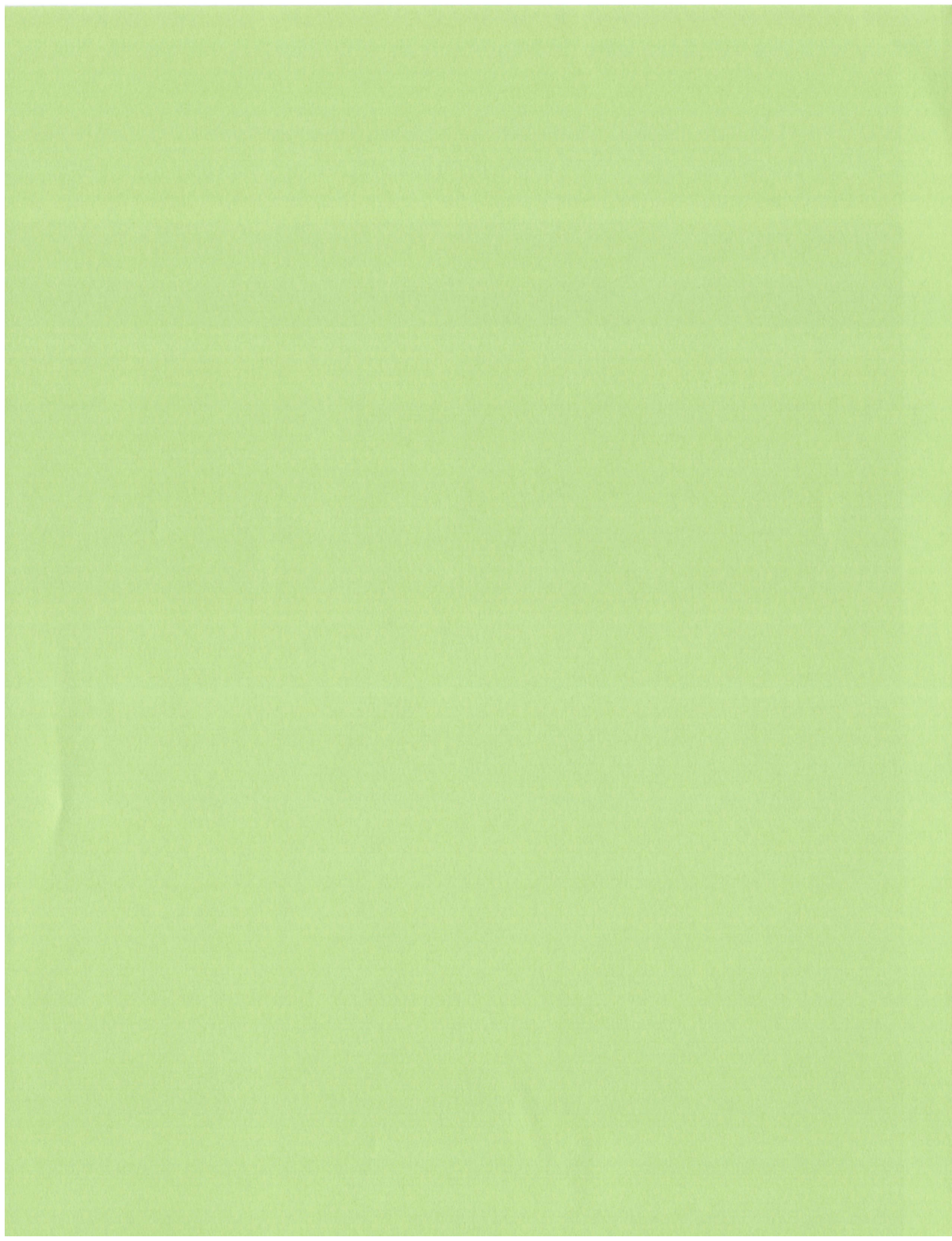




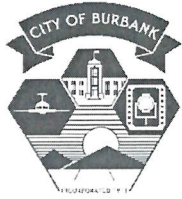
Weekly Management Report

December 12, 2025

- 1. Report** October 2025 Operating Results
Burbank Water and Power Department
- 2. Memo** Landlord – Tenant Commission Meeting on
November 3, 2025
Community Development Department
- 3. Synopsis** Downtown Burbank Partnership Meeting on
November 6, 2025
Community Development Department
- 4. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on December 15, 2025
Burbank-Glendale-Pasadena Airport Authority
- 5. Memo** Recruitment Report – End of November 2025
Management Services Department



STAFF REPORT



WATER AND POWER

DATE: December 4, 2025

TO: Burbank Water and Power Board

FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power. *Y M Sr*

SUBJECT: October 2025 Operating Results

GENERAL MANAGER'S OFFICE

City Council Agenda Items – Future Agenda Items

Meeting Date	Agenda Item
December 9, 2025	Authorize the General Manager of Burbank Water and Power to Enter into an Electric Services Agreement with Customers
January 27, 2026	Adoption of a Resolution (I) Approving and Authorizing the Execution and Delivery of (A) a Clean Energy Purchase Contract for Prepaid Renewable Energy and (B) Supporting Agreements, Consisting of Two Limited Assignments of Existing Renewable Power Purchase Agreements, a Custodial Agreement, and a Letter Agreement; and (II) Authorizing the City of Burbank's Participation in the Transaction Contemplating by the Foregoing Agreements
<i>To Be Determined</i>	Discussion on Burbank Water and Power's Renewable Portfolio Standard
<i>To Be Determined</i>	Approval of an Agreement with Dynasty Power for the Purchase of Portfolio Content Category 1
<i>To Be Determined</i>	Approval of the Updates to Burbank Water and Power's Portfolio of Customer Rebates for Efficiency and Electrification

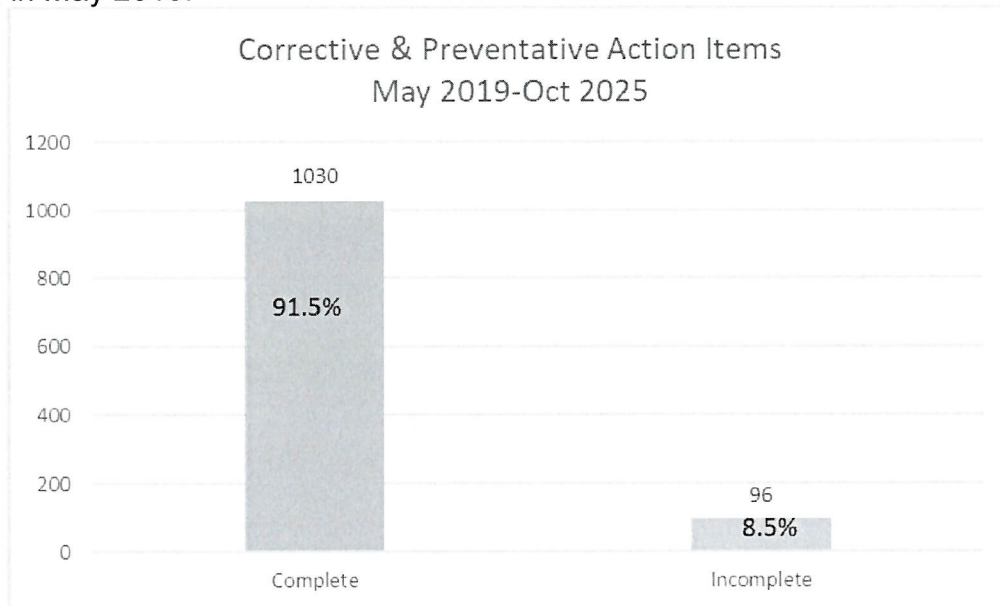
City Council Agenda Items – Past Agenda Items

Meeting Date	Agenda Item	Vote	Action
November 18, 2025	Adoption of a Resolution Amending the Fiscal Year 2025-26 Citywide Fee Schedule to Approve the Updated Rates and Fees	5 – 0	Adopted
November 18, 2025	Adoption of a Resolution Adopting the Updated Rules and Regulations Governing Utility Service	5 – 0	Adopted

SAFETY

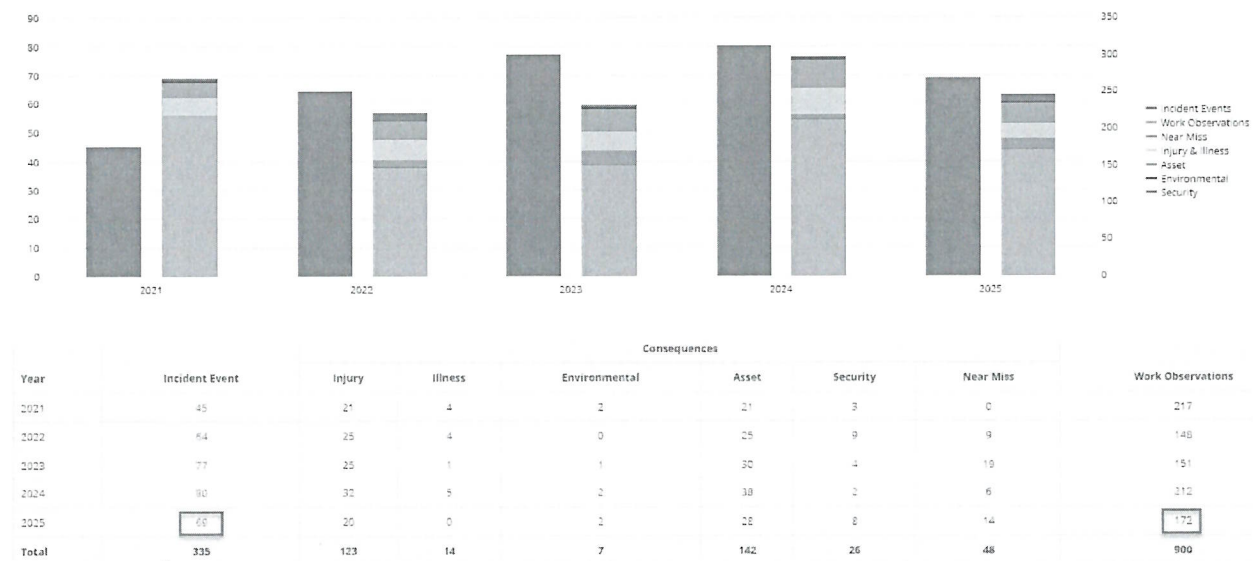
Corrective & Preventative Action Items (May 2019 – Present) (90% goal as of 2025)

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 91.5% of corrective and preventative action items since capturing and tracking in May 2019.



