT: None.

STAFF PRESENT: Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Lillio, Chief Financial Officer; Mr. Aquino, Assistant General Manager – Customer Service Operations; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Sleiman, Assistant General Manager – Electric Systems; Ms. Samra, Assistant General Manager – Power Supply; Mr. Johnstone, Sustainability Officer; Ms. Barrientos, acting Administrative Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Maruca, Legislative Analyst; Ms. Meza, Senior Secretary; Mr. Beckett, Manager Water Maintenance and Construction; Mr. Wang, Principal Electrical Engineer

ORAL COMMUNICATIONS

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

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Lindell began her brief report to the board by informing the board of the recent delivery of our long-duration energy storage system, manufactured by ESS Inc., to our eco-campus. Ms. Lindell noted that this is the first installation of this battery at a Southern California publicly owned utility.

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

CONSENT CALENDAR

MINUTES

It was moved by Mr. Cherry, seconded by Mr. Malotte, and carried 2 – 0 with Ms. LaCamera, Mr. LeMasters, and Ms. Tenenbaum abstaining from the vote (Mr. Eskandar and Mr. Luddy were absent for the vote of this item) to approve the meeting minutes of the regular meeting of December 7, 2023.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Lillio presented BWP's financial update for the month of October 2023.

Mr. Lillio and Ms. Lindell responded to board member questions.

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

RECOMMENDATION TO CITY COUNCIL TO DELEGATE AUTHORITY TO THE GENERAL MANAGER OF BURBANK WATER AND POWER TO NEGOTIATE AND EXECUTE THE DESIGN-BUILD CONTRACT WITH BAKER ELECTRIC AND RENEWABLES, LLC AND TO AUTHORIZE THE ASSISTANT GENERAL MANAGER (POWER SUPPLY) TO APPROVE PLANS AND SPECIFICATIONS

Mr. Wang presented the design-build contract for the regional intermodal transportation center + solar storage project.

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

It was moved by Mr. Luddy, seconded by Mr. Cherry, and carried 7 – 0 to approve that the BWP Board recommend that the City Council (1) delegate authority to the General Manager of Burbank Water and Power to negotiate contract terms for the design-build contract with Baker Electric and Renewables, LLC substantially on the terms set forth in Bid Schedule No. 1521 and pending successful negotiation of terms in a form subject to approval by the City Attorney's Office, award and enter into a design-build contract for the RITC solar project as well as any ancillary documents and amendments as may be approved by the City Attorney's Office but only to the extent applicable funds are available and budgeted. (2) Delegate authority for approving plans and specifications of the design-build contract with Baker to the BWP Assistant General Manager of Power Supply, or their designee, to retain design immunity.

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.

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

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.

Mr. Aquino and Ms. Lindell responded to board member questions.

WATER DIVISION UPDATE

Mr. Wilson updated the board on BWP's water use monitoring data and current drought conditions based on the current rainfall levels.

Mr. Wilson, Ms. Lindell, Mr. Johnstone, and Mr. Lillio responded to board member questions.

POWER SUPPLY UPDATE

Ms. Samra updated the board on the 2024 integrated resource plan, noting that it was submitted way before the deadline to the California Energy Commission. Ms. Samra also informed the board on the energy and natural gas prices and BWP's ongoing efforts on obtaining renewable projects.

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

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on the number of site visits and confirmations issued for both residential and commercial customers.

Mr. Sleiman and Ms. Lindell responded to board member question.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Malotte thanked staff for getting the building electrification program up and running.

ADJOURNMENT

The meeting was adjourned at 7:04 p.m. The next regular board meeting is scheduled for February 1, 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

Dawn Roth Lindell
Secretary to the Board

Christopher Malotte, BWP Board Chair

STAFF REPORT

7A.



WATER AND POWER

DATE: February 1, 2024

TO: Burbank Water and Power Board

FROM: Dawn Roth Lindell, General Manager, Burbank Water and Power *Dawn Roth Lindell*

SUBJECT: December 2023 Operating Results

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

SAFETY

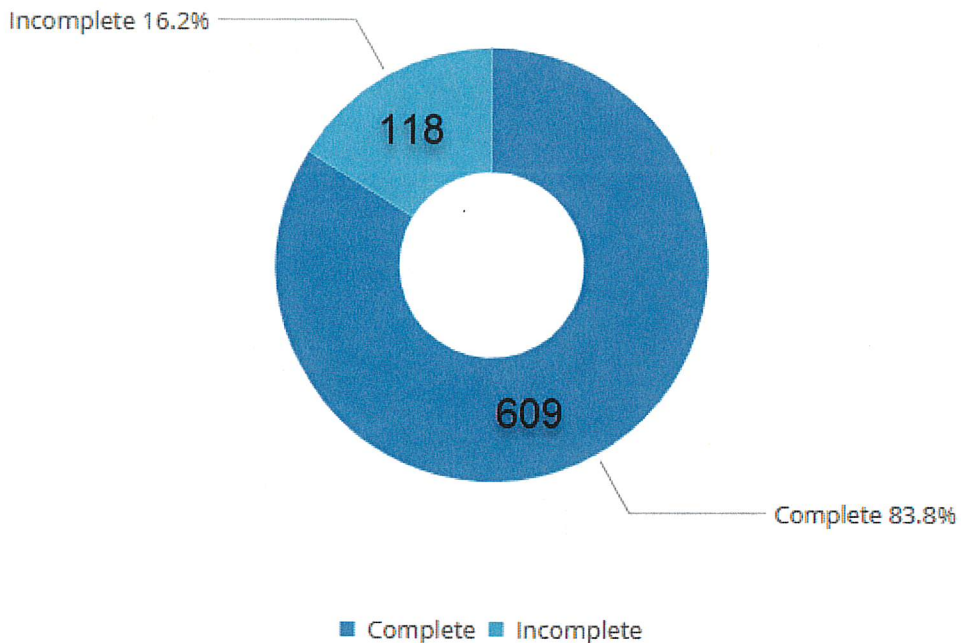
As a progressive and proactive utility, Burbank Water and Power (BWP) tracks all environmental, health, and safety (EHS) related events, such as observations, near misses, and incidents. Staff tracks action items for these events from start to closure to prevent the recurrence of injury or damage to the city or public property. BWP continues to exceed its goal of closing 80% of action items. BWP has closed **83.8%** 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, 2023, to the present, BWP has received **227 EHS-related reports** to count towards the 2023 annual goal of 250.

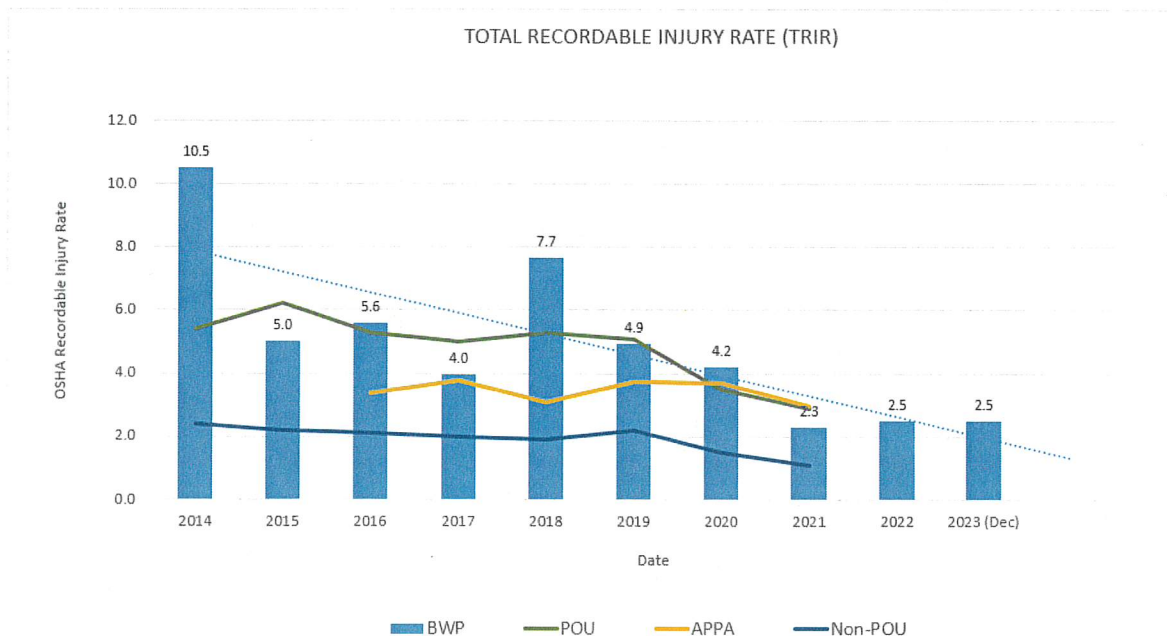
During the month of **December**, BWP experienced **one** OSHA-recordable injury. BWP's 12-month rolling average OSHA total recordable incident rate is **2.5**.

Line Mechanic Apprentice – Suffered a laceration on his left hand from a sharp object and needed sutures and antibiotics.

Corrective & Preventative Action Items (May 2019 – Present) (80% 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 **November**, energy demand was **8%** lower than budget. Net income was **\$2,554,000**, which was **\$5,214,000** more than budgeted. The favorable variance was primarily attributed to **lower than planned power supply and transmission expenses, higher than planned other income, which includes receipt of a \$1M grant for the installation of public electric vehicle chargers, and lower than planned operating expenses, partially offset by lower than planned retail sales.**

Fiscal-year-to-date (FYTD) energy demand was **8%** lower than budget. For FYTD **November**, net income was **\$14,640,000**, which was **\$13,761,000** 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 **November**, potable water demand was **10%** 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 income was **\$315,000**, which was **\$214,000** 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.

FYTD potable water demand was **10%** lower than the budget. For FYTD **November**, net income was **\$3,261,000**, which was **\$2,610,000** 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.

