Weekly Management Report
January 31, 2025

1. Minutes	Civil Service Board Meeting on December 4, 2024 **Management Services Department**
2. Memo	Anti-Price Gouging Activities Gouging in Light of the Governor's January 7,2025, Emergency Declaration **City Attorney's Office**
3. Minutes	Burbank Water and Power Board Meeting On January 16, 2025 **Water and Power**
4. Report	December 2024 Operating Results **Water and Power**
5. Notice	Burbank-Glendale-Pasadena Airport Authority Meeting on February 3, 2025 **Burbank-Glendale-Pasadena Airport Authority**

December 4, 2024
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present:	Matthew Doyle, Chairperson Linda Barnes, Vice-Chairperson Jacqueline Waltman, Secretary Mal Kelman
Members not present:	Iveta Ovsepyan
Also present:	Daniel Amaya, Administrative Analyst II Sean Aquino, Ast General Manager – Cust Serv & Mrktg Griselda De La Cruz, Acting Human Resources Manager David Kriske, Ast CD Director – Transportation & Planning Jina Oh, Chief Assistant City Attorney Brooke Oldaker, Acting Administrative Analyst II Karen Pan, Transportation Services Manager Katie Picha, Administrative Officer Alex Prestia, Ast Gen Mgr-Utility Administrative Services April Rios, Human Resources Manager Rene Sanchez, Administrative Analyst II Jessica Sandoval, Executive Assistant Anna Ter-Yegishyan, Administrative Analyst II Julianne Venturo, Ast Management Services Director Michelle Yekikian, Real Estate & Project Manager

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Kelman and carried 3-0 to approve the minutes of the regular meeting of November 6, 2024.

Proposed Amendments to Classification Plan

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet the needs of the departments and the City. For the month of December 2024, the Community Development Department was proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Kelman and carried 4-0 by roll call vote, to approve the establishment of the title and specification for the classification of Parking Permit Technician.

Recruitment and Selection Report – November 2024

RECOMMENDATION: Note and file.

Appointments and Assignments

For the months of December 2024 and January 2025, there were four temporary appointment extensions and five temporary assignment extensions. The extensions were being sought on behalf of the Burbank Water and Power Department, Public Works Department and the Community Development Department.

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Kelman and carried 4-0 to approve the Appointments and Assignments for the months of December 2024 and January 2025.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:20 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Matthew Doyle, Chairperson

_____DATE_____
Jacqueline Waltman, Secretary

MEMORANDUM

CITY ATTORNEY'S OFFICE

DATE: January 31, 2025

TO: City Council and City Manager

FROM: Joseph H. McDougall, City Attorney
BY: Alexander Prieto, Senior Assistant City Attorney

SUBJECT: City Attorney's Office (CAO) Anti-Price Gouging Activities in Light of the Governor's January 7, 2025, Emergency Declaration

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On January 7, 2025, the Governor declared a state of emergency in Los Angeles and Ventura Counties due to devastating fires. The emergency declaration triggered provisions of Penal Code section 396 to protect consumers from price gouging on various services, including rent. Pursuant to the emergency declaration, property owners/managers cannot advertise, charge, or accept monthly rental payments above 10 percent from the previously advertised, charged, or accepted price. For properties that were not listed on the market one year prior to January 7, 2025, property owners/managers cannot advertise, charge, or accept monthly rent above 160 percent of fair market value, as determined by Department of Housing and Urban Development.

In response to concerns of price gouging, CAO proactively worked with the PIO to provide information on the law for the City's website, while simultaneously working with Housing staff to determine how to intake and handle complaints from the public regarding concerns of price gouging. Separately, CAO has worked with a task force led by the Los Angeles County Consumer and Business Affairs Division to meet weekly with members of the California Attorney General's Office, and attorneys from various cities to discuss collective and jurisdictional efforts to combat price gouging.

Overall, the Los Angeles County Consumer and Business Affairs has investigated approximately 500 properties in Los Angeles County, sending out 200 letters to

educate and warn property owners, and the Attorney General's Office has filed two criminal actions against property owners believed to be price gouging. The Los Angeles County Consumer and Business Affairs has investigated some Burbank properties and sent letters to owners and/or relators of three properties.

CAO continues to investigate properties within its boundaries contained in several lists posted by tenant rights groups online or provided to the City. It has found ten total properties potentially violating price gouging law, and in need of further investigation. Three of those were already investigated and warned/educated by Los Angeles County Consumer and Business Affairs. At least two appear to have resolved without action, while investigation continues on ownership and realtors and letters will be sent out to any outstanding violators not addressed by the County informing owners/realtors of the law and warning of serious consequences of a violation.

6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JANUARY 16, 2025

Mr. Luddy called the meeting of the Burbank Water and Power Board to order at 5:03 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. Messineo, acting Assistant General Manager – Power Supply; Mr. Sleiman, Assistant General Manager – Electric Services; Mr. Wilson, Assistant General Manager – Water Systems; 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. Corona, acting Senior Secretary; Mr. Maruca, Legislative Analyst; Mr. Azarian, Senior Administrative Analyst

ORAL COMMUNICATIONS

Mr. Donahue addressed the board by thanking Burbank Water and Power for their response to the power outages caused by the windstorm event. Mr. Donahue continued by highlighting the Los Angeles Equestrian Center's efforts to open their doors to shelter displaced horses and other large animals and asked for people to help get the horses fed by donating. Then, Mr. Donahue commented on the recently passed Solar Net Metering Program and expressed his concerns about the program.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Ms. Tenenbaum responded by noting that it is the board's and staff's responsibility to communicate with the public, highlighting it as a benefit for the community, board, and staff.

Ms. Samra responded by highlighting BWP's approach to communicating to the public during situations similar to the recent wind event.

GENERAL MANAGER REPORT

Ms. Samra began her report by updating the board on the recent wind event and its impact on BWP services. Ms. Samra continued with her update by noting specific impacts on our electric services, security/customer services team, Energy Control Center team, water system, and the Magnolia Power Project.

Ms. Samra responded to board member questions.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Malotte, seconded by Mr. Eskandar, and carried 7 – 0 to approve the meeting minutes of the regular meeting of December 05, 2024.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Lillio presented BWP's financial update for the month of October 2024.

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

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

INFORMATION FROM STAFF

WATER DIVISION UPDATE

Mr. Wilson updated the board on the recent increase in the State Water Project allocation, the Metropolitan Water District's recent vote to continue funding the Delta Conveyance Project, BWP's efforts to reduce water supply costs, the Pacoima Spreading Grounds Project, the desalination study with Las Virgenes Municipal Water District, and the wind event's impact on BWP's water systems.

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

LEGISLATIVE UPDATE

Mr. Maruca updated the board on federal and state legislative issues and highlighted legislation that BWP is monitoring.

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

CUSTOMER SERVICE UPDATE

Mr. Aquino updated the board on BWP's billing system upgrade project, noting customer impacts. Mr. Aquino continued with his update by informing the board of upcoming projects that the Customer Service Operations team will spearhead.

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

POWER SUPPLY UPDATE
Mr. Messineo updated the board on the upcoming Magnolia Power Project planned outage and the performance of the Magnolia Power Project during the recent wind event.

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

SUSTAINABILITY UPDATE
Mr. Azarian updated the board on the proposed EV overstay fees item going before City Council, as requested by the board during the December BWP Board meeting.

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

ELECTRIC SERVICES UPDATE
Mr. Sleiman updated the board on the site visits and confirmations issued by the division's engineers. Then, Mr. Sleiman updated the board on a few lessons learned items for the electric team after the recent wind event.

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

COMMENTS AND REQUESTS FROM BOARD MEMBERS
Mr. Eskandar commented on the passing of Mr. Davis, former Burbank City manager and former General Manager of BWP, highlighting many of his own experiences with Mr. Davis during his tenure at BWP. Mr. Eskandar ended by requesting that the January 16, 2025, BWP Board meeting adjourn in memory of Mr. Davis.

ADJOURNMENT
The regular meeting was adjourned at 6:57 p.m. in memory of the late Ron E. Davis, former Burbank City Manager and former General Manager of BWP.

The next regular board meeting is scheduled for February 06, 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: **February 6, 2025**

TO: Burbank Water and Power Board

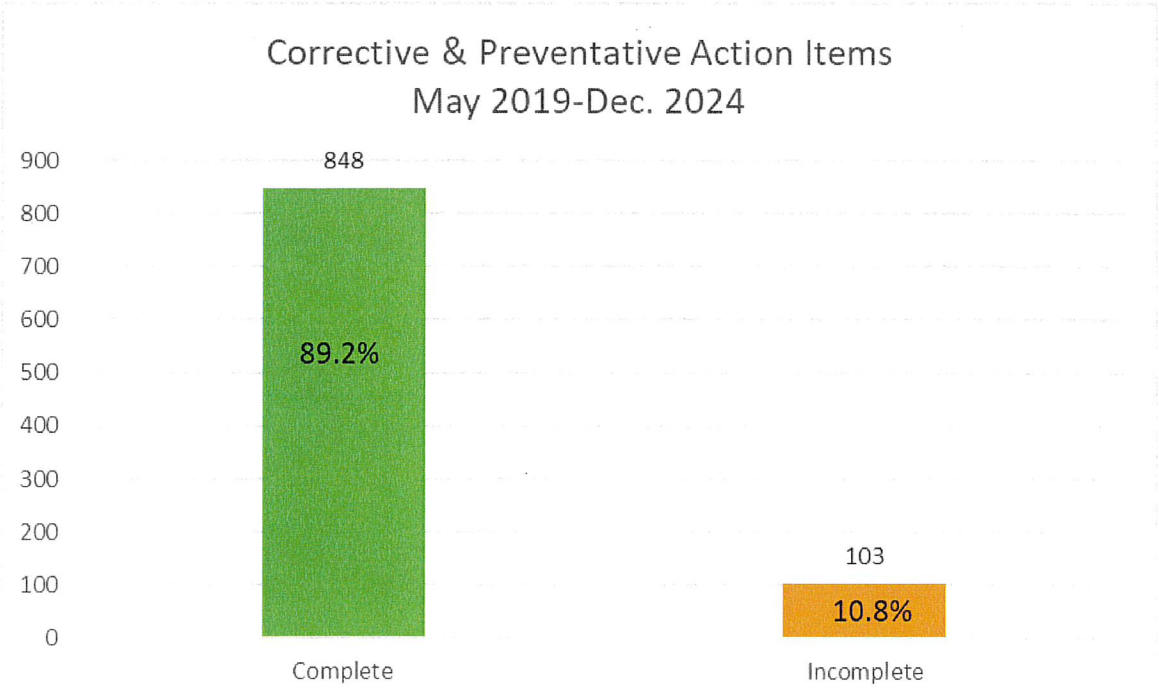
FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power

