



Weekly Management Report

February 28, 2025

- 1. Memo** Community Events and Program Grant
City Manager's Office
- 2. Minutes** Burbank Water and Power Board
Meeting on February 6, 2025
Water and Power
- 3. Report** January 2025 Operating Results
Water and Power
- 4. Memo** Downtown Burbank Partnership (PBID)
Meeting on February 6, 2025
Community Development Department
- 5. Synopsis** Transportation Commission
Meeting on January 22, 2025
Community Development Department

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: February 28, 2025

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager *C Padgett*
VIA: Cathryn LaBrado, Assistant to the City Manager
BY: Kylene Pecor, Administrative Analyst I

SUBJECT: Introducing the Community Events and Program Grant

BACKGROUND

At the May 7, 2024 City Council (Council) meeting, then Vice Mayor Perez requested a budget discussion paper on funding for a Community Event and Program Grant. On May 21, 2024, the Parks and Recreation Department provided an informational memorandum discussing the feasibility of establishing such a program. On June 4, 2024, Council approved a pilot Community Event and Program Grant for the next two fiscal years (\$50,000 in Fiscal Year (FY) 2024-25 and \$50,000 in FY 2025-26).

DISCUSSION

The purpose of the Community Events and Program Grant is to provide monetary grants to eligible non-profit organizations for events and/or program initiatives that foster community engagement and benefit the Burbank community at large. In determining grant specifics and criteria, staff researched similar grant programs in other cities (Camarillo, Newport Beach, and Westlake Village) and considered comparable programs in the City of Burbank, such as the Community Arts Grant administered by the Parks and Recreation Department and the Cultural Arts Commission, and the Community Development Block Grant administered by the Community Development Department.

Based on best practices in other cities and Council's general discussion regarding the Community Events and Program Grant, the following guidelines were created:

Eligibility Standards

To be eligible to apply for grant monies under the City's Pilot Community Events and Program Grant, a community non-profit organization must satisfy the following standards:

- 1) Be a non-profit 501(c)(3) organization based in the City of Burbank (if the organization is not based in Burbank, a written justification will need to be provided detailing how the organization serves the Burbank community); and
- 2) Serve the greater City of Burbank community.

Event/Program Eligibility Criteria

The non-profit organization's proposed event/program should benefit locally based causes and/or provide recreational, cultural, and/or social benefits to Burbank residents. All applications/proposals for grant monies must meet the following additional criteria:

- 1) The proposed event/program must occur within the City of Burbank;
- 2) The event/program must be scheduled to take place between July 1, 2025 and June 30, 2026, and the date(s), time(s), and location (within Burbank) have been determined; for the pilot year of the grant program, applications will be accepted for events/programs that have taken place between January 1, 2025 and June 31, 2025 and may be considered retroactively; and
- 3) The event/program is not required to be free of charge, but should be accessible to the entire community/public.

Event/Program Ineligibility Criteria

The City will not provide financial support to:

- Events/programs that serve a political or religious purpose or are sponsored by political organizations.
- Event/program organizers and organizations that have not fulfilled previous City sponsorship or special event/program obligations or have an outstanding debt to the City of Burbank.
- Individuals.
- Invitation-only events/programs; those not open to the general public.
- Events/programs that conduct any illegal or illicit activity.
- Events/programs that will result in damage to any City property, or result in irreparable harm to any resident.

Deadlines and Schedule

The below outlines the important dates for the Pilot Community Events and Program Grant for FY 2024-25:

March 10, 2025	Application Submission Period Opens
March 19, 2025	In-Person Application Workshop
March 27, 2025	Virtual Office Hours Workshop/Q&A
April 4, 2025	Applications Due no later than 5:00 PM PST
April 2025	Staff Committee Review
May 20, 2025 (tentative)	City Council Review (City Council meeting)
By June 31, 2025	Grant funds dispersed to Selected Recipients
July 1, 2025 – June 30, 2026	Event/Program Delivery Period

Application Process

The application will be available on the City's dedicated webpage and will open at 9:00 AM on Monday, March 10, 2025. Applications must be submitted online no later than 5:00 PM on Friday, April 4, 2025. Once an application has been submitted using the online portal, applicants will receive an email confirming the application has been received. City staff will communicate with the applicant regarding the status of the application as it moves through the review and evaluation process.

Evaluation Process

All applications and support materials will be reviewed by City Manager's Office staff for completeness. Applicants will receive confirmation that their application was submitted and will also be notified if there is an administrative issue with their application (i.e., the applicant missed a section or did not include the correct attachment). Applications will be reviewed by a dedicated internal City Staff Committee for consideration. The internal City staff committee will be comprised of a representative from the Community Development Department, Parks and Recreation Department, Financial Services Department, and City Manager's Office. Applications will be reviewed and scored based on the following criteria:

- 1) Organization Capacity
 - a. Details sound management practices, strong financial stability, and established partnerships with other organizations.
 - b. Demonstrates success in community engagement with qualified staff and relevant expertise to execute events/programs effectively.
- 2) Event/Program Feasibility
 - a. Outlines well-defined project goals with a clear, feasible methodology and approach to achieve them within the given resources and timeline.
 - a. Includes a comprehensive work plan outlining timelines, deliverables, and the event/program's overall feasibility
- 3) Community Need/Impact
 - a. Demonstrates an understanding of the Burbank community and details how the event/program will make a positive impact for City residents and visitors

- b. Demonstrates the need for the event/program in addressing a gap in existing services
- 4) Budget/Financial Management
- a. Outlines a clear and detailed budget breakdown with cost justifications and efficient use of grant funds
 - b. Includes well-prepared contingency plans to address potential budget challenges

After the internal staff committee review, staff will provide City Council with an overview of all applications received and a general recommendation for awarding funds based on the aforementioned established criteria. Application review is tentatively scheduled for the May 20, 2025 City Council meeting. Staff recommendations are intended to assist Council in the decision-making process and Council will have the full discretion in determining how grant funds are awarded.

Award of Funds

All eligible groups are encouraged to apply, however, not all groups may receive funding. Staff recommends that grant award amounts will generally fall within a range of \$2,500 to \$10,000. However, Council will have final determination of and authority over grant allocations. Grants will be awarded in amounts ranging from a minimum of \$2,500 to a maximum of \$10,000 per organization. Community Events and Program Grants will be funded from the General Fund in the amount of \$50,000 for FY 2024-25. Individual grant awards may vary subject to the total number of qualified applicants and the requested amounts. All applications and support materials will be reviewed by City staff to ensure satisfaction of eligibility requirements. All completed applications will be provided to City Council for review; Council retains sole and absolute discretion in administering the program, including selecting award recipients and determining the level of funding for each approved recipient.

Community Outreach

A dedicated webpage has been created that includes all information related to the Community Events and Program Grant, including eligibility criteria, application processes (including online submission), evaluation standards, and important deadlines. The webpage is scheduled to go-live on Monday, March 3, 2025. In addition, a presentation will be provided at the March 11, 2025 City Council meeting announcing the Community Events and Program Grant. Application workshops will take place on March 13, 2025 and March 20, 2025 to provide organizations with general information regarding the grant and to provide guidance to those who have questions. Recordings of both workshops will be posted on the dedicated webpage for those who are unable to attend. The Grant and workshops will be promoted via social media posts, E-blasts, and City Council announcements.

CONCLUSION

The City Council's Pilot Community Events and Program Grant for FY 2024-25 supports eligible non-profit organizations in providing events and program initiatives that benefit the Burbank community and foster civic engagement. An informational presentation will be provided at the March 11, 2025 City Council meeting announcing the Community Events and Program Grant. As this is a pilot grant program, the administration of the program in FY 2024-25 will be evaluated to determine if any adjustments are needed for the FY 2025-26 program. City Council will be kept up to date of any major changes that may be made in response to these evaluations prior to the implementation of the FY 2025-26 program.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
FEBRUARY 06, 2025**

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. Luddy; Mr. Malotte; Mr. Smith; Ms. Tenenbaum

BOARD ABSENT: Mr. Eskandar; Mr. LeMasters

STAFF PRESENT: Ms. Samra, General Manager – BWP; 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. Chedid, Principal Electrical Engineer

ORAL COMMUNICATIONS

Mr. Donahue addressed the board by highlighting BWP’s efforts to inform the community and City Council on the City’s Greenhouse Gas Reduction Plan and the Integrated Resource Plan. Mr. Donahue also noted the need for the BWP Board to have a liaison from City Council. Lastly, Mr. Donahue spoke on the option for off-grid electrification for victims of the recent Altadena wildfires.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

Ms. Tenenbaum responded to the comment made by Mr. Donahue.

Ms. Samra responded to the comment made by Mr. Donahue and thanked him for his support.

GENERAL MANAGER REPORT

Ms. Samra began her report by reminding the board that the proposed fiscal years 2025-26 and 2026-27 budget/rates presentation will be presented at the next board meeting in March. Ms. Samra continued with her report by informing the board regarding BWP’s bond rating meeting with Standard & Poor’s Global Ratings, highlighting that BWP maintained its AAA rating with a stable outlook for the Water Bonds and AA- rating with a negative outlook for the Electric Bonds.

**CONSENT CALENDAR
MINUTES**

It was moved by Mr. Malotte, seconded by Mr. Cherry, and carried 5 – 0 to approve the meeting minutes of the regular meeting of January 16, 2025 (Mr. Eskandar and Mr. LeMasters were absent).

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

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

Mr. Lillio responded to board member questions.

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

STATUS OF THE GOLDEN STATE SUBSTATION REBUILD PROJECT

Mr. Chedid presented the status of the Golden State Substation Rebuild Project.

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

**INFORMATION FROM STAFF
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.

Mr. Aquino responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. Tenenbaum noted the upcoming Association of California Water Agencies’ 2025 Spring Conference and Expo in Monterey, CA, and requested that staff send information to the board. Ms. Tenenbaum noted that she would like to be one of two board members to attend the conference.

Mr. Smith commented on any upcoming workshops with City Council to review the proposed BWP budget and rates. Mr. Smith requested the information be sent out to the board.

ADJOURNMENT

The regular meeting was adjourned at 6:00 p.m.

The next regular board meeting is scheduled for March 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: March 6, 2025

TO: Burbank Water and Power Board

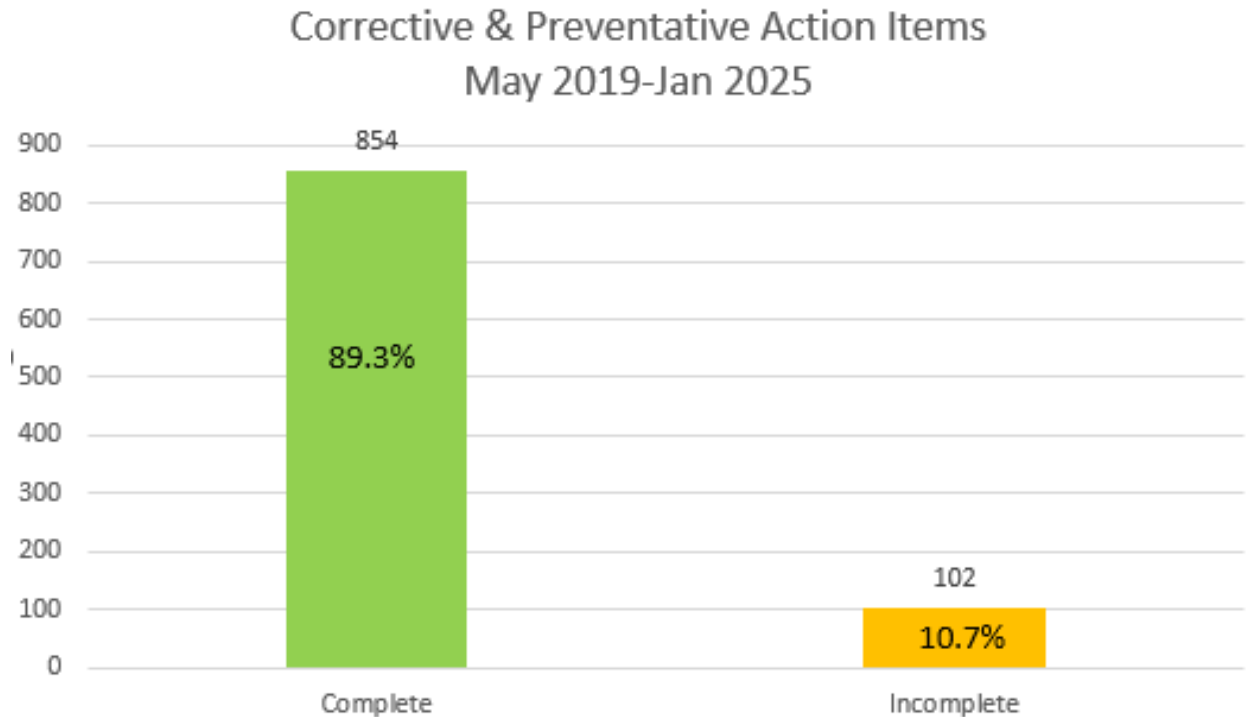
FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power *MK Samra*