Inflation

In the last year, BWP's net income has been heavily impacted by increasing inflation. U.S. inflation has climbed as high as 9.1%. In many cases, we are seeing expenses for utility-grade items much higher than 9.1%. Below are examples of utility items impacted by inflation:

- Emissions control system upgrade for the Lake One Unit – an increase of 25% from \$2 million to \$2.5 million
- A renewable solar, plus energy storage project – an increase of 71%, from \$35/MWh to \$60/MWh
- New substation buildout – an increase of 47% from ~\$17M to ~\$25M

- Rebuild substation - an increase of 67% from ~\$9M to ~\$15M
- Transformers – an increase of 100%, and lead time is 1-3 years
- Network core upgrade – an increase of 24% from ~\$1.25M to ~\$1.56M
- Fiber optic cable – an increase of 20%
- Copper coils for 1-inch service lines – an increase of 100% from \$4.33 to \$8.65 per foot
- 8-inch ductile iron pipe – an increase of 52% from \$17.12 to \$26.10 per foot
- 12-inch ductile iron pipe – an increase of 79% from \$25.10 to \$44.84 per foot
- Fire hydrant – an increase of 41% from \$3,151 to \$4,457
- Water meter boxes 59%
- Other increases in materials:
 - Plastic conduit 125%
 - Chlorine gas 207.5%
 - Ammonia gas 100%
 - Plastic 57.7%
 - Metals 35.5%
 - Precast concrete products 12.8%
 - Concrete 9.9%
 - Paving materials: 14%
 - Bleach 72% increase from \$1.15 to \$1.98 per gallon
 - Aqueous ammonia 123% increase from \$930 to \$2,073 per ton
 - Liquid Caustic 23% increase from \$735 to \$907 per ton
 - Sulfuric Acid 83% increase from \$.112 to \$.206 per pound
 - CEMs gases 12%
 - Oil/Lubrication 40-50%

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **December 2023**, **9.0%** of the budgeted positions were vacant. This has decreased from 12.1% in January 2023. 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. This is expected to trend down to below 10% over the next year. With both 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	324
Total Positions Vacant	32

WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **December 2023** compared to **December 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.

	Average Monthly Use
December 2020	132 gpcd
December 2023	109 gpcd

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
<u>2020</u>	125	126	104	112	141	149	157	162	159	153	136	<u>132</u>
<u>Goal</u>	106	107	88	95	119	127	134	138	135	130	116	<u>112</u>
<u>Actual</u>	89	102	84	101	114	115	134	134	126	125	119	<u>109</u>
<u>% Diff.</u>	-28.8%	-19.1%	-19.2%	-9.8%	-19.2%	-22.8%	-14.7%	-17.4%	-20.5%	-18.3%	-12.7%	<u>-17.5%</u>

Water use, in terms of gpcd, during **December 2023** was **17.5%** less than the **December 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. So far, we have reduced cumulative water use this fiscal year by **16.2%**.

Burbank Operating Unit (BOU) Water Production

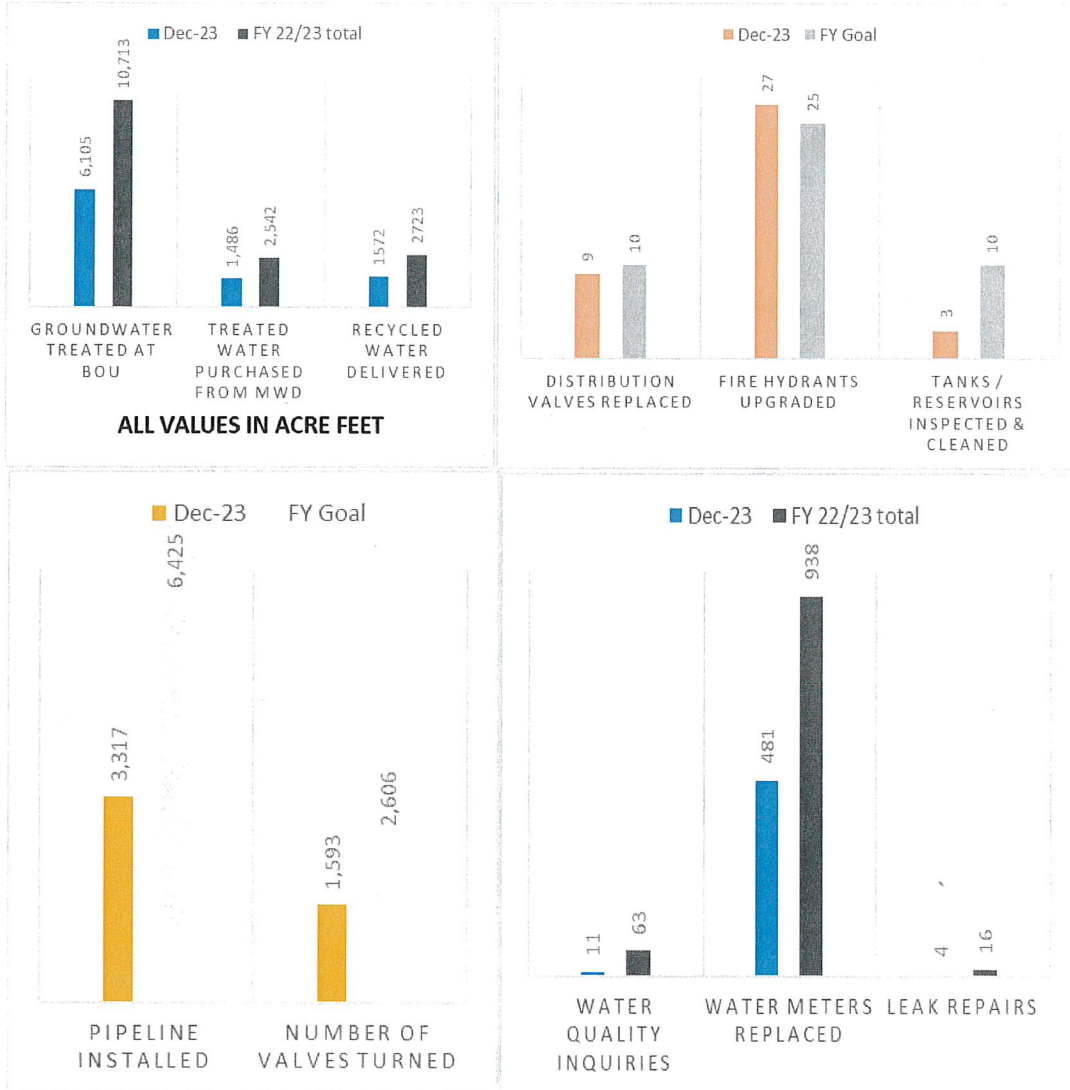
The table below provides the operational data for the BOU for the months of **January 2023** through **December 2023**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate	Total System Blend % MWD/BOU
23-Jan	60.62%	5,456 gpm	17% / 83%
23-Feb	65.47%	5,892 gpm	18%/82%
23-Mar	54.56%	4,911 gpm	20%/80%
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%
<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 blend percentage measures how much of the total system’s demand is made of purchased or produced water. The amount of MWD water needed is determined by demand, availability of BOU water, and O&M outages.

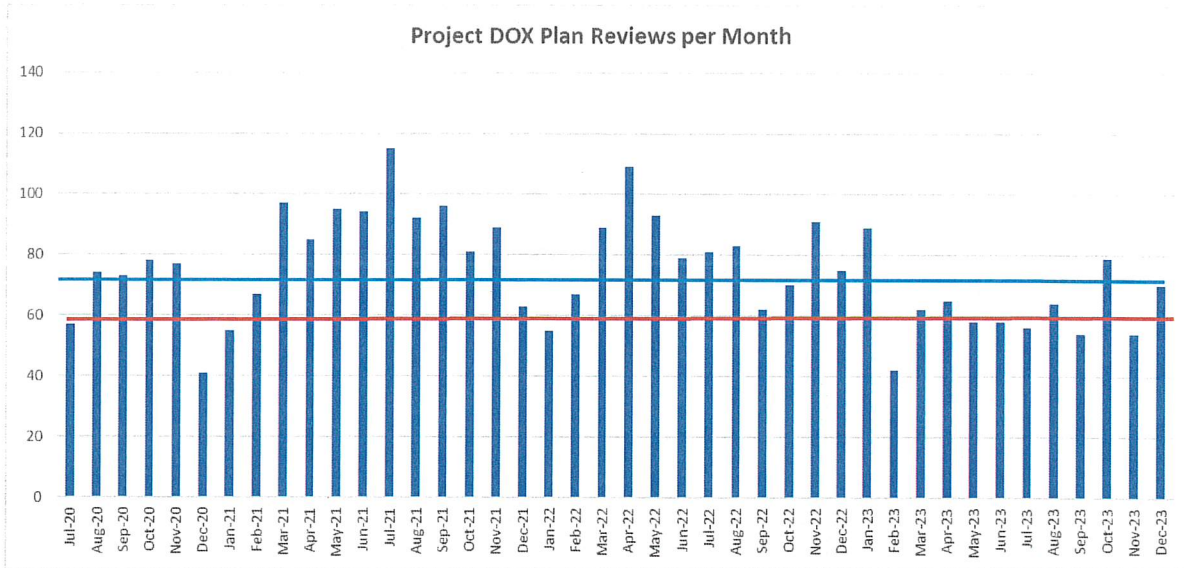
Key Performance Indicators

The graphs below illustrate the progress the water division has made on key performance indicators through **December**.