SUBJECT: **December 2024** Operating Results

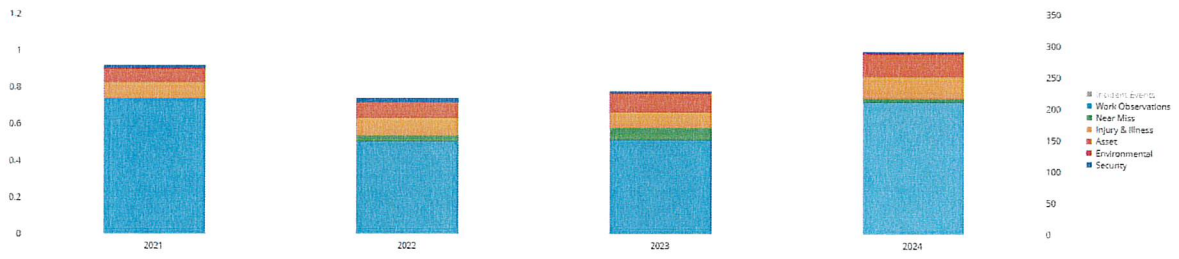
***Please note that changes from last month's report are in BOLD.**

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 **89.2%** of corrective and preventative action items since the start of capturing and tracking in May 2019.

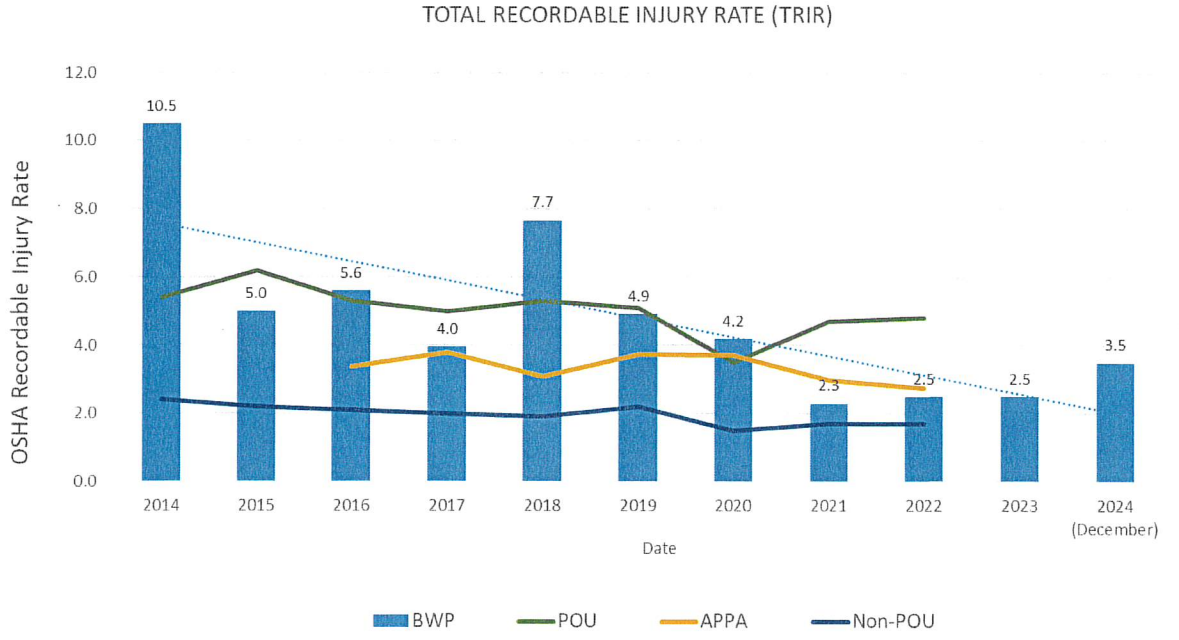


Employee Engagement - Incidents, Near Misses, and Observations:
BWP continues to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2024, to **December 31**, 2024, BWP has received **291** EHS-related reports to count towards the 2024 annual goal of 250.

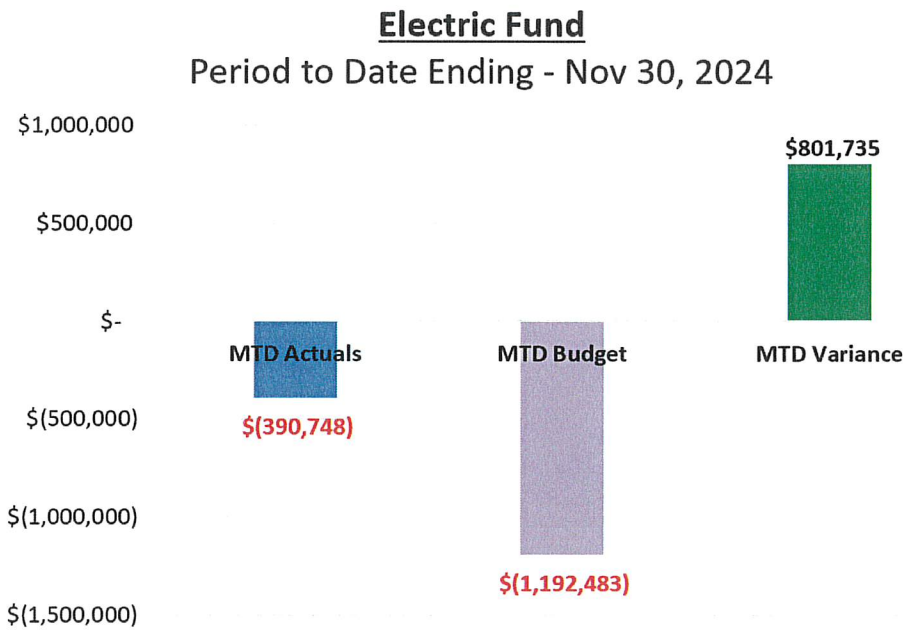


	Consequences							
Year	Incident Event	Injury	Illness	Environmental	Asset	Security	Near Miss	Work Observations
2021	45	21	4	2	21	3	0	217
2022	64	24	4	0	25	6	9	148
2023	77	24	1	1	29	2	19	151
2024	80	30	5	2	35	1	6	211
Total	**266**	**99**	**14**	**5**	**110**	**12**	**34**	**727**

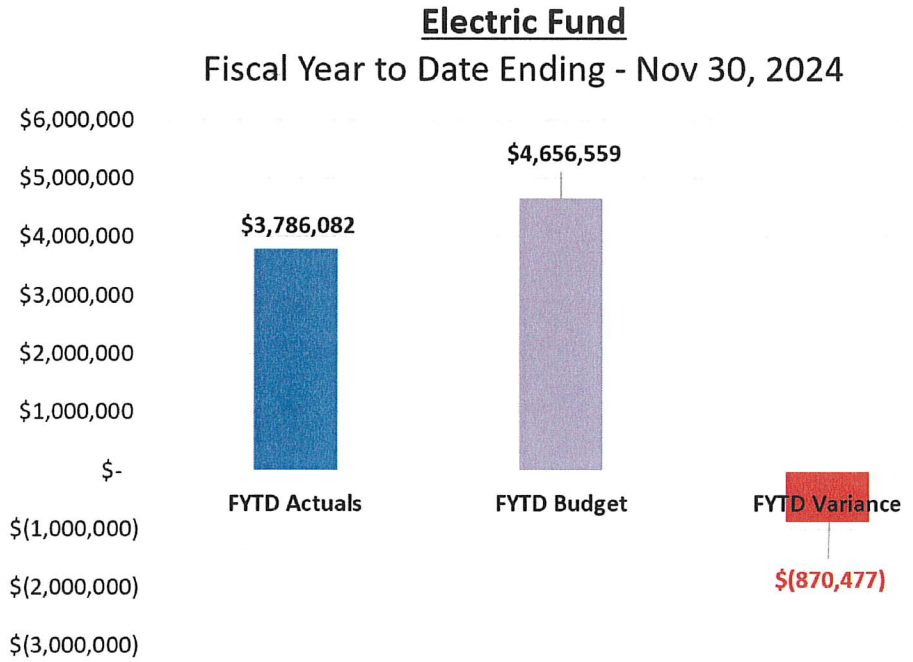
OSHA Total Recordable Incident Rate (January 2014 – Present):
BWP received no recordable injuries in this reporting period. BWP's 12-month rolling average OSHA total recordable incident rate is **3.5, as seen in the graph below.**



