

Weekly Management Report

January 10, 2025

- 1. Minutes** Burbank Water and Power Board Meeting
on December 5, 2024
Water and Power Department

- 2. Report** November 2024 Monthly Operating Results
Water and Power Department

- 3. Minutes** Sustainable Burbank Commission
Meeting on November 18, 2024
Public Works Department

- 4. Minutes** Burbank Police Commission
Meeting on November 20, 2024
Police Department



**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
DECEMBER 05, 2024**

**6A.
UNAPPROVED**

Mr. Luddy called the meeting of the Burbank Water and Power Board to order at 5:00 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

ROLL CALL

BOARD PRESENT: Mr. Cherry; Mr. Eskandar; Mr. LeMasters; Mr. Luddy; Mr. Malotte; Mr. Smith; Ms. Tenenbaum

BOARD ABSENT: None.

STAFF PRESENT: Ms. Samra, General Manager – BWP; Mr. Lillio, Chief Financial Officer; Mr. Wilson, acting Assistant General Manager – Chief Technology Officer; Mr. Aquino, Assistant General Manager – Customer Services Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Chwang, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Mr. Azarian, Senior Administrative Analyst II; Ms. Momayez, Energy Services & Utility Rates Manager; Mr. Beckett, Water Maintenance/Construction Superintendent

ORAL COMMUNICATIONS

Mr. Bax addressed the board by expressing his concerns with his water and power bill.

Mr. Chee addressed the board by recalling his experience submitting an inquiry through the City’s 311 App, asking how to safely trim a grapefruit tree on his private property. Mr. Chee noted that his inquiry went unanswered and eventually closed. Sometime after, Mr. Chee added that crews came out to his home to trim the grapefruit tree without providing notice to him.

Mr. Donahue addressed the board by highlighting the recent Greenhouse Gas Reduction Plan presentation given at the Burbank Realtors Association meeting. Following that, Mr. Donahue voiced concerns regarding rate increases and the different tier levels shown on the Burbank Water and Power bill.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Ms. Samra responded to the comments made during the public comment period, specifically noting that she would contact Mr. Bax and Mr. Chee to address their concerns.

Ms. Tenenbaum responded to the comments made during the public comment period.

GENERAL MANAGER REPORT

Ms. Samra began her update by informing the board of the recent Keeping Current with the Community Coffee event that took place on Monday, November 18, 2024, at the Romancing the Bean Café in the Magnolia Park neighborhood.

**CONSENT CALENDAR
MINUTES**

It was moved by Mr. Eskandar, seconded by Mr. Smith, and carried 6 – 0 (Mr. Malotte was absent for the vote) to approve the meeting minutes of the regular meeting of November 07, 2024.

**REPORTS TO THE BOARD
BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Lillio presented BWP’s financial update for the month of September 2024.

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

**OVERVIEW OF THE FISCAL YEARS 2025-26 AND 2026-27 WATER AND ELECTRIC RATE
SETTING PROCESS**

Mr. Lillio presented an overview of the Fiscal Years 2025-26 and 2026-27 water and electric rate setting process.

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

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

IMPLEMENTATION OF ELECTRIC VEHICLE CHARGER OVERSTAY FEES

Mr. Azarian, Senior Administrative Analyst, presented the introduction of an ordinance amending Section 6-1-1015.B.2 of the Burbank Municipal Code to establish overstay fees for vehicles that occupy electric vehicle parking spaces beyond the posted time limits.

Mr. Azarian and Ms. Samra responded to board member questions.

It was moved by Mr. Eskandar, seconded by Ms. Tenenbaum, and carried 7 – 0 to recommend that the Burbank City Council adopt an ordinance that amends Municipal Code Section 6-1-1015.B.2 to establish overstay fees for electric vehicles that occupy electric vehicle parking spaces beyond posted time limits.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. Tenenbaum noted that she met with Disney’s Sustainability Strategist, and they want to tour the Burbank Water and Power EcoCampus.

Mr. Cherry expressed his concerns about BWP's renewable portfolio standard requirements, requesting an in-depth discussion on how BWP will accomplish its goal of meeting the requirements.

Mr. Eskandar highlighted a recent Los Angeles Time article published, and wished everyone enjoys the month of December.

Mr. Malotte praised BWP crews who recently came out to his street to install a new streetlight near his home, highlighting their professionalism by informing all the neighborhood.

Mr. Smith thanked Mr. Sheikh and Mr. Martinez for organizing the tour of the Burbank Operable Unit for him and Mr. Cherry on November 14, 2024.

ADJOURNMENT

The regular meeting was adjourned at 6:39 p.m.

The next regular board meeting is scheduled for January 16, 2025, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Senior Administrative Analyst
Recording Secretary

Mandip Kaur Samra
General Manager – BWP
Secretary to the Board

Bill Luddy, BWP Board Chair



STAFF REPORT

7A.



WATER AND POWER

DATE: January 16, 2025

TO: Burbank Water and Power Board

FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power

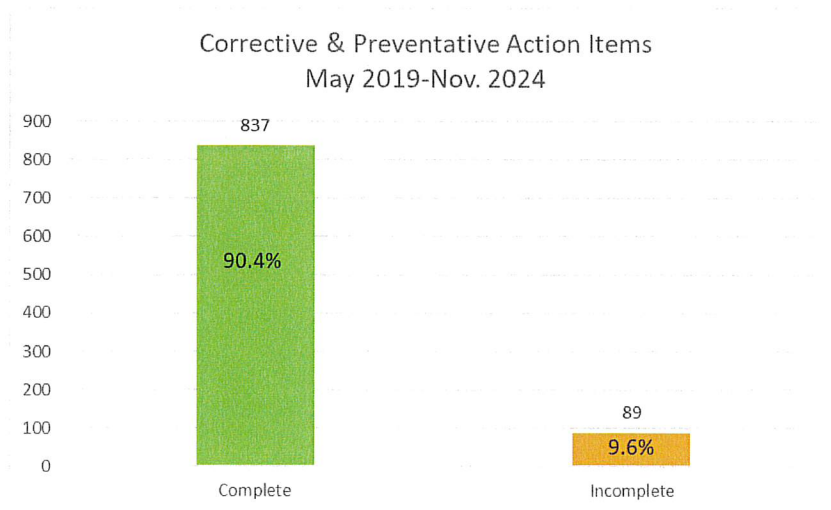
SUBJECT: November 2024 Operating Results

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

SAFETY

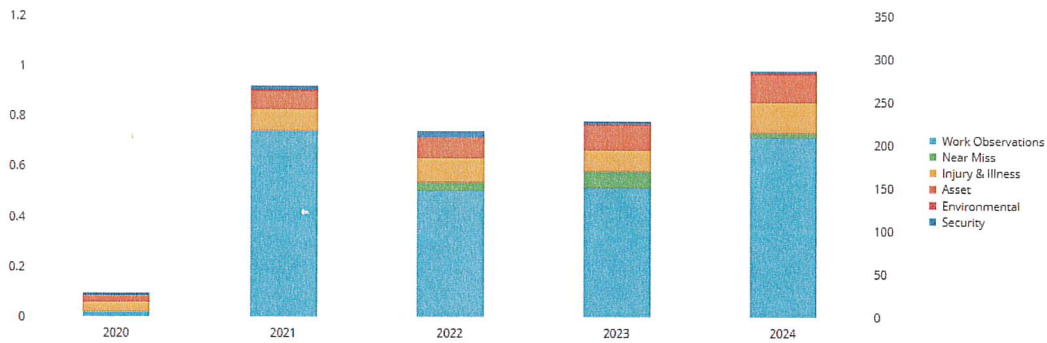
Corrective & Preventative Action Items (May 2019 – Present) (85% Goal):

Staff tracks action items for Environmental Health and Safety (EHS) events from start to closure to prevent the recurrence of injury or damage to the City or public property; BWP has closed **90.4%** of corrective and preventative action items since the start of capturing and tracking in May 2019.



Employee Engagement - Incidents, Near Misses, and Observations:

BWP continues to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2024, to the present, BWP has received **283** EHS-related reports to count towards the 2024 annual goal of 250.



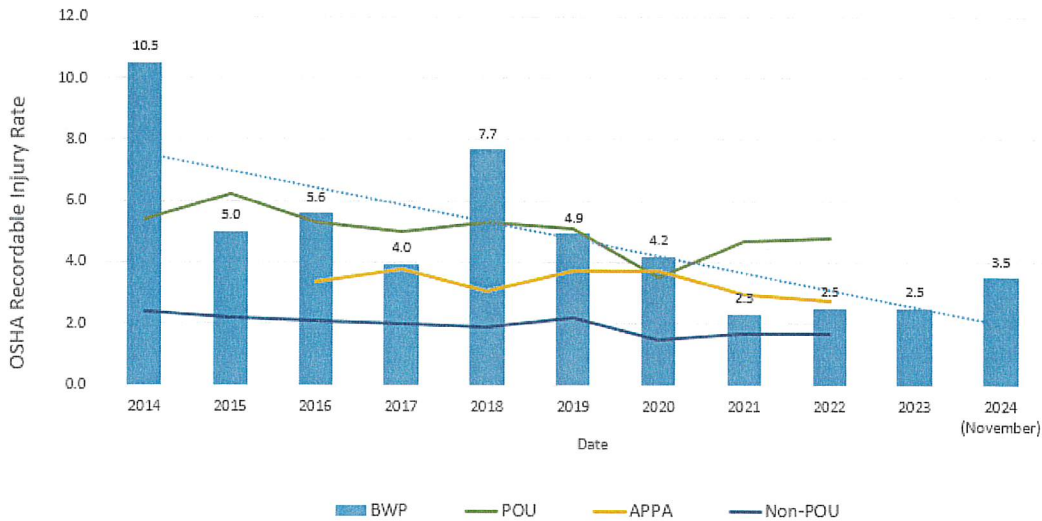
Year	Consequences							
	Incident Event	Injury	Illness	Environmental	Asset	Security	Near Miss	Work Observations
2020	20	12	0	0	7	2	0	6
2021	45	21	4	2	21	3	0	217
2022	64	24	4	0	25	6	9	148
2023	77	24	1	1	29	2	19	151
2024	77	30	5	2	33	1	5	210
Total	283	111	14	5	115	14	33	732

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

BWP received **two** recordable injuries in this reporting period. BWP's 12-month rolling average OSHA total recordable incident rate is **3.5**, as seen in the graph below.

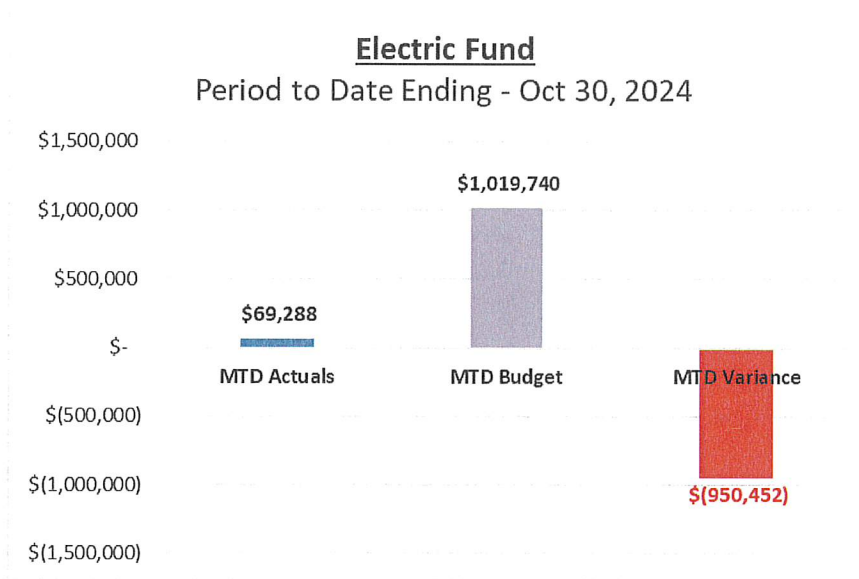
- ❖ An Electrician strained his left shoulder after pulling a 12,000-watt generator. He is now on work restrictions.
- ❖ An Electrician received a fracture to his left thumb after being crushed by a gate at the Keystone Substation. He is now on work restrictions.