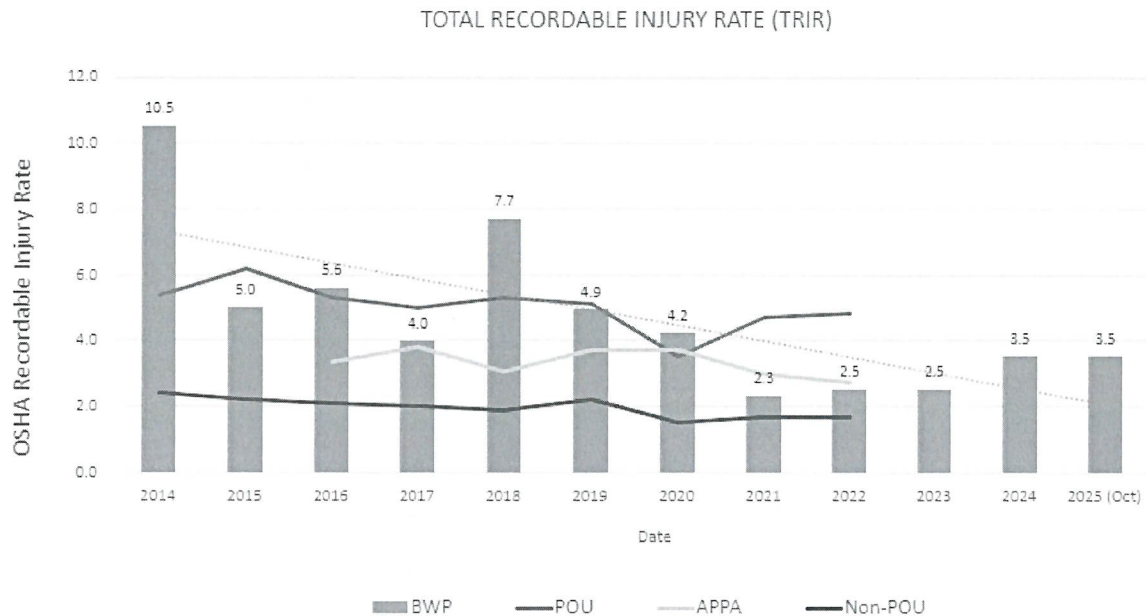
Employee Engagement - Incidents, Near Misses, and Observations

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 241 EHS-related reports to count towards the 2025 annual goal of 275.



OSHA Total Recordable Incident Rate (January 2014 – Present)

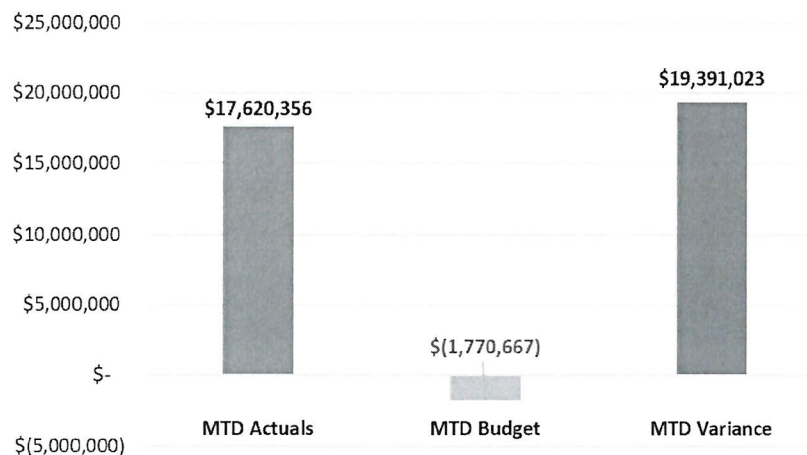
BWP received no recordable injuries in this reporting period. BWP's 12-month rolling average OSHA total recordable incident rate is **3.5**, as seen in the graph below.



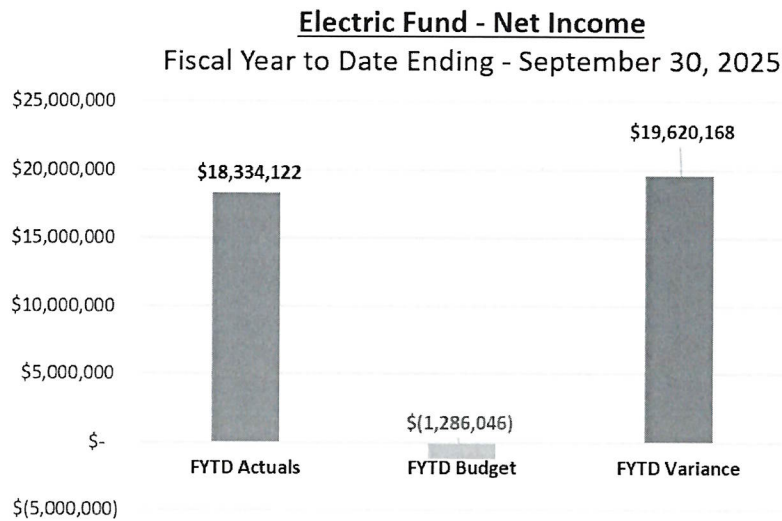
Electric Financial Results

Electric Fund - Net Income

Period to Date Ending - September 30, 2025

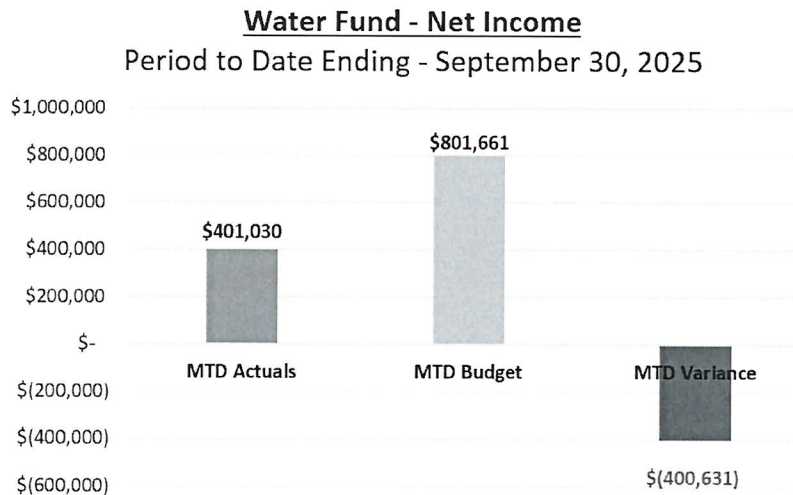


For September 2025, the Electric Fund's month-to-date favorable variance was primarily attributable to other income which includes a \$15.7 million sale of clean air credits under the California Air Resources Board (CARB) Cap-and-Trade program. Additionally, lower-than-planned operating expenses and power supply expenses contributed to the favorable variance. As a result, the actual month-to-date net income stands at \$17,620,356, exceeding the budgeted net loss by \$19,391,023.



For September 2025, the Electric Fund's year-to-date favorable variance was primarily attributable to other income, which includes a \$15.7 million sale of clean air credits under the California Air Resources Board (CARB) Cap-and-Trade program. Additionally, lower-than-planned operating expenses and power supply expenses contributed to the favorable variance. These positive performance metrics were partially offset by lower-than-planned operating revenues resulting from an optimistic FY25-26 load forecast that did not align with actual trends. As a result, the actual month-to-date net income stands at \$18,334,122, exceeding the budgeted net loss by \$19,620,168.

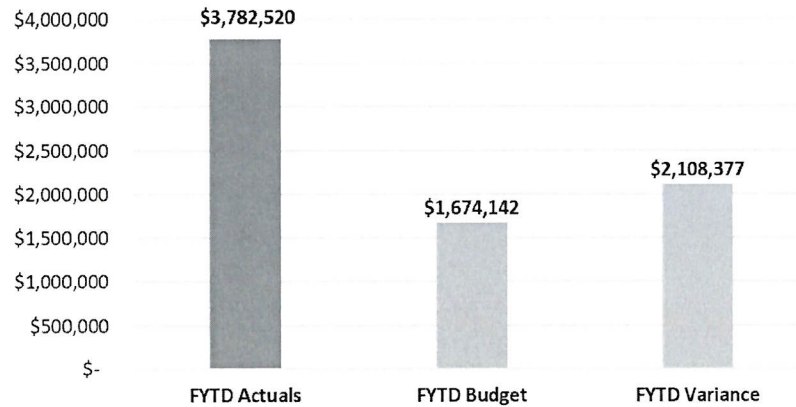
Water Financial Results



For September 2025, the Water Fund's month-to-date unfavorable variance was primarily driven by lower-than-planned operating revenue for both potable and recycled sales. This negative performance metric was partially offset by lower-than-planned water supply expenses and operating expenses. As a result, the actual net income for the month was \$401,030, falling short of budgeted net income by -\$400,631.

Water Fund - Net Income

Fiscal Year to Date Ending - September 30, 2025



For September 2025, the Water Fund's year-to-date favorable variance was primarily driven by lower-than-planned operating expenses and water supply expenses, as well as litigation settlements related to environmental groundwater impacts, which were significant. These positive performance metrics were partially offset by lower-than-planned potable water sales. As a result, the actual net income for the month was \$3,782,520, exceeding budgeted net income by \$2,108,377.

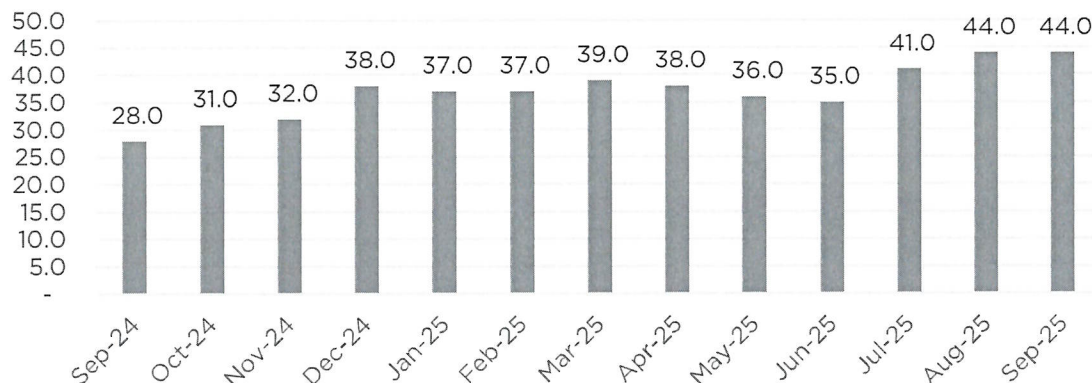
For additional details, please see the attached financial statements.

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **September 2025**, **11.7%** of the budgeted positions were vacant. **14** of these vacancies are a result of new positions created for FY 2025-26 and must go through the recruitment process in order to be filled. Other positions may become vacant due to employees leaving for jobs that offer a more competitive salary and benefits package, retirements, personnel actions, and ongoing recruitment challenges.

Total Budgeted Positions	377
Total Positions Filled	333
Total Positions Vacant	44

Number of Vacancies



WATER DIVISION

Burbank's Water Use

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

	Average Monthly Use
October 2020	153 gpcd
October 2025	126 gpcd

Burbank Operating Unit (BOU) Water Production

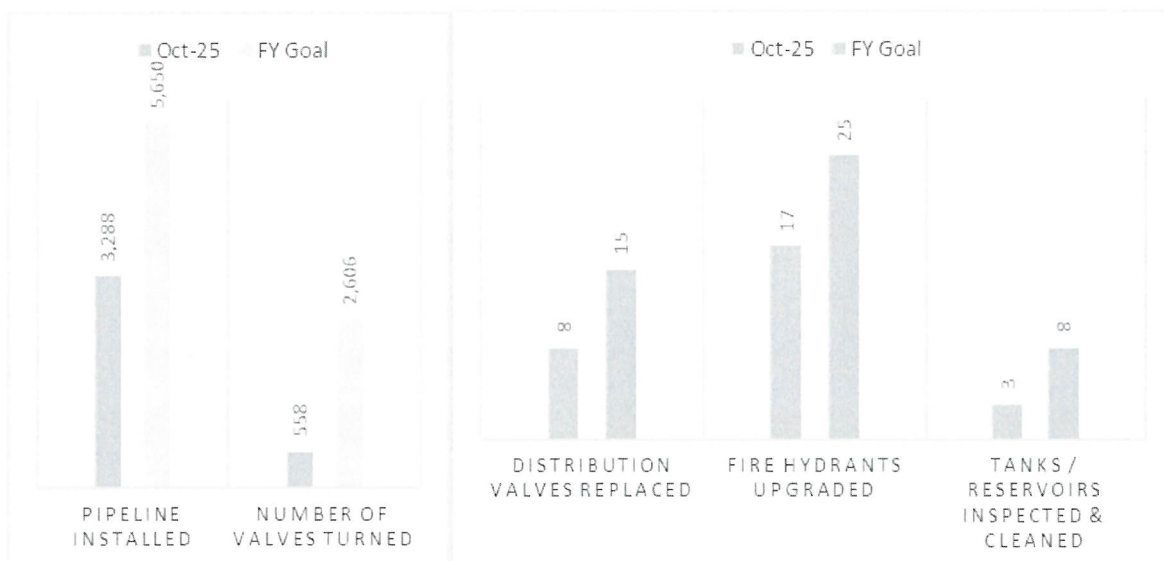
The table below provides the BOU's operational data for **October 2025**.