Electric Financial Results

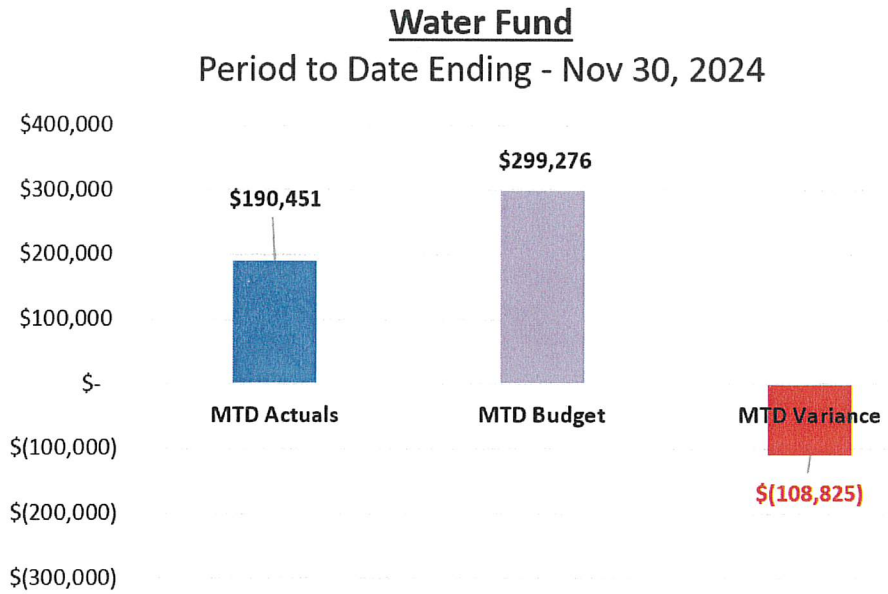


For November 2024, the MTD favorable variance is primarily attributable to lower than planned retail power supply and transmission expenses & operating expenses, partially offset by lower than planned retail sales.

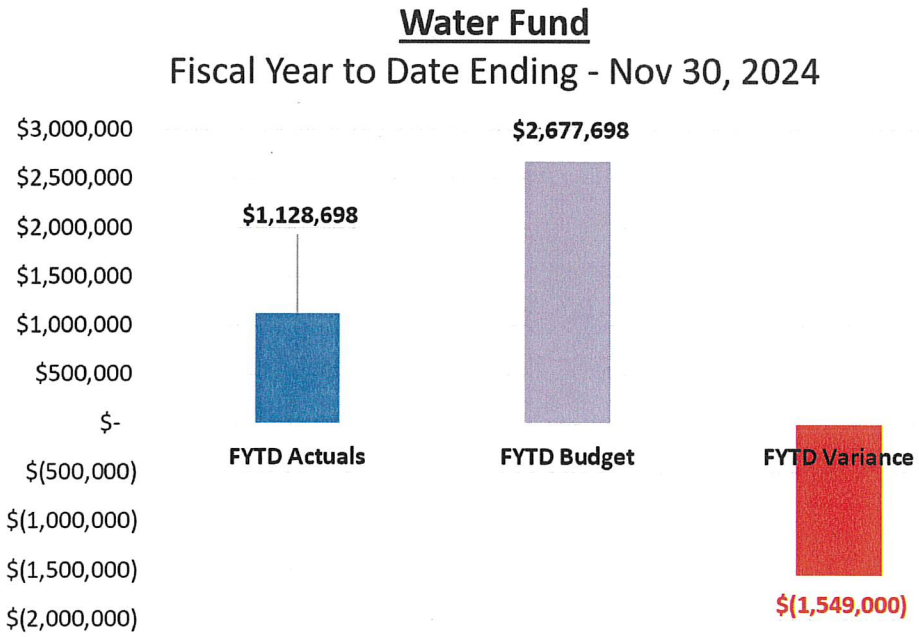


For November 2024, the YTD unfavorable variance was primarily attributed to unplanned expenses related to premiums on bond interest and lower than planned operating revenues, offset by lower than planned retail power supply and transmission expenses & operating expenses. For additional details, please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

Water Financial Results



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

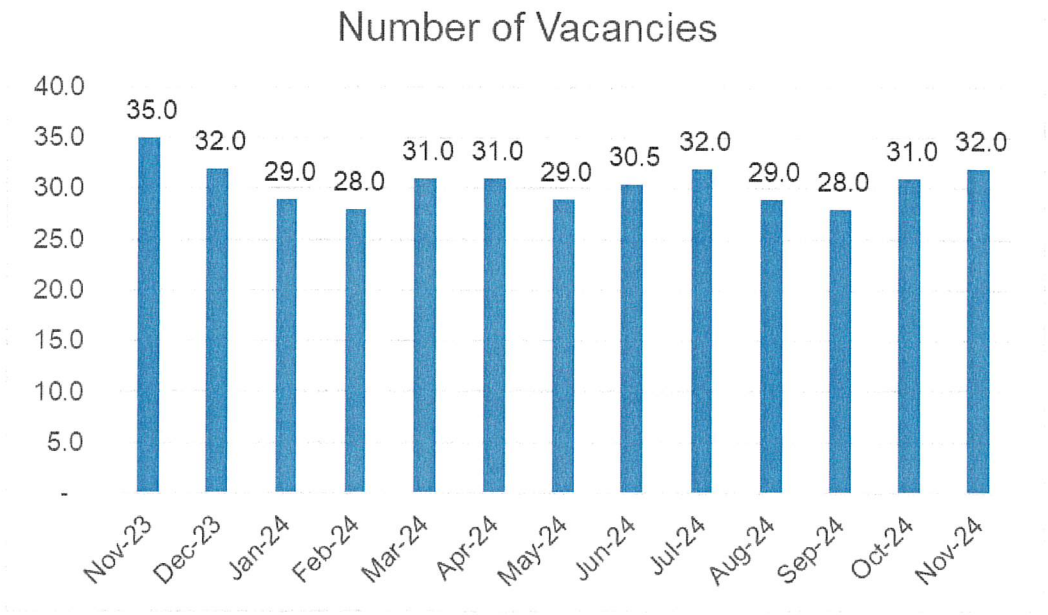


For November 2024, the unfavorable variance was primarily attributed to unplanned expenses related to premiums on bond redemption and lower than planned retail sales, partially offset by lower than planned operating expenses and lower than planned water supply expenses. For additional details, please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

The table below shows the number of vacant positions throughout the utility. As of **November 2024, 8.9%** 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	**328**
Total Positions Vacant	**32**



WATER DIVISION

Burbank's Water Use

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

	Average Monthly Use
November 2020	**132 gpcd**
November 2024	**115 gpcd**

Burbank Operating Unit (BOU) Water Production

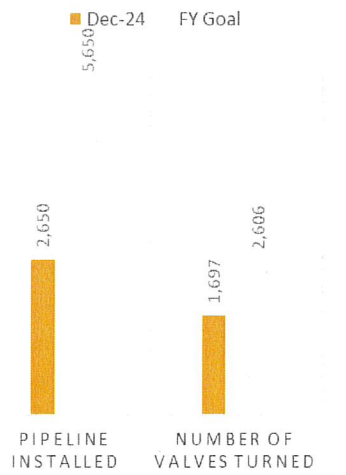
The table below provides the BOU's operational data for **December 2024**.

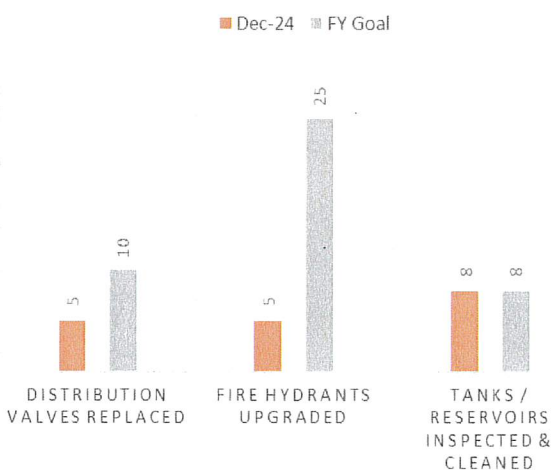
Month			BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
24-Dec	88.54%	7,969	18%/82%		
12 Month Average	*83.70%*	*7,552*	18%/82%		

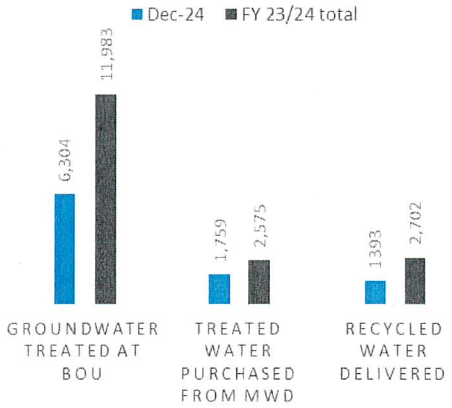
The total system blend percentage represents the total amount of water purchased from the Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important efficiency measure. The capacity factor may fluctuate based on demand and plant production. 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 **December**.