TOTAL RECORDABLE INJURY RATE (TRIR)

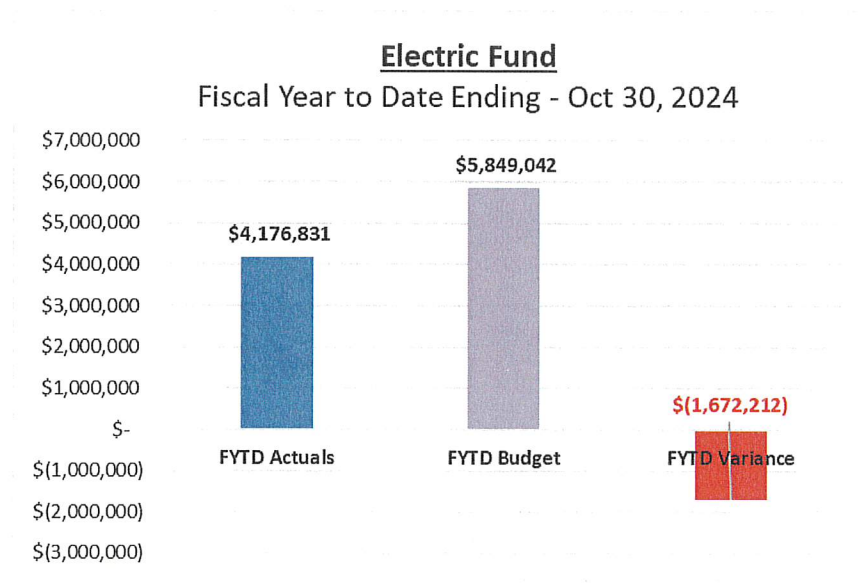


OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
 POU - Publicly Owned Utilities - Bureau of Labor Statistics
 APPA - American Public Power Association - Average recordable injury rate for similar sized organization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

Electric Financial Results

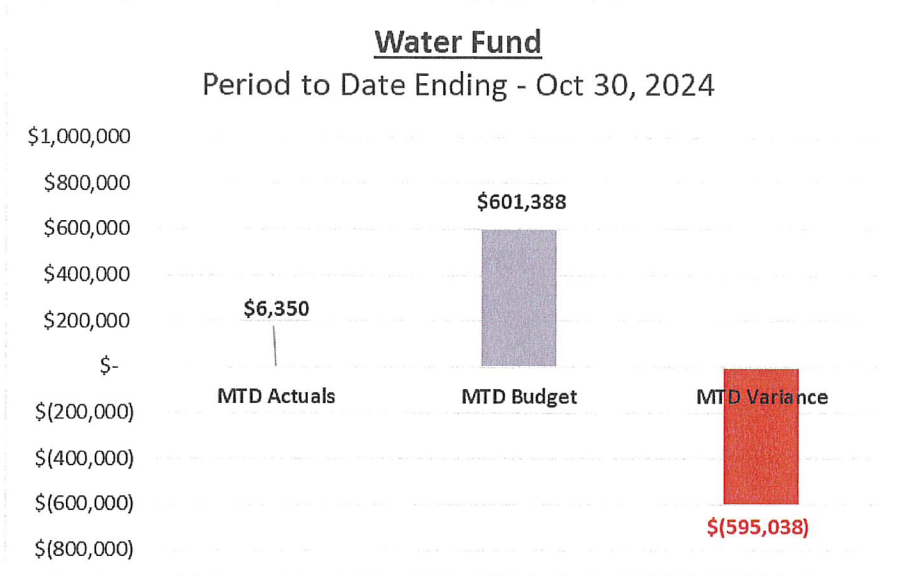


For **October 2024**, the MTD unfavorable variance is primarily attributable to lower than planned retail sales, partially offset by lower than planned operating expenses and higher than planned interest income.

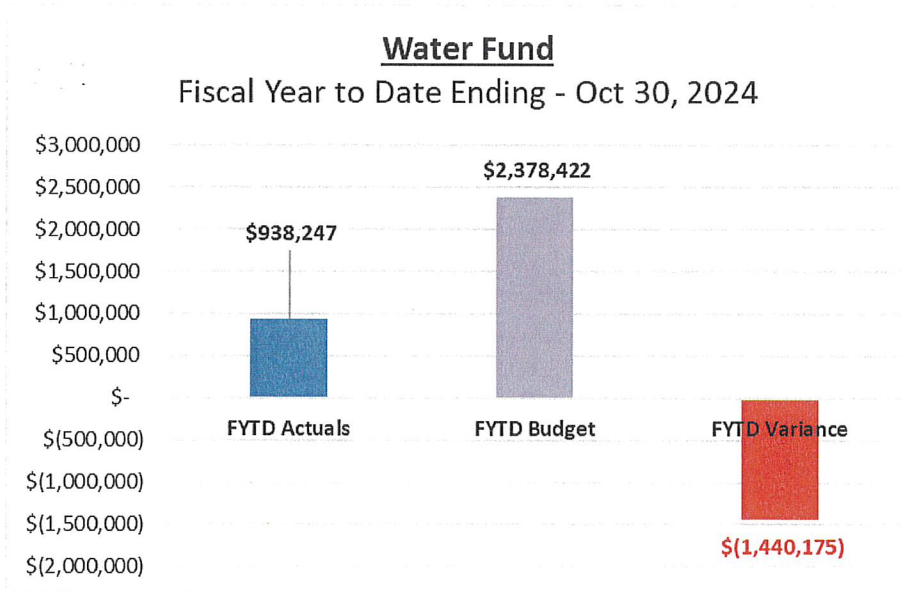


For **October 2024**, the YTD unfavorable variance was primarily attributed to **unplanned expenses related to premiums on bond interest and lower than planned operating revenues**, offset by lower than planned operating expenses. For additional details, please see the attached financial statements.

Water Financial Results



For October 2024, the MTD unfavorable variance is primarily attributable to lower than planned retail sales and higher than planned operating expenses, partially offset by lower than planned water supply expenses.

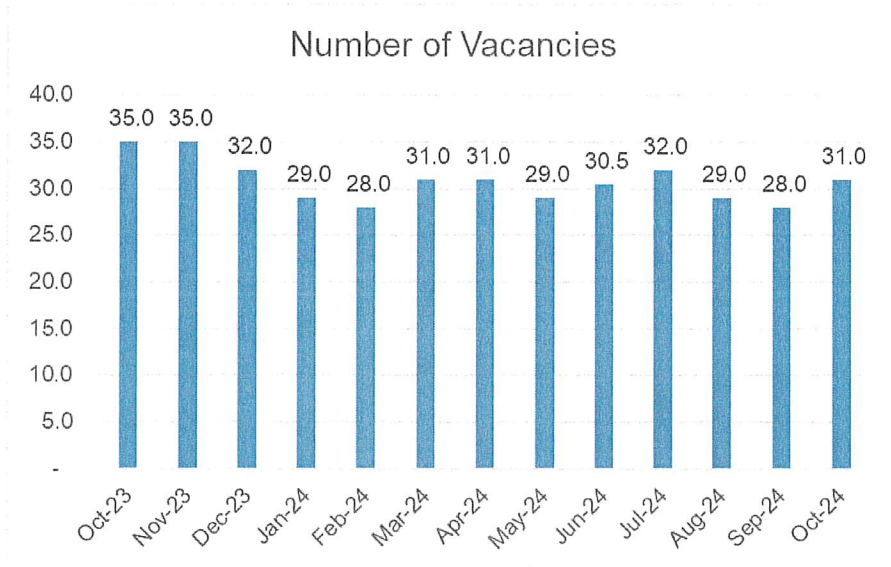


For October 2024, the unfavorable variance was primarily attributed to unplanned expenses related to premiums on bond redemption and lower than planned retail sales, partially offset by lower than planned operating expenses and lower than planned water supply expenses. For additional details, please see the attached financial statements.

The table below shows the number of vacant positions throughout the utility. As of **October 2024**, **8.6%** of the budgeted positions were vacant, down from **8.9%** at the beginning of the fiscal year.

Vacancies

Total Budgeted Positions	360
Total Positions Filled	329
Total Positions Vacant	31



WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **November 2024** compared to **November 2020**, measured in gallons per capita per day (gpcd).

	Average Monthly Use
November 2020	136 gpcd
November 2024	127 gpcd

Burbank Operating Unit (BOU) Water Production

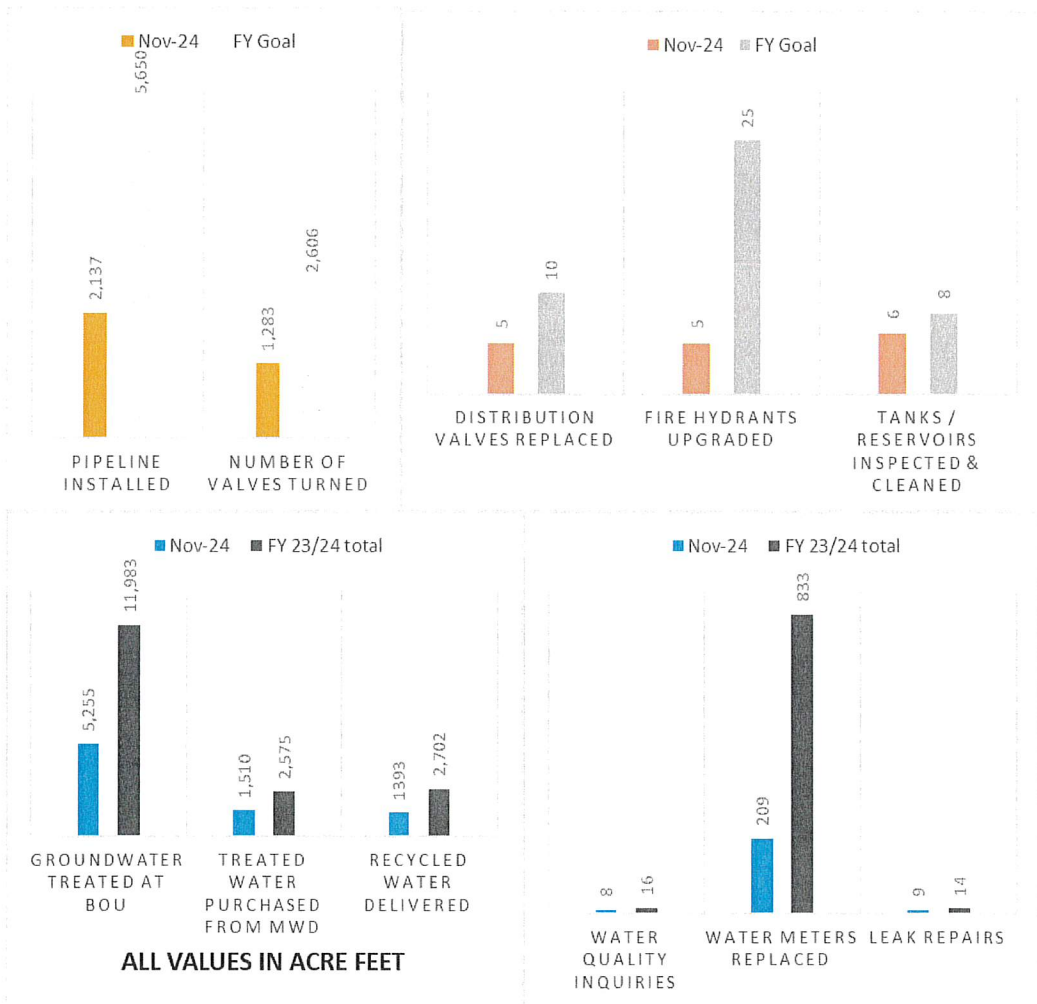
The table below provides the BOU's operational data for **November 2024**.

Month			BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
24-Nov	87.97%	7,918	15%/85%		
12 Month Average	83.70%	7,533	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 efficiency measure. The capacity factor may fluctuate based on demand and plant production. The amount of MWD water needed is determined by demand, availability of BOU water, and O&M outages.

Key Performance Indicators

The graphs below illustrate the water division's progress on key performance indicators through **November**.

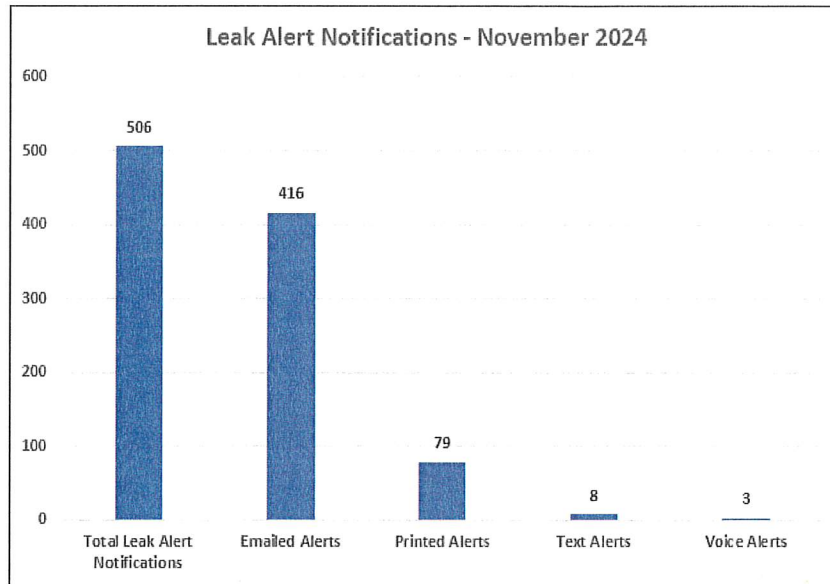


Project Updates

Click [here](#) for a link to the project updates.

Leak Alert Notifications

BWP provides leak alert services to residents who registered to receive notifications. This service, called WaterSmart, 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.



Water Meters Communication Module Endpoints

At last count, 12,323 water meters were not communicating due to the failure of communication module endpoints on the meters. The number of endpoints not reading data is no longer available due to work on the AMI/CSS system. However, staff reads these meters manually to ensure accurate billing.