SUBJECT: January 2025 Operating Results

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

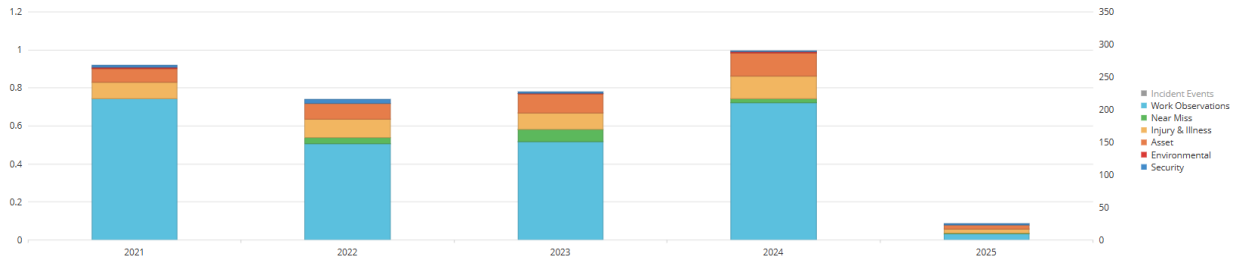
SAFETY

Corrective & Preventative Action Items (May 2019 – Present) (90% Goal as of 2025): Staff tracks action items for Environmental Health and Safety (EHS) events from the start to closure to prevent the recurrence of injury or damage to the City or public property; BWP has closed **89.3%** of corrective and preventative action items since 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, 2025, to **December 31, 2025**, BWP has received **21** EHS-related reports to count towards the 2025 annual goal of 275.

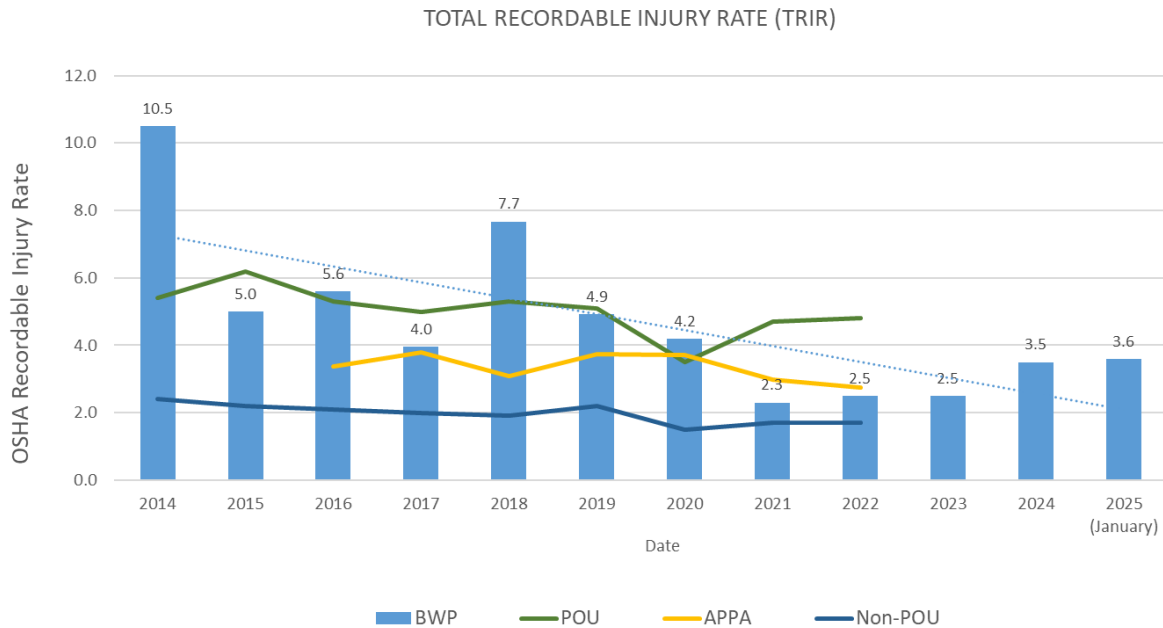


Year	Incident Event	Consequences						Near Miss	Work Observations
		Injury	Illness	Environmental	Asset	Security			
2021	45	21	4	2	21	3	0	217	
2022	64	24	4	0	25	6	9	148	
2023	77	24	1	1	29	2	19	151	
2024	80	30	5	2	35	1	6	211	
2025	12	6	0	0	6	2	2	9	
Total	278	105	14	5	116	14	36	736	

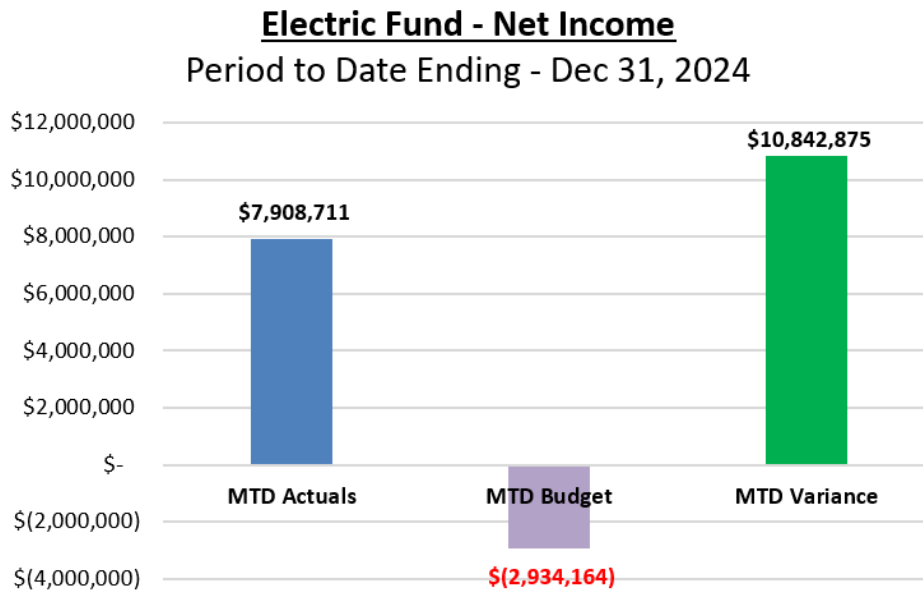
OSHA Total Recordable Incident Rate (January 2014 – Present):

BWP received one recordable injury in this reporting period. BWP’s 12-month rolling average OSHA total recordable incident rate is **3.6**, as seen in the graph below.

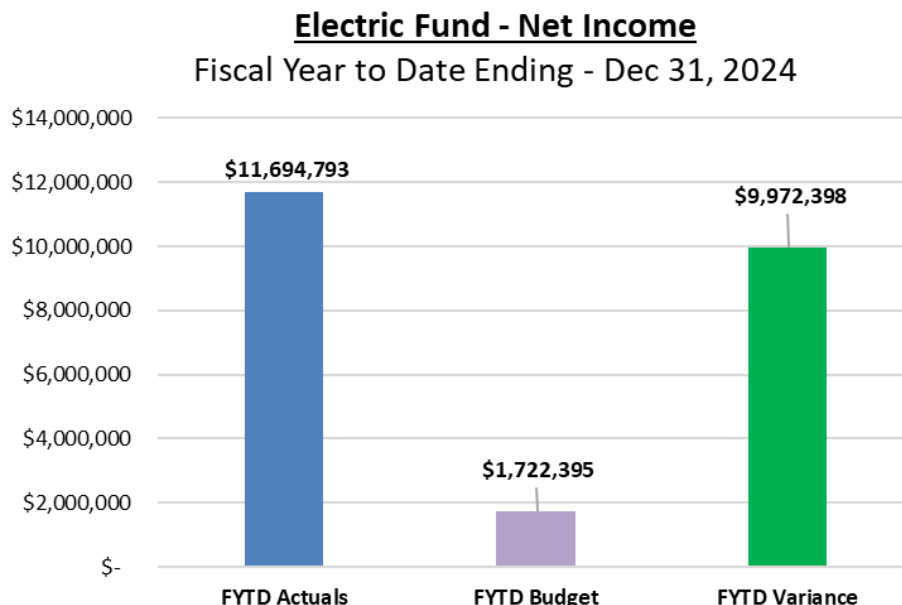
A Line Mechanic fell off a ladder of a metal scrap bin and hurt his right shoulder. He is on restricted duty. Please note that EHS and the Line Section are working together to get smaller, easier-to-access bins.



Electric Financial Results



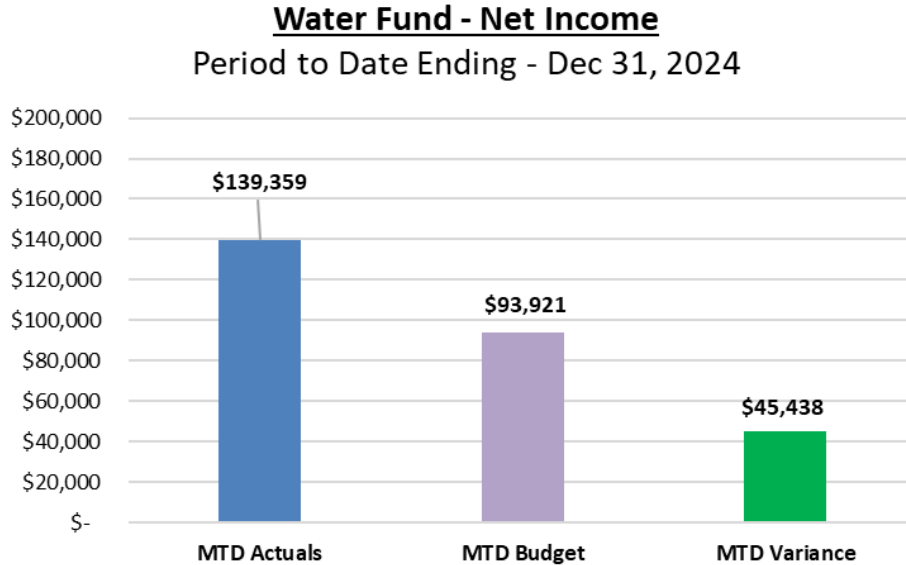
In **December** 2024, the Electric Fund's favorable variance was primarily driven by lower-than-expected retail power supply and transmission costs, along with higher-than-planned other operating revenues from emissions credits and higher-than-planned other income from insurance claim proceeds. These factors contributed to an actual net income of **\$7,908,711**, which was **\$10,842,785** higher than the projected net loss of **-\$2,934,164**. While higher-than-anticipated operating expenses partially offset these gains, overall financial performance exceeded expectations.