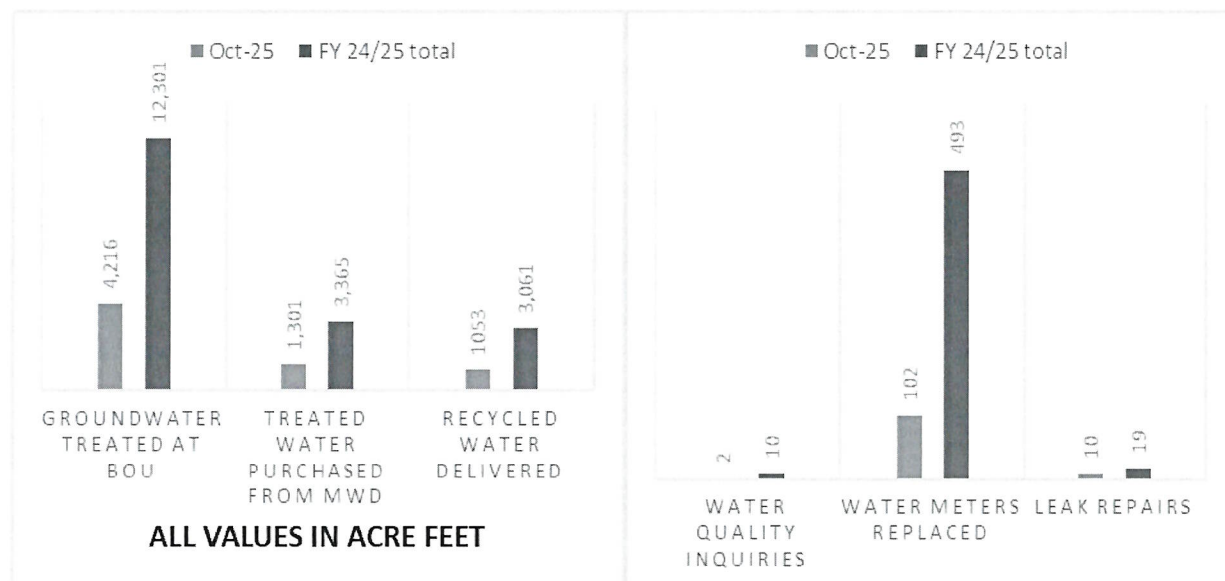
Month	BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
25-Oct	90.08%	8,107	15%/85%
12 Month Average	84.44%	7,600	20%/80%

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 October.





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 data from the meter and analyzing it to determine if a leak might be present based on continuous usage patterns. Due to technical issues, BWP temporarily paused transmission of water-usage data to WaterSmart on September 25, 2025, and the data feed remained paused throughout October 2025. As a result, we cannot report October's "Leaks detected" or associated water savings from leaks.

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 October 2025, BWP experienced **no** sustained feeder outage. Over the past 12 months, automatic reclosing has resulted in a reduction of approximately **1,315,795** customer minutes in outage time.

Reliability Measurement	November 2023 – October 2024	*November 2024 – October 2025
Average Outages Per Customer Per Year (SAIFI)	0.2716	0.2402

Average Outage Time Experienced Per Year (SAIDI)	16.88 minutes	9.62 minutes
Average Restoration Time (CAIDI)	62.17 minutes	40.05 minutes
Average Service Availability	99.997%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.4164	0.3143
No. of Sustained Feeder Outages	24	17
No. of Sustained Outages by Mylar Balloons	4	1
No. of Sustained Outages by Animals	2	4
No. of Sustained Outages by Palm Fronds	6	1

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

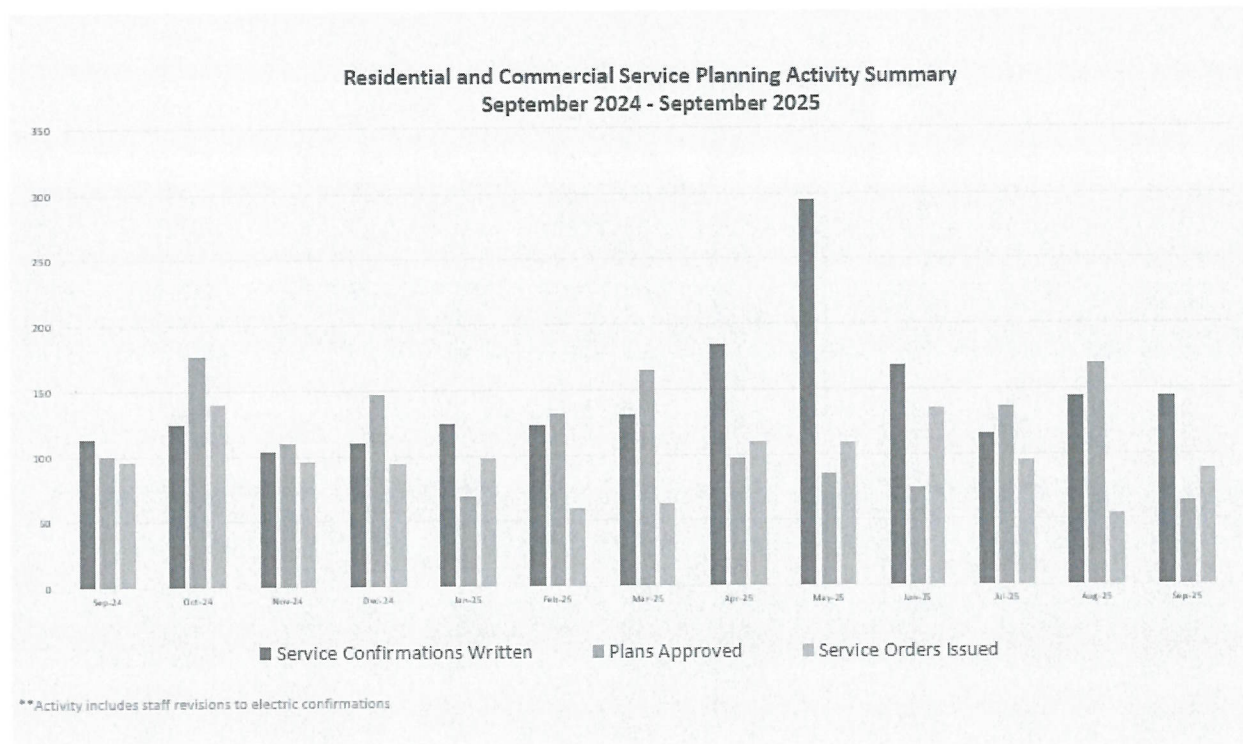
Supply Chain

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
Overhead Transformers	12-16 weeks	16-34 weeks
Padmounted Transformers	12-16 weeks	8-34 weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	52+ weeks
Poles	6-8 weeks	30+ weeks
Substation Transformers	48 – 52 weeks	182-208 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, plan reviews, and counter visits. 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.



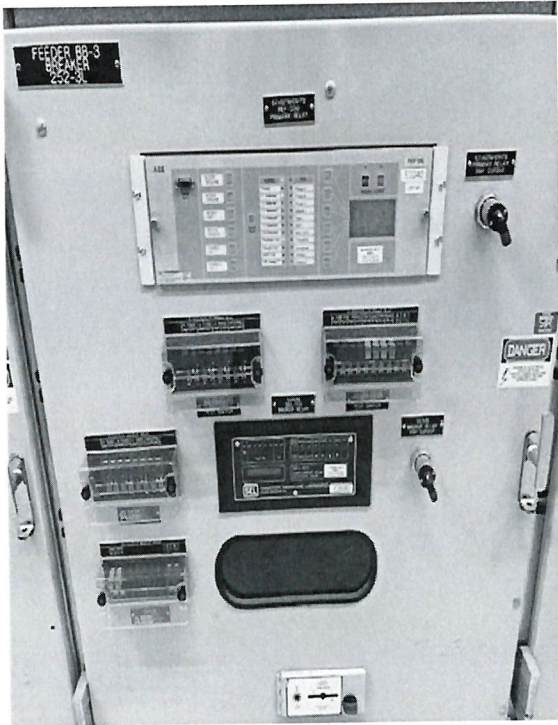
PROJECT UPDATES

Feeder Relay Upgrades at Burbank Substation

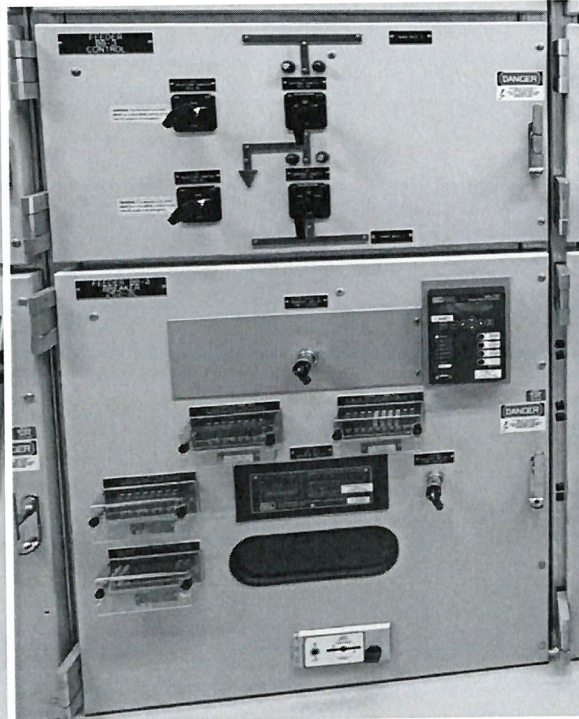
Substation feeder protection relays at Burbank Substation are being upgraded from legacy ABB 550 relays to modern SEL 751 relays. The ABB 550 relays are becoming increasingly problematic and no longer have the manufacturer support they once had, creating reliability concerns for the protection system. The new SEL 751 relays provide critical improvements for BWP operations, including:

- High impedance fault detection for enhanced detection of downed conductors
- Enhanced protection features with improved fault detection and directional elements
- Modern communications with simplicity of integration with new communication processors.
- Improved reliability with current manufacturer support and firmware updates

Burbank Substation feeders BB-3 and BB-4 relay upgrades have been completed in October and the remaining feeder upgrades will be completed by the end of the fiscal year. Please see pictures below for the BB-3 feeder relay upgrade.



BB-3 Old ABB Relay



BB-3 New SEL Relay

RITC Solar and Energy Storage Project

The Solar and Energy Storage Project at the Regional Intermodal Transportation Center will install 2MW of solar photovoltaic panels and 4 hours of battery energy storage. The panels will be installed on the roof of the RITC, and the battery will be installed in a dedicated equipment yard next to the structure. The battery will be able to be charged by the solar panels, and the system is tied directly to the 12kV feeder distribution network.