ELECTRIC DISTRIBUTION

Electric Reliability

In **November 2024**, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **1,486,460** customer minutes.

Reliability Measurement	December 2022 – November 2023	December 2023 – November 2024
Average Outages Per Customer Per Year (SAIFI)	0.3701	0.2991
Average Outage Time Experienced Per Year (SAIDI)	20.8 minutes	17.36 minutes
Average Restoration Time (CAIDI)	56.2 minutes	58.05 minutes
Average Service Availability	99.996%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.1707	0.3550
No. of Sustained Feeder Outages	22	24
No. of Sustained Outages by Mylar Balloons	2	4
No. of Sustained Outages by Animals	1	3
No. of Sustained Outages by Palm Fronds	3	5

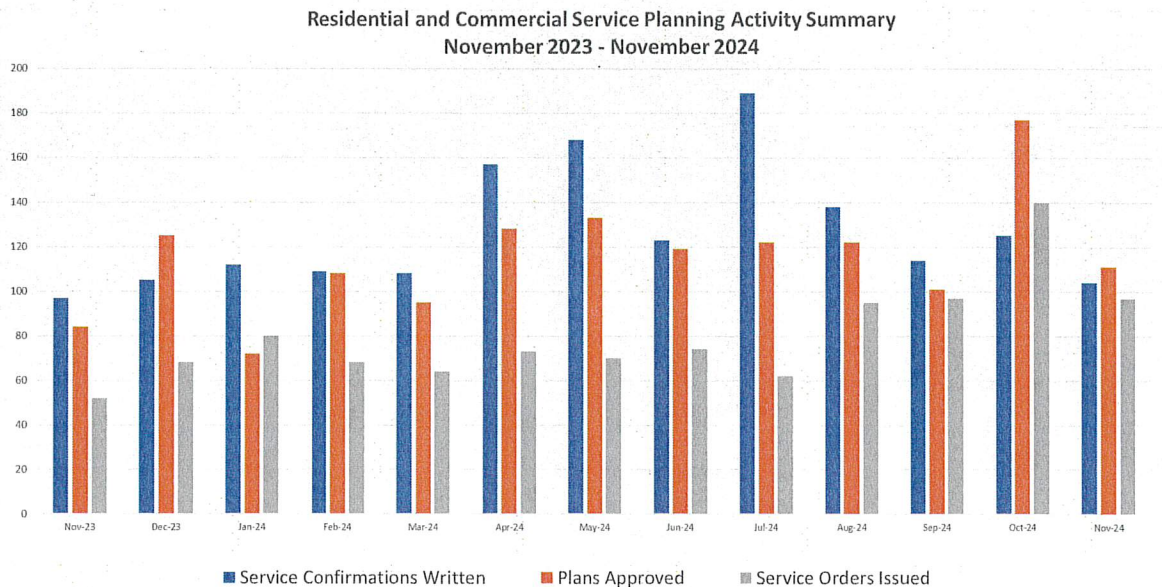
Supply Chain

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	20-158 weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	52+ weeks
Poles	6-8 weeks	30+ weeks

Residential and Commercial Service Planning Activities

Due to the high volume of service requests, Electrical Service Planning has added some self-service options for its customers to enhance the customer experience and to help manage the Service Planning team’s availability for field visits. This includes launching a new portal so customers can self-schedule field visits for meter spots, solar, and plan reviews. The scheduling system checks the employee calendars for availability, collects required information from customers, and sends automatic reminders and follow-up emails. The scheduling portal is available on the BWP website: www.burbankwaterandpower.com/electric/electricplanning

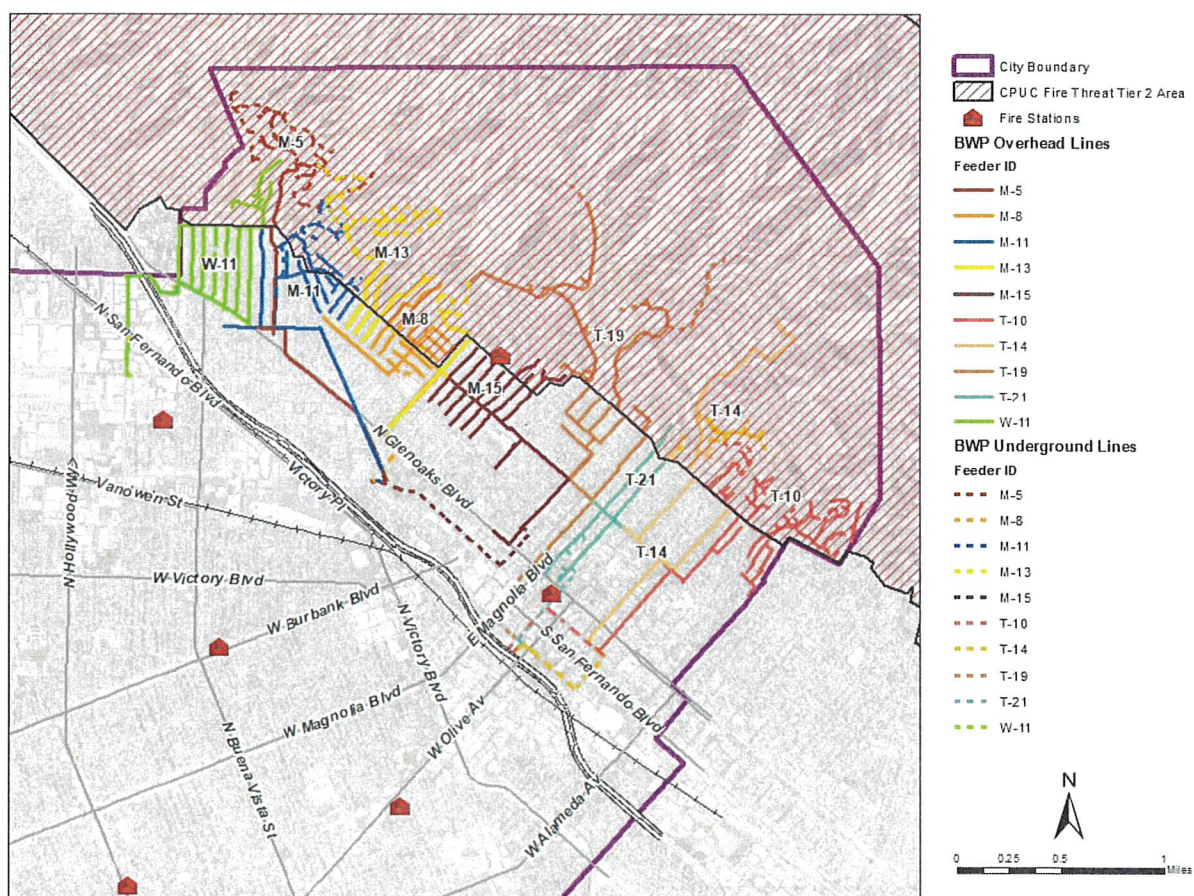


**Activity includes staff revisions to electric confirmations

Relay Upgrade at Town Substation for Wildfire Prevention

Substation relays are small, fast-acting automatic switches that protect electrical systems from faults and overloads. When a relay detects a problem, it quickly sends a signal to one or more circuit breakers, instructing them to open and trip, thereby electrically isolating and protecting both the system and human life from potential damage or injury.

In line with our commitment to safety and wildfire prevention, BWP upgraded three substation relays at the Town Substation for circuit nos. T-14, T-19, and T-21, portions of which are located in Burbank’s high fire threat district in the Verdugo Mountains (see figure below). The new relays have enhanced technology to detect an energized, downed power line and would reduce the risk of igniting a wildfire.

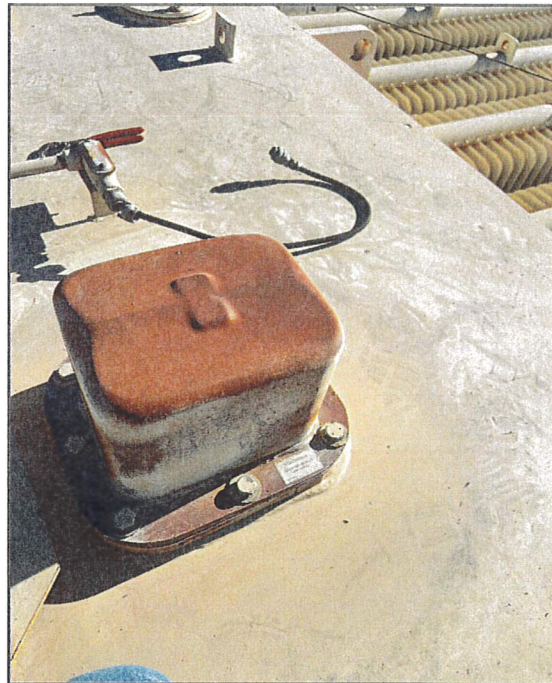
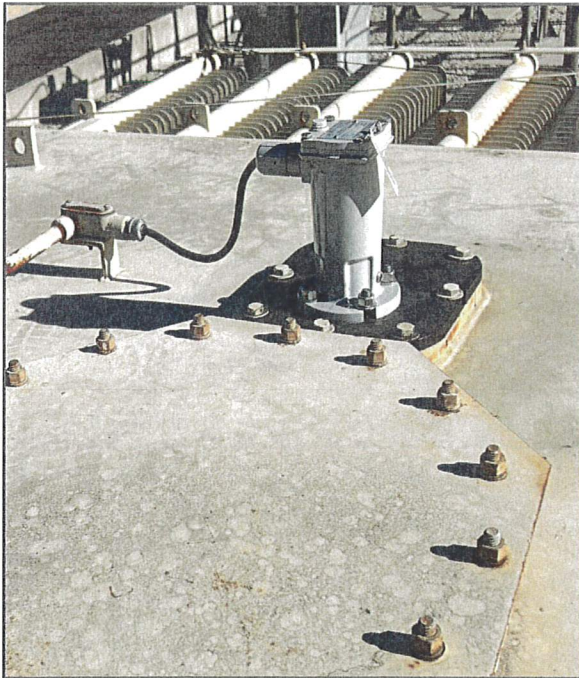


Electrical facilities within the Tier 2 HFTD
(Figure 6 from BWP’s 2024 Wildfire Mitigation Plan)

Sudden Pressure Relay Upgrade at the San Jose Substation

BWP has been working on replacing obsolete sudden pressure relays on transformers with newer, more reliable relays. The transformer's sudden pressure relay is a protective device that senses a sudden rise in pressure due to gassing from internal faults. Detecting and isolating such faults is crucial for protecting the transformer's tank from severe mechanical damage. The new sudden pressure rise relays will send an alarm to our Energy Control Center (ECC) personnel and trip the transformers offline to avoid further damage from occurring.

BWP's Electric Equipment Section completed the installation and testing of sudden pressure relays on transformer banks A-1 and A-2 at the San Jose Substation in November 2024. The pictures below show the sudden pressure sensors, which are located on top of the transformer.



Original Sudden Pressure Relay at San Jose Bank A-1 New Sudden Pressure Relay at San Jose Bank

STREET LIGHTING

LED Replacement Program

To date, **95.30%** of the total streetlight luminaires have been converted to LEDs, translating to an annualized energy savings of **5,587MWh** or a **60.29%** reduction in energy consumption. LED conversions have also reduced the evening load by **1,295 kW**, shortening the “neck of the duck curve” and reducing the energy generation BWP needs.

Marbelite and Octaflute posts across the City have completely transitioned to LED lighting. The remainder of LED light conversions are associated with decorative posts. BWP has 202 decorative LED lights remaining for conversion. The images below show

some proposed solutions for converting our decorative lights. The Ameron Delphi, Tripole, and Gooseneck decorative streetlight standards have been fully converted using the Keystone LED bulbs. The 3-ring halo LED retrofits will be ordered soon and shipped before the end of the year.