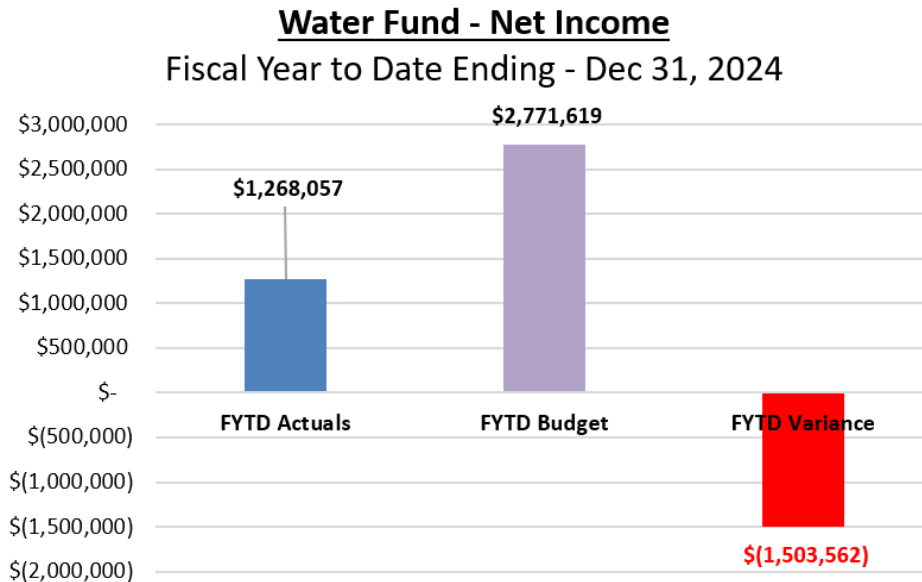
As of **December** 2024, the year-to-date favorable variance for the Electric Fund was primarily driven by lower operating costs, including reduced retail power supply & transmission expenses and lower overall operating expenses. Additionally, higher other operating income from emissions credits and increased indirect income from insurance

proceeds further contributed to the positive results. These gains were partially offset by interest expenses related to refunding the 2010B revenue bonds. As a result, actual net income stands at **\$11,694,793**, significantly exceeding budgeted net income by **\$9,972,398**.

Water Financial Results



For **December** 2024, the Water Fund’s month-to-date favorable variance was primarily driven by higher-than-planned potable water revenues, increased interest income, and lower bond interest expenses due to refunding the 2010B revenue bonds. These positive factors were partially offset by lower-than-expected recycled water sales. As a result, the actual net income for the month was **\$139,359**, exceeding the budgeted net income by **\$45,438**.



As of **December** 2024, the year-to-date unfavorable variance for the Water Department was primarily driven by unplanned expenses related to premiums on bond redemption

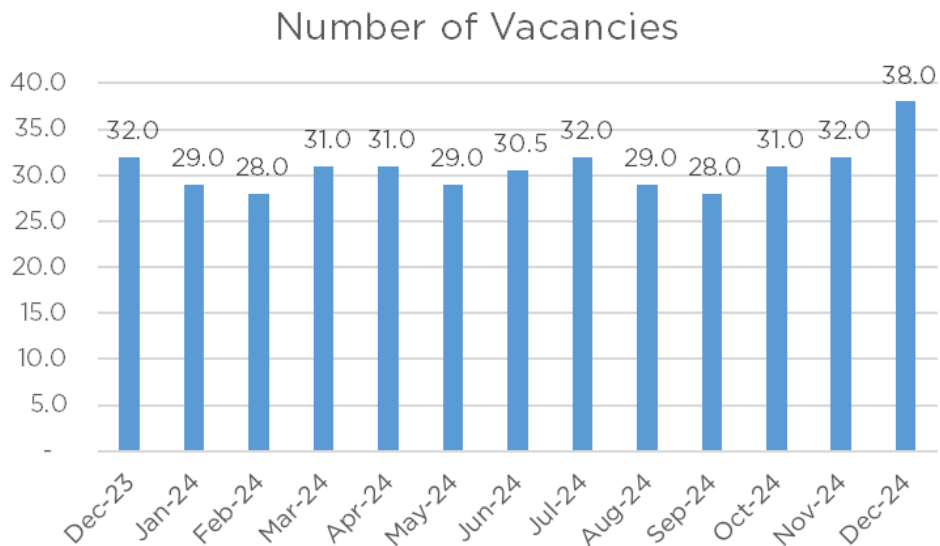
and lower-than-expected operating revenues, including both potable and recycled water sales. These shortfalls were partially offset by lower-than-planned operating expenses, water supply costs, and bond interest expenses. As a result, the actual net income was \$1,268,057, falling short of the projected net income by **-\$1,503,562**.

For additional details, please see the attached financial statements.

The table below shows the number of vacant positions throughout the utility. As of **December 2024, 10.6%** of the budgeted positions were vacant, compared to **8.9%** at the beginning of the fiscal year. **These vacancies result from employees leaving for other jobs that offer a more competitive salary and benefits package, retirements, personnel actions, and ongoing recruitment challenges.**

Vacancies

Total Budgeted Positions	360
Total Positions Filled	322
Total Positions Vacant	38



WATER DIVISION

Burbank’s Water Use

The table below shows water use in Burbank during **January 2025** compared to **January 2020**, measured in gallons per capita per day (gpcd).

	Average Monthly Use
January 2020	125 gpcd
January 2025	118 gpcd

Burbank Operating Unit (BOU) Water Production

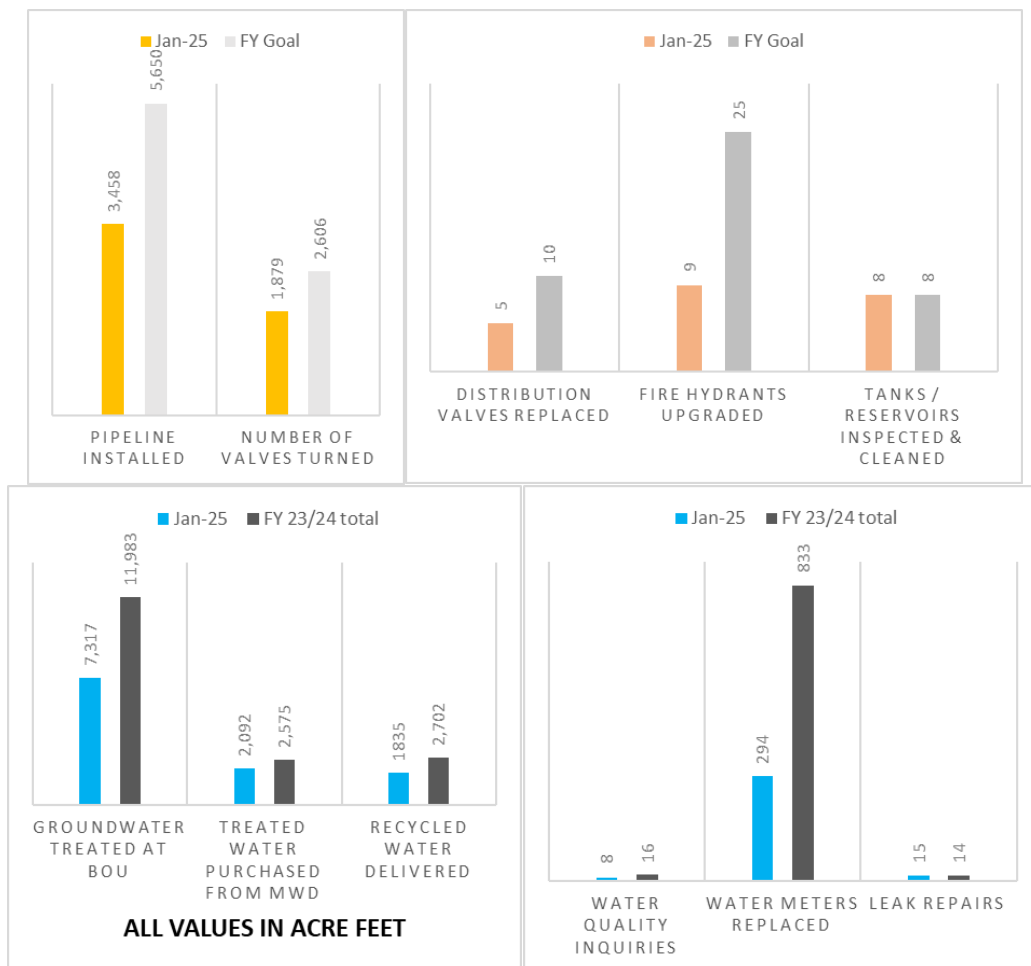
The table below provides the BOU's operational data for **January 2025**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
25-Jan	82.16%	7,395	24%/76%
12-Month Average	83.63%	7,526	19%/81%

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 **January**.

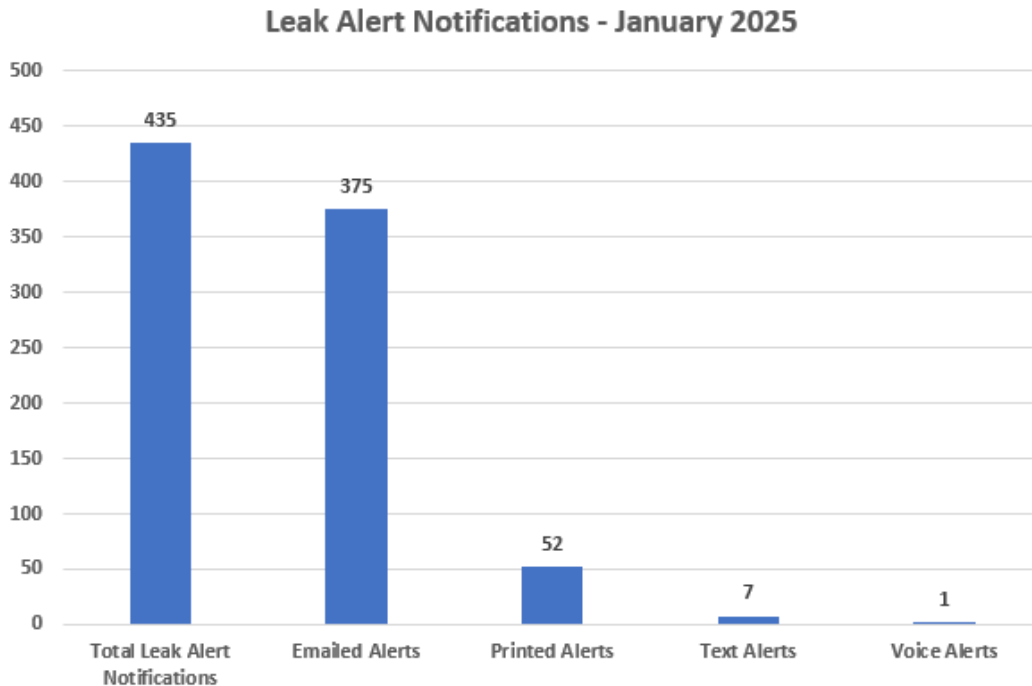


Project Updates

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 that do not read 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 **January 2025**, 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.