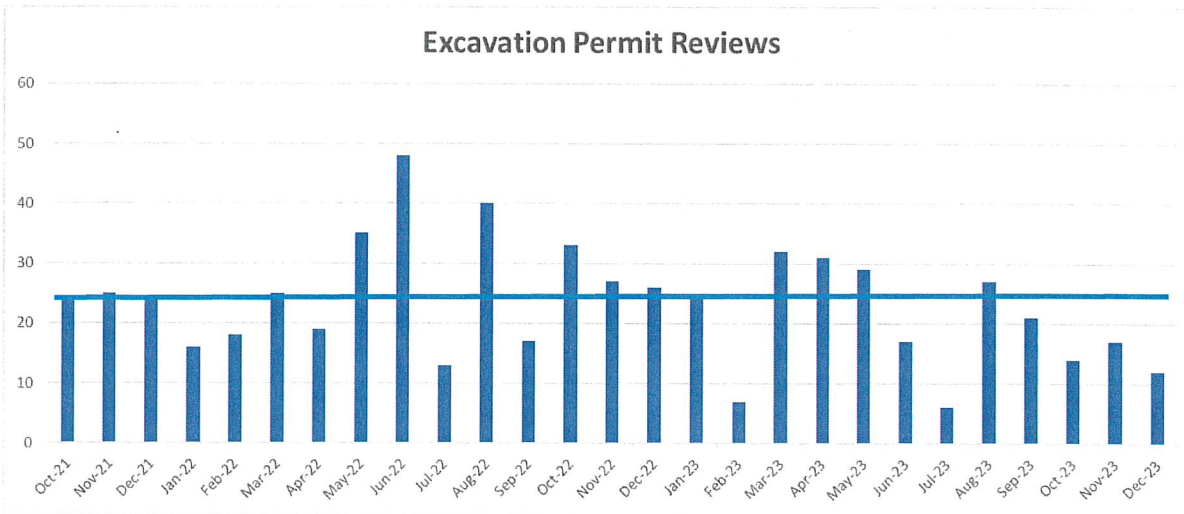


Plan Reviews

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 December 2023 was 70, more than the prior month of 51, and the number of excavation permit reviews decreased from 17 in November 2023 to 12 in December 2023.**



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



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.

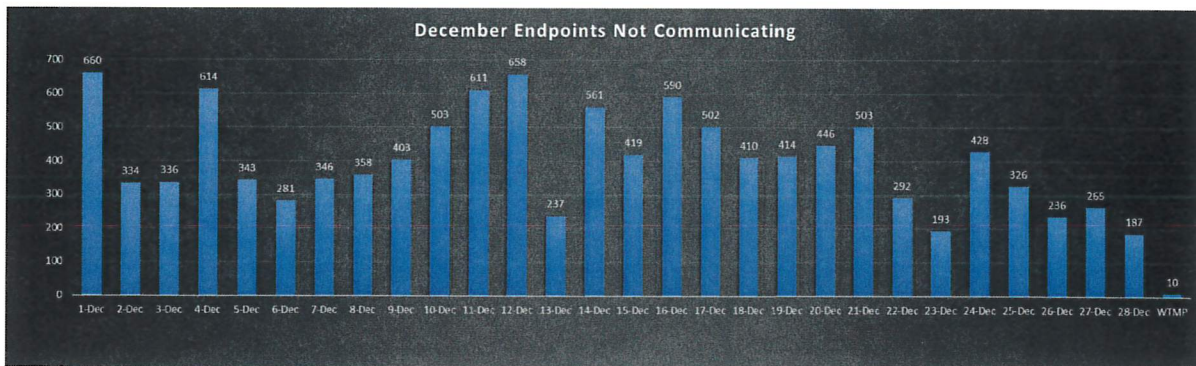
Leak Alert Notifications

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 **December 2023**, WaterSmart sent out **355** notifications to customers, including **346** email leak alerts, **0** print leak alerts, **7** text message leak alerts, and **2** voice alerts.

Unfortunately, a high number of water meter communication modules are not working reliably, and replacement units are no longer manufactured. As of **December 31, 2023**, BWP was unable to receive remote reads for **11,466** water meters out of 26,920 (**43%** 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:

- January 2024 – Network Installation, Software Integration, Field Testing
- **July 2024 to May 2025** – Full Deployment
- **July – 2025** – Project Completion

Burbank’s Path to Sustainable Water Use

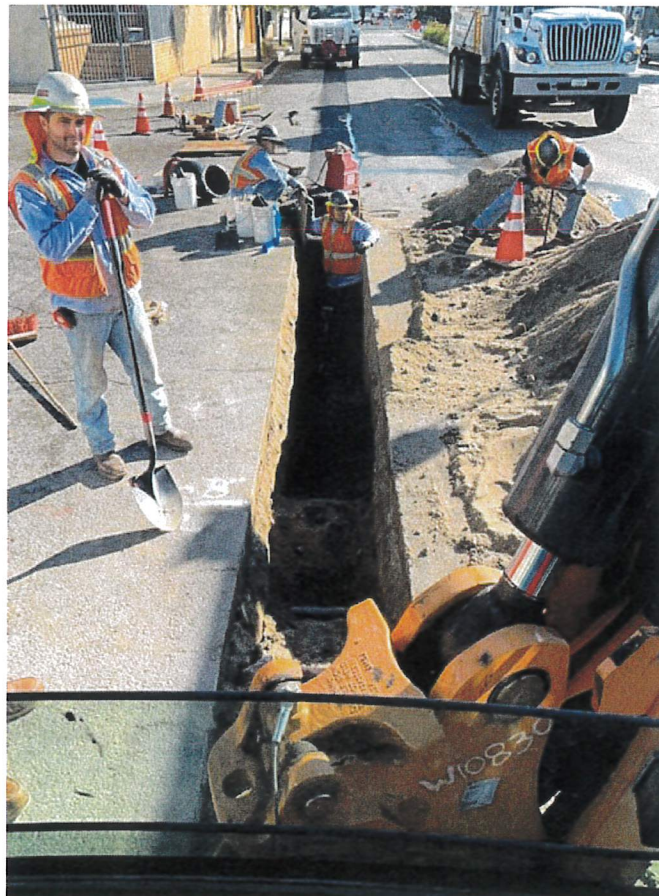
We continue to amplify the water conservation message through all marketing communication channels to encourage water savings and compliance with the required ordinances. The combination of communication and rebate offerings has resulted in **16.9%** water savings through FY 2023/24.

Project Updates

Empire Ave. – Naomi to Ontario; 12-inch Potable Water Main Project

This 1200' section of 12-inch water main is the last segment of a multi-phase project that transfers service connections from the 24-inch transmission main to the new distribution main. Transmission mains move a lot of water between sections of our city, while smaller mains move water within localized sections. Putting the customer's services on smaller, localized mains allows services on them to be repaired without disrupting transmission service. This improves the reliability of the transmission system. These pipefitters are modernizing the infrastructure replacement and maintenance program for our water system and are an essential part of the water master plan.

These essential workers are always in the public eye and are the front lines of our public relations and messaging program.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

In **December 2023**, Burbank Water and Power (BWP) experienced no sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **817,916** customer minutes.

Reliability Measurement	January 2022 – December 2022	January 2023 – December 2023
Average Outages Per Customer Per Year (SAIFI)	0.2226	0.3172
Average Outage Time Experienced Per Year (SAIDI)	4.54 minutes	18.06 minutes
Average Restoration Time (CAIDI)	20.41 minutes	56.92 minutes
Average Service Availability	99.999%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.2318	0.1954
No. of Sustained Feeder Outages	7	21
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	1	3

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.

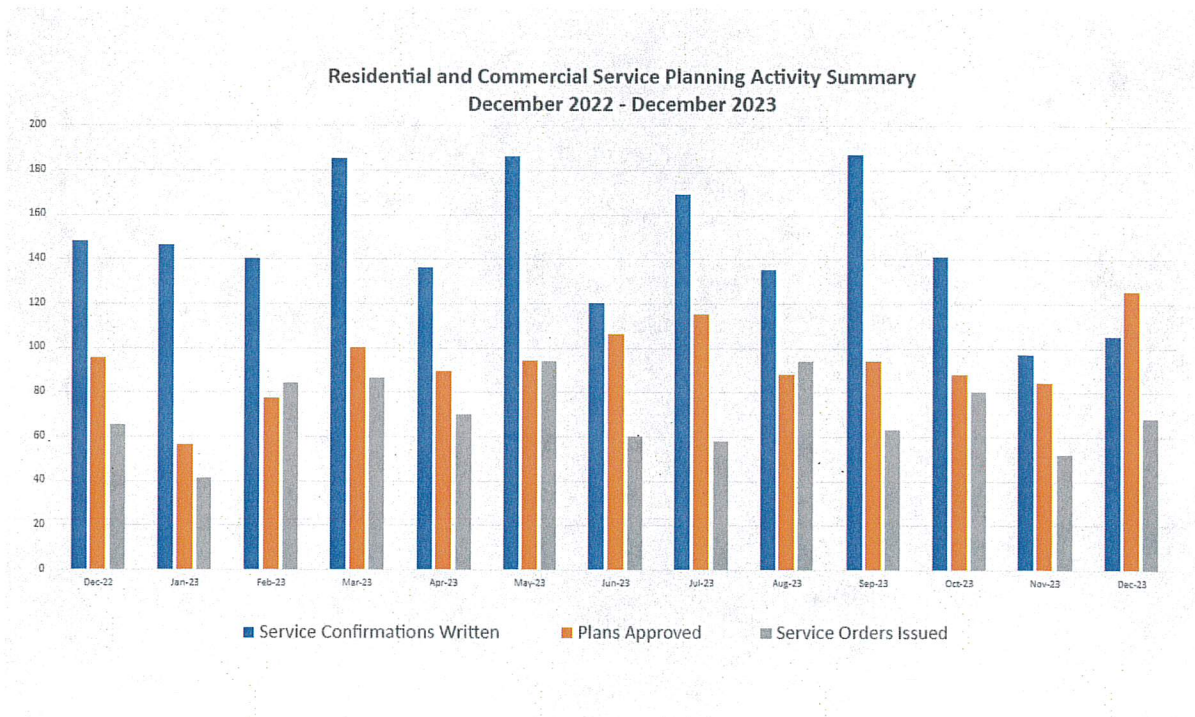
Supply Chain

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:

Equipment	Typical Lead Time	Current Lead Time
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 is seeing 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, **91.87%** of the total street light luminaires have been converted to LEDs, translating to an annualized energy savings of **5,384 MWh** or a **58.10%** reduction in energy consumption. LED conversions have also reduced the evening load by **1,247 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:

	Confirmations in Progress	Written Confirmations	Plan Signoffs	WTA Work Orders Issued	WTA Sites Energized
Total	0	262	18	21	61

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 **January 11, 2024**, we have **1,453** customers who have an active payment arrangement, resulting in a reduction of arrears by **\$2,839,843**. **1,413** arrangements are for residential customers totaling **\$2,624,304** and **40** arrangements are for commercial customers totaling **\$215,538**. 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 **January 1, 2024**, the 61-plus day arrears total **\$458,046**, which is a **68%** 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 **January 1, 2024**, there are **613** residential customers with at least 60 plus days of arrears. Of these **613** residential customers, **17** receive the Lifeline rate for low-income seniors over the age of 62 and disabled customers, and **28** 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 **January 11, 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 **January 10, 2024**, staff has disconnected services to **2,086** customers and has collected **\$707,838** 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 **January 10, 2024**, **258** small commercial customers have been disconnected for non-payment, resulting in a reduction

in arrears of **\$274,072**. As of **January 10, 2024**, **19** small commercial customers established payment arrangements totaling **\$96,660**. The **19** 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 **December 31, 2023**, that number has fallen to **82**. This indicates that small commercial customers are continuing to make payments or enrolling in payment arrangements to avoid disconnections.