Keystone LED Bulb



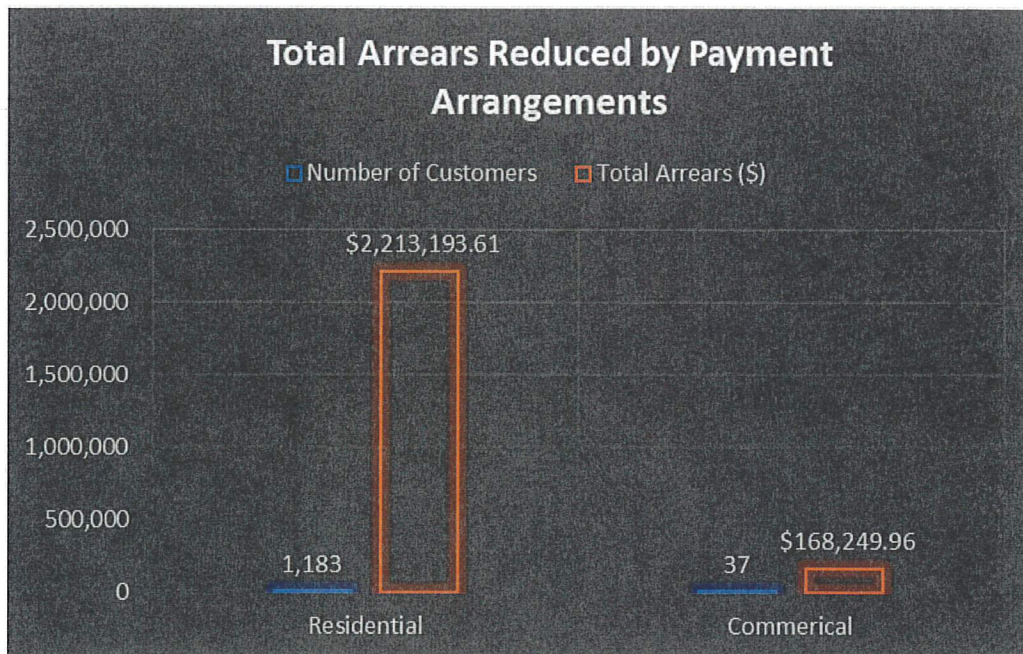
3-Ring Halo LED

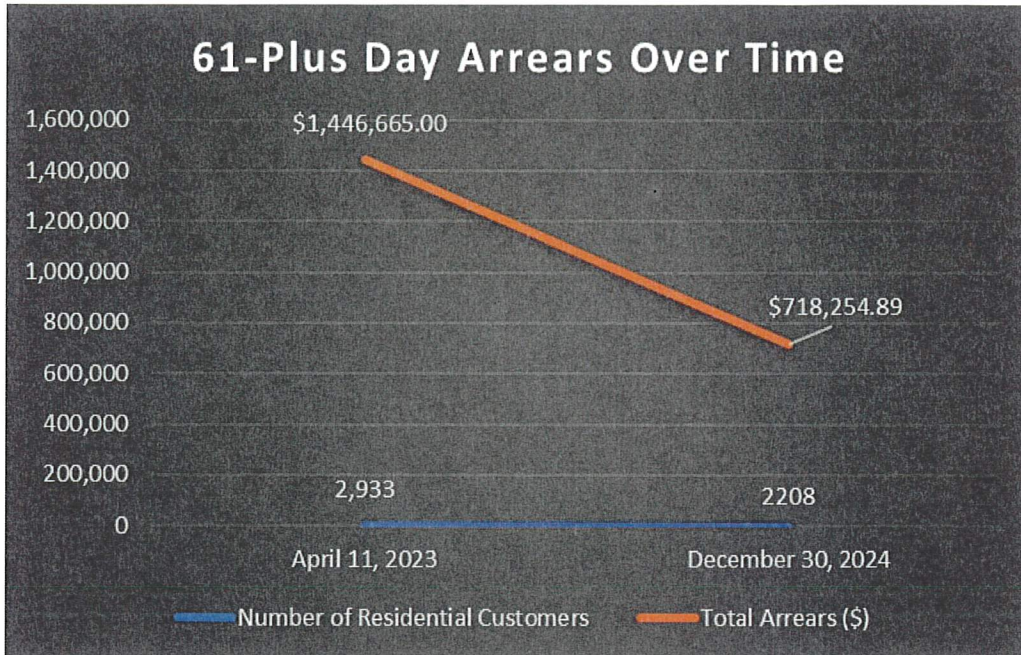


Driver and Housing

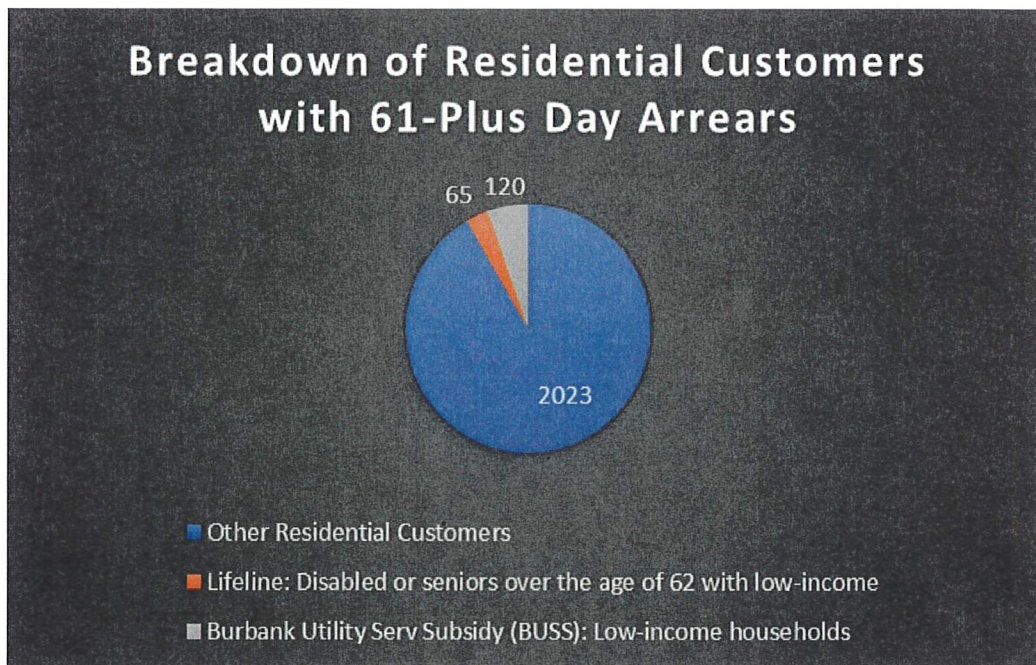
CUSTOMER SERVICE OPERATIONS

The charts below reflect the total arrears data as of December 30, 2024.





As of **December 30, 2024**, there are **2,208** residential customers with at least 60-plus days of arrears. Of these **2,208** residential customers, **65** receive the Lifeline rate for low-income customers who are seniors over the age of 62 or disabled customers, and **120** customers receive the Burbank Utility Service Subsidy (BUSS) rate. The chart below reflects the breakdown of residential customers with 61-plus day arrears.



As of **December 30, 2024**, no Lifeline or BUSS customers have been disconnected for non-payment.

BWP Call Center Call Volume

Month	Call Volume
Nov - 23	3,846
Dec - 23	3,732
Jan - 24	4,182
Feb-24	3,816
Mar- 24	3,811
Apr - 24	3,734
May-24	3,894
June-24	3,524
July-24	4,132
Aug - 24	3,594
Sep - 24	2,911
Oct - 24	3,451
Nov- 24	3,489
Change from previous month (%)	1%

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

In November 2024, we focused on the upcoming holiday season with messages around safety and community engagement. Posts for meeting the Burbank Water and Power General Manager, Mandip Samra, at a local business, alongside the promotion and presence at the Holiday in the Park event, gave us the opportunity to connect with hundreds of Burbank residents to discuss issues of importance to the community. We also highlighted the many ways BWP provides national exposure and opportunity in Burbank by hosting events such as the Leadership Conference for Women in Energy and a California Native Landscape Transformation class in collaboration with our neighboring cities.

Finally, our vision to embrace innovation and empower people was highlighted by introducing BWP’s newly updated Electric Service Planning webpage. Redesigned with the customer in mind, it offers simple-to-follow steps for project management and scheduling field visits.



Key Account Activity

The Key Account Manager (KAM) completed **17** in-person meetings and **112** maintenance/discovery calls in November.

	Customer in-person meetings	Customer maintenance calls/discovery calls
November 2024	17	112
FY to date	89	538

BWP's Customer Sustainability Programs

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, greenhouse gas savings, and building and transportation electrification.

Business Rebates

There were no business rebate applications processed in **November**.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
November 2024	0	0	0
FY to date	4	303,587	43

Business Bucks

November's promotion of the Business Bucks (BB) program for small businesses included sending welcome emails to **50** new businesses to outline the program. RHA completed **6** installs, totaling **10,821 kWh** and **2.76 kW** saved annually.

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
November 2024	16	6	10,821	2.76
FY to date	58	43	106,352	35

Home Improvement Program (HIP)

The HIP offers all Burbank residential customers energy-water surveys and efficiency measure installations. The HIP services include in-home energy and water surveys, as well as direct installation of indoor and outdoor energy and water conservation measures.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)	Water Savings (gallons)
November 2024	31	26,917	13.5	173,012
FY to date	189	136,541	74	1,200,824

BWP's Energy-Saving Trees Program

BWP partners with the Arbor Day Foundation, a 501(c)(3) nonprofit, to provide the Energy-Saving Trees Program to the Burbank community.

	Trees Requested	Trees Delivered	Energy Savings (annual kWh)	Demand Savings (kW)
November 2024	14	0	0	0
FY to date	116	114	23,028	5

Home Rewards Rebates

BWP offers rebates to make customers' homes more comfortable with energy-efficient improvements and by purchasing EnergyStar-certified appliances.

	Rebates (#)	Energy Savings (annual kWh)	Demand Savings (kW)
November 2024	15	4,197	0
FY to date	120	31,681	8

Building Electrification Rebates

BWP offers rebates to residential customers who replace gas appliances with efficient electric alternatives.

	HVAC	Heat-Pump Water Heater	Cooktop/Range	Clothes Dryer	Panel Upgrade
November 2024	3	1	0	0	1
Program start to date	55	2	7	0	10

Cool Rewards Program Participation

Below are the stats for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	604	906

This summer, six Cool Rewards events were called due to high heat. On average, 57% of customers completed the event. The program season ended October 31, 2024, and the next program season begins May 1, 2025. No events were called in October as there were no heat wave conditions that would trigger an event. Enrollments for this program are ongoing, customers can continue to enroll at all times.

Across the six events, 1.926MW of demand was reduced. The maximum demand reduction in a single event for the duration of the event was 0.399MW.

Water Conservation Programs

BWP continues to offer various water conservation programs and incentives to the community. BWP gives away low-flow showerheads and aerators at no cost and, through

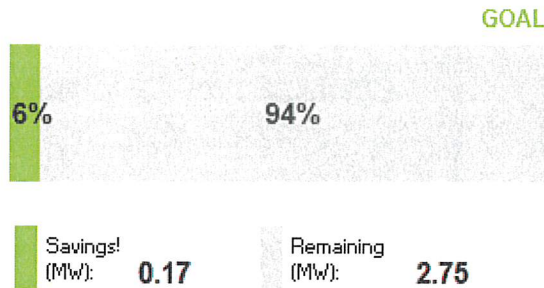
the HIP, provides direct installation of water efficiency measures. BWP sends leak alerts to customers, which often results in quick repairs. Burbank residents and businesses are eligible for various water-saving technology and turf replacement rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program.

	Turf Replacement (#)	Device Rebates (#)	HIP Measures (#)	Leaks Detected	Water Savings (gallons)
November 2024	0	24	23	2205	942,978
FY to date	13	113	188	14,220	5,779,755

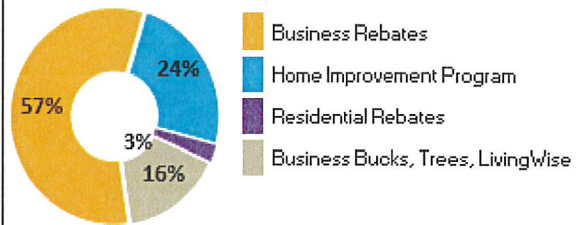
Energy Efficiency Savings FYTD 2023-2024 Period ending on 11/30/2024

1% Demand Goal = 2.93 MW

Demand Savings to Date

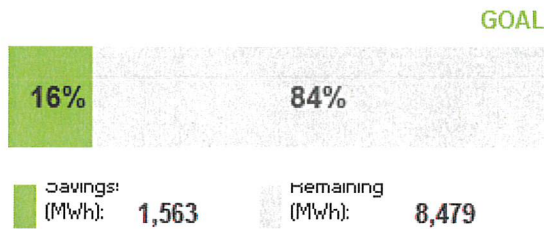


Savings by Program

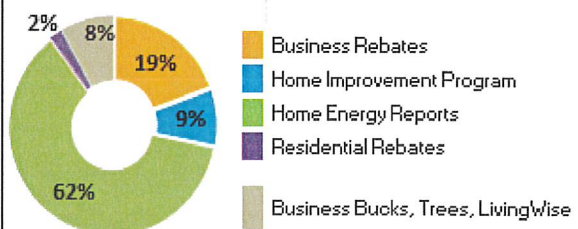


1% Consumption Savings Goal = 10,042 MWh

Savings to Date

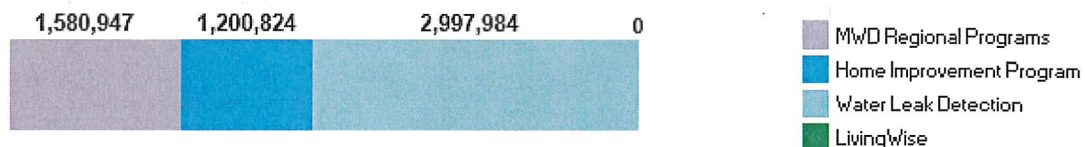


Savings by Program



Water Efficiency Program Savings

Gallons of Potable Water

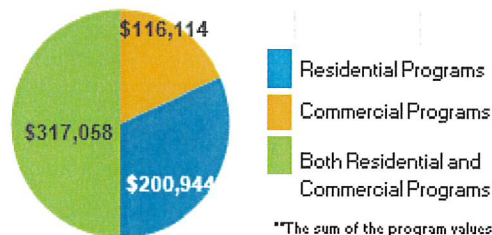


5,779,755 Gallons of Water Saved for FY 23/24

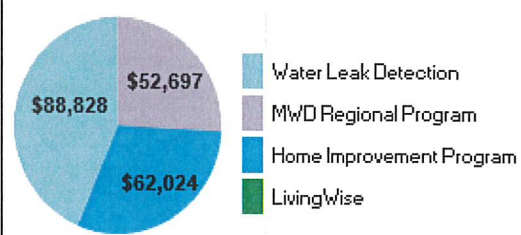
Efficiency Direct Program Costs* FYTD 2024-2025