***The reliability metrics do not include the outages due to the January 2025 wind event because they are classified as major outage events.**

Reliability Measurement	February 2023 – January 2024	*February 2024 – January 2025
Average Outages Per Customer Per Year (SAIFI)	0.2586	0.3434
Average Outage Time Experienced Per Year (SAIDI)	14.27 minutes	18.4 minutes
Average Restoration Time (CAIDI)	55.18 minutes	53.59 minutes
Average Service Availability	99.997%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.1555	0.3512
No. of Sustained Feeder Outages	21	27
No. of Sustained Outages by Mylar Balloons	3	3
No. of Sustained Outages by Animals	1	4
No. of Sustained Outages by Palm Fronds	2	5

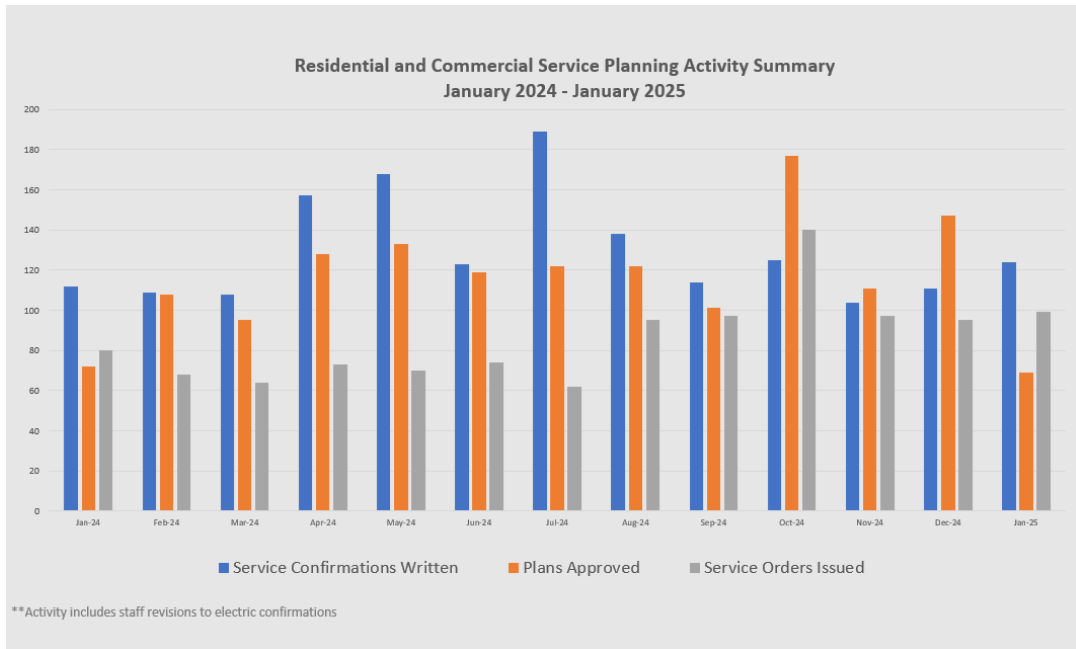
Supply Chain

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



Substation Safety Eye Wash/Shower Upgrades

Substation eyewash/safety showers are being upgraded to meet the latest industry safety standards. Substation eyewash/safety showers are used to address accidental contact with battery acid from substation batteries. The new eyewash/safety showers provide additional safety features for BWP personnel, including:

- **Hands-free operation of the safety showers once it is activated**
- **Simultaneous use of the safety shower and the eyewash**
- **Compliance with current water flow rate standards**

This program started in Fiscal Year (FY) 2020-21 and will continue until FY 2026-27. For FY 2024-25, Keystone Substation safety shower upgrades have been completed. In total, 12 substations have been completed throughout this program, and the remaining substation upgrades will be tackled within the next several years.

Please see below for pictures of the upgrade and the new safety shower at Keystone Substation.



Water Backflow Devices at Town Substation

BWP initiated a program to install water backflow devices at all power substations to protect the public water systems from potential contamination by the California Administrative Code – Title 17. For Fiscal Year 2024-25, BWP completed the installation of the water backflow device at the Town Substation. Four installations have been completed, and the remaining backflow devices will be scheduled for installation in the coming fiscal years.



Backflow Device @Town Substation

STREET LIGHTING

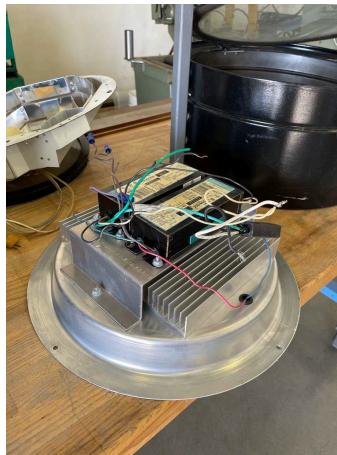
LED Replacement Program

To date, **95.32%** of the total streetlight luminaires have been converted to LEDs, translating to an annualized energy savings of **5,590MWh** or a **60.07%** reduction in energy consumption. LED conversions have also reduced the evening load by **1,290 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 the 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 arrive soon and will be installed shortly after.



Keystone LED Bulb



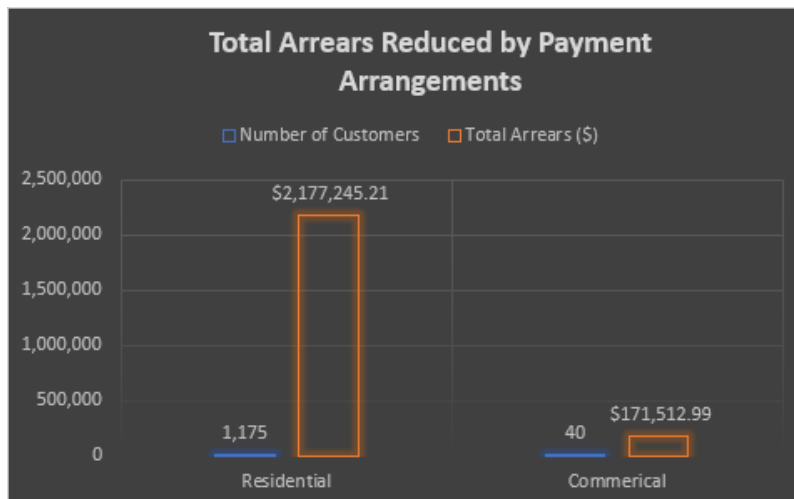
3-Ring Halo LED

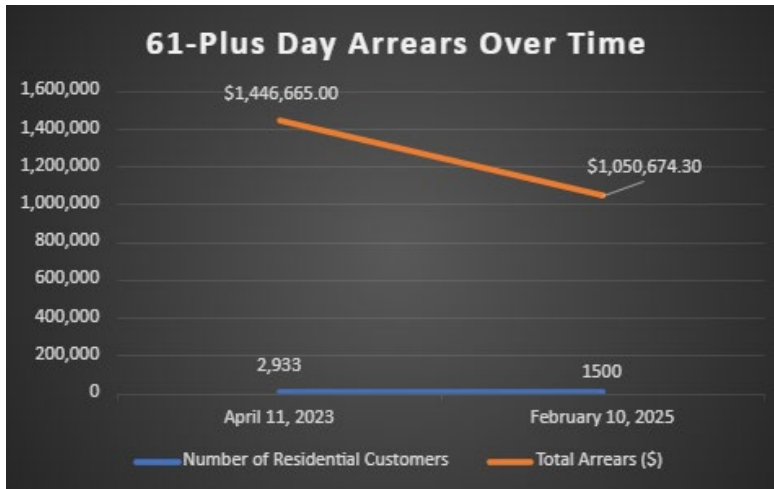


Driver and Housing

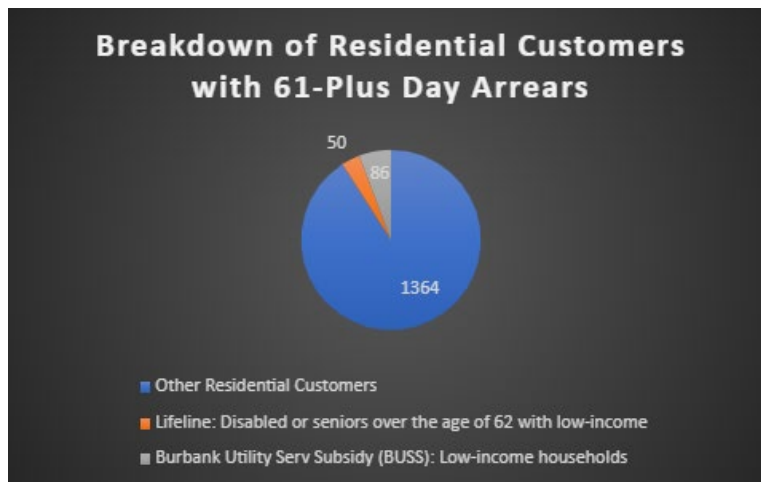
CUSTOMER SERVICE OPERATIONS

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





As of **February 10, 2025**, 1,500 residential customers had at least 60-plus days of arrears. Of these 1,500 residential customers, 50 receive the Lifeline rate for low-income seniors over the age of 62 or disabled customers, and 86 receive the Burbank Utility Service Subsidy (BUSS) rate. The chart below reflects the breakdown of residential customers with 61-plus-day arrears.



As of **February 10, 2025**, no Lifeline or BUSS customers have been disconnected for non-payment.

BWP Call Center Call Volume

Month	Call Volume
Dec - 24	3,935
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
Jan - 25	4,682
Change from previous month (%)	34%

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

January 2025 presented a challenging start to the year with unprecedented windstorms and wildfires throughout Los Angeles County. During this stressful time for Burbank residents, we focused on providing updates about outages and the work performed to restore power. Due to the sheer volume of outages and customers impacted (number of outages: 50, number of customers impacted: 23,640), it was not possible to provide details about each event; therefore, we shifted our communication to provide overall updates on progress fixing outages, acknowledging the scope and reassuring the public that all resources were directed to resolving power interruptions.

Information showing the extent of damage to poles, electrical wires, and equipment coupled with response footage received the most engagement. Several videos by BWP's General Manager, Mandip Samra, with storm response updates, were also well received, triggering significant praise and thank-you notes from the community for BWP line crews and staff.

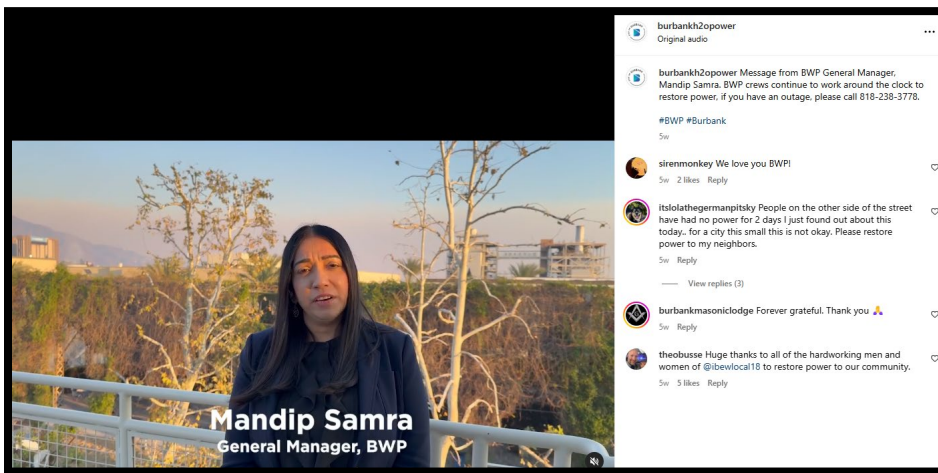
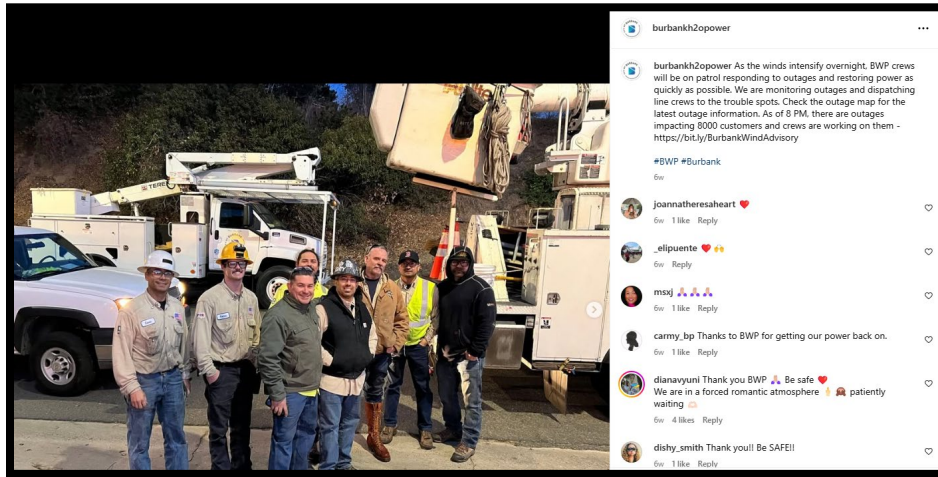
During the windstrom event and several days following the initial event, we maintained critical communication and data collection functions to support internal and external communication. We provided information on outages on a daily or as-requested basis to the City's Emergency Management Division. We monitored social media comments/chatter, commercial account feedback, and information posted on other channels such as LA County, LA County Health, LAFD, LA Co Fire, US Forest Service, Cal Fire, and neighboring utilities.