This will be the largest solar and storage system in BWP territory, and the system will help BWP understand how to integrate these types of distributed energy resources. Additionally, BWP operators, the electrical crew, and the Burbank Fire Department will receive extensive training regarding the installation and operation of container-sized lithium-ion batteries. More in-territory systems like this will be a necessary component of a carbon-free generation strategy due to difficulties with permitting and constructing new transmission lines, difficulty with negotiating out-of-territory renewable contracts, and increased system load.

Construction on the equipment yard is currently underway. The equipment yard site grading and footings are being prepared for installation this month. The current rooftop effort is nearly complete, with most of the rails, clamps, wiring, and inverters having been installed.

Construction is expected to be complete by the end of Q1 2026.



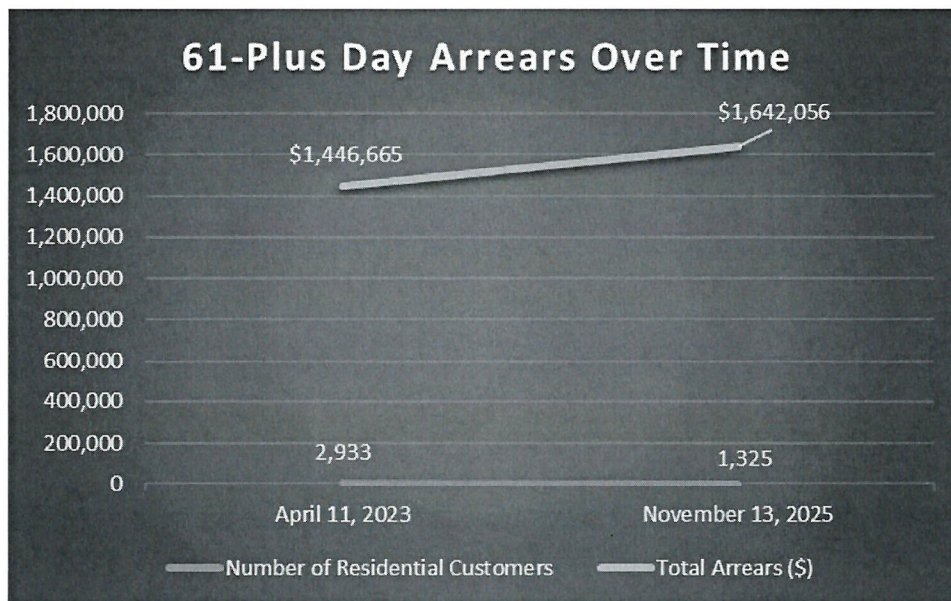
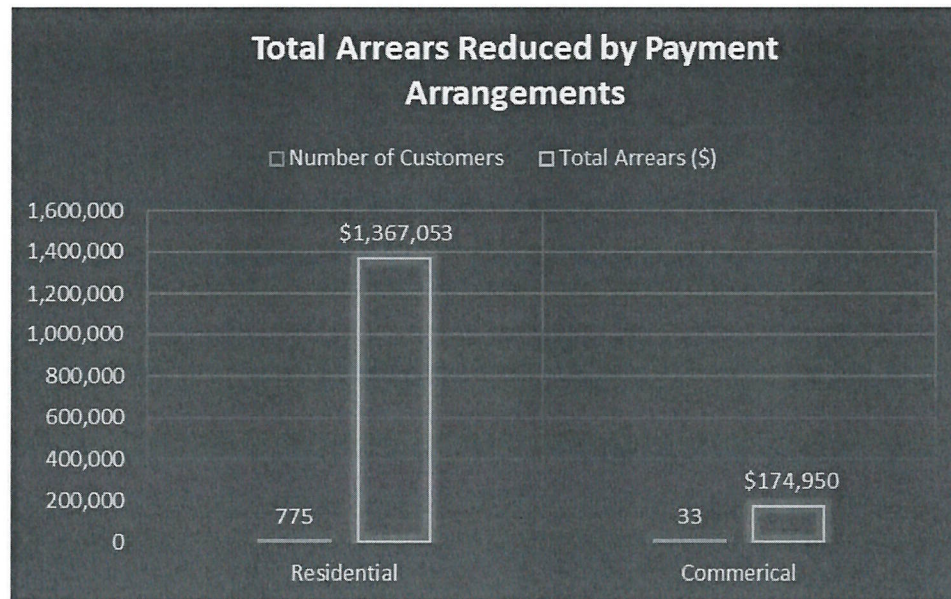
Construction on the Equipment Yard at the RITC



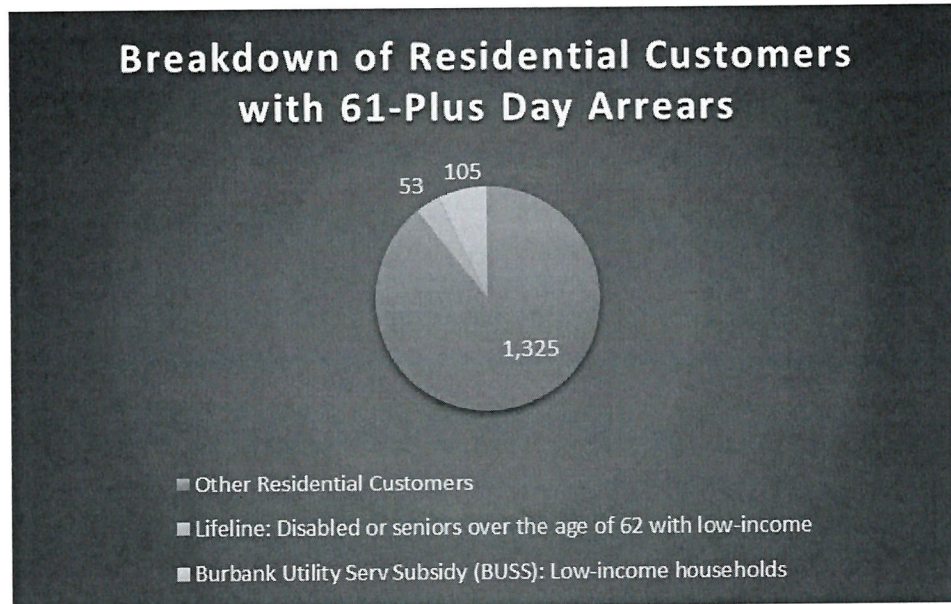
Rooftop Construction at the RITC

CUSTOMER SERVICE OPERATIONS

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



As of **November 13, 2025**, **1,325** residential customers had at least 60-plus days of arrears. Of these residential customers, **53** receive the Lifeline rate for low-income seniors over the age of 62 or disabled customers, and **105** receive the Burbank Utility Service Subsidy (BUSS) rate. The chart below reflects the breakdown of residential customers with 61-plus-day arrears.



As of **November 13, 2025**, no Lifeline or BUSS customers have been disconnected for non-payment.

BWP Call Center Call Volume

Month	Call Volume
Oct - 24	3,451
Nov- 24	3,489
Dec-24	3,935
Jan-25	4,682
Feb - 25	3,462
Mar-25	3,383
Apr - 25	3790
May-25	3254
June-25	3451
July -25	3744
Aug - 25	3916
Sep - 25	4017
Oct - 25	3991
Change from previous month (%)	-1%

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

In October 2025, Burbank Water and Power executed a focused community outreach program across social channels and in-person activities that emphasized workforce recognition, service reliability, and project transparency. Key themes were Public Power Week and Water Professionals Week, with a concentrated video and content push on

@burbankh2opower that highlighted BWP employees, frontline crews, and priority infrastructure projects.

Social media: Daily posts across Instagram, Facebook, X, and LinkedIn featuring short videos, employee spotlights, and project explainers.

Video series: Released a multi-part video series showcasing crews and projects (AMI meter swaps, reservoir rebuild, pipeline work, RITC and grid upgrades). Videos ranged from 30–90 seconds and were optimized for reels and short-form viewing.

We achieved a strong uplift in video views and post interactions during the two recognition weeks compared with baseline weekly activity. Employee-led content performed best for reach and shares. Positive community sentiment around crew recognition and transparency.

Instagram – A 423% increase in impressions, and 847% increase in “likes”

LinkedIn – Gained 23 new followers, with an 8% increase in impressions.



Key Account Activity

The Key Account Managers (KAMs) completed 14 in-person meetings and 3 maintenance/discovery calls in October.

	Customer in-person meetings	Customer maintenance calls/discovery calls
October 2025	14	73
FY to date	76	381

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 custom business rebate application processed in October for LED lighting at Providence St. Joseph. The rebated amount was \$87,140.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
October 2025	1	1,623,002	327
FY to date	2	2,163,002	1,177

Business Bucks

October's promotion of the Business Bucks (BB) program for small businesses included: eblast to new businesses and in-person promotion at the Burbank Association of Realtors' (BAOR) meeting.

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
October 2025	18	18	30,370	9.62
FY to date	40	32	54,382	17.251

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.

	New Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)	Water Savings (gallons)
October 2025	39	58,237	14	424,385
FY to date	66	120,993	25.99	9,498,856.3

TreePeople Native Garden Kits Program

BWP partnered with TreePeople, a 501(c)(3) nonprofit, for a second year to provide native garden kits, with 10 one-gallon plants in each kit, to BWP customers at a half-off discount during a summer sale. The kits sold out within days. BWP and TreePeople distributed the 1,100 native plants to 57 customers at Ralph Foy Park on November 1st.



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. No deliveries were made in September 2025.

	Trees Requested	Trees Delivered	Energy Savings (annual kWh)	Demand Savings (kW)
October 2025	4	22	4,444	1
FY to date	70	75	15,150	3

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)
October 2025	17	3,643	1
FY to date	69	4,343	6

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
--	------	------------------------	---------------	---------------	---------------

October 2025	4	1	0	0	1
FY to date	17	1	0	0	1

Cool Rewards Program Participation

Below are the statistics for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	995	1,492.5

BWP called one event on 8/22/2025 due to the heat from 4 PM to 7 PM. 963 thermostats were included in the event, and 482 thermostats completed the entire event (about 50%). Of the thermostats that opted out during the event, 132 opted out during the first hour, and 122 opted out after the first hour. The remaining opted-out thermostats either opted out before the event or were off/non-responsive at the time of the event.

Staff has made the decision to discontinue this pilot program. Staff is placing a banner on the BWP website to inform customers that the pilot program is coming to an end. Due to the decision to discontinue this program, pending enrollments will not be processed. Customers with pending enrollments will be notified that the program is ending, and their enrollments will not be processed. Currently enrolled customers will be notified of the program ending and will be thanked for their participation.

Lessons Learned:

- Energy savings from thermostat events are far outweighed by the cost to run a smart thermostat program.
 - Individual event savings are in the 100s of dollars.
 - BWP has called at most six events in a summer, and only one event this program year.
 - The cost to pay enrollment credits, participation credits, and vendor costs is ~\$130,000 per year
- Program parameters are largely dictated by thermostat manufacturers and at this time:
 - Google Nest makes up ~95% of smart thermostats installed in Burbank.
 - Google doesn't provide de-anonymized data to utilities with less than 150,000 customers, so participation can't be verified on an individual customer level
 - Google limits the number of events that can be called within a season
 - Google requires minimum payments of \$75 per enrolled thermostat and \$50 participation credits, even if those payments are not cost-effective for the utility.

Conclusion:

Paying year-round costs for thermostats that offer limited energy savings, which are dependent on weather conditions during a specific season, is not cost-effective. However, there could be much greater value for devices/equipment that can be controlled year-round, such as electric vehicle charging and battery storage systems. Year-round control

of such devices, which have much higher energy consumption than air conditioning, would bring higher energy savings and could lead to additional savings by reducing the need for capital improvements to distribution assets and lowering peak load year-round. BWP will explore options for Virtual Power Plant (VPP) platforms that can control multiple types of equipment year-round in 2026, with an estimated launch of late 2026 or early 2027.