Outstanding Debt

As of **January 1, 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	617,246	188,114	587,423	1,392,783	61%
Fiber Optic Service	186,826	29,112	32,129	248,067	11%
Water Service	127,063	33,344	83,396	243,804	11%
Sewer Service	112,042	35,632	52,739	200,413	9%
Solid Waste Service	108,233	38,244	67,073	213,550	9%
General Service	780	192	339	1,311	0%
Miscellaneous Service	0	0	18	18	0%
Grand Total	1,152,190	324,639	823,116	2,299,945	100%

As of March 20, 2023, the total arrears were \$6,158,890 for all commodities. As of **January 1, 2024**, this number has dropped to **\$2,299,945**. For all past due balances beyond 61 days, this number fell from \$1,375,677 in June 2023 to **\$1,147,755 as of January 1, 2024**, a 17% 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

Customer Contact Types	% of Calls
BALANCE	19%
START/STOP/CLEAN & SHOW	18%
UPDATE CUST ACCOUNT INFO	9%
PAYMENT ARRANGEMENTS	8%
BILL INQUIRE (SOLAR/TOU/SUMMARY EXP)	6%

Month	Call Volume
Dec - 22	3,037
Jan - 23	3,277
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
% Inc/Dec	-3%

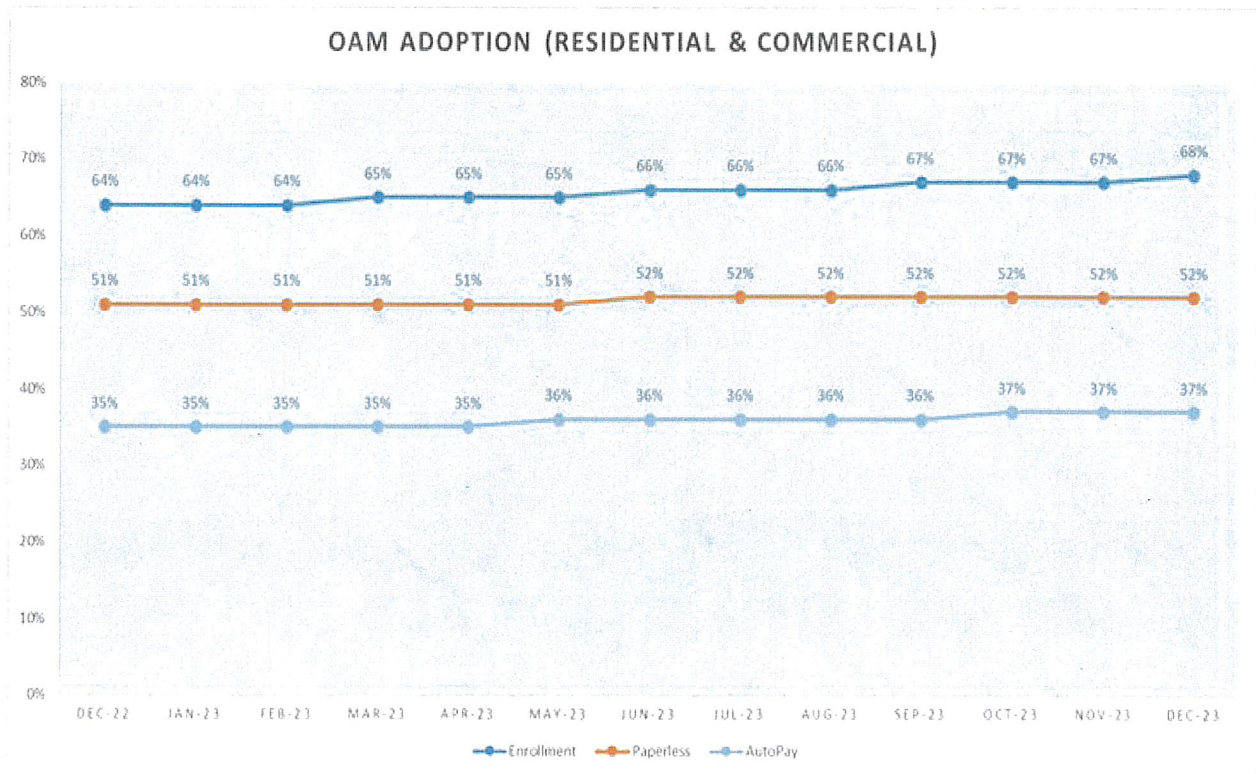
Call volume decreased by 3% in December compared to the previous month. The number of calls in December 2023 is 19% higher compared with the number of calls handled in December 2022, which was 3,037.

Customers continue to call regarding their urgent and termination notices, requesting to establish a payment arrangement. In December 2023, 19% of calls were related to their balance, and 8% 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 67% of all active accounts; increases in enrollments have been on the rise since the COVID-19 pandemic. Of the 33% of customers who are not currently enrolled in OAM, 86% of those customers are residential. Of all registered OAM accounts, about 78% 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 83 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
Enrollment	35,512	68%
Paperless	27,571	52%
Autopay	19,443	37%

SUSTAINABILITY, MARKETING, AND STRATEGY

Community Outreach and Communications

The month of December is a time for expressing gratitude and sharing best wishes with BWP customers. Our communication focused on holiday related activities around Burbank and a special outreach to all residents wishing everyone a great season. December is also the beginning of our rainy season, and we reminded our customers to be mindful of the rain and not to water their lawns and gardens before, during and after a rain event. We will continue with messaging whenever the forecast calls for rain.

Social Media and Web Engagement

In December, we utilized our social channels to suggest tips on saving energy while celebrating the holiday season. We also celebrated the holiday Season by highlighting donations like the toy drive and the Angel Tree Program. In keeping with the theme of water conservation, we promoted our turf removal program, garden design classes by Green Gardens Group and reminded residents to not water after a rainy day. We also sent a reminder about the outages caused by mylar balloons.

The social media posts that received the highest impressions were the reminder to turn off irrigation after a rainy day and BWP's donation through the Angel Tree program. This suggests that the community is interested in receiving messages about water conservation and charity events.

December 1 - December 31, 2023

Impressions

1,998 total impressions for the top post – Turn-Off Irrigation Reminder



979 total impressions for 2nd top post – Angel Tree Program



Key Account Activity

The Key Account Manager (KAM) completed seven in-person meetings and 45 maintenance/discovery calls in the month of December. Customers and topics included: Tiarna, Kroger, Del Rey Properties, Worthe (The Pointe), and Disney; end-of-the-year data requests, downgrading The Ranch Lot electric rates/service while under construction, upgrading Disney electric service (2139 Empire), Rivian for 3120 Empire electric service upgrade, assisting Amazon with peak demand data for their feasibility study on adding 306 EV chargers, verifying funds for Waterwise/MWD for free water use survey for BUSD, and a discussion with the Pasadena KAMs to discuss their program best practices including their annual key accounts update/round table meeting.

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 six business rebate applications received and two processed in December. The two rebates processed in December include TJMaxx, which applied for an interior and exterior LED replacement rebate (\$6,311.66 rebate and savings of 63,117 kWh/12.35 kW), and the other was from the Boys & Girls Club for LED lighting (\$866.80 rebate and savings of 8,668 kWh and 3.94 kW).

Four additional rebates have been approved for processing in January: two from Target (one HVAC, one LED), one from 7-Eleven on Burbank Blvd. (freezer doors), and one for the 7-Eleven on Glenoaks Blvd. (freezer).

Business Bucks

December's promotion of the Business Bucks (BB) program for small businesses resulted in 24 facility audits and 26 installs, including: LEDs, photocell sensors, and HVAC servicing, which resulted in an annual energy reduction of 41,491 kWh and 15.6 kW at a cost of \$37,617.24 (audits and installs).

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 December, 29 households participated in HIP, resulting in annual savings of 14.9 kW in demand, 26,889 kWh of energy, and 129,710 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.

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.

The program received requests for 8 trees in December and delivered zero trees as deliveries are expected in January.

Water Conservation Programs

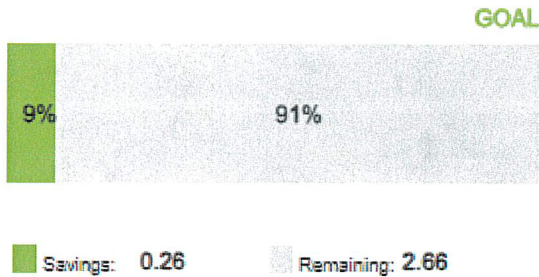
BWP continues to offer various water conservation programs and incentives to the community. In addition to giveaways of low-flow showerheads and aerators, at no cost, and direct installation of water efficiency measures delivered through the HIP. Burbank residents and businesses are eligible for various water-saving technology rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program. In December, 14 rebates were issued, and a total of 269 were issued throughout the fiscal year. Of those, there were 5 turf replacement rebates this month (saving 175,270 gallons per year) and 35 turf replacement rebates issued since the beginning of the fiscal year (saving 1,661,818 gallons per year).