**Electric Programs: \$634,115

Water Programs: \$203,548



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



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

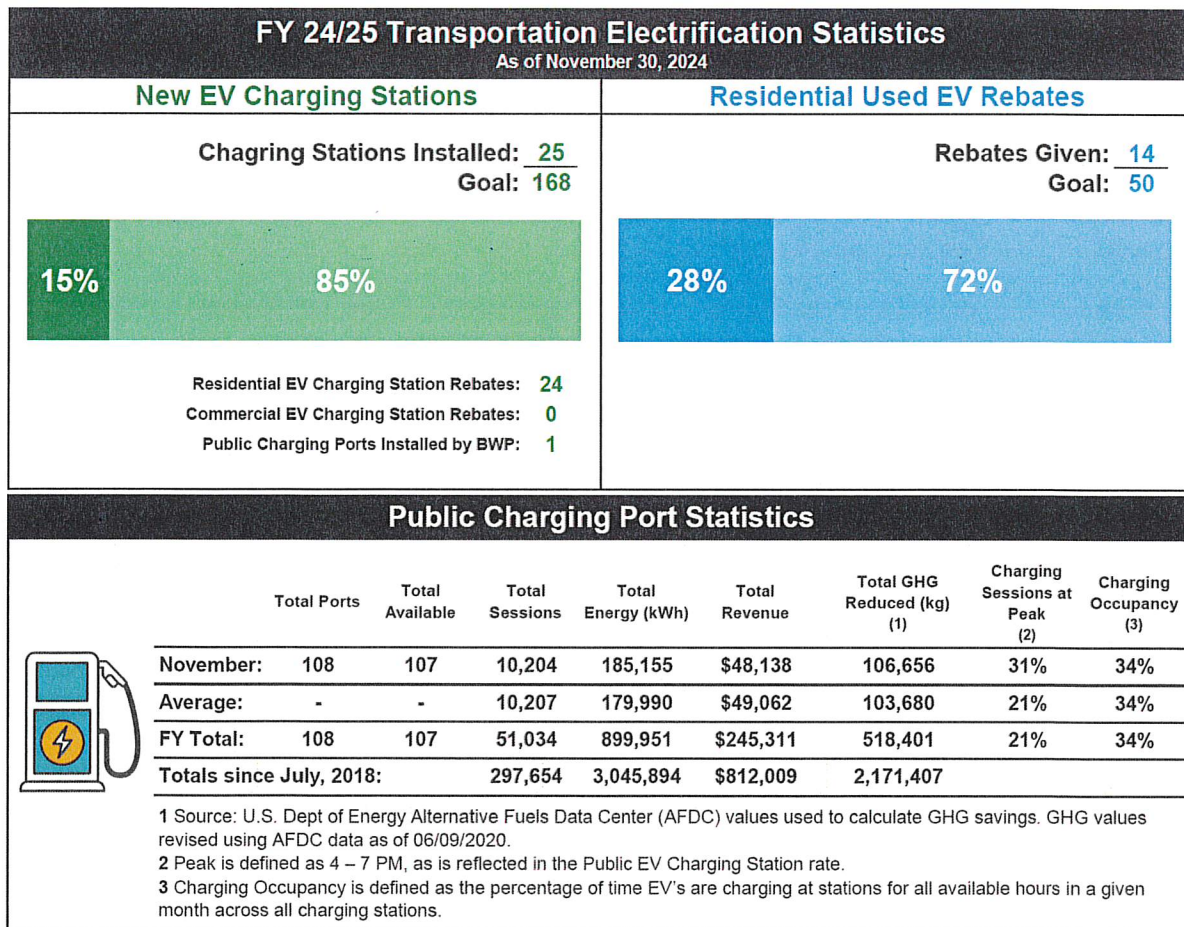
Electric Vehicle (EV) Charging Program

BWP-owned charging stations saw a similar number of charging sessions in November compared to October. As of November 1, the public EV charging rates were updated to the non-summer rates below:

- Level 2 stations: \$0.2178 per kWh
- DC Fast Charging stations: \$0.3678 per kWh

Since non-summer rates don't include peak pricing, revenue from EV charging stations was lower in November compared to October. However, the total energy delivered across all charging stations was the highest it's ever been at 185,155 kWh. Additionally, the percentage of peak sessions increased substantially from 19% in October to 31% in November. This is due to more accurate calculations to determine peak sessions.

The Residential EV Charging Station Rebate Program (six new approved applications) and the Used EV Program (two new applications) continue to see consistent participation.

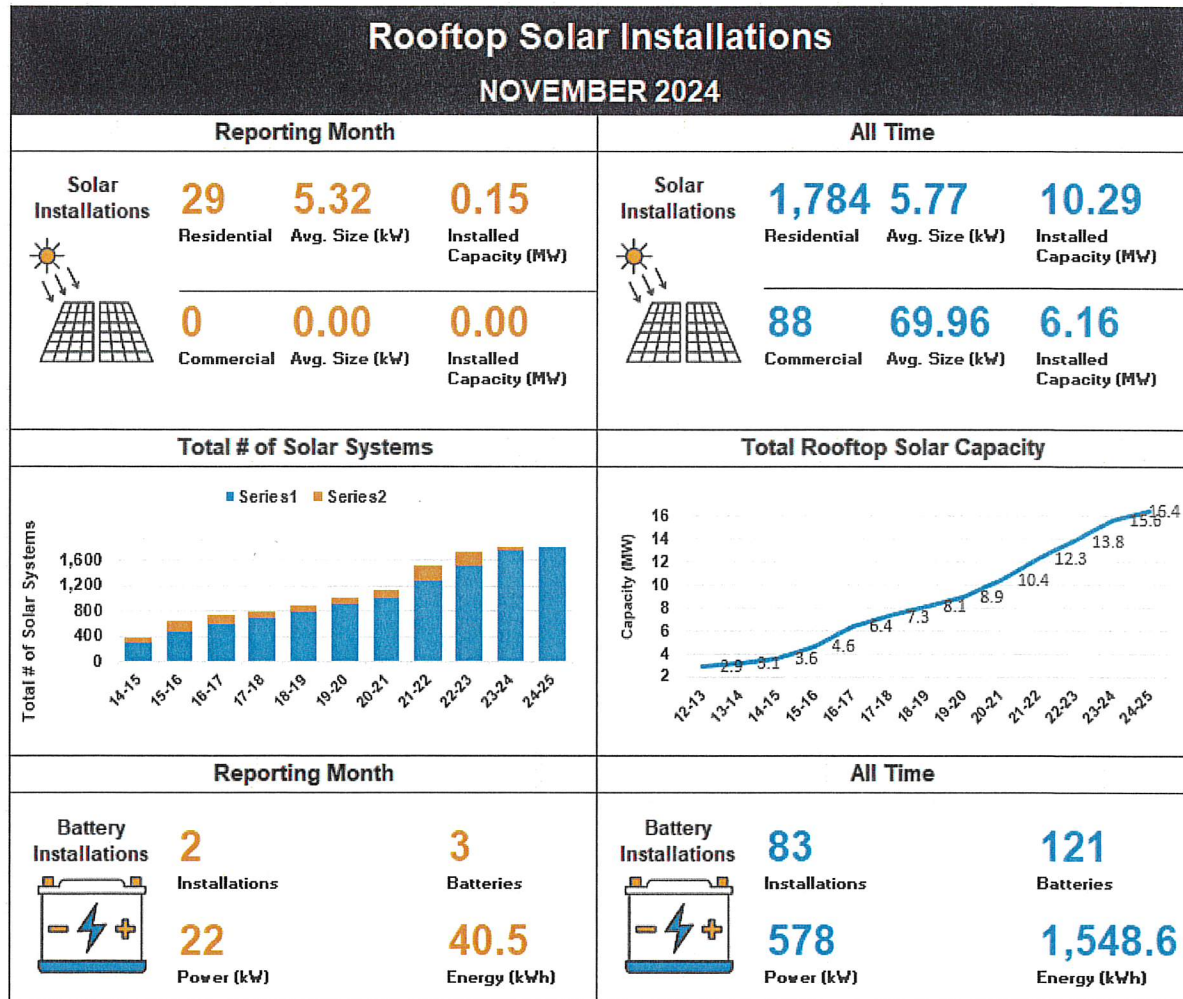


Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of **November 2024**, the City of Burbank has **16.45MW** of installed customer solar and has now passed the capacity threshold that allows BWP to implement a net energy metering successor program.

New Proposed Solar Net Billing Program

The new [web page for Solar Net Billing](#) is active as of 8/14/24. BWP staff will be seeking City Council approval of the new program in early 2025.



TECHNOLOGY

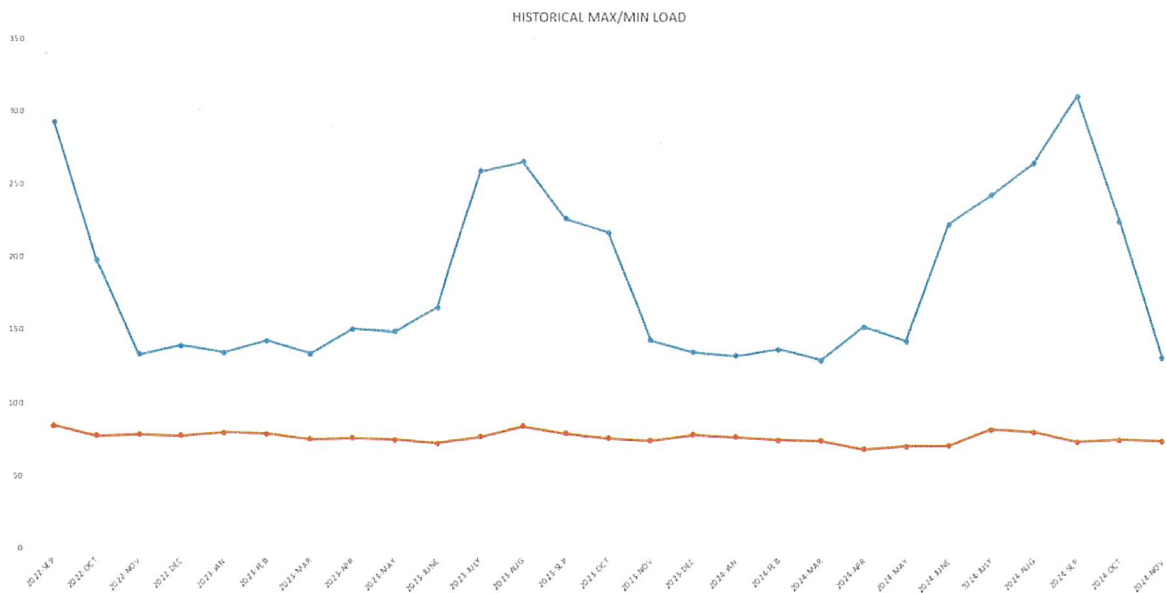
Broadband Services (ONEBurbank)

	November 2024 New Orders	Revenues for November 2024	FYTD 2024-25 Revenues	FYTD Budget
Lit	0	\$297,618	\$891,666	\$900,000
Dark	0	\$325,230	\$907,793	\$975,000
Total	0	\$622,848	\$1,799,459	\$1,875,000

Due to the unavailability of some data, October's report showed an estimated value for Lit Fiber Revenues. The estimated values have been replaced with actuals for October and November in this report. All FYTD figures are accurate as of this report.

POWER SUPPLY

BWP SYSTEM OPERATIONS



YEAR	MAX LOAD	MAX DATE
2024	310.6 MW	6-Sep-24 15:54
2023	265.2 MW	28-Aug-23 15:35
2022	292.8 MW	06-Sep-22 15:58
2021	248.5 MW	15-Jun-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31

The table below shows the average spot (delivery next day or next few days) natural gas prices for SoCal. It shows that spot natural gas prices in 2024 year-to-date are lower (0.8) than 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
2024 (YTD)	\$2.41
Change since 2020	0.8X

However, we procure much of our natural gas needs well before delivery. This is done to follow our risk policy and to guard against potential price spikes, which could have a major impact on the budget. This is referred to as hedging. As a result of hedging, our procurement cost is more aligned with forward (delivery in the future, typically 1-3 years out) prices. The table below provides the average annual price (\$/MMBtu) of natural gas delivered in the future, as of specific dates in time at SoCal Citygate, from FY 2025-26 through FY 2028-29.