Water Conservation Programs

BWP continues to offer various water conservation programs and incentives to the community. BWP provides low-flow showerheads and aerators at no cost, and, through the HIP, offers direct installation of water efficiency measures. BWP sends leak alerts to customers, which often result in quick repairs. Due to technical issues, BWP temporarily paused transmission of water-usage data to WaterSmart on September 25, 2025, and the data feed remained paused throughout October 2025. As a result, we cannot report October's "Leaks detected" or associated water savings from leaks.

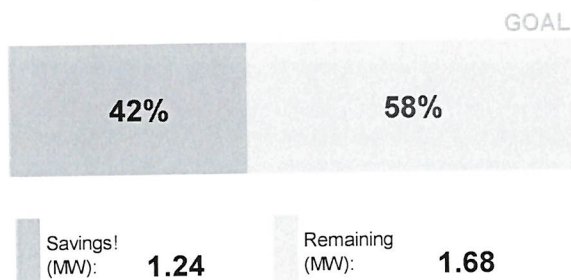
Burbank residents and businesses are eligible for various water-saving technologies and turf replacement rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program.

	Turf Replacement (#)	Device Rebates (#)	HIP Measures (#)	Leaks Detected	Water Savings (gallons)
October 2025	2	15	48	N/A	666,511
FY to date	5	55	97	5,628	2,822,297

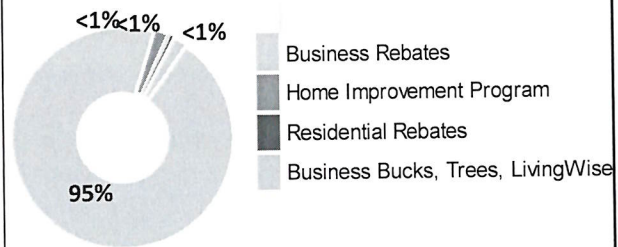
Energy Efficiency Savings FYTD 2025-2026 Period ending on 10/31/2025

1% Demand Goal = 2.93 MW

Demand Savings to Date

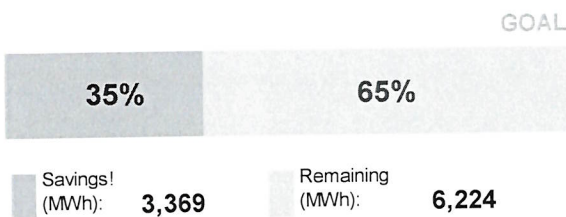


Savings by Program

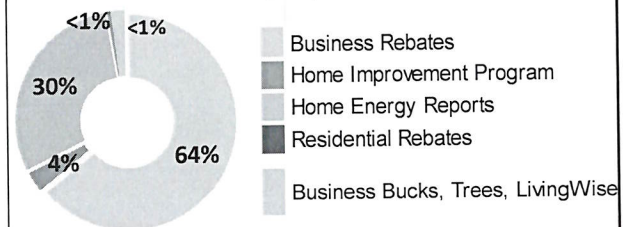


1% Consumption Savings Goal = 10,042 MWh

Savings to Date

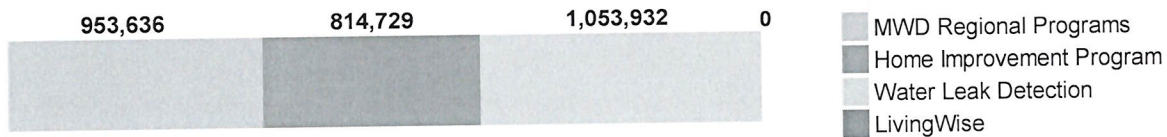


Savings by Program



Water Efficiency Program Savings

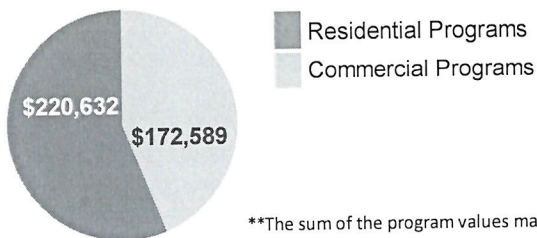
Gallons of Potable Water



2,822,297 Gallons of Water Saved for FY 25/26

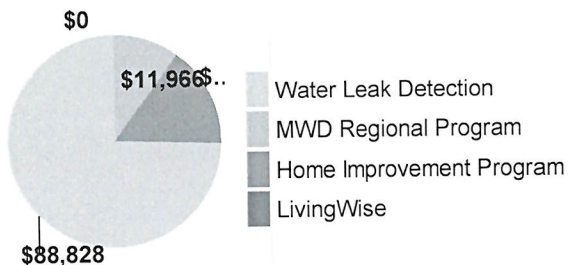
Efficiency Direct Program Costs* FYTD 2025-2026

****Electric Programs: \$393,220**



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

Water Programs: \$119,205






*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, with charging sessions, energy delivered, and revenue similar to recent months.

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

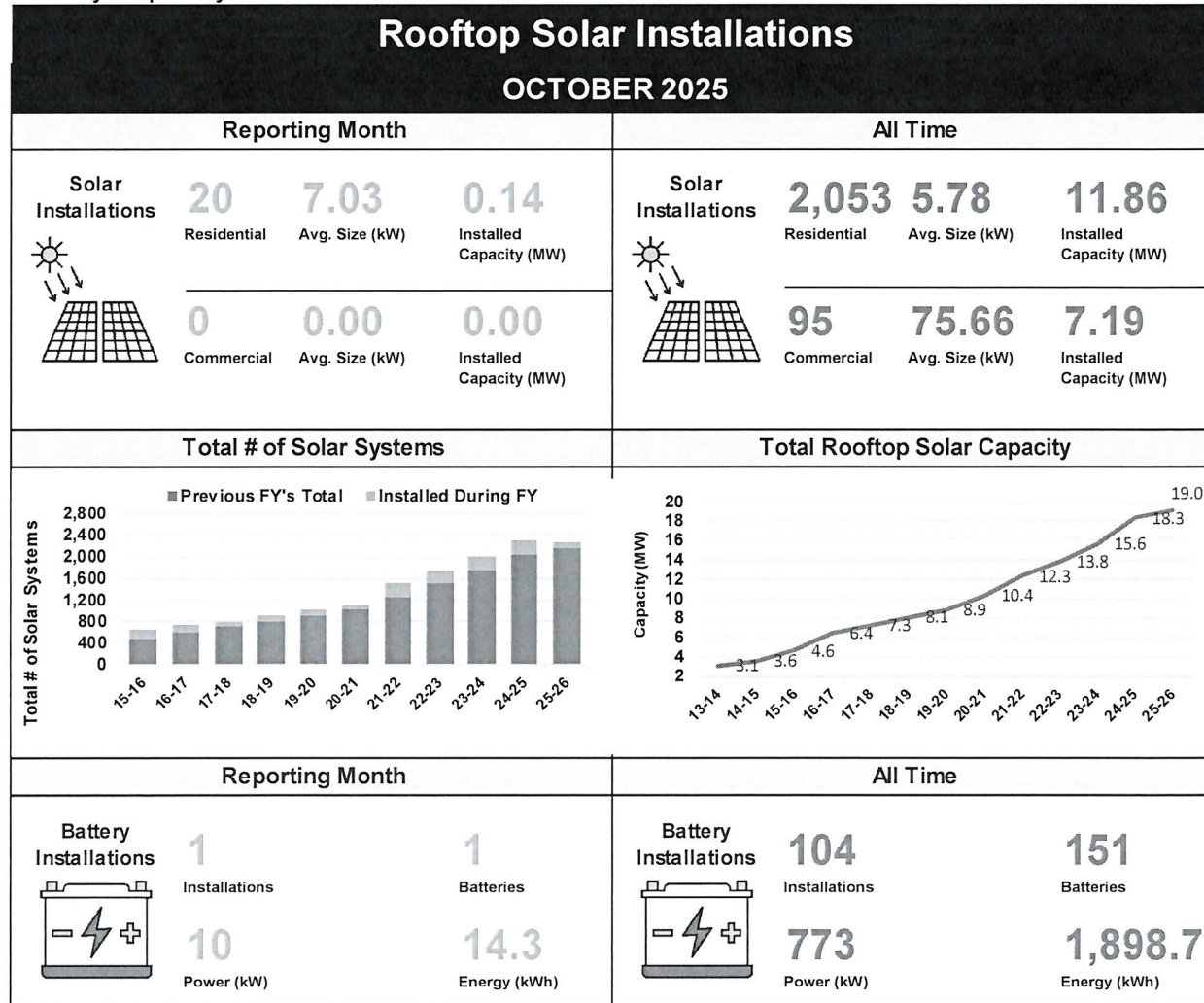
FY 25-26 Transportation Electrification Statistics	
As of October 31, 2025	
New EV Charging Stations	Residential Used EV Rebates
Installed: <u>114</u> Goal: <u>168</u>	Rebates Given: <u>31</u> Goal: <u>60</u>
	
Residential EV Charging Station Rebates: 14 Commercial EV Charging Station Rebates: 100 Public Charging Ports Installed by BWP: 0	

Public Charging Ports							
	Charging Ports	Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG Reduced (kg) 1	Peak Charging Sessions 2	Charging Occupancy 3
October	108	10,639	201,778	\$47,963.22	116,231	32%	41%
FY Average:	-	11,244	215,705	\$51,416.57	124,253	30%	42%
FY Total:	-	44,975	862,822	\$205,666.28	497,013	-	-
Totals since July, 2018:	-	420,199	6,098,954	\$1,397,526	3,515,347	-	-

1. U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values are used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.
 2. The percentage of total charging sessions that deliver electricity anytime between 4pm and 7pm.
 3. The percentage of time per day on average that a charging port is actively delivering electricity to a vehicle.

Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of October 2025, the City of Burbank has 19.05 MW of installed customer solar and 773 kW of installed battery capacity.



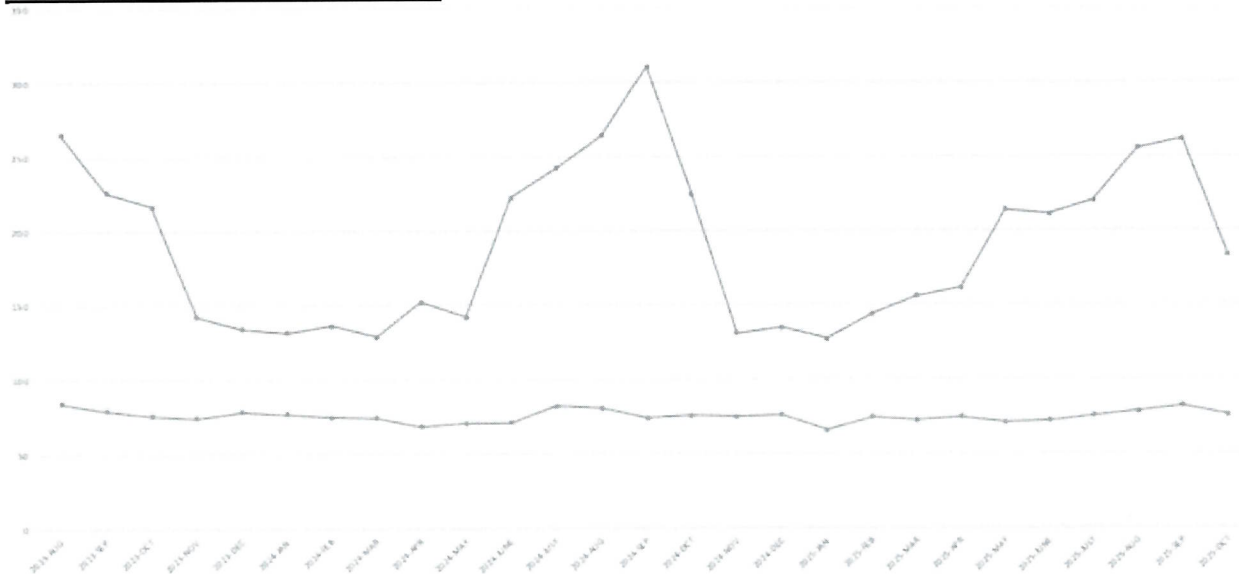
TECHNOLOGY

Broadband Services (ONEBurbank)

	October 2025 New Orders	Revenues for October 2025	FYTD 2025-26 Revenues	FYTD Budget
Lit	1	\$144,985	\$579,053	\$656,000
Dark	1	\$181,810	\$705,120	\$710,667
Total	2	\$326,795	\$1,284,173	\$1,366,667

POWER SUPPLY

BWP SYSTEM OPERATIONS



YEAR	MAX LOAD	MAX DATE
2025	261.6 MW	Sept 02, 2025 at 15:55
2024	310.6 MW	Sep 6, 2024 at 15:54
2023	265.2 MW	Aug 28, 2023 at 15:35
2022	292.8 MW	Sep 06 2022 at 15:58
2021	248.5 MW	Jun 15, 2021 at 14:57
2020	292.3 MW	Aug 18, 2020 at 15:22
2019	282.66 MW	Sept 4, 2019 at 15:31

The table below shows the average spot market (delivery next day or next few days) natural gas prices for SoCal Citygate. It shows that spot natural gas prices in 2025 year-to-date are higher (1.18 times) than in 2020.