Post-event communication

- **Reiteration of BWP's commitment to the community**
 - **Dedication to reliable service, without compromising safety**
 - **Emphasis on continuous improvement**

- **Appreciation**
 - **Thanking customers for their patience**
 - **Acknowledging the hard work of BWP employees and partners**

The results from the outreach during the storm are encouraging as we continue to build our outreach strategy and tools. On Instagram alone, we gained 547 new followers and an increase of 1,253% in daily average impressions. We saw similar gains across all channels.



Key Account Activity

The Key Account Manager (KAM) completed 18 in-person meetings and 124 maintenance/discovery calls in January.

	Customer in-person meetings	Customer maintenance calls/discovery calls
January 2025	18	124
FY to date	117	732

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 were no business rebate applications processed in **January**.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
January 2025	0	0	0
FY to date	5	979,731	436

Business Bucks

January's promotion of the Business Bucks (BB) program for small businesses **was put on pause due to the end of the task order**.

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
January 2025	0	0	0	0
FY to date	64	48	114,520	39

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)
January 2025	36	23,817	13	294,628
FY to date	256	181,349	99	1,880,479

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)
January 2025	18	0	0	0
FY to date	138	142	28,684	7

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)
January 2025	31	12,426	5
FY to date	183	53,009	16

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
January 2025	4	0	2	1	2
FY to date	53	1	6	1	13

Cool Rewards Program Participation

Below are the stats for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	680	1,020

Enrollments for this program are ongoing, customers can continue to enroll at all times.

Across the six events during the summer of 2024, 1.926MW of demand was reduced. The maximum demand reduction in a single event for the duration of the event was 0.399MW.

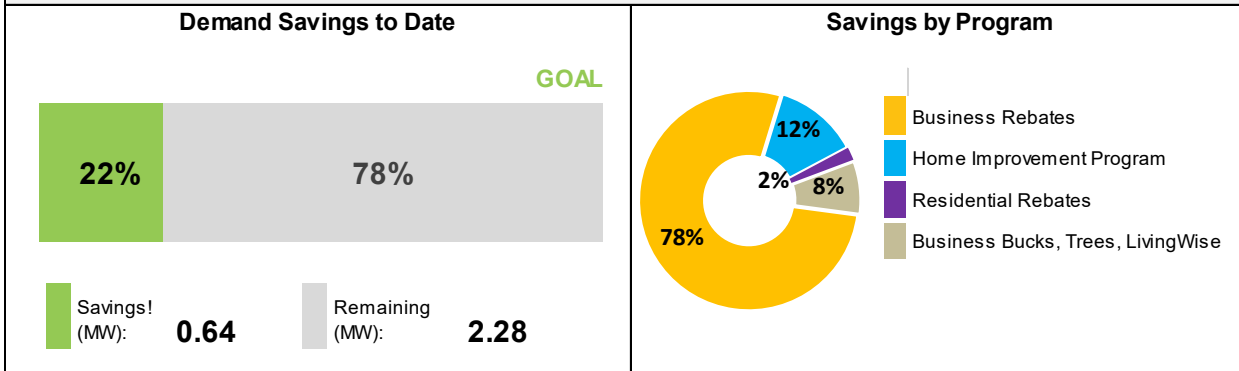
Water Conservation Programs

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.

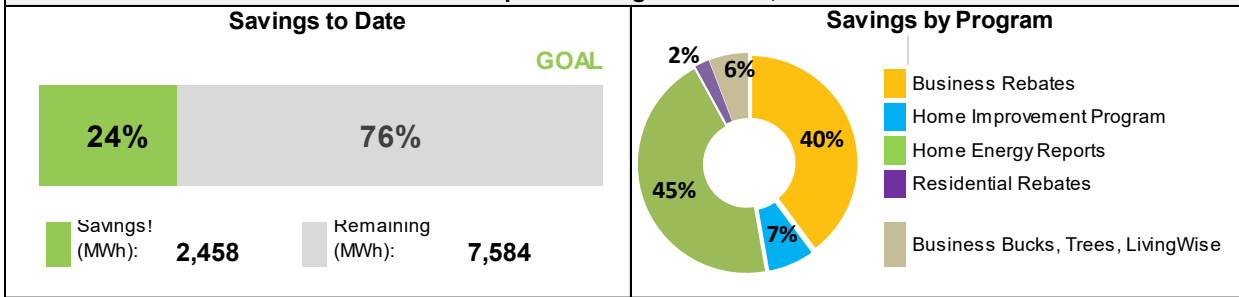
	Turf Replacement (#)	Device Rebates (#)	HIP Measures (#)	Leaks Detected	Water Savings (gallons)
January 2025	1	9	42	1,978	849,374
FY to date	19	136	286	18,253	7,791,236

Energy Efficiency Savings FYTD 2023-2024 Period ending on 1/31/2024

1% Demand Goal = 2.93 MW

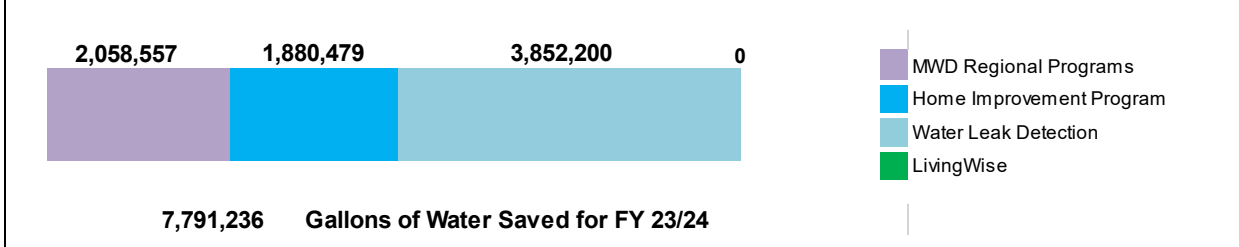


1% Consumption Savings Goal = 10,042 MWh



Water Efficiency Program Savings

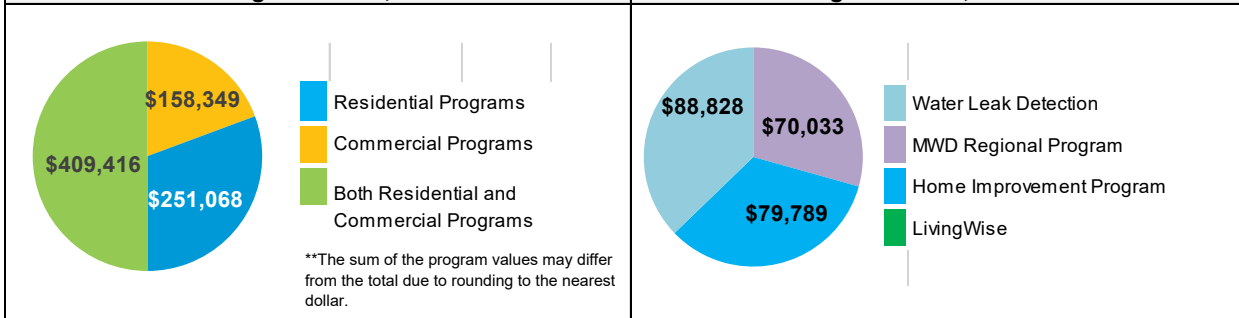
Gallons of Potable Water



Efficiency Direct Program Costs* FYTD 2024-2025

**Electric Programs: \$818,833

Water Programs: \$238,650

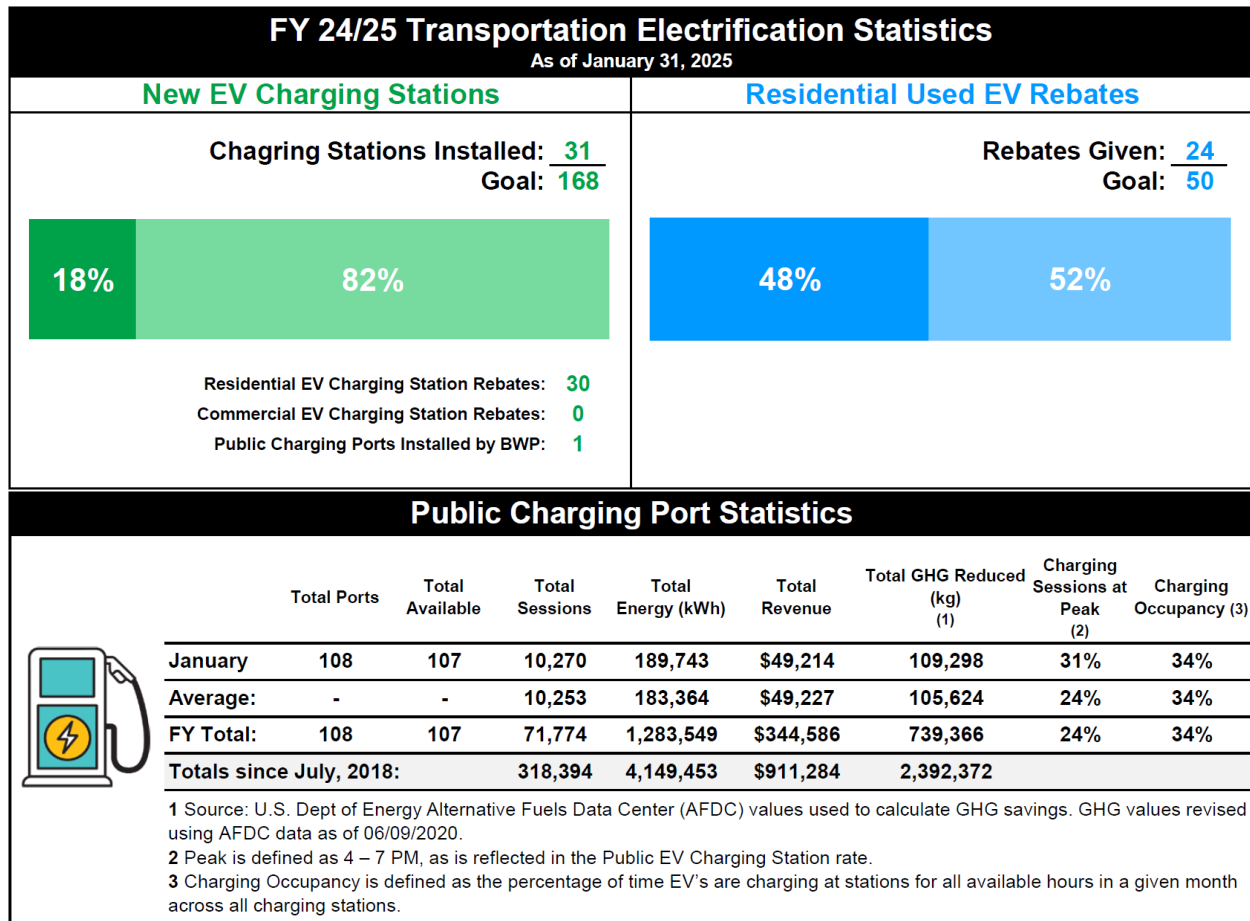


*Direct program costs reflect rebates and payments to program implementers, they do not include marketing and administration costs

Electric Vehicle (EV) Charging Program

Public BWP-owned charging stations continue to receive consistent usage. Charging sessions, energy delivered, and revenue in January were comparable to recent months.