SoCal Citygate Future Delivery Pricing

Average \$/MMBtu

As of date	FY 25/26	FY 26/27	FY 27/28	FY 28/29
9/10/2024	\$5.51	\$6.03	\$6.52	\$6.36
10/8/2024	\$6.55	\$6.95	\$7.15	\$7.25
11/6/2024	\$6.25	\$6.50	\$7.00	\$7.50
12/4/2024	\$6.15	\$6.40	\$6.65	\$6.85

*Monthly Market Quotes

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Lake 1	61%	2	11	-	1
MPP	100%	720	137,297	7,602	0

Lake 1 was placed online **one** time during **November**.

Magnolia Power Project (MPP)

	November	FYTD	YTD
Availability	100%	98%	97%
Unit Capacity Factor (240 MW)	80%	81%	75%

There were no outages at MPP during the month of November. MPP was shut down on December 8, 2024, to perform an offline water wash of the combustion turbine compressor and balance of plant maintenance. MPP was restarted on December 17, 2024.

Tieton Hydropower Project (Tieton)

Generation concluded for the year on September 30, when the water supply was no longer available. Annual maintenance is now being conducted, **and no abnormal findings exist so far**. SCPPA has filed an insurance claim for the transmission line damage which is approximately \$1M.

ENVIRONMENTAL

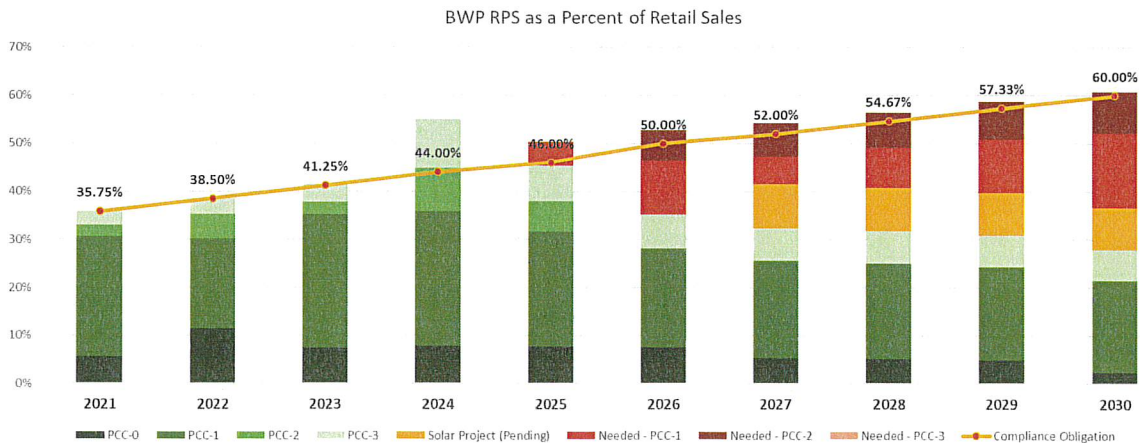
Air Quality

The application for permit modification of the MPP Title V permit to implement the proposed Advanced Gas Path System and Advanced Compressor System upgrades was submitted to the South Coast Air Quality Management District on December 3, 2024.

PROJECT UPDATES

Power Resources

Renewable Portfolio Standard (RPS) Compliance



In the chart above, both Long Term PCC3 deals with 3Degrees are included. With the two 3Degree deals executed, we have a little more than needed in the early years of these contracts; however, RECs have a 3-year shelf life and can be rolled into future years as the RPS compliance obligations and the need for more renewables grows. The CEC RPS rules offer this flexibility since it is hard to contract for the exact volume you need each year individually. However, we continue to experience challenges with negotiations and delivery of new long-term contracts for renewables.

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 were expected in early 2024. However, delays in obtaining the Federal Energy Regulatory Commission’s (FERC) approval of the conditional use permit have delayed the start of energy production. **Repairs are complete, testing was successful, and renewable energy production is expected in the upcoming days.**

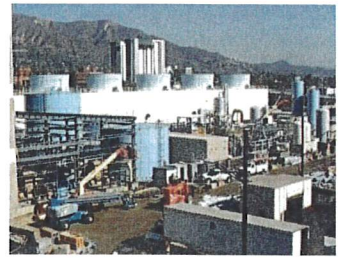
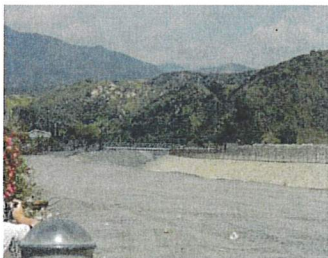
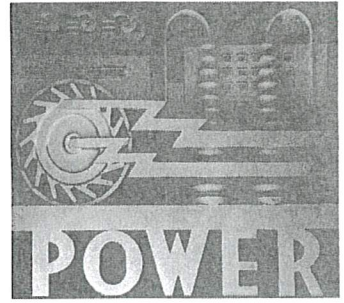
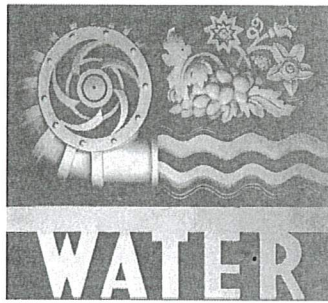
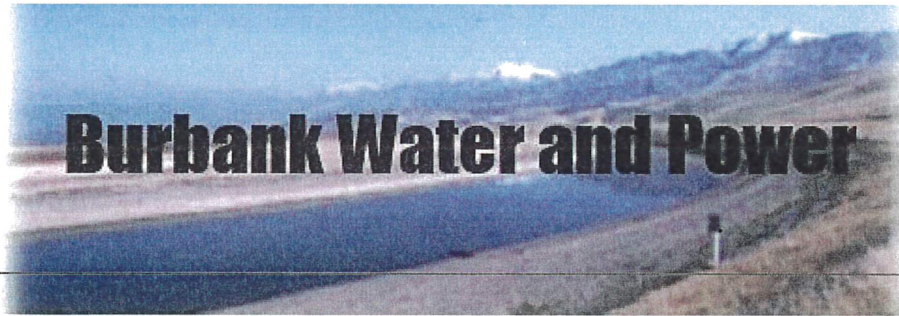
Staff is negotiating **three** long-term renewable contracts. **All three projects anticipate commercial operation in calendar year 2027 or 2028.** These three projects combined could add approximately 210,000 PCC1 MWh annually to our renewable energy supply.

Intermountain Power Project (Delta, UT) Renewal Progress

The IPP coal facility converts to the IPP Renewal project, composed of natural gas and hydrogen, in mid-2025. Below are details of the contract and estimated costs.

Item	Existing Contract (1987-2027)	Renewable Contract (2027-2077)	Cost (BWP)
Southern Transmission System (STS) total share	2400 MW	2400 MW	\$2.5 billion total project cost in 2019, now \$5 billion. BWP’s share was \$86.5 million in 2019 and now is \$183 million (without debt service, interest and hydrogen component)
BWP % share of STS	4.49%	4.2%	
BWP MW of STS	107.95 MW	101.4 MW	
BWP % share of generation	4.17%	3.33%	
BWP MW of generation	89.28 MW coal, 35.028 MW of natural gas	28 MW	

IPP returned to a two-unit operation on June 23, 2024, and will continue until **March 31, 2025. Discussions continue** to determine the operations of the coal plants through their end of life and when they will be taken out of service. IPP Natural Gas units 3 and 4 are planned for the first fire/testing in early 2025 and are expected to be released for commercial operations in mid-2025.



**Financial Report
October 2024**

**Burbank Water and Power
Electric Fund (496)**

**Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD October 2024**
(\$ in 000's except MWh Sales)

	MTD Actual FY 24-25	MTD Budget FY 24-25	\$ Variance	% Variance		YTD Actual FY 24-25	YTD Budget FY 24-25	\$ Variance	% Variance
	86,322	96,440	(10,118)	(10%) ^(a)	NEL MWh	399,682	418,920	(19,238)	(5%) ^(A)
					Retail				
\$	16,513	\$ 18,636	\$ (2,123)	(11%)	Retail Sales	\$ 76,934	\$ 79,040	\$ (2,106)	(3%)
	323	633	(310)	(49%) ^(b)	Other Revenues ⁽³⁾	1,468	2,532	(1,064)	(42%) ^(B)
	1,1,714	11,891	177	1% ^(c)	Retail Power Supply & Transmission	49,000	48,407	(593)	(1%) ^(C)
	5,121	7,378	(2,257)	(31%)	Retail Margin	29,402	33,165	(3,763)	(11%)
					Wholesale				
	645	2,368	(1,723)	(73%)	Wholesale Sales	4,432	21,731	(17,300)	(80%)
	543	2,320	1,777	77%	Wholesale Power Supply	3,751	21,297	17,546	82%
	102	47	55	115%	Wholesale Margin	681	435	246	57%
	5,223	7,425	(2,203)	(30%)	Gross Margin	30,083	33,600	(3,517)	(10%)
					Operating Expenses				
	415	958	542	57% ^(d)	Distribution	3,109	3,831	722	19% ^(D)
	204	148	(56)	(38%) ^(e)	General Manager's Office	528	597	69	12% ^(E)
	94	96	2	2%	Utility Administrative Services	237	385	147	38% ^(F)
	423	390	(34)	(9%)	Finance, Fleet & Materials	1,679	1,576	(103)	(7%)
	622	618	(4)	(1%)	Transfer to General Fund for Cost Allocation	2,501	2,471	(30)	(1%)
	788	533	(255)	(48%) ^(f)	Customer Service	2,613	2,238	(375)	(17%) ^(F)
	145	260	115	44% ^(g)	Marketing & Sustainability	441	1,039	598	58% ^(G)
	371	534	163	30% ^(h)	Public Benefits	889	2,136	1,247	58% ^(H)
	248	160	(88)	(55%) ⁽ⁱ⁾	Security/Oper Technology	922	650	(272)	(42%) ^(J)
	81	150	69	46% ^(j)	Telecom	360	599	239	40% ^(K)
	270	274	4	1%	Facilities	750	1,099	349	32% ^(L)
	1,709	2,017	308	15%	Depreciation	6,862	8,070	1,208	15%
	5,248	6,039	791	13%	Total Operating Expenses	20,641	24,298	3,658	15%
\$	(25)	\$ 1,387	\$ (1,412)	(102%)	Operating Income/(Loss)	\$ 9,442	\$ 9,301	\$ 140	2%

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD October 2024

(\$ in 000's)

	MTD Budget		YTD Actual		YTD Budget		%	
	FY 24-25	FY 24-25	FY 24-25	FY 24-25	FY 24-25	FY 24-25	Variance	Variance
\$	(25)	\$ 1,387	\$ (1,412)	\$ 9,442	\$ 9,301	\$ 140	2%	
661	284	377	2,071	1,135	936	82%	(M)	
99	113	(13)	(1,717)	(1,534)	(182)	(12%)	(N)	
(666)	(763)	97	(5,620)	(3,053)	(2,566)	(84%)	(O)	
94	(367)	461	(5,265)	(3,452)	(1,813)	(53%)		
69	1,020	(950)	4,177	5,849	(1,672)	(29%)		
100	807	(707)	322	3,227	(2,905)	(90%)	(P)	
\$	169	\$ 1,826	\$ (1,657)	\$ 4,499	\$ 9,076	\$ (4,577)	(50%)	
			Operating Income/(Loss)					
			Other Income/(Expenses)					
			Interest Income					
			Other Income/(Expense)					
			Bond Interest/ (Expense)					
			Total Other Income/(Expense)					
			Net Income					
			Capital Contributions (AIC)					
			Net Change in Net Assets					