In addition, BWP administers the Hydration Station Program for commercial customers with funding from MWD. The program offers rebates for water bottle filling stations to provide the community with access to safe and reliable tap water while also helping reduce plastic bottle waste. The program had 0 hydration stations installed this month

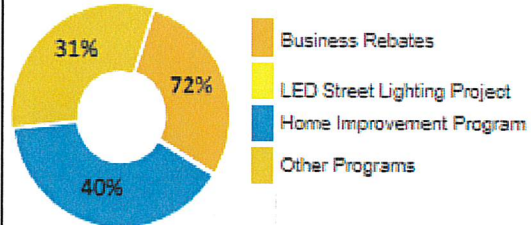
Energy Efficiency Savings FYTD 2023-2024 Period ending on 12/31/2023

1% Demand Goal = 2.93 MW

Demand Savings to Date

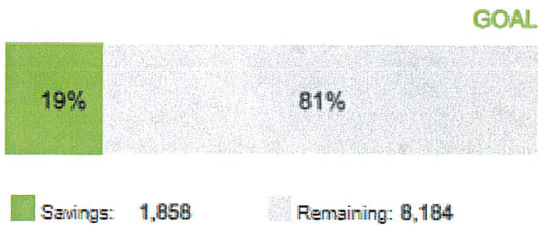


Savings by Program

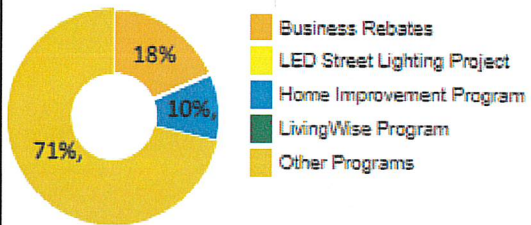


1% Consumption Savings Goal = 10,042 MWh

Savings to Date

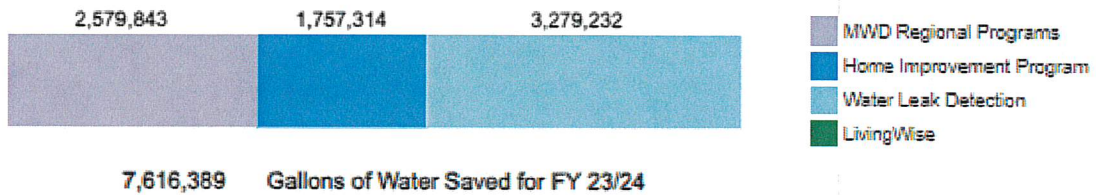


Savings by Program



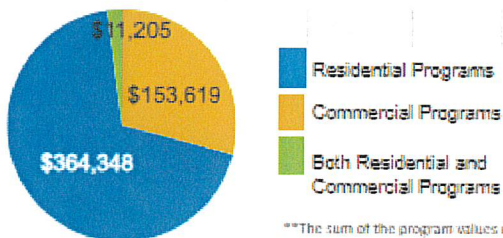
Water Efficiency Program Savings

Gallons of Potable Water



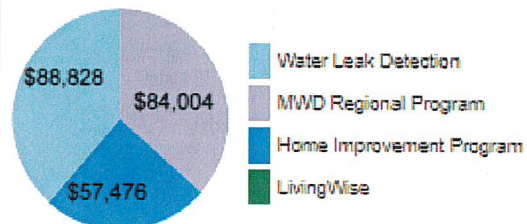
Efficiency Direct Program Costs* FYTD 2023-2024

**Electric Programs: \$529,172



**The sum of the program values may differ from the total due to rounding to the nearest dollar.

Water Programs: \$230,308



*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 facilitation of public and private EV chargers.

The city now has 101 public EV charging ports, including two DC fast chargers (DCFC) and 40 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

Construction for eight additional level two charging ports at the Buena Vista Library was completed on October 27. **All eight ports are now available for use.**

Permits are approved for four additional level two ports at McCambridge Park.

Construction for one new DCFC in the BWP customer parking lot began on 10/11/2023 and is expected to be completed **in February.**

Charging Station Maintenance

The DCFCs at the Lakeside Shopping Center and Burbank Airport are currently non-operational. These stations are now obsolete and can no longer be able to accept payment. BWP staff are working to procure replacement DCFCs.



Signage placed on non-operational DCFC at Lakeside Shopping Center.

Commercial Charging Station Rebate Program

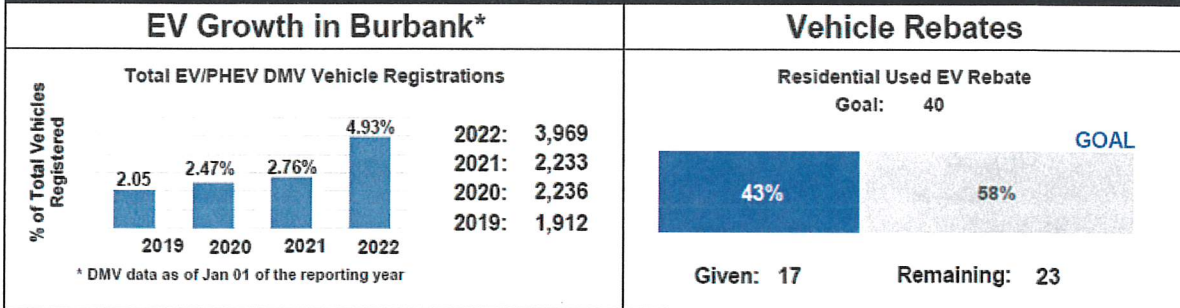
A new application for two charging ports was received in December. BWP currently has funds reserved for 24 charging ports. One commercial charging station rebate for 40 chargers has been distributed this fiscal year to date.

Residential Rebate Programs

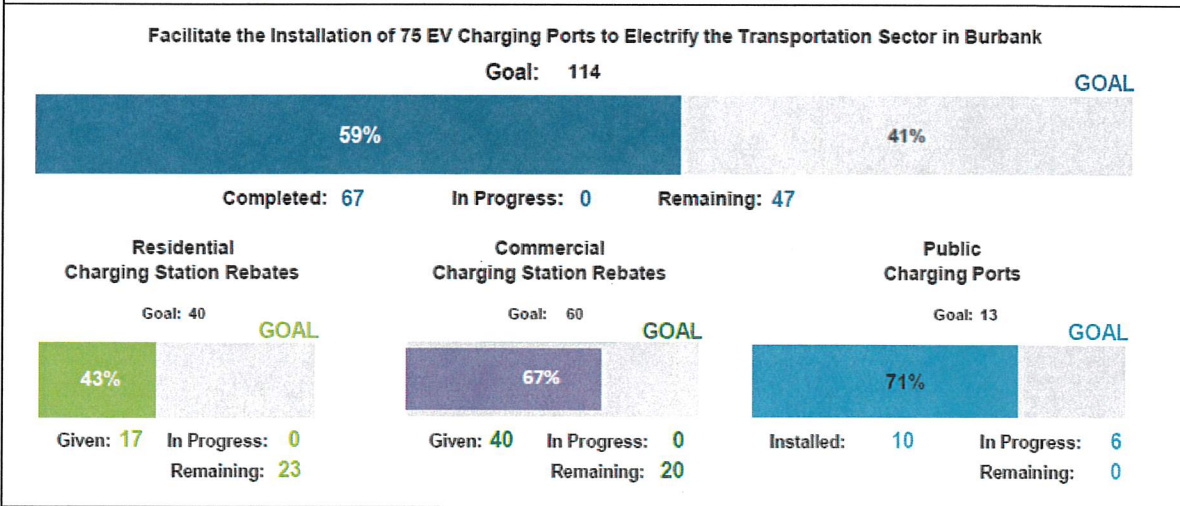
Four residential EV charging station rebates were distributed in December 2023, and a total of 17 have been distributed this fiscal year to date.

Five used EV rebates were issued in December 2023, and a total of 17 have been distributed this fiscal year to date.

Transportation Electrification 2023-2024 Period ending on 12/31/2023



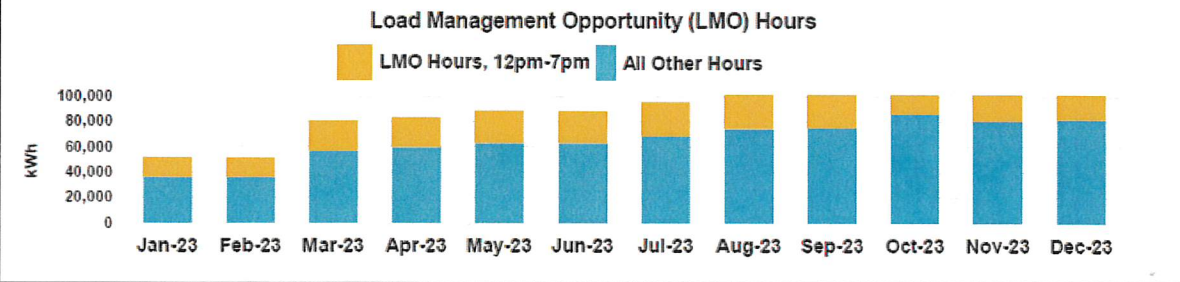
Transportation Electrification Initiatives for FY 2023-2024



Public Charging Port Statistics

	Public Charging Ports		Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG Reduced (kg)	¹ Charging Sessions at Peak	² Charging Occupancy	
	Total Ports	Total Available							
	December:	99	97	6,787	91,122	\$19,052	52,489	20%	31%
	Average:	96	95	6,622	86,032	\$17,788	49,557	24%	25%
	FY Total:	99	97	39,730	516,190	\$106,729	297,342	24%	25%

* 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.