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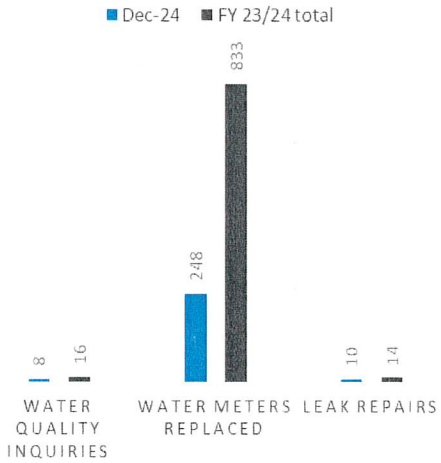
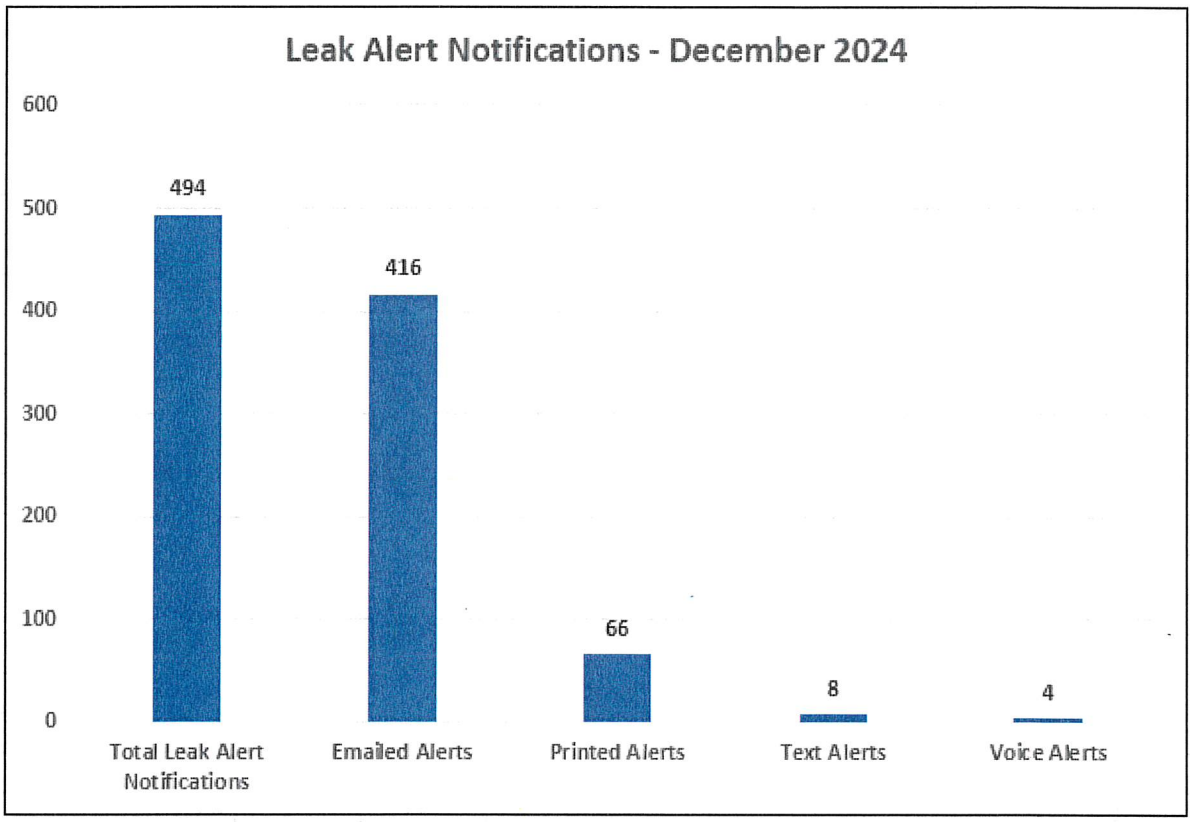


Project Updates

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 **December 2024**, BWP experienced **two** sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **1,470,590** customer minutes.

Reliability Measurement	January 2023 – December 2023	January 2024 – December 2024
Average Outages Per Customer Per Year (SAIFI)	**0.3172**	**0.3315**
Average Outage Time Experienced Per Year (SAIDI)	**18.06 minutes**	**17.56 minutes**
Average Restoration Time (CAIDI)	**56.92 minutes**	**52.99 minutes**
Average Service Availability	**99.997%**	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	**0.1954**	**0.3512**
No. of Sustained Feeder Outages	22	**26**
No. of Sustained Outages by Mylar Balloons	**3**	4
No. of Sustained Outages by Animals	1	3
No. of Sustained Outages by Palm Fronds	3	5

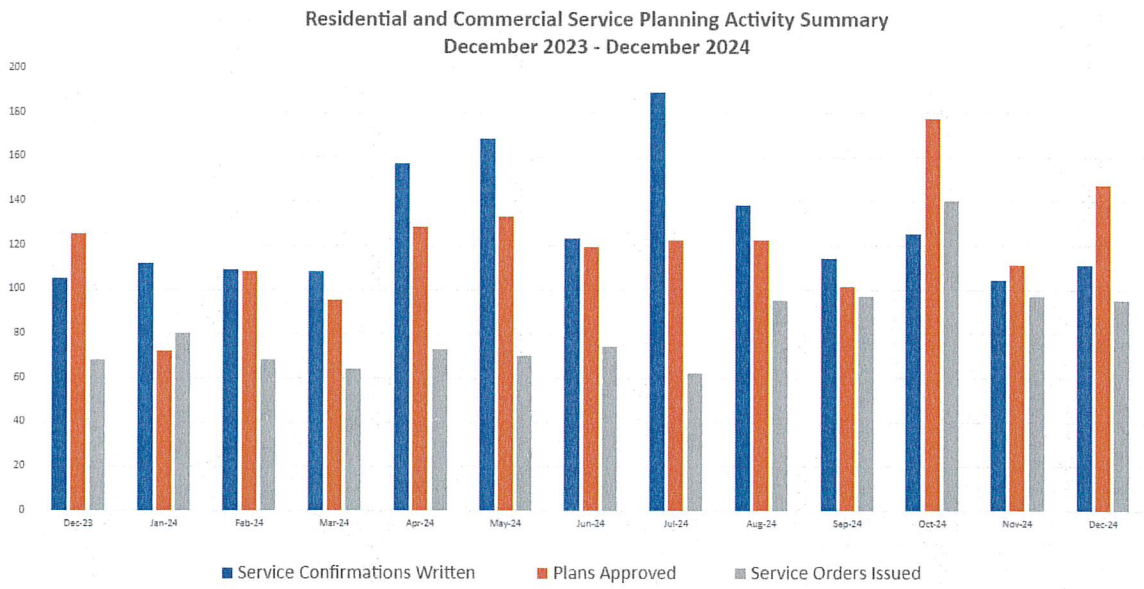
Supply Chain

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



STREET LIGHTING

LED Replacement Program

To date, **95.31%** of the total streetlight luminaires have been converted to LEDs, translating to an annualized energy savings of **5,590MWh** or a **60.31%** 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.