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 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 October 2024
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	86,322	96,440	(10,118)	- NEL is 10% lower than budget. The average high temperature in October was 85°F, compared to the 15-year average high temperature of 83°F. The average low temperature was 53°F, compared to the 15-year average low temperature of 54°F. MTD CDD were 164 versus the 15-year average of 144. HDD was 30 versus the 15-year average of 29.
(b)	Other Revenues	323	633	(310)	- 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	11,714	11,891	177	- The unfavorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Distribution	415	958	542	- The favorable variance is primarily attributable to higher than planned capital work and work for other departments; as well as the timing of private contractual services; offset by higher than planned overtime.
(e)	General Manager's Office	204	148	(56)	- The unfavorable variance is primarily attributable to higher than planned private contractual services.
(f)	Customer Service	788	533	(255)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment.
(g)	Marketing & Sustainability	145	260	115	- The favorable variance is primarily attributable to timing of customer rebates.
(h)	Public Benefits	371	534	163	- The favorable variance is primarily attributable to lower than planned program spending.
(i)	Security/Operations Technology	248	160	(88)	- The unfavorable variance is primarily attributable to an unplanned payout of universal leave.
(j)	Telecom	81	150	69	- The favorable variance is primarily attributable to the timing of private contractual services.
(k)	Interest Income	661	284	377	- The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(l)	Other Income/(Expense)	99	113	(13)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to fluctuate.
(m)	Bond Interest Expense	(666)	(763)	97	- The favorable variance is primarily attributable to interest expense changes associated with the refundings of the 2010B revenue bonds.
(n)	Capital Contributions (AIC)	100	807	(707)	- 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 October 2024
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	399,682	418,920	(19,238)	- NEL is 5% lower than budget. The YTD average high temperature was 88°F, compared to the 15-year average high temperature of 83°F. The YTD average low temperature was 59°F, compared to the 15-year average low temperature of 54°F. YTD CDD were 1,154 versus the 15-year average of 1,416.
(B)	Other Revenues	1,468	2,532	(1,064)	- 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	49,000	48,407	(593)	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	3,109	3,831	722	- The favorable variance is primarily attributable to higher than planned capital work and work for other departments; as well as the timing of private contractual services; offset by higher than planned
(E)	General Manager's Office	528	597	69	- The favorable variance is primarily attributable to the timing of memberships & dues, professional services and miscellaneous expenses.
(F)	Customer Service	2,613	2,238	(375)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment and to the timing of uncollectible receivables.
(G)	Marketing & Sustainability	441	1,039	598	- The favorable variance is primarily attributable to vacancies, and lower than planned customer rebates, professional services, private contractual services and memberships.
(H)	Public Benefits	889	2,136	1,247	- The favorable variance is primarily attributable to lower than planned program spending.
(I)	Utility Administrative Services	237	385	147	- The favorable variance is primarily attributable to higher than planned electrical capital work and work for other departments, as well as lower than planned professional services and training.
(J)	Security/Oper Technology	922	650	(272)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for other departments.
(K)	Telecom	360	599	239	- The favorable variance is primarily attributable to vacancies and to lower than planned private contractual services.
(L)	Facilities	750	1,099	349	- The favorable variance is primarily attributable to vacancies, and to lower than planned custodial services and building grounds maintenance & repair.
(M)	Interest Income	2,071	1,135	936	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(N)	Other Income/(Expense)	(1,717)	(1,534)	(182)	- 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.
(O)	Bond Interest Expense	(5,620)	(3,053)	(2,566)	- The unfavorable variance to budget is attributable to the unplanned bond refunding of the 2010B Series bonds and the reissue of new debt that includes a redemption bond premium.
(P)	Capital Contributions (AIC)	322	3,227	(2,905)	- The unfavorable variance is attributable to the timing of AIC projects.

October 2024 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): \$69</u>	-	(950)	(950)
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(2,123)	(2,123)
Power Supply and Transmission:			
- Higher retail load	19	-	19
- Higher than planned renewables cost and other	25	-	25
- Lower transmission	102	-	102
- Higher energy prices	-	(144)	(144)
- Retail load management and economic dispatch	175	-	175
Other Revenues	-	(310)	(310)
Wholesale Margin	55	-	55
Total	<u>375</u>	<u>(2,578)</u>	<u>(2,202)</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	542	-	542
General Manager's Office	-	(56)	(56)
Utility Administrative Services	2	-	2
Utility Administrative Services - Allocation	24	-	24
Finance, Fleet & Materials	-	(34)	(34)
Customer Service	-	(255)	(255)
Marketing & Sustainability	115	-	115
Public Benefits	163	-	163
Security/Operations Technology	-	(88)	(88)
Telecom	69	-	69
Facilities	4	-	4
Depreciation	308	-	308
All other	457	-	457
Total	<u>1,685</u>	<u>(433)</u>	<u>1,252</u>

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

	Oct-24	Sep-24	Jun-24	Mar-24	Dec-23	Sep-23	Jun-23	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserve	\$ 123,770	\$ 102,069 ^(b)	\$ 101,785	\$ 95,557	\$ 81,659	\$ 70,736	\$ 52,200	\$ 82,003	\$ 123,004 ^(b)	\$ 53,814 ^(b)
BWP Projects Reserve Deposits at SCPPA	4,931	4,848	4,808	4,742	4,708	4,615	4,580	-	-	-
Sub-Total Cash and Investments	128,701	106,918	106,593	100,299	86,366	75,351	56,780	82,003	123,004	53,814
Commitments										
Customer Deposits	(38,274)	(27,946)	(22,519)	(21,229)	(14,101)	(13,897)	(10,976)	-	-	-
Public Benefits Obligation	(11,224)	(11,322)	(10,829)	(11,105)	(11,338)	(11,340)	(10,710)	-	-	-
Low Carbon Fuel Standard ^(c)	(2,391)	(2,460)	(2,469)	(3,065)	(2,328)	(3,180)	(3,293)	-	-	-
Sub-Total Cash and Investments (less Commitments)	76,812	65,191	70,777	64,899	58,698	46,935	31,806	82,003	123,004	53,814
Bond Proceeds										
Bond Proceeds on Deposit With Trustee	58,202	66,209	71,430	85,905	93,914	107,836	120,107			
Total Cash and Investments and Bond Proceeds (less Commitments)	<u>135,014</u>	<u>131,399</u>	<u>142,207</u>	<u>150,804</u>	<u>152,513</u>	<u>148,771</u>	<u>151,913</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>

^(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.

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

**Statement of Changes in Net Assets ⁽¹⁾⁽²⁾
MTD and FYTD October 2024**
(\$ in 000's except Gallons)

MTD Actual FY 24-25	MTD Budget FY 24-25	\$ Variance	% Variance	YTD Actual FY 24-25	YTD Budget FY 24-25	\$ Variance	% Variance
426	483	(57)	(12%)	1,811	2,052	(241)	(12%)
104	108	(4)	(4%)	454	444	10	2%
\$ 3,000	\$ 3,483	\$ (483)	(14%) ^(a)	\$ 12,816	\$ 14,641	\$ (1,826)	(12%) ^(A)
546	607	(61)	(10%) ^(b)	2,494	2,505	(11)	(0%)
124	118	6	5%	464	471	(7)	(1%)
3,669	4,208	(538)	(13%)	15,774	17,617	(1,843)	(10%)
1,216	1,433	217	15% ^(c)	5,123	6,215	1,092	18% ^(B)
2,454	2,775	(321)	(12%)	10,650	11,402	(752)	(7%)
1,209	932	(276)	(30%) ^(d)	4,252	3,729	(523)	(14%) ^(C)
110	144	34	24% ^(e)	424	575	151	26% ^(D)
482	421	(62)	(15%) ^(f)	1,208	1,615	407	25% ^(E)
125	125	(0)	(0%)	503	499	(4)	(1%)
385	397	11	3%	1,546	1,587	41	3%
2,311	2,018	(293)	(14%)	7,933	8,005	72	1%
143	757	(614)	(81%)	2,718	3,397	(679)	(20%)
70	33	36	109% ^(g)	49	133	(84)	(63%) ^(F)
(66)	41	(107)	(263%) ^(h)	(956)	(235)	(721)	(306%) ^(G)
(140)	(229)	89	39% ⁽ⁱ⁾	(873)	(916)	44	5%
(136)	(155)	19	12%	(1,779)	(1,018)	(761)	(75%)
6	601	(595)	(99%)	938	2,378	(1,440)	(61%)
270	53	217	411% ^(j)	296	211	85	40% ^(H)
\$ 276	\$ 654	\$ (378)	(58%)	\$ 1,234	\$ 2,590	\$ (1,356)	(52%)

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 October 2024
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	3,000	3,483	(483)	- Potable water revenue during October 2024 was 14% below budget due primarily to conservation. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October. Rainfall MTD measured .00 inches compared to the average of .6 inches.
(b)	Recycled Water Revenue	546	607	(61)	- Recycled water revenues were lower than planned primarily due to conservation.
(c)	Water Supply Expense	1,216	1,433	217	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(d)	Operations & Maintenance - Potable	1,209	932	(276)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment and to the timing of professional services.
(e)	Operations & Maintenance - Recycled	110	144	34	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and electricity for water pumping, and higher than planned work performed for other departments.
(f)	Operations & Maintenance - Shared Services	482	421	(62)	- The unfavorable variance is attributable to higher than planned shared expenses (Marketing & Sustainability, Operations Technology and Security, and GM Admin & Safety) from the electric fund.
(g)	Interest Income	70	33	36	- The favorable variance is primarily attributable to interest earned on a higher than planned cash balance.
(h)	Other Income/(Expense)	(66)	41	(107)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(i)	Bond Interest/(Expense)	(140)	(229)	89	- The favorable variance is primarily attributable to interest expense changes associated with the refundings of the 2010B revenue bonds.
(j)	Capital Contributions (AIC)	270	53	217	- The favorable variance is attributable to the timing of AIC projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	12,816	14,641	(1,826)	- Potable water revenue fiscal year to date was 12% below budget due primarily to conservation. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Stage III limits outdoor watering to two days a week on Tuesday and Saturday from April to October. Rainfall FYTD measured .01 inches compared to the average of .73 inches.
(B)	Water Supply Expense	5,123	6,215	1,092	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(C)	Operations & Maintenance - Potable	4,252	3,729	(523)	- The unfavorable variance is primarily attributable to unplanned bond issuance costs.
(D)	Operations & Maintenance - Recycled	424	575	151	- The favorable variance is primarily attributable to higher than planned work performed for other departments, lower than planned maintenance on the recycled system, lower than planned electricity for water pumping, and lower than planned professional services.
(E)	Operations & Maintenance - Shared	1,208	1,615	407	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Construction & Maintenance, and GM-Admin & Safety) from the electric fund.
(F)	Interest Income	49	133	(84)	- The unfavorable variance is attributable to a correction to accrued interest for the 2021 Water Revenue Bonds.
(G)	Other Income/(Expense)	(956)	(235)	(721)	- The unfavorable variance is due primarily to the accounting loss on the 2010B Series bond refunding.
(H)	Capital Contributions (AIC)	296	211	85	- The favorable variance is attributable to the timing of AIC projects.

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

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	
			Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$6</u>	\$ -	\$ (595)	\$ (595)

MTD GROSS MARGIN VARIANCE

Potable Revenues	-	(483)	(483)
Recycled Revenues	-	(61)	(61)
Other Revenue	6	-	6
Water Supply Expense	217	-	217
Total	223	(544)	(321)

MTD O&M AND OTHER VARIANCES

Potable O&M	-	(276)	(276)
Recycled Water O&M	34	-	34
Allocated O&M	-	(62)	(62)
Depreciation	11	-	11
All Other	19	-	19
Total	64	(338)	(274)

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

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>FYTD NET INCOME: \$938</u>	\$ -	\$ (1,440)	\$ (1,440)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(1,826)	(1,826)
Recycled Revenues	-	(11)	(11)
Other Revenue	-	(7)	(7)
Water Supply Expense	1,092	-	1,092
Total	\$ 1,092	\$ (1,843)	\$ (752)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	-	(523)	(523)
Recycled Water O&M	151	-	151
Allocated O&M	407	-	407
Depreciation	41	-	41
All Other	-	(765)	(765)
Total	\$ 599	\$ (1,288)	\$ (689)

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

	Oct-24	Sep-24	Jun-24	Mar-24	Dec-23	Sep-23	Jun-23	Recommended Reserves		Minimum Reserves
								Low	High	
Cash and Investments										
General Operating Reserves	\$ 24,767	\$ 23,030 ^(c)	\$ 19,184	\$ 15,929	\$ 22,597	\$ 25,576	\$ 23,924	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327
Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Sub-Total Cash and Investments	24,767	23,030	19,184	15,929	22,597	25,576	23,924	18,878	28,316	11,327
Commitments										
Customer Deposits	(659)	(655)	(585)	(677)	(773)	(677)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	24,108	22,375	18,599	15,252	21,825	24,899	23,413	18,878	28,316	11,327
Bond Proceeds										
Bond Proceeds on Deposit with Trustee	1,796	3,074	6,545 ^(c)	12,239	13,866	15,962	19,465	18,878	28,316	11,327
Total Cash and Investments and Bond Proceeds (less Commitments)	25,904	25,449	25,144	27,491	35,690	40,862	42,878	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) Reduction in bond proceeds primarily related to VRDN Investment.

**SUSTAINABLE BURBANK COMMISSION
NOVEMBER 18, 2024, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Charles Wilson arrived at 5:06 p.m.
Kevin O'Brien
Adrine Der-Tavitian (Vice Chair)
Jared Cavagnuolo
Jenny Deahl

Members Absent:

Limor Zimskind
Alissandra Valdez
Robin Gemmill

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk, Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

Co-founder and director of the Burbank Eco Council, Karen Lau, requested that the Commission allocate some of their budget to assist Eco Council with their 2025 Earth Day event.

B. Commission Member Communication

Chair Kirschenbaum informed that she attended the Burbank Water and Power (BWP) Board meeting. She also shared that the additional community garden will need volunteers for their open house.

Ms. Deahl provided an update on the last Parks and Recreation Board meeting.

C. Staff Communication

Drew Johnstone informed the Commission that the Cap Dash online public dashboard is now live. He also informed when Burbank Water and Power (BWP) will be presenting in front of City Council on sustainability related items.

John Molinar reminded the Commission to RSVP for each meeting to ensure quorum.

Amber Duran updated the Commission on the route reviews and the Burbank Recycle Center newsletter.