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

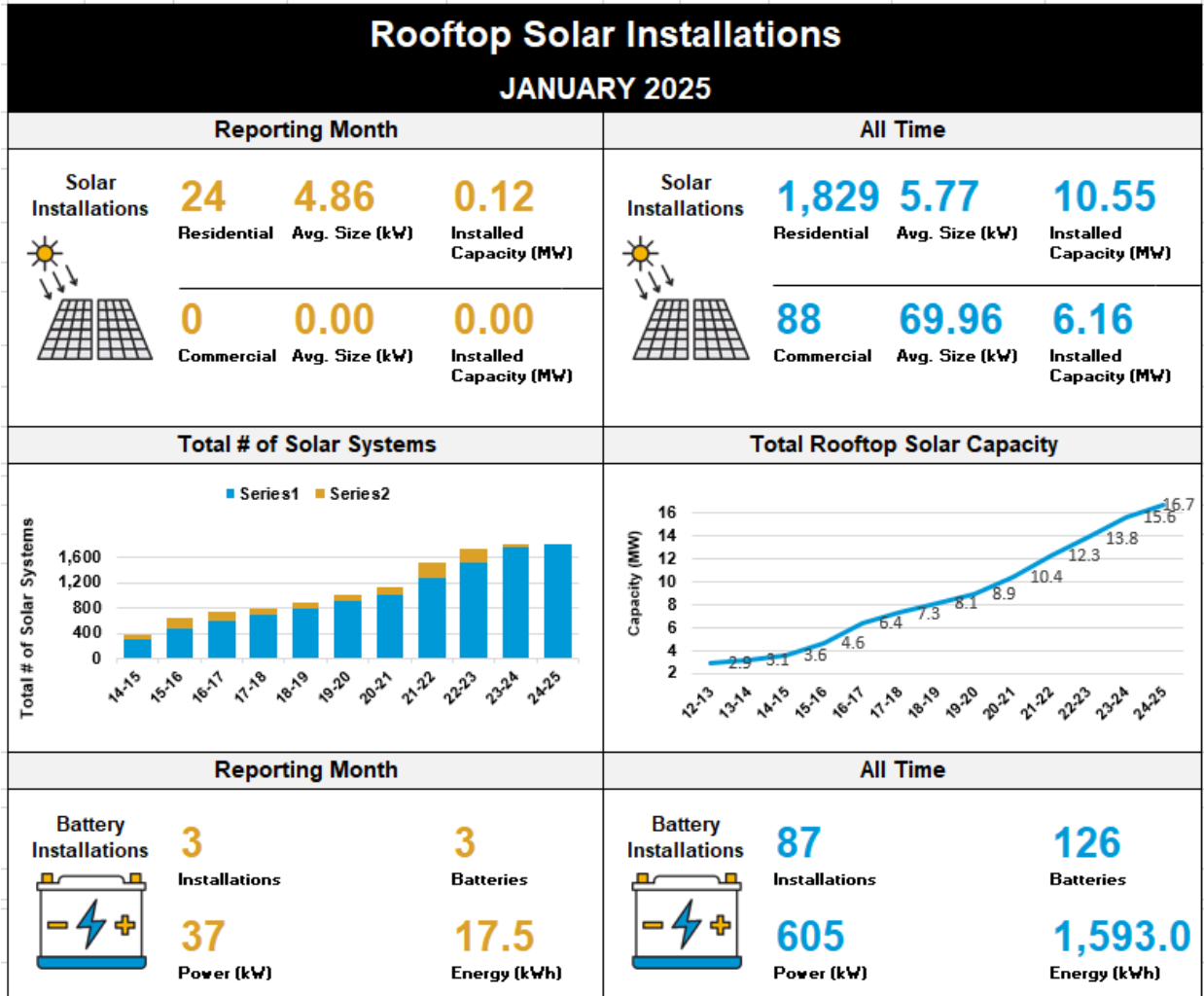


Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of **January, 2025**, the City of Burbank has **16.71MW** of installed customer solar, and **605kW** of installed battery capacity.

New Proposed Solar Net Billing Program

The new [web page for Solar Net Billing](#) is active as of 8/14/24. BWP staff received City Council approval of the new program in February 2025. Staff will implement the new program by January 1, 2026.



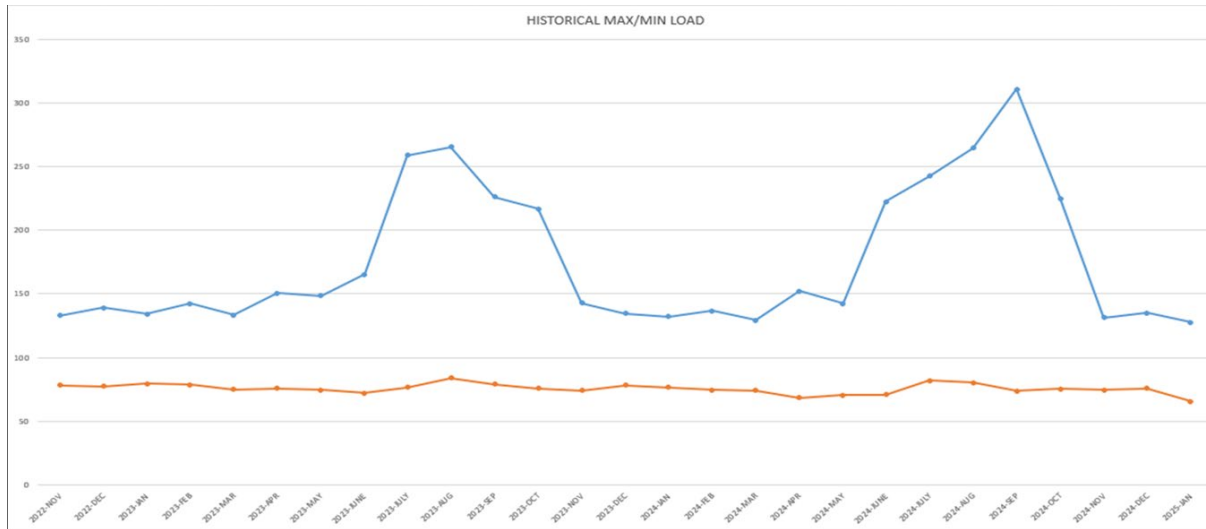
TECHNOLOGY

Broadband Services (ONEBurbank)

	January 2025 New Orders	Revenues for January 2025	FYTD 2024-25 Revenues	FYTD Budget
Lit	0	\$120,042	\$1,030,020	\$1,260,000
Dark	1	\$161,715	\$1,147,003	\$1,365,000
Total	1	\$281,757	\$2,177,023	\$2,625,000

POWER SUPPLY

BWP SYSTEM OPERATIONS



YEAR	MAX LOAD	MAX DATE
2025	127.8 MW	30-Jan-25 10:28
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)	\$4.39
Change since 2020	1.5X

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
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
2/6/2025	\$6.25	\$6.50	\$6.75	\$7.10

*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	100%	744	140,967	7,599	0

Lake 1 was not placed online during the month of January.

Magnolia Power Project (MPP)

	January	FYTD	YTD
Availability	100%	95%	100%
Unit Capacity Factor (240 MW)	79%	77%	79%

There were no outages at MPP during the month of January 2025. MPP was shut down on February 28, 2025, to perform a minor inspection, combustion turbine rotor replacement, boiler inspection and balance of plant maintenance. The plant is scheduled to be restarted on April 21, 2025.

Tieton Hydropower Project (Tieton)

Generation concluded for 2024 ended on September 30, when the water supply was no longer available. Annual maintenance is near complete. It is anticipated generation will begin again in late March.

ENVIRONMENTAL

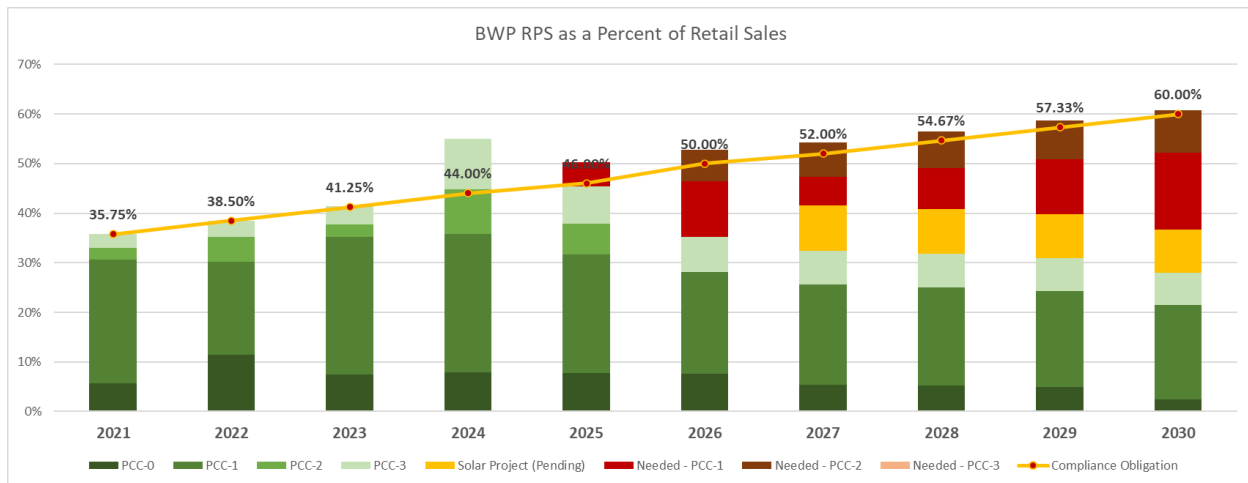
Air Quality

The Lake 1 unit ammonia slip air quality testing was performed on February 5, 2025, as required by its SCAQMD permit to operate. The results of the test are still pending.

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 and testing have been completed successfully, and the project reached Commercial Operations on February 12, 2025. It is now producing renewable energy that will count towards BWP's RPS requirements.**

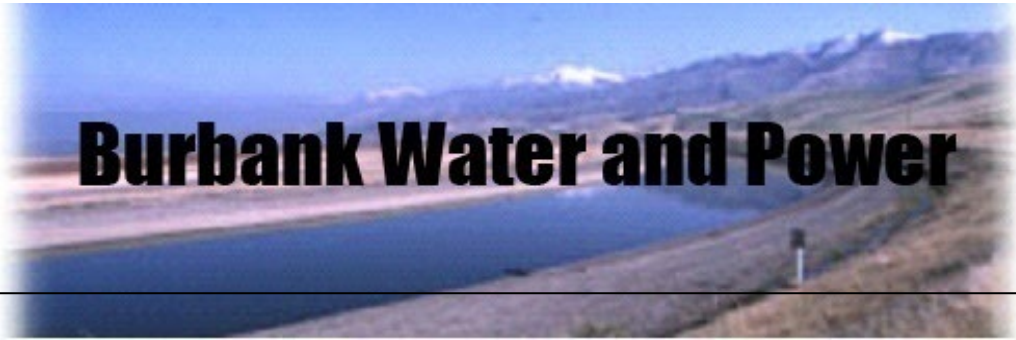
Staff continues to negotiate long-term renewable contracts. **All of these projects anticipate commercial operation in calendar year 2027 or 2028.** These three projects combined could add approximately 210,000 PCC1 MWh annually to our renewable energy supply. One project is nearing the end of negotiations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

Intermountain Power Project (Delta, UT) Renewal Progress

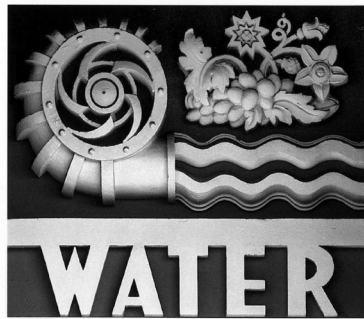
The IPP coal facility converts to the IPP Renewal project, composed of natural gas and hydrogen, in mid-2025. Below are details of the contract and estimated costs.

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.