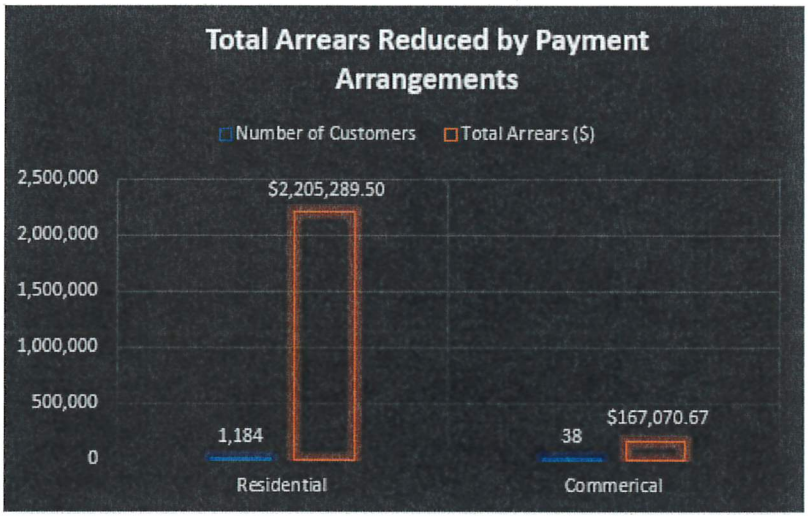
Keystone LED Bulb

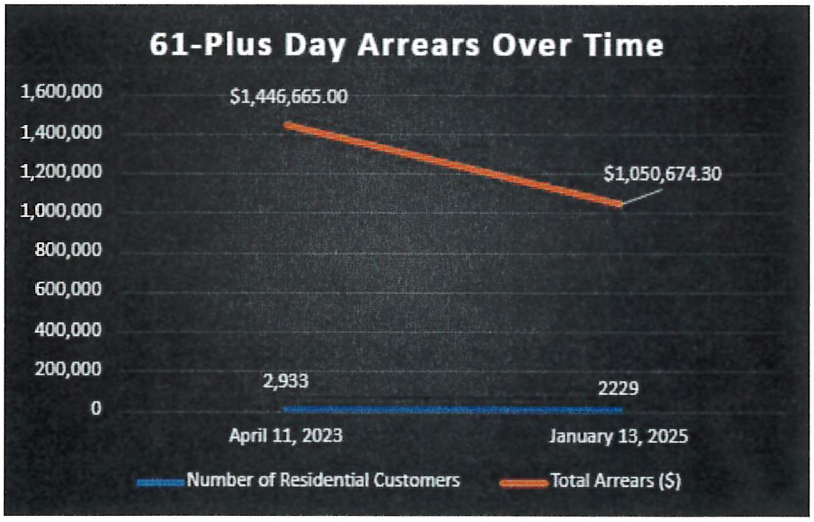
3-Ring Halo LED

Driver and Housing

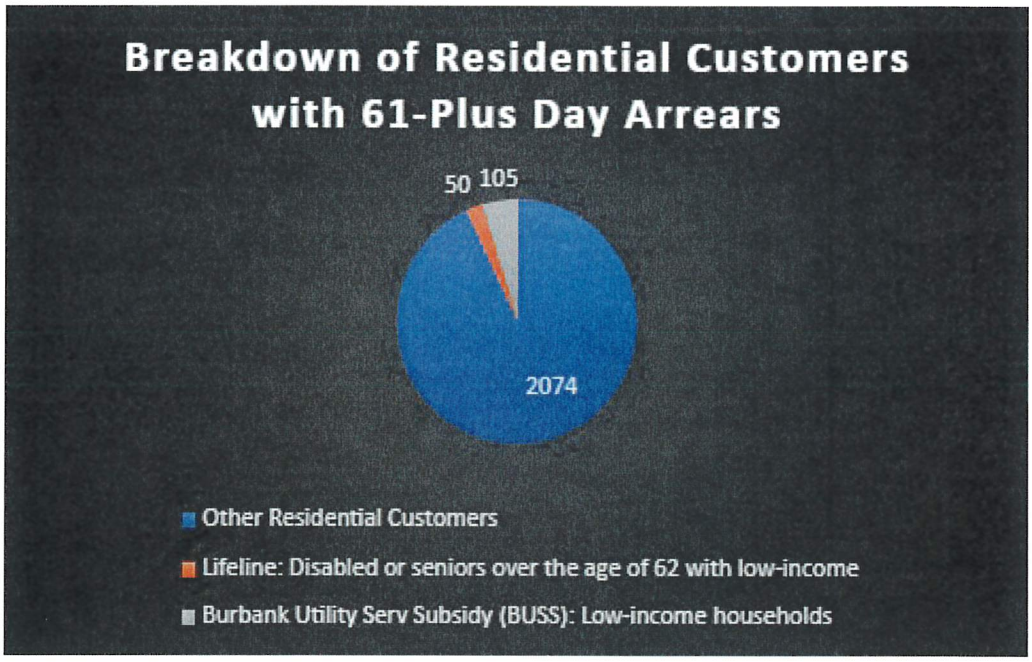
CUSTOMER SERVICE OPERATIONS

The charts below reflect the total arrears data **as of January 13, 2025.**





As of **January 13, 2025,** there are **2,229** residential customers with at least 60-plus days of arrears. Of these **2,229** residential customers, **50** receive the Lifeline rate for low-income customers who are seniors over the age of 62 **or** disabled customers, and **105** 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 **January 13, 2025,** no Lifeline or BUSS customers have been disconnected for non-payment.

BWP Call Center Call Volume

Month	Call Volume
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
Dec - 24	3,935
Change from previous month (%)	**13%**

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

In December 2024, we reminded the community about safety, the new watering schedule, and our usual tips to avoid scammers who may be more active during the holidays. We also sent a newly designed interactive holiday digital greeting card to our customers (via social channels and Digital Currents).

Lastly, we were proud to highlight the MWD Water Conservation Calendar Art Contest event, which took place at their Los Angeles headquarters and showcased the winners. Burbank's very own Morris Parada, a 12th-grade student, was presented with an award at the event.


Key Account Activity

The Key Account Manager (KAM) completed 10 in-person meetings and 70 maintenance/discovery calls in November.

	Customer in-person meetings	Customer maintenance calls/discovery calls
December 2024	**10**	**70**
FY to date	**99**	**608**

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 & transportation electrification.

Business Rebates

There was one business rebate application processed in **December**

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
December 2024	1	676,144	3392.90
FY to date	5	979,731.24	435.81

Business Bucks

December's promotion of the Business Bucks (BB) program for small businesses **was put on pause due to the ending of the task order. RHA completed 5 installs, totaling 8,168 kWH and 3.74 kW saved annually.**

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
December 2024	**6**	**5**	**8,168.01**	**3.74**
FY to date	**58**	**48**	**102,284.88**	**40.65**

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 and direct installation of indoor and outdoor energy and water conservation measures.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)	Water Savings (gallons)
December 2024	**31**	**20,991**	**11.6**	**385,542**
FY to date	**220**	**157,532**	**86**	**1,586,366**

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)
December 2024	**4**	**0**	**0**	**0**
FY to date	**120**	**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)
December 2024	**16**	**6,038**	2
FY to date	**152**	**40,583**	12

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
December 2024	**1**	**1**	1	0	**0**

Program start to date	**68**	**2**	9	0	**16**

Cool Rewards Program Participation
Below are the stats for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	**659**	**988.5**

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.

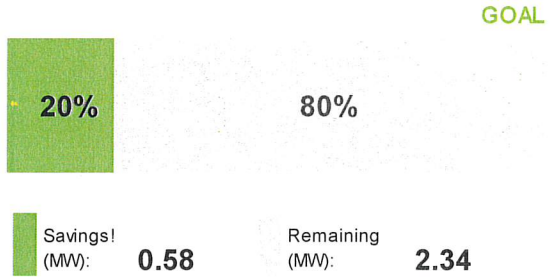
Water Conservation Programs
BWP continues to offer various water conservation programs and incentives to the community. BWP gives away low-flow showerheads and aerators at no cost and, through the HIP, provides direct installation of water efficiency measures. BWP sends leak alerts to customers, which 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)
December 2024	**5**	**14**	**56**	**2055**	**776,566**
FY to date	18	**127**	**244**	**16,275**	**6,556,321**

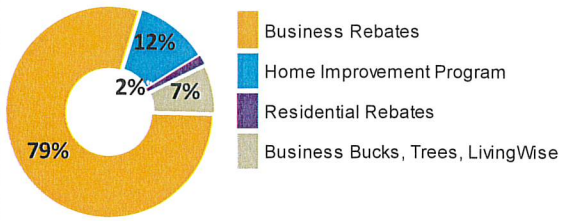
Energy Efficiency Savings FYTD 2023-2024 Period ending on 12/31/2024

1% Demand Goal = 2.93 MW

Demand Savings to Date

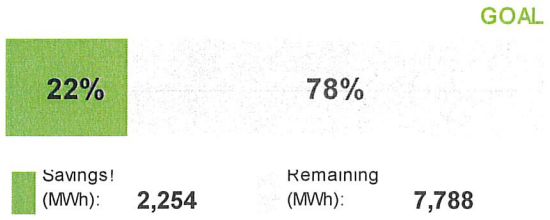


Savings by Program

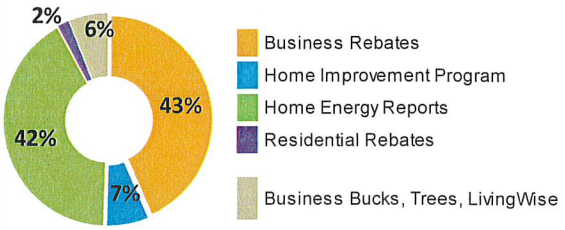


1% Consumption Savings Goal = 10,042 MWh

Savings to Date



Savings by Program



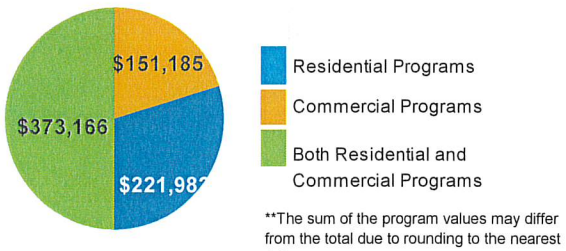
Water Efficency Program Savings

Gallons of Potable Water

6,941,863 Gallons of Water Saved for FY 23/24

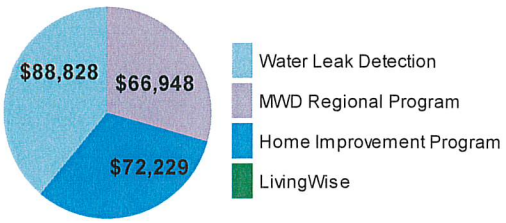
Efficiency Direct Program Costs* FYTD 2024-2025

****Electric Programs: $746,332**



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

Water Programs: $228,004



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

Electric Vehicle (EV) Charging Program

Public BWP-owned charging stations continue to have consistent usage. Charging sessions, energy delivered, and revenue in December have been comparable to recent months.

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

FY 24/25 Transportation Electrification Statistics

As of December 31, 2024

New EV Charging Stations	Residential Used EV Rebates
Chagring Stations Installed: 29	Rebates Given: 21
Goal: 168	Goal: 50
17% / 83%	42% / 58%
Residential EV Charging Station Rebates: 28	
Commercial EV Charging Station Rebates: 0	
Public Charging Ports Installed by BWP: 1	

Public Charging Port Statistics

	Total Ports	Total Available	Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG Reduced (kg) (1)	Charging Sessions at Peak (2)	Charging Occupancy (3)
December	108	107	10,470	193,854	$50,061	111,666	31%	35%
Average:	-	-	10,251	182,301	$49,229	105,011	23%	34%
FY Total:	108	107	61,504	1,093,805	$295,372	630,067	23%	34%
Totals since July, 2018:			308,124	3,048,205	$862,070	2,283,073		

1 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.
2 Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate.
3 Charging Occupancy is defined as the percentage of time EV's are charging at stations for all available hours in a given month across all charging stations.

Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of **December 2024**, the City of Burbank has **16.59MW** of installed customer solar and has now passed the capacity threshold set by state regulation, which allows BWP to implement a net energy metering successor program.

New Proposed Solar Net Billing Program

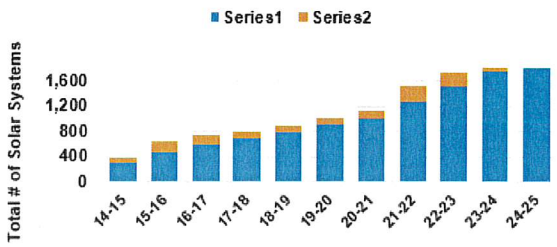
The new web page for Solar Net Billing is active as of 8/14/24. BWP staff will be seeking City Council approval of the new program in early 2025.