IV. APPROVAL OF MINUTES

Mr. O'Brien moved, and Ms. Deahl seconded a motion to approve the October 21, 2024, draft minutes. The motion was approved by Ms. Kirschenbaum, Mr. Cavagnuolo, Mr. Wilson, and Ms. Der-Tavitian.

V. GREEN SPOTLIGHT AWARD FOR NOVEMBER 2024

The November 2024 Green Spotlight award was awarded to LA Kids Consignment.

VI. DISCUSS THE 2025 DRAFT MEETING CALENDAR

Mr. Wilson moved, and Ms. Deahl seconded a motion to approve the 2025 Draft Meeting Calendar (attachment 1) as proposed. All present Commissioners approved the motion.

VII. AD HOC SUSTAINABLE BURBANK COMMISSION BUDGET SUBCOMMITTEE

Ms. Kirschenbaum moved, and Ms. Deal seconded a motion to approve the budget with the amendments of 3 clarifications within the texts and using \$1,500 from microgrants for contingency (attachment 2). All present Commissioners approved the motion.

VIII. AD HOC OUTREACH SUBCOMMITTEE

The subcommittee announced potential community events.

IX. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

The subcommittee and staff informed the Commission on the Our Burbank 311 application. Staff informed that Burbank Recycle Center staff will be presenting soon to the Commission on business outreach.

X. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE

The Commission discussed how they could update their Work Plan.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Bus Rapid Transit Project – Report (November 19, 2024)
2. Aleppo Pine Tree Removal and Replacement Project – Review and adoption (December 10, 2024)
3. BWP's Customer Solar Program – Update (December 17, 2024)

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Work Plan Update Discussion – January 13, 2025
2. Burbank Recycle Center Presentation – February 24, 2025

FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

The meeting was adjourned at 6:23 p.m. The next meeting will be held on Monday, January 13, 2025, at 5:00 p.m. at the Community Services Building, Room 101.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management
JM: ad

SUSTAINABLE BURBANK COMMISSION

2025 Meeting Dates

Monday, 5:00 p.m.

January 13	July - DARK
February 24	August 18
March 24	September 15
April 21	October 20
May 19	November 17
June 16	December 15

Regular meetings are scheduled for 5:00 p.m. on the third Monday of every month in the Community Services Building, Room 104 located at 150 N. Third St., Burbank CA, 91502.

Special meetings may be called as needed.

Please be aware that the City Council has a strict policy that allows for the removal of any member who misses three consecutive meetings or fails to attend 75% of the regularly scheduled meetings in a one-year period.

Please make an effort to notify City staff in advance at (818) 238-3800 if you are unable to attend a meeting, so that all Commission members may receive advance notice if a quorum cannot be achieved. Thank you.

Attachment 2

11/9/24

TO: Ken Berkman, Public Works
FROM: Sustainable Burbank Commission
SUBJECT: FY 24-25 Budget Proposal for \$15,000

BACKGROUND:

The Burbank City Council has provided the Sustainable Burbank Commission with \$15,000 for FY 2024-25 to support activities within SBC's scope or work. The SBC Budget Subcommittee met with Commission staff liaisons to flesh out priority areas for funding. Recommendations from the Budget Subcommittee were then presented at the October 21st SBC meeting, where Commission members discussed and then voted unanimously to support the proposed activities laid out in this memo.

OBJECTIVE:

To use the city's financial support to promote SCB efforts in the community, as laid out below.

PROPOSED ACTIVITIES FOR FY 2024-25:

1. **PEDAL PARTY** at IKEA or other venue, modeled on the successful event held in April of 2024 for Earth Day. The Pedal Party April 2025 will be a partnership between the SBC and the Burbank Eco Council to create a signature environmental outreach event, with plans to recreate this event annually.

The Pedal Party will include a bicycle obstacle course, booths staffed by local environmental organizations, a stage and musical acts, BWP demonstrations, Burbank Recycling Center display, and an SBC outreach table. In 2025, we anticipate additional participation by local youth clubs and organizations, speakers on environmental topics, and more representation by local green groups. Last year's Pedal Party attendance was approximately 300. With additional marketing and partnerships, we foresee an increase in attendance of 30%.

The Pedal Party needs support with insurance costs and rental of chairs, tables, and canopies. An event sponsorship of \$6,000 will cover most of these costs. For a detailed description of the Pedal Party, click on this link:

https://drive.google.com/file/d/1UTlgGTVJM1E3iuHe-jOXYwh_SPRR41mL/view?usp=drive_link

2. **SPRING EVENT** at the Burbank Community Garden, in partnership with SBC, modeled on the successful 2024 Earth Day event. This event will feature presentations/workshops on composting, water conservation using ollas (ceramic vessels) and spikes, building a terrarium, straw bale gardening, and newspaper pot making. In addition, there will be a scavenger hunt and storytelling. Cold water and fresh fruit will be offered.

Attendance at the 2024 Earth Day event was approximately 100, and we plan to increase outreach to draw even more people to the event. See Appendix 1 for details about the specific presentations/workshops planned at the Spring Event.

3. **GO GREEN BURBANK** events for 2023 and 2024 included panel discussions and demonstrations on water conservation, adapting to high heat, and electrification. These events featured speakers from Burbank and the surrounding community with expertise in these areas. Attendance ranged from 25 to 50. For 2024 and 2025, SBC will be partnering with the Social Impact Center and the Burbank Library. These partnerships will provide an opportunity to build ongoing relationships as well as expand our community outreach efforts. See Appendix 2 for details about the specific activities planned for Go Green Burbank events.
4. **MICRO-GRANTS** to support small businesses in complying with Burbank's new Plastic Waste Reduction Regulations Ordinance. With the passage of the City's Waste Reduction Ordinance, which was fully supported by the SBC, some small businesses in Burbank are feeling financially burdened by the unfunded mandate to transition to compostable and/or city accepted recyclable single-use dining materials. To ease their initial investments in ordinance compliant materials, the SBC would like to pilot a micro-grant program, to provide eligible businesses up to \$500 each to support the new legislation. Burbank Recycle Center (BRC) staff would support SBC by developing the program, identifying the eligible recipients, and awarding the micro-grants to the ten businesses.
5. **SBC BRANDED** reusable produce bags to increase SBC's visibility in the community and promote Senate Bill (SB) 1046 that bans single-use plastic produce bags which goes into effect January 1, 2025. These produce bags will encourage reduction of plastic and other one-time use bags. BRC has offered to work with their contract graphic designer to present up to three SBC logos for the Commission's approval.

PROPOSED BUDGET:

Summary of Proposed Activities:

\$6,000	Pedal Party event sponsorship
\$1,060	Spring Event at Burbank Community Garden
\$940	Two Go Green Burbank events
\$3,500	7 Micro-grants
\$2,000	Tote bags (marketing materials)
\$1,500	Contingency
\$15,000	Grand Total

Detailed Proposed Budget:

1. **PEDAL PARTY**, a partnership between SBC and the Burbank Eco Council. Pedal Party will cost approximately \$41,000, most of which will be donations. The link below breaks down all of the costs. An Event Sponsorship modeled on the BWP Event Sponsorship of \$6,000 can cover the insurance costs and go towards renting most of the chairs, tables, and canopies. https://drive.google.com/file/d/1UTlgGTVJM1E3iuHe-jOXYwh_SPRR41mL/view?usp=drive_link

SBC Event Sponsorship to help cover the following:

- Insurance and Licensing Contracts \$4,000
- Chairs/Tables/Canopies/Sandbags \$2,000

\$6,000 for Pedal Party sponsorship

2. **SPRING EVENT** at Burbank Community Garden (date TBA)
(presenters are tentative, based on availability)

- Honorariums for presenters (e.g., Ashley Long, Kreigh Hempel, Denise Bergstud, Erin Bark, etc) 500
- Materials (e.g., geraniums, soil, spikes, succulents, hay bales, rocks, etc) 500
- Refreshments \$60

\$1,060 for Spring Event

3. GO GREEN BURBANK EVENTS

Event 1: Plastics Pollution/Waste Ordinance Documentary and Q & A
Buena Vista Library Feb 19, 6pm-8pm

- Refreshments \$100
- Movie Rental \$140
- Flyer/graphics \$200

Event 2: Eco Justice Roundtable Social Impact Center YMCA Youth event/ speakers (Date TBD)

- Refreshments \$100
- Flyer/graphics \$200

\$940 total for Go Green

4. MICRO-GRANTS

7 micro-grants at \$500 each \$3,500
\$3,500 total for Micro-grants

5. TOTE BAGS (MARKETING MATERIALS)

Tote bags (2,000 at \$1.94 each plus set up fees, taxes, etc—costs split with BRC)

2000

\$2,000 total for tote bags (marketing materials)

NOVEMBER 20, 2024

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, McKenna and Wenzell

Also Present: Captain Cornils and Losacco, Police Administrator Garzon, Lieutenant Green, Sergeant Laufer, Detective Kyles, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; (no liaisons)

FLAG SALUTE

The flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

Appearing before the Commission was Joel Schlossman, who commented about an individual who had, at a prior meeting, expressed interest in the future opening for the position of Police Chief

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked the speakers and responded to the communications.

APPROVAL OF MINUTES FROM OCTOBER 16, 2024 MEETING

Commissioner McKenna made a motion, seconded by Commissioner Chapman, to approve the minutes from the August 21st meeting. Motion carried, with two abstentions by Commissioners Elman and Forouzan.

ITEMS OF BUSINESS

1. Presentation, discussion, and recommendations (if applicable) on recent trends and activities addressing the issues surrounding domestic violence (DV)

Sergeant Laufer presented statistics over the past five years; overview of the steps involved in domestic violence response and investigations; demographics of DV arrestees.

Commissioners proposed the following recommendations:

- Post this presentation to the Department's website
- Increase availability of the DV resource card
- Attachment/enclosure of DV information with City's BWP bill

2. Debrief of Commissioners' attendance at the NACOLE conference, to include a report out by Detective Kyles on her presentation regarding managing calls for service related to mental health

Detective Kyles recounted her participation as a panelist at the NACOLE conference on the topic of Law Enforcement Interactions with Persons Experiencing Behavioral Health Crisis –

Exploring Alternative Response Models. The panel, which included members from OIR, discussed why the models are important, other models throughout the country, the effectiveness of the BPD model, and oversight of the programs.

Commissioners Elman and Hacobian (via Chair Coomes) complimented Detective Kyles on her presentation – very well attended session, very professional. He and Commissioner Hacobian attended sessions in two training tracks – Jail oversight and involvement/engagement of police commission members. The conference was informative and a rewarding endeavor.

3. Review and update the annual dashboard/calendar of topics of interest

Chair Coomes reviewed the current calendar and initiated discussion about retaining/adding new topics to the calendar.

- Review of crime statistics from the previous year - add to March
- Review of RIPA report and impact on BPD – add to April
- Preparation for the Joint meeting – add to August

Commissioner Chapman made a motion, seconded by Commissioner McKenna, to accept the dashboard calendar as updated. Approved by consensus.

4. Review of trainings received by the Ad Hoc Subcommittee to evaluate a vision/mission statement

Chair Coomes distributed notes and potential action items from a July 2024 meeting of the Executive Ad Hoc Subcommittee where the trainings on implicit bias provided by the National League of Cities, and mission/vision/values of Boards and Commissions provided by Jim Uhl, were discussed.

Commissioner McKenna made a motion, seconded by Commissioner Elman, to table further discussion to the January meeting in order to include input from the City Council Liaisons with the development of a purpose statement.

5. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

11/22	Holiday in the Park
12/7	Gun Buyback, 9:00 AM – 12:00 PM, \$100 gift card for handguns, rifles, and shotguns / \$200 gift card for assault weapons
12/11	Shop with a Cop, 4:30 PM – 7:00 PM at Walmart

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized:

- (January) Discussion with City Council Liaisons regarding the purpose statement
- (January) Presentation and discussion on the City's 2035 General Plan and how it relates to the BPD

For January, Commissioner McKenna made a motion, seconded by Commissioner Chapman, for a preliminary update, discussion, and possible recommendations, if applicable, on electric scooters and e-bike regulations. Approved by consensus.

For February, Commissioner Forouzan made a motion, seconded by Commissioner McKenna, for a report out and discussion by the Traffic Safety Ad Hoc Subcommittee. Approved by consensus.

For May, Commissioner Elman made a motion, seconded by Commissioner McKenna, for a presentation, discussion, and possible recommendations, if applicable, on narcotics activity in the city. Approved by consensus

For January, Commissioner Chapman made a motion, seconded by Commissioner Forouzan, for a presentation, discussion, and possible recommendations, if applicable, on recent DUI enforcement activities. Approved by consensus

For January, Commissioner Forouzan made a motion, seconded by Commissioner McKenna, for a presentation, discussion and recommendations, if any, on the draft of the 2025 AB481 report on military equipment prepared for the City Council.

For a future meeting, Commissioner Forouzan made a motion, seconded by Commissioner Wenzel, for a presentation, discussion, and possible recommendations, if applicable, on recent retail theft crime activity. Approved by consensus, with one vote against by Chair Coomes.

NEXT MEETING DATE – Wednesday, January 15, 2025
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at hours.

Paul McKenna
Secretary, Burbank Police Commission