Burbank Water and Power



**Financial Report
December 2024**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD December 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
77,138	84,205	(7,067)	(8%) ^(a)	NEL MWh	549,465	589,426	(39,961)	(7%) ^(A)
				Retail				
\$ 14,226	\$ 15,749	\$ (1,523)	(10%)	Retail Sales	\$ 105,671	\$ 111,660	\$ (5,990)	(5%)
3,630	633	2,997	473% ^(b)	Other Revenues ⁽³⁾	5,625	3,798	1,827	48% ^(B)
9,582	12,854	3,272	25% ^(c)	Retail Power Supply & Transmission	68,071	73,578	5,508	7% ^(C)
8,274	3,528	4,746	135%	Retail Margin	43,225	41,880	1,345	3%
				Wholesale				
86	926	(840)	(91%)	Wholesale Sales	4,517	23,970	(19,453)	(81%)
86	907	821	91%	Wholesale Power Supply	3,839	23,491	19,652	84%
(0)	19	(19)	(102%)	Wholesale Margin	679	479	199	42%
8,274	3,547	4,727	133%	Gross Margin	43,904	42,360	1,544	4%
				Operating Expenses				
2,000	958	(1,043)	(109%) ^(d)	Distribution	6,246	5,746	(499)	(9%) ^(D)
207	148	(59)	(40%) ^(e)	General Manager's Office	913	892	(21)	(2%)
57	96	39	40% ^(f)	Utility Administrative Services	429	577	148	26% ^(E)
490	390	(100)	(26%) ^(g)	Finance, Fleet & Materials	2,669	2,356	(314)	(13%) ^(F)
617	618	1	0%	Transfer to General Fund for Cost Allocation	3,704	3,706	3	0%
947	608	(339)	(56%) ^(h)	Customer Service	3,920	3,379	(541)	(16%) ^(G)
136	260	123	47% ⁽ⁱ⁾	Marketing & Sustainability	643	1,559	916	59% ^(H)
256	534	278	52% ^(j)	Public Benefits	1,381	3,203	1,823	57% ^(I)
468	160	(308)	(193%) ^(k)	Security/Oper Technology	1,635	969	(665)	(69%) ^(J)
126	150	24	16% ^(l)	Telecom	976	898	(78)	(9%) ^(K)
306	274	(32)	(12%) ^(m)	Facilities	1,389	1,647	258	16% ^(L)
1,705	2,017	313	15%	Depreciation	10,276	12,105	1,829	15%
7,249	6,114	(1,135)	(19%)	Total Operating Expenses	33,736	36,451	2,715	7%
\$ 1,025	\$ (2,567)	\$ 3,592	140%	Operating Income/(Loss)	\$ 10,168	\$ 5,908	\$ 4,260	72%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD December 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
\$ 1,025	\$ (2,567)	\$ 3,592	140%	Operating Income/(Loss)	\$ 10,168	\$ 5,908	\$ 4,260	72%
				Other Income/(Expenses)				
582	284	299	105% ⁽ⁿ⁾	Interest Income	3,276	1,703	1,573	92% ^(L)
7,032	113	6,920	6142% ^(o)	Other Income/(Expense) ⁽⁴⁾	5,268	(1,309)	6,577	502% ^(M)
(731)	(763)	32	4% ^(p)	Bond Interest/ (Expense)	(7,017)	(4,580)	(2,437)	(53%) ^(N)
<u>6,884</u>	<u>(367)</u>	<u>7,251</u>	<u>1977%</u>	Total Other Income/(Expense)	<u>1,527</u>	<u>(4,186)</u>	<u>5,713</u>	<u>136%</u>
7,909	(2,934)	10,843	370%	Net Income	11,695	1,722	9,972	579%
56	807	(750)	(93%) ^(q)	Capital Contributions (AIC)	423	4,840	(4,417)	(91%) ^(O)
<u>\$ 7,965</u>	<u>\$ (2,127)</u>	<u>\$ 10,092</u>	<u>474%</u>	Net Change in Net Assets	<u>\$ 12,118</u>	<u>\$ 6,563</u>	<u>\$ 5,555</u>	<u>85%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable.

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as revenues 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 December 2024
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	77,138	84,205	(7,067)	- NEL is 8% lower than budget. The average high temperature in December was 72°F, compared to the 15-year average high temperature of 69°F. The average low temperature was 41°F, compared to the 15-year average low temperature of 42°F. MTD CDD were 0 versus the 15-year average of 2. HDD was 261 versus the 15-year average of 290.
(b)	Other Revenues	3,630	633	2,997	- 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. This month's variance is unusually high due to receipt of energy and emissions credits proceeds.
(c)	Retail Power Supply & Transmission	9,582	12,854	3,272	- The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Distribution	2,000	958	(1,043)	- The unfavorable variance is primarily attributable to BCEA retro payroll adjustments, and to the timing of private contractual services; offset by lower than planned overtime work and higher than planned capital work.
(e)	General Manager's Office	207	148	(59)	- The unfavorable variance is primarily attributable to higher than planned private contractual services.
(f)	Utility Administrative Services	57	96	39	- The favorable variance is primarily attributable to the timing of professional services, training and higher than planned work for other departments.
(g)	Finance, Fleet & Materials	490	390	(100)	- The unfavorable variance is primarily attributable to the the timing of private contractual services, software & hardware support, and equipment maintenance & repair.
(h)	Customer Service	947	608	(339)	- The unfavorable variance is due to the timing of uncollectible receivables due to the elimination of previous collection restrictions related to Covid.
(i)	Marketing & Sustainability	136	260	123	- The favorable variance is primarily attributable to timing of customer rebates, private contractual services and memberships & dues.
(j)	Public Benefits	256	534	278	- The favorable variance is primarily attributable to lower than planned program spending.
(k)	Security/Operations Technology	468	160	(308)	- The unfavorable variance is primarily attributable to the timing of software & hardware support and lower than planned capital work and work for other departments.
(l)	Telecom	126	150	24	- The favorable variance is primarily attributable to the timing of private contractual services.
(m)	Facilities	306	274	(32)	- The unfavorable variance is primarily attributable to the timing of custodial services and landscape contractual services.
(n)	Interest Income	582	284	299	- 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)	7,032	113	6,920	- 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. Included for this period is the receipt of insurance claim proceeds.
(p)	Bond Interest Expense	(731)	(763)	32	- The favorable variance is primarily attributable to interest expense changes associated with the refundings of the 2010B revenue bonds.
(q)	Capital Contributions (AIC)	56	807	(750)	- 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 December 2024
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	549,465	589,426	(39,961)	- NEL is 7% lower than budget. The YTD average high temperature was 83°F, compared to the 15-year average high temperature of 78°F. The YTD average low temperature was 53°F, compared to the 15-year average low temperature of 52°F. YTD CDD were 1,154 versus the 15-year average of 1,416.
(B)	Other Revenues	5,625	3,798	1,827	- 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. Included for this period is the receipt of energy and emissions credits proceeds.
(C)	Retail Power Supply & Transmission	68,071	73,578	5,508	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	6,246	5,746	(499)	- The unfavorable variance is primarily attributable to higher than planned overtime and the BCEA Retro Payroll adjustment; offset by higher than planned capital work and work for other departments, as well as the timing of private contractual services.
(E)	Utility Administrative Services	429	577	148	- 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	2,669	2,356	(314)	- The unfavorable variance is primarily attributable to higher than planned private contractual services and software & hardware support. Additionally, the allocation to other departments for fleet car usage was lower than planned.
(G)	Customer Service	3,920	3,379	(541)	- The unfavorable variance is primarily attributable to the BCEA Retro Payroll adjustment and higher than planned uncollectible receivables due to the elimination of previous collection restrictions related to Covid, offset by lower than planned professional services and higher than planned work for other departments.
(H)	Marketing & Sustainability	643	1,559	916	- The favorable variance is primarily attributable to vacancies, and lower than planned customer rebates, professional services, private contractual services and memberships.
(I)	Public Benefits	1,381	3,203	1,823	- The favorable variance is primarily attributable to lower than planned program spending.
(J)	Security/Oper Technology	1,635	969	(665)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for other departments.
(K)	Telecom	976	898	(78)	- The unfavorable variance is primarily attributable to higher than planned private contractual services and work performed by other departments.
(L)	Facilities	1,389	1,647	258	- The favorable variance is primarily attributable to vacancies, and to lower than planned custodial services and building grounds maintenance & repair.
(L)	Interest Income	3,276	1,703	1,573	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)	5,268	(1,309)	6,577	- 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. Included for this period is the receipt of insurance claim proceeds.
(N)	Bond Interest Expense	(7,017)	(4,580)	(2,437)	- 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)	423	4,840	(4,417)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	<u>Variance Month-to-Date</u>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME/(LOSS): \$7,909</u>	\$ 10,843	\$ -	\$ 10,843
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(1,523)	(1,523)
Power Supply and Transmission:			
- Lower retail load	184	-	184
- Lower than planned renewables cost and other	854	-	854
- Lower transmission	312	-	312
- Higher energy prices	-	(177)	(177)
- Minimum operation for IPP and Hydrogen Betterment	1,094	-	1,094
- Higher O&M	-	(63)	(63)
- Retail load management and economic dispatch	375	-	375
- Timing True-up and prior period adjustments	693	-	693
Other Revenues	2,997	-	2,997
Wholesale Margin	-	(19)	(19)
Total	<u>6,509</u>	<u>(1,782)</u>	<u>4,727</u>
 <u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(1,043)	(1,043)
General Manager's Office	-	(59)	(59)
Utility Administrative Services	39	-	39
Utility Administrative Services - Allocation	-	(31)	(31)
Finance, Fleet & Materials	-	(100)	(100)
Customer Service	-	(339)	(339)
Marketing & Sustainability	123	-	123
Public Benefits	278	-	278
Security/Operations Technology	-	(308)	(308)
Telecom	24	-	24
Facilities	-	(32)	(32)
Depreciation	313	-	313
All other	7,251	-	7,251
Total	<u>8,028</u>	<u>(1,912)</u>	<u>6,116</u>

December 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
<u>FYTD NET INCOME/(LOSS): \$11,695</u>	\$ 9,972	-	\$ 9,972
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(5,990)	(5,990)
Power Supply and Transmission			
- Lower retail load	609	-	609
- Higher than planned renewables cost and other	-	(1,588)	(1,588)
- Lower transmission	1,238	-	1,238
- Higher energy prices	-	(582)	(582)
- New minimum for IPP and Hydrogen Betterment	1,094	-	1,094
- Lower O&M	3,218	-	3,218
- Retail load management and economic dispatch	825	-	825
- SCPPA True-up and prior period adjustments	693	-	693
Other Revenues	1,827	-	1,827
Wholesale Margin	199	-	199
Total	\$ 9,703	\$ (8,159)	\$ 1,544
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(499)	(499)
General Manager's Office	-	(21)	(21)
Utility Administrative Services	148	-	148
Utility Administrative Services - Allocation	-	(142)	(142)
Finance, Fleet & Materials	-	(314)	(314)
Customer Service	-	(541)	(541)
Marketing & Sustainability	916	-	916
Public Benefits	1,823	-	1,823
Security/Oper Technology	-	(665)	(665)
Telecom	-	(78)	(78)
Facilities	258	-	258
Depreciation	1,829	-	1,829
All other	5,716	-	5,716
Total	\$ 10,689	\$ (2,261)	\$ 8,428

Electric Fund (496)
Statement of Changes in Cash and Investment Balances ^(a)