Average SoCal Citygate Spot Market Natural Gas Prices

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)	\$3.56
Change since 2020	1.18X

We procure most of our natural gas needs well in advance of 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 costs are more aligned with forward prices (delivery in the future, typically 1-3 years out). The table below provides the average annual price (\$/MMBtu) of natural gas delivered in the future, as of specific dates, at SoCal Citygate, from FY 2025-26 through FY 2029-30.

SoCal Citygate Future Delivery Pricing
Average \$/MMBtu

As of date*:	FY 26/27	FY 27/28	FY 28/29	FY 29/30
8/5/2025	\$6.13	\$6.15	\$6.31	\$6.13
9/4/2025	\$5.84	\$6.00	\$5.98	\$5.97
10/14/2025	\$5.60	N/A	\$5.58	\$5.76
11/10/2025	\$5.88	\$5.96	\$5.85	\$5.83

*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	90.2%	671.2	106,858	8,011	1

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

Magnolia Power Project (MPP)

	October	FYTD	YTD
Availability	90.2%	95.1%	77.9%
Unit Capacity Factor (240 MW)	59.8%	67.7%	55.0%

MPP was shut down on October 17, 2025, to perform a scheduled offline water wash of the combustion turbine compressor, balance of plant maintenance and repairs to the reserve transformer sync relay. MPP was returned to service on October 20, 2025.

Tieton Hydropower Project (Tieton)

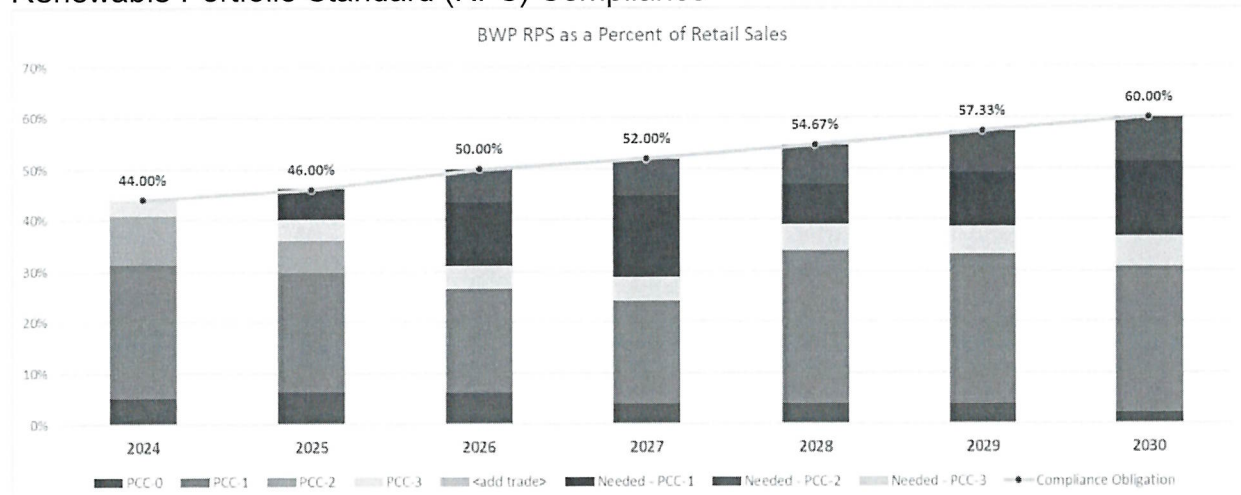
Generation for 2025 ended on September 27. **Annual maintenance is in progress.**

Environmental

No updates at this time.

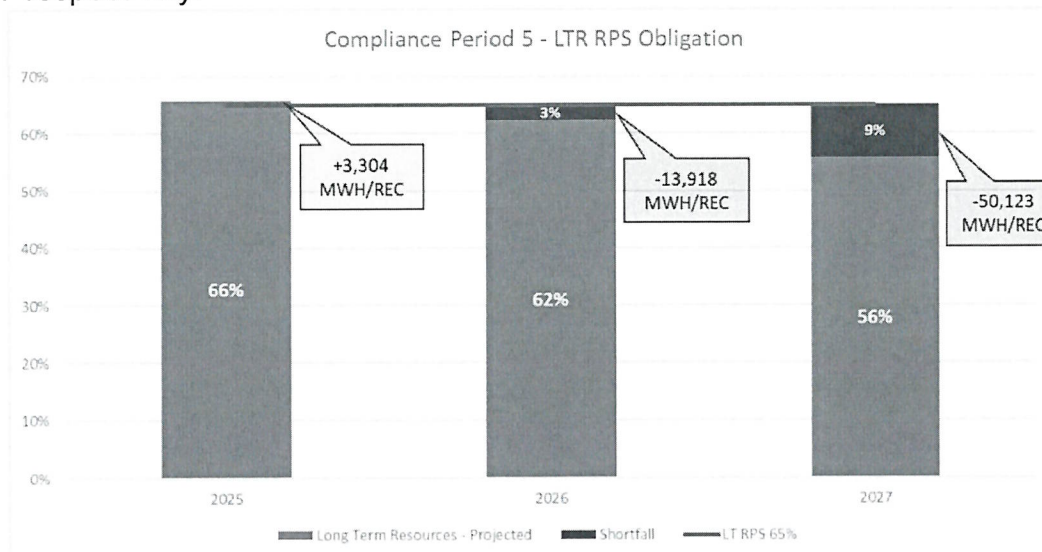
Power Resources

Renewable Portfolio Standard (RPS) Compliance



The chart above shows RPS progress to date through calendar year 2030, where we must meet 60% of our retail sales with renewable energy. We continue to experience challenges with negotiations and delivery of new long-term contracts for renewables, which will may cause BWP to fall short of the 65% Long-Term Requirement (LTR) in RPS for calendar years 2025 through 2027.

The chart below shows the current projections of our progress to meet the 65% for calendar years 2025, 2026, and 2027 without any additional contracts being executed. In 2025 we expect to have enough contracts with terms longer than 10 years, to meet the 65% LTR obligation, however as RPS obligations increase in 2026 and again in 2027 without additional contracts being able to deliver beginning in those years, we project a short fall of approximately 3% (13,918 MWh/REC) in 2026 and 9% (50,123 MWh/REC) in 2027 respectively.



Staff continues to search for and negotiate long-term renewable contracts. Staff was able to locate a supply of renewable energy for a 10-year term beginning in 2026 and is currently in early negotiations. Other projects in negotiations anticipate commercial operation in calendar year 2027 or 2028. Staff has expressed interest in another solar plus battery storage project and is in early discussions with the developer. The Milford Solar Phase 2, signed earlier this year, is expected to add about 99,000 MWh annually and is expected to begin production by January 1, 2028, and has been included in the two charts above.

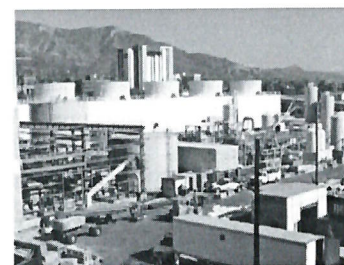
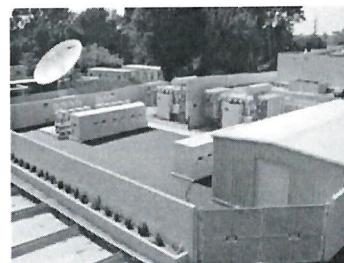
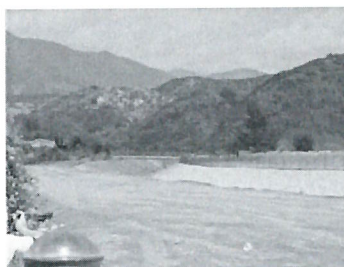
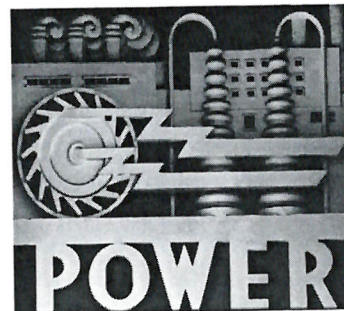
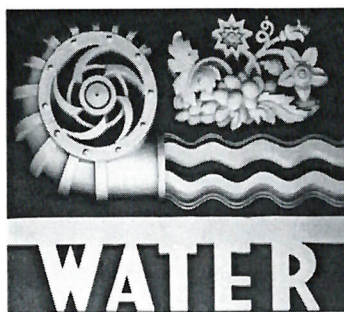
Intermountain Power Project (Delta, UT) Renewal Progress

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

Item	Existing Contract (1987-2027)	Renewable Contract (2027-2077)	Cost (BWP)
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 is now \$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 of natural gas	

One of the IPP coal units will remain online through November 26, 2025. After that date, the coal plants are not expected to run for IPP participants' purposes. IPP Natural Gas Unit 3 achieved its first fire in February 2025, and Unit 4 achieved its first fire in April 2025. IPP Unit 3 has been made available to the participants with full ramping capability (ability to move up and down as needed), but has not achieved Commercial Operations as of yet. IPP Unit 4 is still undergoing testing and is not available to the participants at this time.