Rooftop Solar Installations

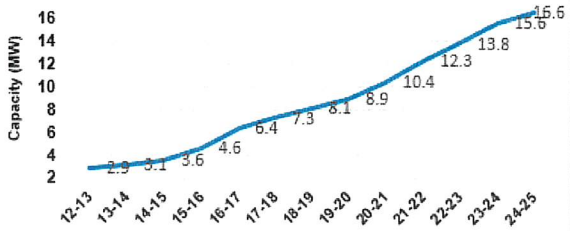
DECEMBER 2024

Reporting Month				All Time			
Solar Installations	21 Residential	6.70 Avg. Size (kW)	0.14 Installed Capacity (MW)	Solar Installations	1,805 Residential	5.78 Avg. Size (kW)	10.43 Installed Capacity (MW)
	0 Commercial	0.00 Avg. Size (kW)	0.00 Installed Capacity (MW)		88 Commercial	69.96 Avg. Size (kW)	6.16 Installed Capacity (MW)

Total # of Solar Systems



Total Rooftop Solar Capacity



Reporting Month			All Time		
Battery Installations	1 Installations	2 Batteries	Battery Installations	84 Installations	123 Batteries
	8 Power (kW)	10.0 Energy (kWh)		588 Power (kW)	1,556.3 Energy (kWh)

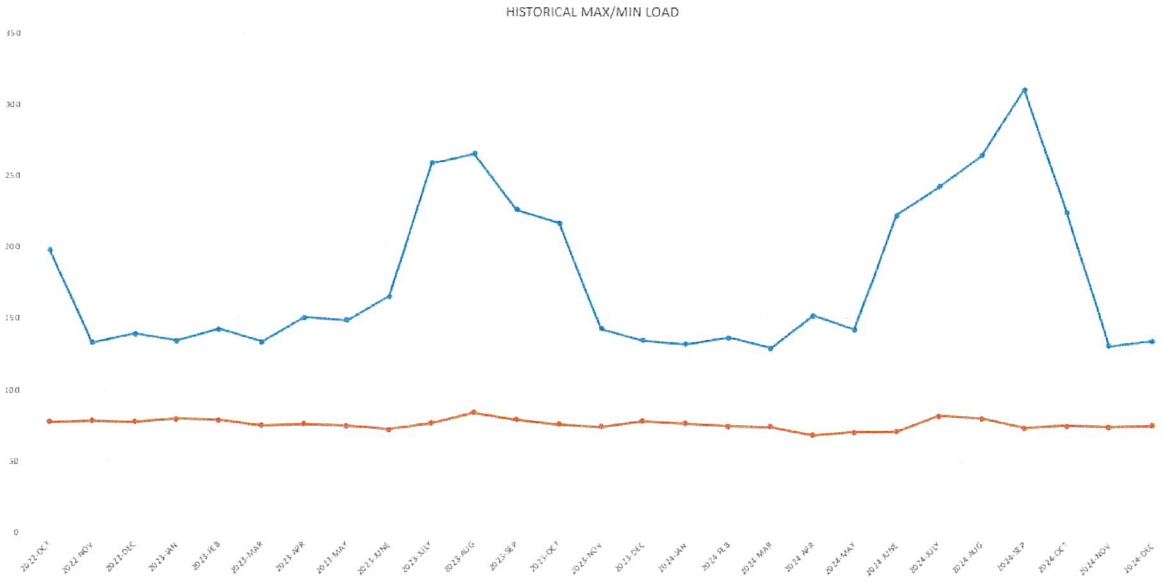
TECHNOLOGY

Broadband Services (ONEBurbank)

	December 2024 New Orders	Revenues for December 2024	FYTD 2024-25 Revenues	FYTD Budget
Lit	0	$135,810	$908,847	$1,080,000
Dark	0	$161,715	$984,288	$1,170,000
Total	0	$297,525	$1,893,135	$2,250,000

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 2025 year-to-date are higher (1.3) 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	$2.47
2025 (YTD)	**$4.00**
Change since 2020	**1.3X**

Also, 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
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
1/8/2025	$6.00	$6.40	$6.45	$6.90

*Monthly Market Quotes

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Lake 1	**100%**	**0**	**0**	**-**	**0**
MPP	**72%**	**538**	**102,172**	**7,620**	1

Lake 1 was **not placed online during the month of December**.

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	72%	94%	95%
Unit Capacity Factor (240 MW)	57%	77%	74%

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 returned to service 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

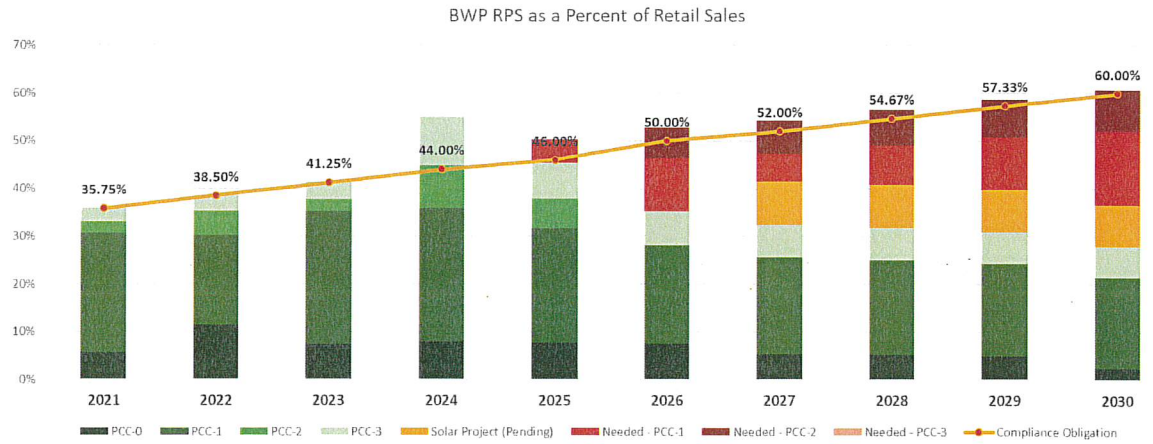
The application for permit modification of the MPP Title V permit to replace the CO Catalyst was submitted to the South Coast Air Quality Management District (SCAQMD) on January 3, 2025.

The Lake 1 unit is scheduled for ammonia slip air quality testing on February 5, 2025, as required by its SCAQMD permit to operate.

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 of the repairs was successful, and testing with the California Independent System Operator took place the week of 1/6/2025. Renewable energy production is expected by early February 2025.**

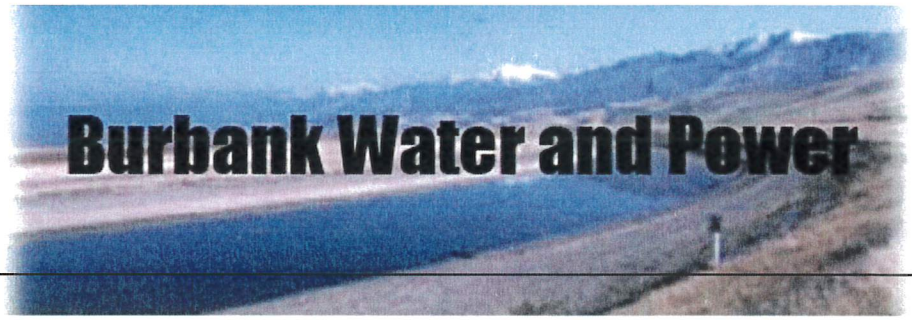
Staff is negotiating **three** long-term renewable contracts. **All three projects anticipate commercial operation in calendar year 2027 or 2028.** These three projects combined could add approximately 210,000 PCC1 MWh annually to our renewable energy supply. One project is nearing the end of negotiations and is expected to be presented in the next few months.

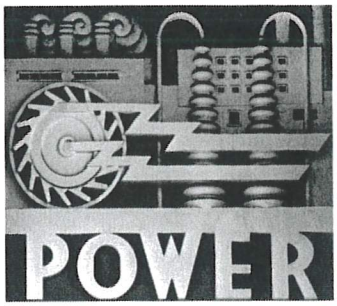
Intermountain Power Project (Delta, UT) Renewal Progress

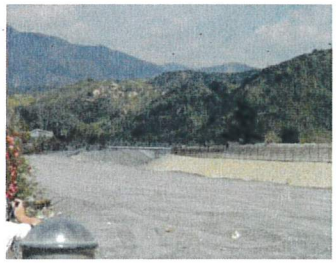
The IPP coal facility converts to the IPP Renewal project, composed of natural gas and hydrogen, in mid-2025. Below are details of the contract and estimated costs.

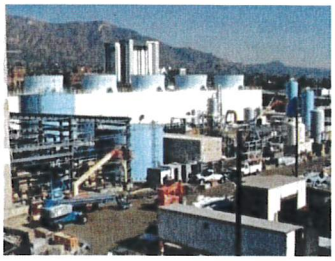
Item	**Existing Contract (1987-2027)**	**Renewable Contract (2027-2077)**	**Cost (BWP)**
Southern Transmission System (STS) total share	2400 MW	2400 MW	$2.5 billion total project cost in 2019, now $5 billion. BWP's share was $86.5 million in 2019 and now is $183 million (without debt service, interest 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
November 2024

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD November 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
72,645	86,301	(13,656)	(16%) [a]	NEL MWh	472,327	505,221	(32,894)	(7%) [A]
				Retail				
$ 14,511	$ 16,872	$ (2,361)	(14%)	Retail Sales	$ 91,445	$ 95,911	$ (4,467)	(5%)
527	633	(106)	(17%) [b]	Other Revenues [3]	1,995	3,165	(1,170)	(37%) [B]
9,489	12,318	2,829	23% [c]	Retail Power Supply & Transmission	58,489	60,724	2,236	4% [C]
5,549	5,187	362	7%	**Retail Margin**	34,951	38,352	(3,401)	(9%)
				Wholesale				
0	1,313	(1,313)	(100%)	Wholesale Sales	4,432	23,044	(18,612)	(81%)
2	1,286	1,285	100%	Wholesale Power Supply	3,753	22,583	18,830	83%
(2)	26	(28)	(106%)	**Wholesale Margin**	679	461	218	47%
5,548	5,213	334	6%	**Gross Margin**	35,630	38,813	(3,183)	(8%)
				Operating Expenses				
1,136	958	(178)	(19%) [d]	Distribution	4,245	4,789	543	11% [D]
179	148	(31)	(21%) [e]	General Manager's Office	707	745	38	5%
135	96	(38)	(40%) [f]	Utility Administrative Services	372	481	109	23% [E]
500	390	(111)	(28%) [g]	Finance, Fleet & Materials	2,179	1,966	(214)	(11%) [F]
585	618	32	5%	Transfer to General Fund for Cost Allocation	3,087	3,089	2	0%
360	533	173	32% [h]	Customer Service	2,973	2,771	(202)	(7%) [G]
66	260	194	75% [i]	Marketing & Sustainability	506	1,299	793	61% [H]
236	534	298	56% [j]	Public Benefits	1,125	2,670	1,545	58% [I]
244	160	(84)	(53%) [k]	Security/Oper Technology	1,166	810	(357)	(44%) [J]
490	150	(340)	(227%) [l]	Telecom	850	749	(101)	(14%) [K]
333	274	(59)	(22%) [m]	Facilities	1,083	1,373	290	21% [L]
1,708	2,017	309	15%	Depreciation	8,571	10,087	1,517	15%
5,846	6,039	193	3%	Total Operating Expenses	26,487	30,337	3,850	13%
$ (299)	$ (826)	$ 527	64%	**Operating Income/(Loss)**	$ 9,143	$ 8,476	$ 667	8%