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

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

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 December:

- 16 Residential solar systems with a total capacity of 101.3 kW
- 0 Commercial solar systems
- 2 battery storage systems

This fiscal year to date:

- 101 residential solar systems installed with a total capacity of 636.9 kW.
- 2 commercial solar systems installed with a total capacity of 133 kW.
- 11 battery storage systems with total power of capacity of 41 kW and total energy capacity of 139.2 kWh

TECHNOLOGY

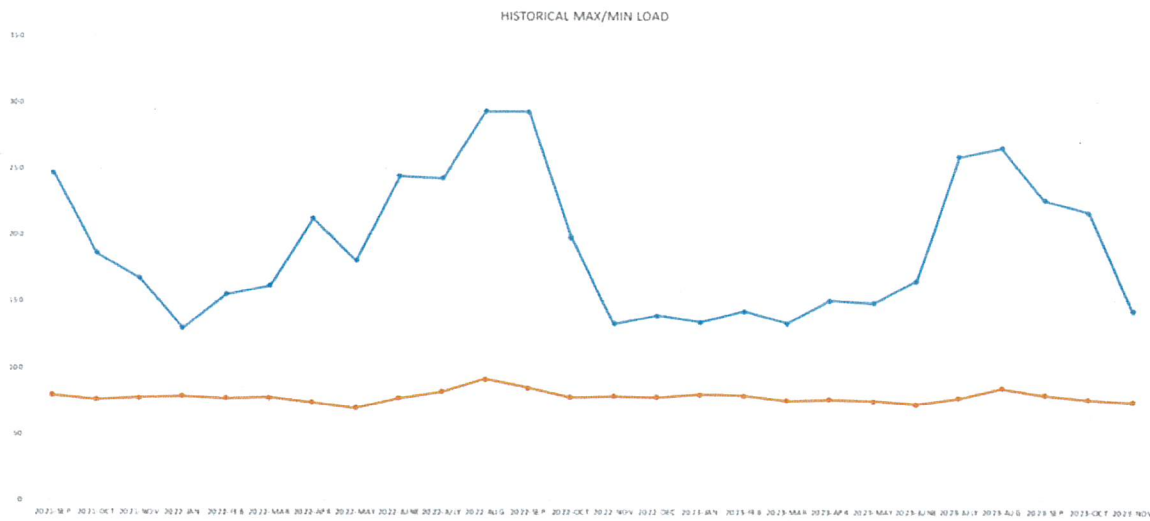
Broadband Services (ONEBurbank)

	December 2023 New Orders	Revenues for December 2023	FYTD 2023-24 Revenues	FYTD Budget
Lit	2	\$155,523	\$951,135	\$1,056,000
Dark	0	\$166,615	\$1,062,815	\$1,144,000
Total	2	\$322,138	\$2,013,950	\$2,200,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for December 2023 was 134.5 MW at 3:01 PM on December 5, 2023, and the minimum load was 78.2 MW at 4:05 AM on December 26, 2023.



YEAR	MAX LOAD	MAX DATE
2023	265.2 MW	28-Aug-23 15:35
2022	292.8 MW	06-September-22 15:58
2021	248.5 MW	15-June-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31
2018	306.3 MW	06-Jul-18 16:41

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 and increases in demand. Limited supply, coupled with high demand, has caused natural gas prices to increase significantly since 2020.

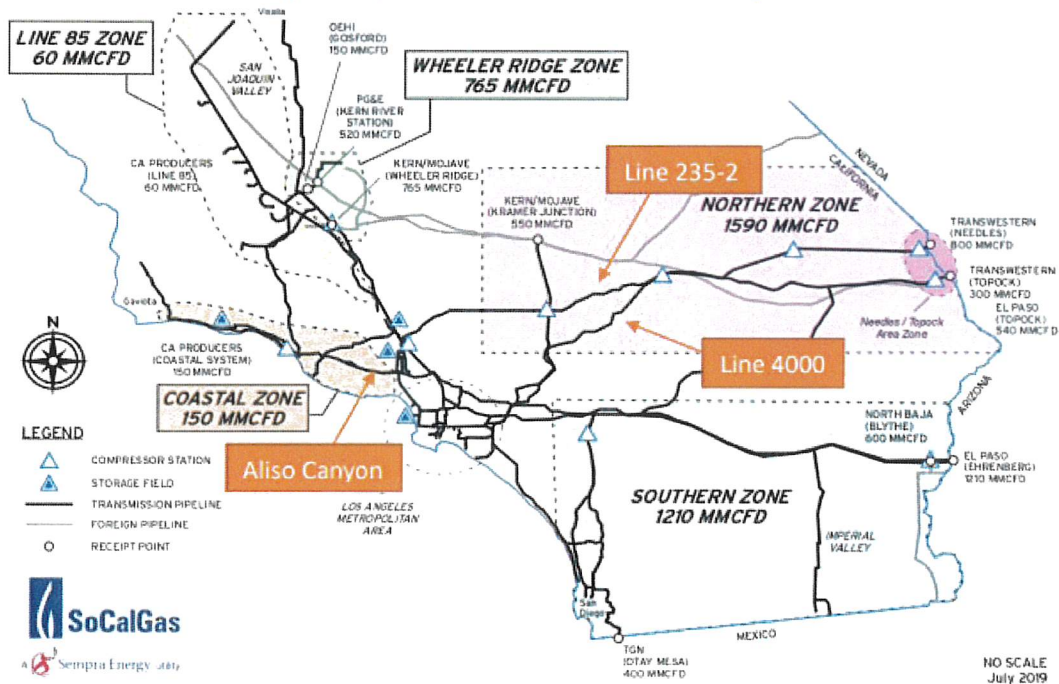
The table (below) shows that natural gas prices in 2023 are about 2.3 times higher than in 2020. The price of natural gas jumped due to extreme winter (2021) weather followed by the Russia-Ukraine conflict and peaked in late 2022. In 2023, natural gas prices have decreased through October; increased in November, however, in the last month prices

experienced a slight decrease. BWP continues to hedge (procure natural gas at fixed prices for future delivery) to minimize the risk and exposure to extreme pricing. 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.

On August 31, 2023, California Public Utilities Commission (CPUC) unanimously voted to increase the maximum storage level allowed at the Aliso Canyon natural gas storage facility from 41.16 billion cubic feet (Bcf) to 68.6 Bcf on an interim basis to help secure energy reliability and protect against high natural gas and electric prices. This is an increase of about 67% and equates to about 80% of the maximum capacity of the storage facility. This decision was made prior to Southern California Gas Company's peaking winter period, in an effort to avoid the extreme prices observed from mid-December 2022 through mid-January 2023, where prices averaged approximately \$30/MMBtu and exceeded \$50/MMBtu. Having additional natural gas in Aliso Canyon to supplement pipeline supplies has helped prices in the first half of December to remain stable.

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 are currently 2.3 times the value in 2020.

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$6.78
Increase since 2020	2.3X

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	0%	0	0	0	0
MPP	92%	684	131,615	7,619	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 not available during the month of **December** due to construction of the emission system retrofit. The construction of the retrofit project is expected to be completed by February 2024.

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	92%	97%	96%
Unit Capacity Factor (240 MW)	74%	73%	70%

MPP was shut down on December 15, 2023, to perform an offline water wash of the combustion turbine compressor. Balance of the plant maintenance was also performed during this outage. MPP was restarted on December 18, 2023.

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, and no major findings have been discovered.

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. On August 20, 2023, the first sample was 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, permitting is ongoing, bid specifications are being prepared, and it is

anticipated that a request for proposals (RFP) will be issued for the construction activities in December 2023. 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 2022 goal of 38.5% RPS, and we will meet the 41.25% RPS for 2023. 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 a new long-term contract for renewables. Staff has been negotiating one solar contract in Utah since early last year and continues to have **challenges that put unacceptable risks on BWP and the other SCPPA members and pricing that would not be known until after execution of the contract. SCPPA is providing a last best and final proposal together, and if that is not acceptable to the developer, it is likely to result in the termination of negotiations.** 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 March 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, second, 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.

BWP concluded negotiations on a short-term 2024 supply of PCC 1 (in-state delivered as produced without substitution of energy) renewables in the amount of up to 35,000 MWh, which is about 3.5% towards RPS obligations for 2024 compliance. Staff is in the middle of contracting for two additional short-term PCC1 and one PCC 2 contract.

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 and 2025 are low, and the renewable premiums have jumped considerably in the last few weeks. For 2024 delivery, the premium continues to increase and has reached an all-time high (in the low \$80 range per PCC1 renewable energy credit). 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 the 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.

Integrated Resource Plan (IRP) Update

BWP finished the IRP in mid-November. On December 5, 2023, City Council approved the IRP with a 4-0 vote, and the IRP has been submitted to the California Energy Commission prior to the due date. The final recommendations include negotiating long-term transmission service agreements with LADWP and working towards securing a contract with a small modular reactor, in the future.

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. The next meeting is scheduled for January. 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. Staff attended the June LADWP transmission stakeholder meetings and plans to attend all future meetings to represent BWP's concerns.

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 facilities 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 \$3.6 billion in August 2022. BWP's share was \$86.5 million in 2019 and is now \$141 million (this does not include interest). Staff will continue to track costs and report on them as new data becomes available.

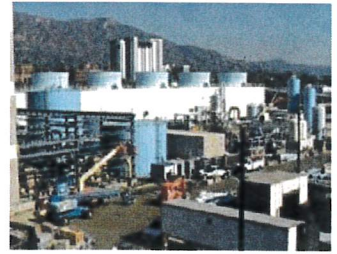
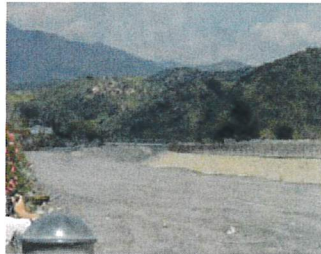
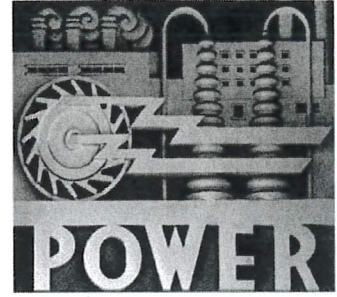
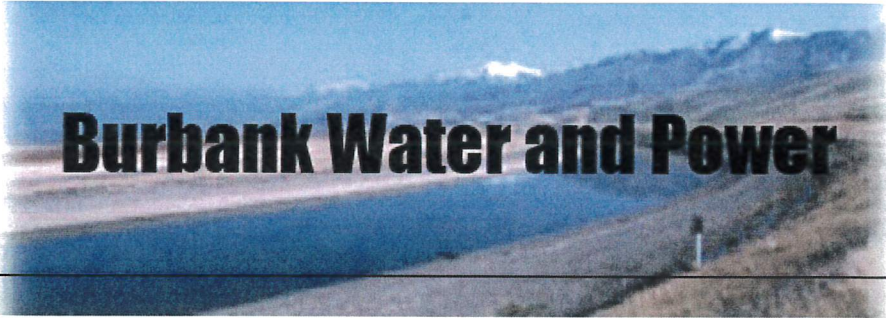
Regarding the coal supply concerns, IPP participants agreed to limit the output of the IPP units to maintain a minimum megawatt supply sufficient to preserve the integrity of the Southern Transmission System direct current lines and meet the participants' minimal needs during the less critical times 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. One-unit operation is expected to continue through June 30, 2024.