Burbank Water and Power



**Financial Report
September 2025**

**Burbank Water and Power
Electric Fund (496)**
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD September 2025
(\$ in 000's except MWh Sales)

MTD Actual FY 25-26	MTD Budget FY 25-26	\$ Variance	% Variance		YTD Actual FY 25-26	YTD Budget FY 25-26	\$ Variance	% Variance
99,014	98,915	99	0% (a)	NEL MWh	299,260	343,056	(43,796)	(13%) (A)
				Retail				
\$ 19,607	\$ 20,033	\$ (426)	(2%) (b)	Retail Sales	\$ 57,946	\$ 69,439	\$ (11,493)	(17%) (B)
16,051	624	15,427	2474% (c)	Other Revenues (3)	16,870	1,871	14,999	802% (C)
(12,702)	(15,015)	2,313	15% (d)	Retail Power Supply & Transmission	(39,154)	(49,830)	10,676	21% (D)
22,956	5,641	17,314	307%	Retail Margin	35,662	21,480	14,182	66%
				Wholesale				
500	2,536	(2,035)	(80%)	Wholesale Sales	3,794	9,056	(5,262)	(58%)
(399)	(2,386)	1,988	83%	Wholesale Power Supply	(3,264)	(8,523)	5,259	62%
102	149	(47)	(32%)	Wholesale Margin	529	533	(3)	(1%)
23,057	5,791	17,267	298%	Gross Margin	36,192	22,013	14,179	64%
				Operating Expenses				
(718)	(1,308)	589	45% (e)	Distribution	(2,013)	(3,923)	1,910	49% (E)
(163)	(242)	80	33% (f)	General Manager's Office	(470)	(730)	260	36% (F)
(134)	(219)	85	39% (g)	Utility Administrative Services	(378)	(656)	279	42% (G)
(673)	(756)	83	11% (h)	Finance, Fleet & Materials	(1,947)	(2,278)	331	15% (H)
402	487	(85)	(17%) (i)	Intra-Fund Allocations	1,080	1,461	(381)	(26%) (I)
(823)	(711)	(112)	(16%) (j)	Transfer to General Fund for Cost Allocation	(2,134)	(2,133)	(0)	(0%)
(583)	(790)	207	26% (k)	Customer Service	(1,852)	(1,971)	119	6%
(132)	(240)	109	45% (l)	Marketing & Sustainability	(752)	(721)	(31)	(4%)
(116)	(625)	509	81% (m)	Public Benefits	(510)	(1,876)	1,366	73% (J)
(311)	(618)	307	50% (n)	Security/Oper Technology	(1,188)	(1,859)	670	36% (K)
(93)	(186)	93	50% (o)	Telecom	(298)	(559)	260	47% (L)
(195)	(299)	105	35% (p)	Facilities	(533)	(900)	367	41% (M)
(1,841)	(1,901)	59	3%	Depreciation	(5,484)	(5,702)	217	4%
(5,380)	(7,409)	2,029	27%	Total Operating Expenses	(16,480)	(21,846)	5,367	25%
\$ 17,677	\$ (1,619)	\$ 19,296	1192%	Operating Income/(Loss)	\$ 19,712	\$ 167	\$ 19,546	11734%

**Burbank Water and Power
Electric Fund (496)**
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD September 2025
(\$ in 000's)

MTD Actual FY 25-26	MTD Budget FY 25-26	\$ Variance	% Variance	YTD Actual FY 25-26	YTD Budget FY 25-26	\$ Variance	% Variance
\$ 17,677	\$ (1,619)	\$ 19,296	1192%	\$ 19,712	\$ 167	\$ 19,546	11734%
512	385	127	33% (q)	1,323	1,155	168	15% (N)
12	34	(22)	(65%)	(959)	(894)	(65)	(7%)
(581)	(571)	(10)	(2%)	(1,742)	(1,713)	(29)	(2%)
(57)	(152)	95	62%	(1,378)	(1,453)	74	5%
17,620	(1,771)	19,391	1095%	18,334	(1,286)	19,620	1526%
79	4,690	(4,612)	(98%) (r)	202	14,071	(13,869)	(99%) (O)
\$ 17,699	\$ 2,920	\$ 14,779	506%	\$ 18,536	\$ 12,785	\$ 5,751	45%
				Net Change in Net Assets (Net Income)			
				Income Before AIC			
				Capital Contributions (AIC)			
				Operating Income/(Loss)			
				Other Income/(Expenses)			
				Interest Income			
				Other Income/(Expense) (4)			
				Bond Interest/ (Expense)			
				Total Other Income/(Expense)			

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.

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD September 2025
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	99,014	98,915	99 -	For the month of September 2025, NEL was on budget. The average high temperature in September was 88°F, compared to the 15-year average high temperature of 88°F. The average low temperature was 62°F, compared to the 15-year average low temperature of 61°F. MTD CDD was 307 versus the 15-year average of 297. HDD was 0 versus the 15-year average of 2.
(b)	Retail Sales	19,607	20,033	(426) -	Retail sales correspond with NEL (demand).
(c)	Other Revenues	16,051	624	15,427 -	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. September's other income was higher than usual, primarily due to a \$15.7 million sale of clean air credits under the California Air Resources Board (CARB) Cap-and-Trade Program.
(d)	Retail Power Supply & Transmission	(12,702)	(15,015)	2,313 -	The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(e)	Distribution	(718)	(1,308)	589 -	The favorable variance is primarily attributable to vacancies, timing of private contractual services, and to higher than planned capital work; offset by the timing of special departmental supplies.
(f)	General Manager's Office	(163)	(242)	80 -	The favorable variance is primarily attributable to vacancies and to the timing of other professional services, private contractual services, memberships, and travel; offset by work performed by other departments.
(g)	Utility Administrative Services	(134)	(219)	85 -	The favorable variance is primarily attributable to the timing of other professional services, software & hardware, safety, and training.
(h)	Finance, Fleet & Materials	(673)	(756)	83	The favorable variance is primarily attributable to vacancies and to the timing of other professional services, software & hardware, and training.
(i)	Intra-Fund Allocations	402	487	(85) -	The Utility Administrative Services, Fleet, and Warehouse cost centers are allocated at 100%, with their total costs fully distributed across other departments. Accordingly, when these cost centers come in under budget, the total costs subject to allocation are reduced, resulting in lower allocations for those areas.
(j)	Transfer to General Fund for Cost Allocation	(823)	(711)	(112) -	The unfavorable variance is primarily attributable to an input adjustment implemented in September 2025.
(k)	Customer Service	(583)	(790)	207 -	The favorable variance is primarily attributable to the timing of other professional services and software & hardware.
(l)	Marketing & Sustainability	(132)	(240)	109 -	The favorable variance is primarily attributable to the timing of rebates and other professional services.
(m)	Public Benefits	(116)	(625)	509 -	The favorable variance is primarily attributable to the timing of program spending.
(n)	Security/Operations Technology	(311)	(618)	307 -	The favorable variance is primarily due to the timing of other professional services, private contractual services, and software & hardware.
(o)	Telecom	(93)	(186)	93 -	The favorable variance is primarily due to work performed for other departments and to the timing of other professional services, private contractual services, and software & hardware.
(p)	Facilities	(195)	(299)	105 -	The favorable variance is primarily attributable to vacancies and to the timing of private contractual services, custodial services, and building grounds maintenance & repair.
(q)	Interest Income	512	385	127 -	The favorable variance is largely due to a larger cash balance due to CARB allowance sales, as well as higher than planned performance in the Project Stabilization Fund.
(r)	Capital Contributions (AIC)	79	4,690	(4,612) -	The unfavorable variance is attributable to the timing AIC projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD September 2025
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	299,260	343,056	(43,796)	- For FYTD September 2025, NEL is 13% lower than budget. The YTD average high temperature was 87°F, compared to the 15-year average high temperature of 79°F. The YTD average low temperature was 61°F, compared to the 15-year average low temperature of 53°F. YTD CDD were 862 versus the 15-year average of 1,422. Additionally, NEL (demand) is lower than expected due to an optimistic FY25-26 load forecast that did not align with actual trends.
(B)	Retail Sales	57,946	69,439	(11,493)	- Retail sales correspond with lower NEL (demand).
(C)	Other Revenues	16,870	1,871	14,999	- 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. September's other income was higher than usual, primarily due to a \$15.7 million sale of clean air credits under the California Air Resources Board (CARB) Cap-and-Trade Program. Prior fiscal year sales of clean air credits were also reclassified this month to restricted cash bringing total restricted cash related to clean air credits to \$18.9m.
(D)	Retail Power Supply & Transmission	(39,154)	(49,830)	10,676	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(E)	Distribution	(2,013)	(3,923)	1,910	- The favorable variance is primarily attributable to vacancies and the timing of other professional services and private contractual services. Additionally, overhead was overapplied in July & August, leading to higher than planned cost recovery; this will be corrected on a YTD basis.
(F)	General Manager's Office	(470)	(730)	260	- The favorable variance is primarily attributable to vacancies and to the timing of other professional services, private contractual services, travel, and training; offset by work performed by other departments and memberships.
(G)	Utility Administrative Services	(378)	(656)	279	- The favorable variance is primarily attributable to the timing of other professional services, travel, safety, and training.
(H)	Finance, Fleet & Materials	(1,947)	(2,278)	331	- The favorable variance is primarily attributable to vacancies and to the timing of other professional services, private contractual services, training, auto equipment maintenance & repair, and fuel.
(I)	Intra-Fund Allocations	1,080	1,461	(381)	- The Utility Administrative Services, Fleet, and Warehouse cost centers are allocated at 100%, with their total costs fully distributed across other departments. Accordingly, when these cost centers come in under budget, the total costs subject to allocation are reduced, resulting in lower allocations for those areas.
(J)	Public Benefits	(510)	(1,876)	1,366	- The favorable variance is primarily attributable to the timing of program spending.
(K)	Security/Oper Technology	(1,188)	(1,859)	670	- The favorable variance is primarily due to the timing of other professional services, private contractual services, offset by lower than planned capital work.
(L)	Telecom	(298)	(559)	260	- The favorable variance is primarily due to the timing of other professional services, private contractual services, special departmental supplies, and software & hardware, as well as higher-than-planned work performed for other departments.
(M)	Facilities	(533)	(900)	367	- The favorable variance is primarily attributable to the timing of private contractual services, custodial services, and building grounds maintenance & repair.
(N)	Interest Income	1,323	1,155	168	- The favorable variance is largely due to a larger cash balance due to CARB allowance sales, as well as higher than planned performance in the Project Stabilization Fund.
(O)	Capital Contributions (AIC)	202	14,071	(13,869)	- The unfavorable variance is attributable to the timing AIC projects.

September 2025 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): \$17,620	\$ 19,391	\$ -	\$ 19,391
MTD GROSS MARGIN VARIANCE			
Retail Sales	-	(426)	(426)
Power Supply and Transmission:			
- Lower retail load	(355)	-	(355)
- Lower than planned renewables cost and other	1,414	-	1,414
- Higher transmission	(32)	-	(32)
- Lower energy prices	15	-	15
- Minimum operation for IPP and Hydrogen Betterment	(103)	-	(103)
- Lower O&M	330	-	330
- Retail load management and economic dispatch	1,044	-	1,044
Other Revenues	15,427	-	15,427
Wholesale Margin	-	(47)	(47)
Total	17,740	(474)	17,267
MTD O&M AND OTHER VARIANCES			
Distribution	589	-	589
General Manager's Office	80	-	80
Utility Administrative Services	85	-	85
Finance, Fleet & Materials	83	-	83
Intra-Fund Allocations	-	(85)	(85)
Customer Service	207	-	207
Marketing & Sustainability	109	-	109
Public Benefits	509	-	509
Security/Operations Technology	307	-	307
Telecom	93	-	93
Facilities	105	-	105
Depreciation	59	-	59
All other	-	(17)	(17)
Total	2,226	(102)	2,124

September 2025 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): \$18,334</u>	\$ 19,620	\$ -	\$ 19,620
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(11,493)	(11,493)
Power Supply and Transmission			
- Lower retail load	787	-	787
- Higher than planned renewables cost and other	3,298	-	3,298
- Lower transmission	527	-	527
- Lower energy prices	2,306	-	2,306
- New minimum for IPP and Hydrogen Betterment	187	-	187
- Lower O&M	1,386	-	1,386
- Retail load management and economic dispatch	2,185	-	2,185
- SCPPA True-up and prior period adjustments	-	-	-
Other Revenues	14,999	-	14,999
Wholesale Margin	-	(3)	(3)
Total	25,675	(11,496)	14,179
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	1,910	-	1,910
General Manager's Office	260	-	260
Utility Administrative Services	279	-	279
Finance, Fleet & Materials	331	-	331
Intra-Fund Allocations	-	(381)	(381)
Customer Service	119	-	119
Marketing & Sustainability	-	(31)	(31)
Public Benefits	1,366	-	1,366
Security/Oper Technology	670	-	670
Telecom	260	-	260
Facilities	367	-	367
Depreciation	217	-	217
All other	74	-	74
Total	\$ 5,854	\$ (413)	\$ 5,441