	Dec-24	Nov-24	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	\$ 145,741 ^(e)	\$ 128,712	\$ 123,770	\$ 102,069	\$ 101,785	\$ 95,557	\$ 81,659	\$ 70,736	\$ 52,200	\$ 82,003	\$ 123,004 ^(d)	\$ 53,814 ^(d)
BWP Projects Reserve Deposits at SCPPA	4,947	4,944	4,931	4,848	4,808	4,742	4,708	4,615	4,580	-	-	-
Sub-Total Cash and Investments	<u>150,687</u>	<u>133,656</u>	<u>128,701</u>	<u>106,918</u>	<u>106,593</u>	<u>100,299</u>	<u>86,366</u>	<u>75,351</u>	<u>56,780</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>
Commitments												
Customer Deposits	(46,027)	(47,839)	(38,274)	(27,946)	(22,519)	(21,229)	(14,101)	(13,897)	(10,976)	-	-	-
Public Benefits Obligation	(11,192)	(11,238)	(11,224)	(11,322)	(10,829)	(11,105)	(11,338)	(11,340)	(10,710)	-	-	-
Low Carbon Fuel Standard ^(b)	(2,295)	(2,370)	(2,391)	(2,460)	(2,469)	(3,065)	(2,328)	(3,180)	(3,289)	-	-	-
Sub-Total Cash and Investments (less Commitments)	<u>91,173</u>	<u>72,209</u>	<u>76,812</u>	<u>65,191</u>	<u>70,777</u>	<u>64,899</u>	<u>58,598</u>	<u>46,935</u>	<u>31,806</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>
Bond Proceeds												
Bond Proceeds on Deposit with Trustee	49,559	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)	<u>\$ 140,733</u>	<u>\$ 127,224</u>	<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 December 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
423	381	42	11%	Water put into the system in Millions of Gallons	2,635	2,832	(197)	(7%)
65	85	(20)	(24%)	Metered Recycled Water in Millions of Gallons	598	636	(37)	(6%)
				Operating Revenues				
\$ 2,962	\$ 2,880	\$ 82	3% ^(a)	Potable Water	\$ 18,679	\$ 20,507	\$ (1,828)	(9%) ^(A)
342	477	(135)	(28%) ^(b)	Recycled Water	3,219	3,584	(365)	(10%) ^(B)
60	118	(58)	(49%) ^(c)	Other Revenue ⁽³⁾	606	706	(100)	(14%)
<u>3,364</u>	<u>3,475</u>	<u>(111)</u>	<u>(3%)</u>	Total Operating Revenues	<u>22,504</u>	<u>24,798</u>	<u>(2,294)</u>	<u>(9%)</u>
1,123	1,208	84	7%	Water Supply Expense	7,317	8,656	1,339	15% ^(C)
<u>2,241</u>	<u>2,267</u>	<u>(27)</u>	<u>(1%)</u>	Gross Margin	<u>15,187</u>	<u>16,142</u>	<u>(955)</u>	<u>(6%)</u>
				Operating Expenses				
1,068	932	(136)	(15%) ^(d)	Operations & Maintenance - Potable	6,470	5,593	(877)	(16%) ^(D)
91	144	52	36% ^(e)	Operations & Maintenance - Recycled	608	863	255	30% ^(E)
345	421	75	18% ^(f)	Operations & Maintenance - Shared Services	1,857	2,456	599	24% ^(F)
125	125	0	0%	Transfer to General Fund for Cost Allocation	749	749	0	0%
385	397	12	3%	Depreciation	2,317	2,381	63	3%
<u>2,015</u>	<u>2,018</u>	<u>3</u>	<u>0%</u>	Total Operating Expenses	<u>12,001</u>	<u>12,042</u>	<u>41</u>	<u>0%</u>
<u>226</u>	<u>249</u>	<u>(23)</u>	<u>(9%)</u>	Operating Income/(Loss)	<u>3,186</u>	<u>4,100</u>	<u>(914)</u>	<u>(22%)</u>
				Other Income/(Expenses)				
71	33	37	112% ^(g)	Interest Income	194	200	(6)	(3%)
15	41	(26)	(64%) ^(h)	Other Income/(Expense) ⁽⁴⁾	(927)	(154)	(773)	(502%) ^(G)
(172)	(229)	57	25% ⁽ⁱ⁾	Bond Interest/(Expense)	(1,185)	(1,375)	190	14%
<u>(87)</u>	<u>(155)</u>	<u>68</u>	<u>44%</u>	Total Other Income/(Expenses)	<u>(1,918)</u>	<u>(1,329)</u>	<u>(590)</u>	<u>(44%)</u>
<u>139</u>	<u>94</u>	<u>45</u>	<u>48%</u>	Net Income/(Loss)	<u>1,268</u>	<u>2,772</u>	<u>(1,504)</u>	<u>(54%)</u>
6	53	(47)	(88%) ^(j)	Capital Contributions (AIC)	308	317	(8)	(3%)
<u>\$ 146</u>	<u>\$ 147</u>	<u>\$ (1)</u>	<u>(1%)</u>	Net Change in Net Assets	<u>\$ 1,576</u>	<u>\$ 3,089</u>	<u>\$ (1,512)</u>	<u>(49%)</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

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

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

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Potable Water Revenue	2,962	2,880	82	- Potable water revenue during December 2024 was 3% above budget due primarily to lack of rainfall. 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 0.0 inches compared to the average of 2.02 inches.
(b)	Recycled Water Revenue	342	477	(135)	- Recycled water revenues were lower than planned primarily due to conservation.
(c)	Other Revenue	60	118	(58)	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Operations & Maintenance - Potable	1,068	932	(136)	- The unfavorable variance is primarily attributable to higher than planned work performed by other departments and uncollectible receivables due to the elimination of previous collection restrictions related to Covid, as well as the timing of landscape contractual services and software & hardware support.
(e)	Operations & Maintenance - Recycled	91	144	52	- 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	345	421	75	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Operations Technology and Security, and GM Admin & Safety) from the electric fund.
(g)	Interest Income	71	33	37	- The favorable variance is primarily attributable to interest earned on a higher than planned cash balance.
(h)	Other Income/(Expense)	15	41	(26)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(i)	Bond Interest/(Expense)	(172)	(229)	57	- 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 unfavorable variance is attributable to the timing of AIC projects.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	18,679	20,507	(1,828)	- Potable water revenue fiscal year to date was 9% 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 3.44 inches.
(B)	Recycled Water Revenue	3,219	3,584	(365)	- Recycled water revenues were lower than planned primarily due to conservation.
(C)	Water Supply Expense	7,317	8,656	1,339	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(D)	Operations & Maintenance - Potable	6,470	5,593	(877)	- The unfavorable variance is primarily attributable to unplanned bond issuance costs as well as higher than planned work performed by other departments.
(E)	Operations & Maintenance - Recycled	608	863	255	- 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.
(F)	Operations & Maintenance - Shared Services	1,857	2,456	599	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Construction & Maintenance, and GM-Admin & Safety) from the electric fund.
(G)	Other Income/(Expense)	(927)	(154)	(773)	- The unfavorable variance is due primarily to the accounting loss on the 2010B Series bond refunding.

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

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$139</u>	\$ 45	\$ -	\$ 45
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	82	-	82
Recycled Revenues	-	(135)	(135)
Other Revenue	-	(58)	(58)
Water Supply Expense	84	-	84
Total	<u>166</u>	<u>\$ (193)</u>	<u>\$ (27)</u>
<u>MTD O&M AND OTHER VARIANCES</u>			
Potable O&M	-	(136)	(136)
Recycled Water O&M	52	-	52
Allocated O&M	75	-	75
Depreciation	12	-	12
All Other	68	-	68
Total	<u>\$ 208</u>	<u>\$ (136)</u>	<u>\$ 72</u>

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

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME: \$1,268</u>	\$ -	\$ (1,504)	\$ (1,504)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(1,828)	(1,828)
Recycled Revenues	-	(365)	(365)
Other Revenue	-	(100)	(100)
Water Supply Expense	1,339	-	1,339
Total	<u>\$ 1,339</u>	<u>\$ (2,294)</u>	<u>\$ (955)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	-	(877)	(877)
Recycled Water O&M	255	-	255
Allocated O&M	599	-	599
Depreciation	63	-	63
All Other	-	(590)	(590)
Total	<u>\$ 918</u>	<u>\$ (1,466)</u>	<u>\$ (549)</u>

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

	Dec-24	Nov-24	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	\$ 26,730	\$ 24,792	\$ 24,767	\$ 23,030 ^(d)	\$ 19,184	\$ 15,929	\$ 22,597	\$ 25,576	\$ 23,924	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327
Sub-Total Cash and Investments	<u>26,730</u>	<u>24,792</u>	<u>24,767</u>	<u>23,030</u>	<u>19,184</u>	<u>15,929</u>	<u>22,597</u>	<u>25,576</u>	<u>23,924</u>	<u>18,878</u>	<u>28,316</u>	<u>11,327</u>
Commitments												
Customer Deposits	(555)	(563)	(659)	(655)	(585)	(677)	(773)	(677)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	<u>26,174</u>	<u>24,229</u>	<u>24,108</u>	<u>22,375</u>	<u>18,599</u>	<u>15,252</u>	<u>21,825</u>	<u>24,899</u>	<u>23,413</u>	<u>18,878</u>	<u>28,316</u>	<u>11,327</u>
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)	<u>\$ 26,174</u>	<u>\$ 25,311</u>	<u>\$ 25,904</u>	<u>\$ 25,449</u>	<u>\$ 25,144</u>	<u>\$ 27,491</u>	<u>\$ 35,690</u>	<u>\$ 40,862</u>	<u>\$ 42,878</u>	<u>\$ 18,878</u>	<u>\$ 28,316</u>	<u>\$ 11,327</u>

^(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.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: February 24, 2025

TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 6, 2025

- The Spaulding Agency provided an update on public relations efforts for the past six months. From July 2024 to January 2025, media efforts included three press releases highlighting: Downtown Burbank's LA Daily News Readers' Choice Award, the completion of First Street Village, and the opening of Palma Ristorante. Media coverage reached 1.23 million unique readers across eight media stories and one retail trade feature, with major coverage in Burbank Leader, Urbanize LA, Connect CRE, REBusiness, YieldPro, and The Registry Southern California. The Board approved an additional six month contract with the Spaulding Agency to support media relations including story pitches, industry event outreach, and promotional efforts for the Downtown Burbank Broker Open House event scheduled for April 2025.
- The Strausberg Group presented an update to the the PBID's marketing efforts in 2024 and the Downtown Burbank Marketing Strategy for 2025. The Strategy includes both marketing services (paid search, Search Engine Optimization, and website marketing) and a monthly retainer to The Strausberg group.
- Staff from the Transportation Division presented an update on the Parking Management Strategies and the installation of paid parking launching on March 5, 2025, in Downtown Burbank. New parking infrastructure will be installed including new signage and kiosks. Three bike-patrolling enforcement officers and License Plate Reading technology will support monitoring. In partnership with PIO and the PBID, a public outreach campaign, including a website, flyers, and social media updates, is underway..

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: February 19, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Natalie Burns, Intermediate Clerk

COUNCIL MEMBER LIASIONS PRESENT: Zizette Mullins

SUBJECT: Transportation Commission Meeting Synopsis – January 22, 2025

The Commission received a presentation from staff of an overview on the launch of the BurbankBus Comprehensive Operational Analysis (COA). The Commission provided the following comments and feedback on the analysis:

- Commissioner Dionysian asked if Staff had the pre 2019 ridership-per-month numbers to compare the numbers of now, wanting to look at the trends. Staff shared that they have the numbers going back to 2010 – 2012.
- Commissioner Ehrhardt asked why new developments have a lack of parking availability – stating he believes that it is another way to discourage automobile ownership and force people to use public transit.
- Commissioner Ehrhardt asked Staff to explain the term “Neurodiverse Community” – Staff defined it as a means to make sure our transit services are being provided to all types of communities – including groups who have autism, etc.
- Commissioner Lewis shared his personal experience with riding the BurbankBus – stating that it is not well synced with the Metro Red Line.
- Commissioner Lewis pointed out that there is a lot of overlap with the Metro bus stops and Burbank bus stops – stating that the bus is oriented towards commuters rather than Burbank destinations.
- Commissioner Lewis shared his appreciation of City of Burbank employees performing municipal essential functions, rather than hiring out contractors.
- Commissioner Lewis suggested to make future charging stations for transit buses open to the public for revenue.

- Commissioner Polon mentioned unique ridership – asking who the BurbankBus is really serving, which may help pinpoint where the ridership problem is.
- Commissioner Polon asked about data and mentioned the Got Wheels program – wanting to see numbers and ridership.
- Commissioner Dionysian pointed out that the North/South route separates one part of Burbank from the other – suggesting a 'build and they will come' approach.
- Commissioner Dionysian firmly stated that frequency is critical.
- Vice Chair Pipher gave suggestions for destinations in Burbank for the bus to go; such as, Magnolia Park, Chandler Bikeway, Griffith park/Equestrian Center.
- Vice Chair Pipher also suggested for the survey to ask riders what time of day they are using the BurbankBus.
- Commissioner Facchetti asked what the response rate to the surveys have been. Staff said that it varies throughout every single survey, and the effort put into it.
- Vice Chair Polon suggested to give away prizes for residents who complete the survey – stating that giving an incentive will make more take part.
- Chair Kalaukas agreed with Commissioner Lewis' statements.
- Chair Kalaukas suggested when doing the outreach to schools, to also be sure to engage with the parent groups.