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

($ in 000's)

MTD Actual FY 24-25	MTD Budget FY 24-25	$ Variance	% Variance		YTD Actual FY 24-25	YTD Budget FY 24-25	$ Variance	% Variance
$ (299)	$ (826)	$ 527	64%	**Operating Income/(Loss)**	$ 9,143	$ 8,476	$ 667	8%
				Other Income/(Expenses)				
622	284	338	119% [n]	Interest Income	2,693	1,419	1,274	90% [L]
(48)	113	(161)	(143%) [o]	Other Income/(Expense) [4]	(1,765)	(1,422)	(343)	(24%) [M]
(666)	(763)	97	13% [p]	Bond Interest/ (Expense)	(6,286)	(3,817)	(2,469)	(65%) [N]
(92)	(367)	275	75%	Total Other Income/(Expense)	(5,357)	(3,819)	(1,538)	(40%)
(391)	(1,192)	802	67%	**Net Income**	3,786	4,657	(870)	(19%)
45	807	(762)	(94%) [q]	Capital Contributions (AIC)	367	4,034	(3,667)	(91%) [O]
$ (346)	$ (386)	$ 40	10%	**Net Change in Net Assets**	$ 4,153	$ 8,690	$ (4,537)	(52%)

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 November 2024
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	72,645	86,301	(13,656)	- NEL is 16% lower than budget. The average high temperature in November was 74°F, compared to the 15-year average high temperature of 76°F. The average low temperature was 41°F, compared to the 15-year average low temperature of 46°F. MTD CDD were 0 versus the 15-year average of 141. HDD was 219 versus the 15-year average of 30.
(b)	Other Revenues	527	633	(106)	- 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	9,489	12,318	2,829	- The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Distribution	1,136	958	(178)	- The unfavorable variance is primarily attributable to higher than planned overtime work, offset by the timing of private contractual services.
(e)	General Manager's Office	179	148	(31)	- The unfavorable variance is primarily attributable to higher than planned private contractual services.
(f)	Utility Administrative Services	135	96	(38)	- The unfavorable variance is primarily attributable to the timing of professional services, training and software & hardware support.
(g)	Finance, Fleet & Materials	500	390	(111)	- The unfavorable variance is primarily attributable to the BCEA retro payroll adjustment and the timing of private contractual services.
(h)	Customer Service	360	533	173	- The favorable variance is primarily attributable to lower than planned professional services and software & hardware support, and to higher than planned work performed for other departments.
(i)	Marketing & Sustainability	66	260	194	- The favorable variance is primarily attributable to timing of customer rebates, lower than planned professional services and vacancies.
(j)	Public Benefits	236	534	298	- The favorable variance is primarily attributable to lower than planned program spending.
(k)	Security/Operations Technology	244	160	(84)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for other departments.
(l)	Telecom	490	150	(340)	- The unfavorable variance is primarily attributable to the timing of private contractual services.
(m)	Facilities	333	274	(59)	- The unfavorable variance is primarily attributable to the timing of custodial services and private contractual services.
(n)	Interest Income	622	284	338	- 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.
(o)	Other Income/(Expense)	(48)	113	(161)	- 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. Month to date credit card charges for BWP employees were unusually high this month.
(p)	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.
(q)	Capital Contributions (AIC)	45	807	(762)	- 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 2024
($ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	472,327	505,221	(32,894)	- NEL is 7% lower than budget. The YTD average high temperature was 85°F, compared to the 15-year average high temperature of 76°F. The YTD average low temperature was 56°F, compared to the 15-year average low temperature of 46°F. YTD CDD were 1,154 versus the 15-year average of 1,416.
(B)	Other Revenues	1,995	3,165	(1,170)	- 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	58,489	60,724	2,236	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	4,245	4,789	543	- 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)	Utility Administrative Services	372	481	109	- 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.
(F)	Finance, Fleet, & Warehouse	2,179	1,966	(214)	- The unfavorable variance is primarily attributable to the unplanned bond refunding of the 2010B Series bonds and the reissue of new debt.
(G)	Customer Service	2,973	2,771	(202)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment and to the timing of uncollectible receivables offset by lower than planned other professional services and higher than planned work for other departments.
(H)	Marketing & Sustainability	506	1,299	793	- The favorable variance is primarily attributable to vacancies, and lower than planned customer rebates, professional services, private contractual services and memberships.
(I)	Public Benefits	1,125	2,670	1,545	- The favorable variance is primarily attributable to lower than planned program spending.
(J)	Security/Oper Technology	1,166	810	(357)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for other departments.
(K)	Telecom	850	749	(101)	- The unfavorable variance is primarily attributable to higher than planned private contractual services.
(L)	Facilities	1,083	1,373	290	- The favorable variance is primarily attributable to vacancies, and to lower than planned custodial services and building grounds maintenance & repair.
(L)	Interest Income	2,693	1,419	1,274	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)	(1,765)	(1,422)	(343)	- 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.
(N)	Bond Interest Expense	(6,286)	(3,817)	(2,469)	- 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.
(O)	Capital Contributions (AIC)	367	4,034	(3,667)	- The unfavorable variance is attributable to the timing of AIC projects.

November 2024 Budget to Actual P&L Variance Highlights - Electric Fund
($ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
MTD NET INCOME/(LOSS): $(391)	$ 802	$ -	$ 802
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(2,361)	(2,361)
Power Supply and Transmission:			
- Lower retail load	355	-	355
- Lower than planned renewables cost and other	11	-	11
- Lower transmission	203	-	203
- Higher energy prices	-	(195)	(195)
- Lower O&M	2,180	-	2,180
- Retail load management and economic dispatch	275	-	275
Other Revenues	-	(106)	(106)
Wholesale Margin	-	(28)	(28)
Total	3,024	(2,690)	334
MTD O&M AND OTHER VARIANCES			
Distribution	-	(178)	(178)
General Manager's Office	-	(31)	(31)
Utility Administrative Services	-	(38)	(38)
Utility Administrative Services - Allocation	28	-	28
Finance, Fleet & Materials	-	(111)	(111)
Customer Service	173	-	173
Marketing & Sustainability	194	-	194
Public Benefits	298	-	298
Security/Operations Technology	-	(84)	(84)
Telecom	-	(340)	(340)
Facilities	-	(59)	(59)
Depreciation	309	-	309
All other	307	-	307
Total	1,310	(843)	467

November 2024 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
FYTD NET INCOME/(LOSS): $3,786	$ -	(870)	$ (870)
FYTD GROSS MARGIN VARIANCE			
Retail Sales	-	(4,467)	(4,467)
Power Supply and Transmission			
- Lower retail load	425	-	425
- Higher than planned renewables cost and other	-	(2,442)	(2,442)
- Lower transmission	926	-	926
- Higher energy prices	-	(405)	(405)
- Lower O&M	3,281	-	3,281
- Retail load management and economic dispatch	450	-	450
Other Revenues	-	(1,170)	(1,170)
Wholesale Margin	218	-	218
Total	$ 5,300	$ (8,484)	$ (3,183)
FYTD O&M AND OTHER VARIANCES			
Distribution	543	-	543
General Manager's Office	38	-	38
Utility Administrative Services	109	-	109
Utility Administrative Services - Allocation	-	(112)	(112)
Finance, Fleet & Materials	-	(214)	(214)
Customer Service	-	(202)	(202)
Marketing & Sustainability	793	-	793
Public Benefits	1,545	-	1,545
Security/Oper Technology	-	(357)	(357)
Telecom	-	(101)	(101)
Facilities	290	-	290
Depreciation	1,517	-	1,517
All other	-	(1,536)	(1,536)
Total	$ 4,833	$ (2,521)	$ 2,312

Electric Fund (496)

Statement of Changes in Cash and Investment Balances [a]