Power Production

Lake One Power Plant Emissions Retrofit Project

Construction of the Lake One Power Plant emissions retrofit project began on Wednesday, October 4, 2023. **Construction activities are expected to be completed by January 20, 2024. Commissioning of the new emissions system is currently scheduled to begin on January 24, 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. This project is planned to conclude in the **first quarter of 2024.**



**Financial Report
November-23**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD November 2023
(\$ 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
73,329	79,657	(6,328)	(8%) ^(a)	NEL MWh	459,803	499,162	(39,359)	(8%) ^(A)
				Retail				
\$ 13,714	\$ 14,747	\$ (1,033)	(7%)	Retail Sales	\$ 81,919	\$ 88,953	\$ (7,034)	(8%)
481	571	(91)	(16%) ^(b)	Other Revenues (3)	2,075	2,856	(781)	(27%) ^(B)
<u>7,567</u>	<u>11,868</u>	<u>4,302</u>	<u>36%</u> ^(c)	Retail Power Supply & Transmission	<u>46,453</u>	<u>59,632</u>	<u>13,179</u>	<u>22%</u> ^(C)
6,628	3,450	3,178	92%	Retail Margin	37,541	32,177	5,364	17%
				Wholesale				
857	1,313	(455)	(35%)	Wholesale Sales	10,304	23,044	(12,740)	(55%)
<u>830</u>	<u>1,286</u>	<u>456</u>	<u>35%</u>	Wholesale Power Supply	<u>8,876</u>	<u>22,583</u>	<u>13,707</u>	<u>61%</u>
27	26	1	5%	Wholesale Margin	1,427	461	967	210%
<u>6,655</u>	<u>3,476</u>	<u>3,179</u>	<u>91%</u>	Gross Margin	<u>38,969</u>	<u>32,638</u>	<u>6,331</u>	<u>19%</u>
				Operating Expenses				
1,210	942	(268)	(28%) ^(d)	Distribution	5,012	4,740	(272)	(6%) ^(D)
74	173	99	57% ^(e)	Administration/Safety	538	722	184	25% ^(E)
529	536	8	1%	Finance, Fleet, & Warehouse	2,474	2,645	171	6%
576	584	9	1%	Transfer to General Fund for Cost Allocation	2,878	2,921	43	1%
296	503	207	41% ^(f)	Customer Service	2,065	2,626	560	21% ^(F)
127	247	120	49% ^(g)	Marketing & Sustainability	666	1,234	568	46% ^(G)
298	583	285	49% ^(h)	Public Benefits	916	2,916	2,000	69% ^(H)
164	162	(2)	(1%)	Security/Oper Technology	974	894	(79)	(9%) ^(I)
158	164	6	4%	Telecom	577	854	277	32% ^(J)
254	285	31	11%	Construction & Maintenance	849	1,425	576	40% ^(K)
<u>1,563</u>	<u>1,780</u>	<u>216</u>	<u>12%</u>	Depreciation	<u>7,895</u>	<u>8,898</u>	<u>1,003</u>	<u>11%</u>
5,249	5,959	710	12%	Total Operating Expenses	24,843	29,875	5,032	17%
\$ 1,406	\$ (2,483)	\$ 3,889	157%	Operating Income/(Loss)	\$ 14,126	\$ 2,763	\$ 11,363	411%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD November 2023**

(\$ 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
\$ 1,406	\$ (2,483)	\$ 3,889	157%	Operating Income/(Loss)	\$ 14,126	\$ 2,763	\$ 11,363	411%
				Other Income/(Expenses)				
695	387	308	80% ^(l)	Interest Income	3,447	1,936	1,511	78% ^(L)
1,177	210	967	461% ^(j)	Other Income/(Expense) ⁽⁴⁾	691	52	638	1223% ^(M)
(725)	(775)	50	6%	Bond Interest/ (Expense)	(3,624)	(3,873)	249	6%
<u>1,147</u>	<u>(177)</u>	<u>1,325</u>	<u>747%</u>	Total Other Income/(Expense)	<u>514</u>	<u>(1,884)</u>	<u>2,399</u>	<u>127%</u>
<u>2,554</u>	<u>(2,660)</u>	<u>5,214</u>	<u>196%</u>	Net Income	<u>14,640</u>	<u>879</u>	<u>13,761</u>	<u>1566%</u>
60	1,415	(1,355)	(96%) ^(k)	Capital Contributions (AIC)	1,821	7,075	(5,254)	(74%) ^(N)
<u>\$ 2,614</u>	<u>\$ (1,245)</u>	<u>\$ 3,859</u>	<u>310%</u>	Net Change in Net Assets	<u>\$ 16,461</u>	<u>\$ 7,954</u>	<u>\$ 8,507</u>	<u>107%</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 November 2023
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	73,329	79,657	(6,328)	- NEL is 8% lower than budget. The average high temperature in November was 85°F, compared to the 15-year average high temperature of 77°F. The average low temperature was 46°F, compared to the 15-year average low temperature of 46°F. MTD CDD were 18 versus the 15-year average of 33. HDD were 115 versus the 15-year average of 133.
(b)	Other Revenues	481	571	(91)	- 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	7,567	11,868	4,302	- The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Distribution	1,210	942	(268)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others.
(e)	Administration/Safety	74	173	99	- The favorable variance is primarily attributable to the timing of the safety program spending, event sponsorship and professional services.
(f)	Customer Service	296	503	207	- The favorable variance is primarily attributable to the timing of software & hardware support and professional services as well as lower than planned work performed by other departments.
(g)	Marketing & Sustainability	127	247	120	- The favorable variance is primarily attributable to the timing of rebates, professional services, private contractual services and memberships.
(h)	Public Benefits	298	583	285	- The favorable variance is primarily attributable to the timing of program spending.
(i)	Interest Income	695	387	308	- 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.
(j)	Other Income/(Expense)	1,177	210	967	- 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. Grant revenue of \$1m was received for the installation of public electric vehicle chargers.
(k)	Capital Contributions (AIC)	60	1,415	(1,355)	- 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 November 2023
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	459,803	499,162	(39,359)	- NEL is 8% lower than budget. The FYTD average high temperature was 85°F, compared to the 15-year average high temperature of 76°F. The FYTD average low temperature was 57°F, compared to the 15-year average low temperature of 46°F. YTD CDD were 1,080 versus the 15-year average of 1,402.
(B)	Other Revenues	2,075	2,856	(781)	- 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	46,453	59,632	13,179	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	5,012	4,740	(272)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others.
(E)	Administration / Safety	538	722	184	- The favorable variance is primarily attributable to the timing of the safety program spending and professional services.
(F)	Customer Service	2,065	2,626	560	- 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.
(G)	Marketing & Sustainability	666	1,234	568	- The favorable variance is primarily attributable to vacancies and to the timing of rebates, professional services, and memberships.
(H)	Public Benefits	916	2,916	2,000	- The favorable variance is primarily attributable to the timing of program spending.
(I)	Security/Oper Technology	974	894	(79)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for others.
(J)	Telecom	577	854	277	- The favorable variance is primarily attributable to one vacancy and to the timing of private contractual services, professional services and special departmental supplies.
(K)	Construction & Maintenance	849	1,425	576	- The favorable variance is primarily attributable to vacancies and to the timing of custodial services, building grounds maintenance and repair, and private contractual services.
(L)	Interest Income	3,447	1,936	1,511	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.
(M)	Other Income/(Expense)	691	52	638	- 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 fluctuate. Grant revenue of \$1m was received for the installation of public electric vehicle chargers.
(N)	Capital Contributions (AIC)	1,821	7,075	(5,254)	- The unfavorable variance is attributable to the timing of AIC projects.

November 2023 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	<u>Variance Month-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>MTD NET INCOME/(LOSS): \$2,554</u>	\$ 5,214	\$ -	\$ 5,214
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(1,033)	(1,033)
Power Supply and Transmission:			
- Lower retail load	165		165
- Lower than planned renewables cost and other	482		482
- Lower transmission	493		493
- Lower energy prices	187		187
- New minimum for IPP and Hydrogen Betterment	1,284		1,284
- Retail load management and economic dispatch	642		642
- Timing True-up and prior period adjustments	1,049	-	1,049
Other Revenues	-	(91)	(91)
Wholesale Margin	1	-	1
Total	<u>4,303</u>	<u>(1,124)</u>	<u>3,180</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(268)	(268)
Administration/Safety	99	-	99
Finance, Fleet, & Warehouse	8	-	8
Customer Service	207	-	207
Marketing & Sustainability	120	-	120
Public Benefits	285	-	285
Security/Operations Technology	-	(2)	(2)
Telecom	6	-	6
Construction & Maintenance	31	-	31
Depreciation expense	216	-	216
All other	1,333	-	1,333
Total	<u>2,305</u>	<u>(270)</u>	<u>2,035</u>

November 2023 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME/(LOSS): \$14,640</u>	\$ 13,761	-	\$ 13,761
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(7,034)	(7,034)
Power Supply and Transmission			
- Lower retail load	1,160	-	1,160
- Lower than planned renewables cost and other	1,129	-	1,129
- Lower transmission	1,564	-	1,564
- Lower energy prices	1,793	-	1,793
- New minimum for IPP and Hydrogen Betterment	2,908	-	2,908
- Lower O&M	1,971	-	1,971
- Retail load management and economic dispatch	1,363	-	1,363
- SCPPA True-up and prior period adjustments	1,292	-	1,292
Other Revenues	-	(781)	(781)
Wholesale Margin	967	-	967
Total	\$ 14,146	\$ (7,815)	\$ 6,331
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(272)	(272)
Administration/Safety	184	-	184
Finance, Fleet, & Warehouse	171	-	171
Customer Service	560	-	560
Marketing & Sustainability	568	-	568
Public Benefits	2,000	-	2,000
Security/Oper Technology	-	(79)	(79)
Telecom	277	-	277
Construction & Maintenance	576	-	576
Depreciation expense	1,003	-	1,003
All other	2,441	-	2,441
Total	\$ 7,782	\$ (351)	\$ 7,430