	Nov-24	Oct-24	Sep-24	Jun-24	Mar-24	Dec-23	Sep-23	Jun-23	Recommended Reserves Low	Recommended Reserves High	Minimum Reserves
Cash and Investments											
General Operating Reserve	$ 128,712	$ 123,770	$ 102,069 [e]	$ 101,785	$ 95,557	$ 81,659	$ 70,736	$ 52,200	$ 82,003	$ 123,004 [d]	$ 53,814 [d]
BWP Projects Reserve Deposits at SCPPA	4,944	4,931	4,848	4,808	4,742	4,708	4,615	4,580	-	-	-
Sub-Total Cash and Investments	133,656	128,701	106,918	106,593	100,299	86,366	75,351	56,780	82,003	123,004	53,814
Commitments											
Customer Deposits	(47,839)	(38,274)	(27,946)	(22,519)	(21,229)	(14,101)	(13,897)	(10,976)	-	-	-
Public Benefits Obligation	(11,238)	(11,224)	(11,322)	(10,829)	(11,105)	(11,338)	(11,340)	(10,710)	-	-	-
Low Carbon Fuel Standard [b]	(2,370)	(2,391)	(2,460)	(2,469)	(3,065)	(2,328)	(3,180)	(3,289)	-	-	-
Sub-Total Cash and Investments (less Commitments)	72,209	76,812	65,191	70,777	64,899	58,598	46,935	31,806	82,003	123,004	53,814
Bond Proceeds											
Bond Proceeds on Deposit with Trustee	55,015	58,202	66,209	71,430	85,905	93,914	101,836	120,107			
Total Cash and Investments and Bond Proceeds (less Commitments)	**127,224**	**135,014**	**131,399**	**142,207**	**150,804**	**152,513**	**148,771**	**151,913**	**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.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets [1] [2]
MTD and FYTD November 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
401	399	2	1%	Water put into the system in Millions of Gallons	2,212	2,451	(239)	(10%)
79	107	(27)	(26%)	Metered Recycled Water in Millions of Gallons	534	551	(17)	(3%)
				Operating Revenues				
$ 2,901	$ 2,986	$ (85)	(3%) [a]	Potable Water	$ 15,717	$ 17,627	$ (1,910)	(11%) [A]
383	603	(219)	(36%) [b]	Recycled Water	2,877	3,107	(230)	(7%)
82	118	(35)	(30%)	Other Revenue [3]	546	589	(42)	(7%)
3,367	3,706	(339)	(9%)	Total Operating Revenues	19,140	21,323	(2,183)	(10%)
1,071	1,233	163	13% [c]	Water Supply Expense	6,194	7,448	1,254	17% [B]
2,296	2,473	(177)	(7%)	**Gross Margin**	12,946	13,875	(929)	(7%)
				Operating Expenses				
1,150	932	(217)	(23%) [d]	Operations & Maintenance - Potable	5,401	4,661	(740)	(16%) [C]
92	144	51	36% [e]	Operations & Maintenance - Recycled	516	719	202	28% [D]
304	421	117	28% [f]	Operations & Maintenance - Shared Services	1,512	2,036	524	26% [E]
121	125	4	3%	Transfer to General Fund for Cost Allocation	624	624	0	0%
386	397	11	3%	Depreciation	1,932	1,984	51	3%
2,053	2,018	(35)	(2%)	Total Operating Expenses	9,986	10,023	38	0%
243	454	(212)	(47%)	**Operating Income/(Loss)**	2,960	3,851	(891)	(23%)
				Other Income/(Expenses)				
74	33	41	122% [g]	Interest Income	123	167	(43)	(26%) [F]
14	41	(27)	(66%) [h]	Other Income/(Expense) [4]	(942)	(195)	(747)	(384%) [G]
(140)	(229)	89	39% [i]	Bond Interest/(Expense)	(1,013)	(1,146)	133	12%
(52)	(155)	103	66%	Total Other Income/(Expenses)	(1,832)	(1,174)	(658)	(56%)
190	299	(109)	(36%)	**Net Income/(Loss)**	1,129	2,678	(1,549)	(58%)
6	53	(47)	(88%) [j]	Capital Contributions (AIC)	302	264	38	14% [H]
$ 197	$ 352	$ (155)	(44%)	**Net Change in Net Assets**	$ 1,431	$ 2,942	$ (1,511)	(51%)

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 2024
($ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	2,901	2,986	(85)	- Potable water revenue during November 2024 was 3% below budget due primarily to conservation. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Outdoor watering is limited to Saturdays only (November 1st - March 31st). Rainfall MTD measured .09 inches compared to the average of .69 inches.
(b)	Recycled Water Revenue	383	603	(219)	- Recycled water revenues were lower than planned primarily due to conservation.
(c)	Water Supply Expense	1,071	1,233	163	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(d)	Operations & Maintenance - Potable	1,150	932	(217)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment, offset by lower than planned professional services and private contractual services.
(e)	Operations & Maintenance - Recycled	92	144	51	- The favorable variance is primarily attributable to lower than planned maintenance on the recycled system and electricity for water pumping.
(f)	Operations & Maintenance - Shared Services	304	421	117	- The favorable 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	74	33	41	- The favorable variance is primarily attiributable to interest earned on a higher than planned cash balance.
(h)	Other Income/(Expense)	14	41	(27)	- 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)	6	53	(47)	- 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 November 2024
($ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	15,717	17,627	(1,910)	- Potable water revenue fiscal year to date was 11% below budget due primarily to conservation. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Outdoor watering is limited to Saturdays only (November 1st - March 31st). Rainfall FYTD measured .10 inches compared to the average of 1.42 inches.
(B)	Water Supply Expense	6,194	7,448	1,254	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(C)	Operations & Maintenance - Potable	5,401	4,661	(740)	- The unfavorable variance is primarily attributable to unplanned bond isuance costs as well as higher than planned work performed by other departments.
(D)	Operations & Maintenance - Recycled	516	719	202	- The favorable variance is primarily attributable to higher than planed 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	1,512	2,036	524	- 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	123	167	(43)	- The unfavorable variance is attributable to a correction to accrued interest for the 2021 Water Revenue Bonds.
(G)	Other Income/(Expense)	(942)	(195)	(747)	- The unfavorable variance is due primarily to the accounting loss on the 2010B Series bond refunding.
(H)	Capital Contributions (AIC)	302	264	38	- The favorable variance is attributable to the timing of AIC projects.

November 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
MTD NET INCOME (LOSS): $190	$ -	$ (109)	$ (109)
MTD GROSS MARGIN VARIANCE			
Potable Revenues	-	(85)	(85)
Recycled Revenues	-	(219)	(219)
Other Revenue	-	(35)	(35)
Water Supply Expense	163	-	163
Total	163	$ (339)	$ (177)
MTD O&M AND OTHER VARIANCES			
Potable O&M	-	(217)	(217)
Recycled Water O&M	51	-	51
Allocated O&M	117	-	117
Depreciation	11	-	11
All Other	107	-	107
Total	$ 285	$ (217)	$ 68

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

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
FYTD NET INCOME: $1,129	$ -	$ (1,549)	$ (1,549)
FYTD GROSS MARGIN VARIANCE			
Potable Revenues	-	(1,910)	(1,910)
Recycled Revenues	-	(230)	(230)
Other Revenue	-	(42)	(42)
Water Supply Expense	1,254	-	1,254
Total	$ 1,254	$ (2,183)	$ (929)
FYTD O&M AND OTHER VARIANCES			
Potable O&M	-	(740)	(740)
Recycled Water O&M	202	-	202
Allocated O&M	524	-	524
Depreciation	51	-	51
All Other	-	(658)	(658)
Total	$ 778	$ (1,398)	$ (620)

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

	Nov-24	Oct-24	Sep-24	Jun-24	Mar-24	Dec-23	Sep-23	Jun-23	Recommended Reserves Low	Recommended Reserves High	Minimum Reserves
Cash and Investments											
General Operating Reserves	$ 24,792	$ 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	24,792	24,767	23,030	19,184	15,929	22,597	25,576	23,924	18,878	28,316	11,327
Commitments											
Customer Deposits	(563)	(659)	(655)	(585)	(677)	(773)	(677)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	24,229	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	1,083	1,796	3,074	6,545 [c]	12,239	13,866	15,962	19,465			
Total Cash and Investments and Bond Proceeds (less Commitments)	**25,311**	**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.

January 30, 2025

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 3, 2025, 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

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of February 3, 2025

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.

AGENDA

Monday, February 3, 2025

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)

5. ITEMS FOR COMMISSION APPROVAL

   a. Protest and Award of Contracts for the Replacement Passenger Terminal Food Service and Retail Concession Programs ***[See page 1]***

6. EXECUTIVE DIRECTOR COMMENTS

7. COMMISSIONER COMMENTS
   (Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)

8. PUBLIC COMMENT

9. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, February 3, 2025

[Regarding agenda items]

5. ITEMS FOR COMMISSION APPROVAL

a. PROTEST AND AWARD OF CONTRACTS FOR THE REPLACEMENT PASSENGER TERMINAL FOOD SERVICE AND RETAIL CONCESSION PROGRAMS. A staff report is included in the agenda packet. At its meeting on January 22, 2025, the Executive Committee ("Committee") voted to make recommendations to the Commission on award of contracts for the Replacement Passenger Terminal ("RPT") food service and retail concession programs. As to the retail concession program, the Committee concurred with Staff's recommendation and voted unanimously (3-0) to recommend award of contract to Marshall Retail Group, a WHSmith Company. As to the food service concession program, the Committee disagreed with Staff's recommendation and voted 2-1 to recommend acceptance of a bid protest filed by MCS Burbank, LLC ("MCS") and award of contract to MCS rather than to SSP America ("SSP").

This agenda item seeks Commission action on three matters: (1) award of contract for the RPT retail concession program; (2) grant or rejection of MCS' bid protest; and (3) award of contract for the RPT food service concession program. Staff continues to recommend that the bid protest be rejected. Additionally, Staff continues to recommend award of contract to SSP for the RPT food service concession program.

If the Commission decides that the bid protest has merit, then the Commission should decide whether to approve a contract award to MCS or to direct staff to conduct a new procurement process. If the Commission decides to reject the bid protest, then the Commission should select between the MCS proposal and the SSP proposal based on the eight evaluation criteria stated in the Request for Proposals ("RFP"). Pursuant to a Federal Aviation Administration regulation (49 C.F.R. Section 23.79), the Commission cannot use a local geographic preference to make this selection. Pursuant to case law, the Commission also cannot use factors that were not stated in the RFP, such as the extent to which a proposer has contributed or will contribute to local charities, as a basis for the selection.