Electric Fund (496)
Statement of Changes in Cash and Investment Balances ^(a)
(\$ in 000's)

	Nov-23	Oct-23	Sep-23	Aug-23	Jul-23	Jun-23	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
									Low	High	
Cash and Investments											
General Operating Reserve	\$ 77,576	\$ 76,420	\$ 70,736	\$ 66,090	\$ 42,844 ^{(e),(f)}	\$ 52,200	\$ 69,212	\$ 73,156	\$ 82,003	\$ 123,004 ^(d)	\$ 53,814 ^(d)
Capital & Debt Reduction Fund	-	-	-	-	-	- ^(g)	10,000	10,000	-	-	-
BWP Projects Reserve Deposits at SCPPA	4,672	4,665	4,615	4,610	4,605	4,580	3,794	3,740	-	-	-
Sub-Total Cash and Investments	82,248	81,085	75,351	70,700	47,449	56,780	83,007	86,896	82,003	123,004	53,814
Commitments											
Customer Deposits	(14,197)	(13,862)	(13,887)	(12,450)	(10,873)	(10,976)	(9,939)	(4,245)	-	-	-
Public Benefits Obligation	(11,267)	(11,327)	(11,340)	(11,149)	(10,592)	(10,710)	(9,315)	(8,128)	-	-	-
Low Carbon Fuel Standard ^(h)	(2,554)	(2,860)	(3,180)	(3,251)	(3,268)	(3,269)	(3,464)	(2,999)	-	-	-
IPP Decommission	-	-	-	-	-	- ^(e)	(2,000)	(2,000)	-	-	-
Sub-Total Cash and Investments (less Commitments)	54,230	53,035	46,935	43,850	22,717	31,806	58,288	69,523	82,003	123,004	53,814
Bond Proceeds											
Bond Proceeds on Deposit with Trustee	99,071	100,624	101,836	102,962	108,528	120,107	-	-	-	-	-
Total Cash and Investments and Bond Proceeds (less Commitments)	153,301	153,659	148,771	146,813	131,244	151,913	58,288	69,523	82,003	123,004	53,814

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

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

^(c) Reversal of IPP decommission reserve.

^(d) New financial reserve policy was adopted by City Council on April 25, 2023.

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

^(f) 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 ^{(1) (2)}
MTD and FYTD November 2023
(\$ 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
374	417	(44)	(10%)	Water put into the system in Millions of Gallons	2,053	2,287	(234)	(10%)
78	106	(28)	(27%)	Metered Recycled Water in Millions of Gallons	505	565	(60)	(11%)
				Operating Revenues				
\$ 2,551	\$ 2,933	\$ (382)	(13%) ^(a)	Potable Water	\$ 14,084	\$ 16,083	\$ (1,999)	(12%) ^(A)
367	549	(182)	(33%) ^(b)	Recycled Water	2,426	2,921	(495)	(17%) ^(B)
92	129	(37)	(29%)	Other Revenue ⁽³⁾	727	646	82	13% ^(C)
<u>3,010</u>	<u>3,611</u>	<u>(601)</u>	<u>(17%)</u>	Total Operating Revenues	<u>17,237</u>	<u>19,649</u>	<u>(2,413)</u>	<u>(12%)</u>
958	1,218	259	21% ^(c)	Water Supply Expense	5,368	7,350	1,982	27% ^(D)
<u>2,052</u>	<u>2,394</u>	<u>(342)</u>	<u>(14%)</u>	Gross Margin	<u>11,868</u>	<u>12,299</u>	<u>(431)</u>	<u>(4%)</u>
				Operating Expenses				
834	1,076	242	22% ^(d)	Operations & Maintenance - Potable	4,080	5,382	1,302	24% ^(E)
102	155	53	34% ^(e)	Operations & Maintenance - Recycled	575	777	202	26% ^(F)
282	386	104	27% ^(f)	Operations & Maintenance - Shared Services	1,190	1,916	726	38% ^(G)
135	137	3	2%	Transfer to General Fund for Cost Allocation	674	687	13	2%
<u>366</u>	<u>381</u>	<u>15</u>	<u>4%</u>	Depreciation	<u>1,832</u>	<u>1,905</u>	<u>73</u>	<u>4%</u>
<u>1,720</u>	<u>2,136</u>	<u>417</u>	<u>20%</u>	Total Operating Expenses	<u>8,351</u>	<u>10,667</u>	<u>2,316</u>	<u>22%</u>
<u>333</u>	<u>258</u>	<u>75</u>	<u>29%</u>	Operating Income/(Loss)	<u>3,518</u>	<u>1,632</u>	<u>1,885</u>	<u>115%</u>
				Other Income/(Expenses)				
126	39	88	227% ^(g)	Interest Income	654	193	461	239% ^(H)
66	42	24	58% ^(h)	Other Income/(Expense) ⁽⁴⁾	139	11	128	1148% ^(I)
(210)	(237)	27	11%	Bond Interest/(Expense)	(1,049)	(1,185)	136	11%
<u>(17)</u>	<u>(156)</u>	<u>139</u>	<u>89%</u>	Total Other Income/(Expenses)	<u>(256)</u>	<u>(981)</u>	<u>725</u>	<u>74%</u>
<u>315</u>	<u>101</u>	<u>214</u>	<u>212%</u>	Net Income/(Loss)	<u>3,261</u>	<u>651</u>	<u>2,610</u>	<u>401%</u>
24	53	(29)	(56%) ^(l)	Capital Contributions (AIC)	48	264	(216)	(82%) ^(J)
<u>\$ 339</u>	<u>\$ 154</u>	<u>\$ 185</u>	<u>120%</u>	Net Change in Net Assets	<u>\$ 3,310</u>	<u>\$ 915</u>	<u>\$ 2,394</u>	<u>262%</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 November 2023
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	2,551	2,933	(382)	- Potable water revenue during November 2023 was 13% below budget due primarily to conservation. 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.
(b)	Recycled Water Revenue	367	549	(182)	- Recycled water revenues were lower than planned due to lower demand.
(c)	Water Supply Expense	958	1,218	259	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(d)	Operations & Maintenance - Potable	834	1,076	242	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(e)	Operations & Maintenance - Recycled	102	155	53	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and lower than planned electricity for water pumping.
(f)	Operations & Maintenance - Shared Services	282	386	104	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(g)	Interest Income	126	39	88	- 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.
(h)	Other Income/(Expense)	66	42	24	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(i)	Capital Contributions (AIC)	24	53	(29)	- 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 November 2023
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	14,084	16,083	(1,999)	- Potable water revenue fiscal year to date was 12% 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 3.97 inches compared to the normal 1.42 inches.
(B)	Recycled Water Revenue	2,426	2,921	(495)	- Recycled water revenues were lower than planned due to lower demand as a result of higher than average rainfall. Rainfall FYTD measured 3.97 inches compared to the normal 1.42 inches.
(C)	Other Revenue	727	646	82	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(D)	Water Supply Expense	5,368	7,350	1,982	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(E)	Operations & Maintenance - Potable	4,080	5,382	1,302	- The favorable variance is primarily attributable to vacancies and the timing of professional services and private contractual services.
(F)	Operations & Maintenance - Recycled	575	777	202	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and lower than planned electricity for water pumping.
(G)	Operations & Maintenance - Shared	1,190	1,916	726	- The favorable variance is attributable to lower than planned shared expenses (Customer Service, Finance and Administration) from the Electric Fund.
(H)	Interest Income	654	193	461	- 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)	139	11	128	- Other Income/(Expense) include miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(J)	Capital Contributions (AIC)	48	264	(216)	- The unfavorable variance is attributable to the timing of AIC projects.

November 2023 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	<u>Variance Month-to-Date</u>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$315</u>	\$ 214	\$ -	\$ 214
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(382)	(382)
Recycled Revenues	-	(182)	(182)
Other Revenue	-	(37)	(37)
Water Supply Expense	259	-	259
Total	<u>259</u>	<u>\$ (601)</u>	<u>\$ (342)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	242	-	242
Recycled Water O&M	53	-	53
Allocated O&M	104	-	104
Depreciation Expense	15	-	15
All Other	142	-	142
Total	<u>\$ 556</u>	<u>\$ -</u>	<u>\$ 556</u>

November 2023 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME: \$3,261</u>	\$ 2,610	\$ -	\$ 2,610
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(1,999)	(1,999)
Recycled Revenues	-	(495)	(495)
Other Revenue	82	-	82
Water Supply Expense	1,982	-	1,982
Total	\$ 2,064	\$ (2,494)	\$ (431)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	1,302	-	1,302
Recycled Water O&M	202	-	202
Allocated O&M	726	-	726
Depreciation Expense	73	-	73
All Other	738	-	738
Total	\$ 3,041	\$ -	\$ 3,041

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

	Nov-23	Oct-23	Sep-23	Aug-23	Jul-23	Jun-23	Jun-22	Jun-21	Recommended Reserves		Minimum Reserves
									Low	High	
Cash and Investments											
General Operating Reserves	\$ 21,142	\$ 19,317 ^(c)	\$ 25,576	\$ 25,147	\$ 20,902 ^{(c)(e)}	\$ 23,924	\$ 12,750	\$ 12,181	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327 ^(b)
Capital Reserve Fund	-	-	-	-	-	- ^(b)	2,220	2,220	-	-	-
Sub-Total Cash and Investments	21,142	19,317	25,576	25,147	20,902	23,924	14,979	14,401	18,878	28,316	11,327
Commitments											
Customer Deposits	(777)	(701)	(677)	(695)	(492)	(511)	(1,052)	(1,125)	-	-	-
Sub-Total Cash and Investments (less Commitments)	20,365	18,616	24,899	24,452	20,410	23,413	13,927	13,276	18,878	28,316	11,327
Bond Proceeds											
Bond Proceeds on Deposit with Trustee	14,767	15,687	15,962	16,861	18,440	19,485	23,150				
Total Cash and Investments and Bond Proceeds (less Commitments)	35,131	34,303	40,862	41,313	38,850	42,878	37,086	13,276	18,878	28,316	11,327

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

^(b) New financial reserve policy was adopted by City Council on April 25, 2023.

^(c) Includes payment for the purchase of physical solution.

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

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