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Cash and Investment Balances ^(a)

	Sep-25	Aug-25	Jul-25	Jun-25	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
							Low	High	
Cash and Investments									
General Operating Reserve	\$ 155,022 ^(a)	\$ 141,112	\$ 131,680	\$ 141,441	\$ 101,765	\$ 52,200	\$ 102,466	\$ 159,699 ^(c)	\$ 67,243 ^(c)
BWP Projects Reserve Deposits at SCPPA	5,119	5,052	5,057	5,049	4,808	4,580	-	-	-
Sub-Total Cash and Investments	160,141	146,175	136,737	146,489	106,593	56,780	102,466	159,699	67,243
Commitments									
Customer Deposits	(46,448)	(47,354)	(39,140)	(39,864)	(22,519)	(10,976)	-	-	-
Public Benefits Obligation	(10,985)	(10,762)	(10,640)	(10,571)	(10,829)	(10,710)	-	-	-
Greenhouse Gas Allowances	(69)	(69)		(69)	(69)	(69)	-	-	-
California CARB Allowances	(18,854)	-	-	-	-	-	-	-	-
Low Carbon Fuel Standard ^(b)	(1,481)	(1,541)	(1,993)	(2,053)	(2,469)	(3,289)	-	-	-
Sub-Total Cash and Investments (less Commitments)	82,303	86,448	84,965	93,932	70,708	31,737	102,466	159,699	67,243
Bond Proceeds									
Bond Proceeds on Deposit with Trustee	22,433	24,533	28,939	32,717	71,430	120,107	-	-	-
Total Cash and Investments and Bond Proceeds (less Commitments)	\$ 104,736	\$ 110,981	\$ 113,904	\$ 126,650	\$ 142,138	\$ 151,844	\$ 102,466	\$ 159,699	\$ 67,243

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

^(d) Cash reserves are up primarily due to a AIC Payments & Bond Drawdown as well as sales of California Carb Allowances (Cap & Trade).

**Burbank Water and Power
Water Fund (497)**
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD September 2025
(\$ in 000's except Gallons)

MTD Actual FY 25-26	MTD Budget FY 25-26	\$ Variance	% Variance	YTD Actual FY 25-26	YTD Budget FY 25-26	\$ Variance	% Variance
441	520	(79)	(15%) ^(a)	1,359	1,531	(172)	(11%) ^(A)
98	112	(14)	(13%) ^(b)	343	290	53	18% ^(B)
Operating Revenues							
\$ 3,076	\$ 3,873	\$ (797)	(21%) ^(c)	\$ 9,726	\$ 11,399	\$ (1,673)	(15%) ^(C)
527	662	(135)	(20%) ^(d)	1,695	1,710	(15)	(1%) ^(1%)
131	126	5	4%	299	377	(77)	(21%) ^(D)
3,734	4,661	(927)	(20%) ^(e)	11,720	13,486	(1,765)	(13%) ^(13%)
(1,360)	(1,521)	161	11%	(3,980)	(4,631)	651	14% ^(E)
2,374	3,140	(766)	(24%) ^(f)	7,740	8,855	(1,114)	(13%) ^(13%)
Operating Expenses							
(908)	(1,150)	243	21% ^(f)	(2,942)	(3,451)	509	15% ^(F)
(152)	(114)	(38)	(33%) ^(g)	(405)	(342)	(63)	(19%) ^(G)
(298)	(494)	197	40% ^(h)	(985)	(1,449)	464	32% ^(H)
(187)	(150)	(38)	(25%) ⁽ⁱ⁾	(449)	(449)	-	0%
(400)	(389)	(11)	(3%) ^(j)	(1,198)	(1,167)	(31)	(3%) ^(3%)
(1,944)	(2,297)	353	15%	(5,979)	(6,858)	879	13%
429	843	(413)	(49%) ^(k)	1,761	1,997	(235)	(12%) ^(12%)
Other Income/(Expenses)							
78	57	21	37% ^(l)	204	172	32	19% ^(I)
22	(0)	22	8187% ^(k)	2,203	(200)	2,402	1204% ^(K)
(129)	(98)	(30)	(31%) ^(l)	(386)	(295)	(91)	(31%) ^(L)
(28)	(41)	13	31%	2,021	(323)	2,344	727%
401	802	(401)	(50%) ^(m)	3,783	1,674	2,108	126%
8	74	(66)	(89%) ⁽ⁿ⁾	8	221	(213)	(96%) ^(M)
\$ 409	\$ 875	\$ (467)	(53%) ^(o)	\$ 3,790	\$ 1,895	\$ 1,895	100%

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 September 2025
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Water put into the system in Millions of Gallons	441	520	(79)	- Water use in September 2025 was lower than budget by 15% primarily due to conservation and higher than average rainfall. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Outdoor watering is limited to Saturdays only (April 1st - October 31st). Rainfall MTD measured 0.15 inches compared to the average of 0.11 inches.
(b)	Recycled Water Usage in Millions of Gallons	98	112	(14)	- Recycled water usage was lower than budgeted by 13%, primarily due to conservation efforts and higher than average rainfall.
(c)	Potable Water Revenue	3,076	3,873	(797)	- Retail sales correspond with lower volume (demand).
(d)	Recycled Water Revenue	527	662	(135)	- Recycled sales correspond with lower volume (demand).
(e)	Water Supply Expense	(1,360)	(1,521)	161	- The favorable variance is a result of lower demand and the use of less imported MWD water than planned.
(f)	Operations & Maintenance - Potable	(908)	(1,150)	243	- The favorable variance is primarily due to vacancies and the timing of other professional services and emissions credits.
(g)	Operations & Maintenance - Recycled	(152)	(114)	(38)	- The unfavorable variance is primarily attributable to a budgeting error related to electricity for water pumping, as well as to the timing of general equipment maintenance & repair.
(h)	Operations & Maintenance - Shared Services	(298)	(494)	197	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Operations Technology and Security, and GM Admin & Utility Admin Services) from the electric fund.
(i)	Transfer to General Fund for Cost Allocation	(187)	(150)	(38)	- The unfavorable variance is primarily attributable to an input adjustment implemented in September 2025.
(j)	Interest Income	78	57	21	- The favorable variance is primarily attributable to an increasing interest rate environment resulting in higher investment returns.
(k)	Other Income/(Expense)	22	(0)	22	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(l)	Bond Interest/(Expense)	(129)	(98)	(30)	- The unfavorable variance is primarily attributable to a budgeting error for bond premium amortization.
(m)	Capital Contributions (AIC)	8	74	(66)	- 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 September 2025
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Water put into the system in Millions of Gallons	1,359	1,531	(172)	- Water use for FYTD September 2025 was lower than budget by 11% primarily due to conservation as well as lower than average temperatures. Burbank is currently in Stage III of the Sustainable Water Use Ordinance. Outdoor watering is limited to Saturdays only (April 1st - October 31st). Rainfall FYTD measured 0.15 inches compared to the average of 0.13 inches.
(B)	Recycled Water Usage in Millions of Gallons	343	290	53	- Recycled water usage exceeded forecast by 18% due to higher than anticipated demand from irrigation and operational needs.
(C)	Potable Water Revenue	9,726	11,399	(1,673)	- Retail sales correspond with lower volume (demand).
(D)	Other Revenue	299	377	(77)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(E)	Water Supply Expense	(3,980)	(4,631)	651	- The favorable variance is a result of lower demand and using less imported MWD water than planned and using more BOU water.
(F)	Operations & Maintenance - Potable	(2,942)	(3,451)	509	- The favorable variance is primarily due to vacancies and the timing of other professional services and emissions credits.
(G)	Operations & Maintenance - Recycled	(405)	(342)	(63)	- The unfavorable variance is primarily attributable to a budgeting error related to electricity for water pumping.
(H)	Operations & Maintenance - Shared Services	(985)	(1,449)	464	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Construction & Maintenance, and GM-Admin & Utility Admin Services) from the electric fund.
(I)	Interest Income	204	172	32	- The favorable variance is primarily attributable to an increasing interest rate environment, resulting in higher investment returns.
(K)	Other Income/(Expense)	2,203	(200)	2,402	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate. Litigation settlements related to environmental groundwater impacts were significant for the month of August 2025.
(L)	Bond Interest/(Expense)	(386)	(295)	(91)	The unfavorable variance is primarily attributable to a budgeting error for bond premium amortization.
(M)	Capital Contributions (AIC)	8	221	(213)	- The unfavorable variance is attributable to lower than planned contributions to AIC projects.

September 2025 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$401</u>	\$ -	\$ (401)	\$ (401)
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(797)	(797)
Recycled Revenues	-	(135)	(135)
Other Revenue	5	-	5
Water Supply Expense	161	-	161
Total	166	(932)	(766)
<u>MTD O&M AND OTHER VARIANCES</u>			
Potable O&M	243	-	243
Recycled Water O&M	-	(38)	(38)
Allocated O&M	197	-	197
Depreciation	-	(11)	(11)
All Other	(25)	-	(25)
Total	\$ 415	\$ (49)	\$ 366

September 2025 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
<u>FYTD NET INCOME: \$3,783</u>	\$ 2,108	\$ -	\$ 2,108
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(1,673)	(1,673)
Recycled Revenues	-	(15)	(15)
Other Revenue	-	(77)	(77)
Water Supply Expense	651	-	651
Total	<u>651</u>	<u>(1,765)</u>	<u>(1,114)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	509	-	509
Recycled Water O&M	-	(63)	(63)
Allocated O&M	464	-	464
Depreciation	-	(31)	(31)
All Other	2,344	-	2,344
Total	<u>\$ 3,317</u>	<u>\$ (95)</u>	<u>\$ 3,223</u>

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

	Sep-25	Aug-25	Jul-25	Jun-25	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
							Low	High	
Cash and Investments									
General Operating Reserves									
Sub-Total Cash and Investments	\$ 28,643 ^(c)	\$ 27,491	\$ 24,583	\$ 25,631	\$ 19,184	\$ 23,924	\$ 20,619	\$ 30,929 ^(b)	\$ 12,372
	28,643	27,491	24,583	25,631	19,184	23,924	20,619	30,929	12,372
Commitments									
Customer Deposits	(392)	(409)	(537)	(497)	(585)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	28,251	27,082	24,046	25,134	18,599	23,413	20,619	30,929	12,372
Bond Proceeds									
Bond Proceeds on Deposit with Trustee	-	-	-	-	6,545	19,465			
Total Cash and Investments and Bond Proceeds (less Commitments)	\$ 28,251	\$ 27,082	\$ 24,046	\$ 25,134	\$ 25,144	\$ 42,878	\$ 20,619	\$ 30,929	\$ 12,372

^(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) Cash reserves are up primarily due to litigation settlements.

Padgett, Courtney

From: Padgett, Courtney
Sent: Friday, December 5, 2025 3:55 PM
To: Calderon, Jose; Jones, Jonathan; McClinton, Betsy; Quintero, Rafael; Skinner, Damian; Xu, Lifan; Alvarez, Danny; Hess, Justin; Samra, Mandip; McDougall, Joseph H.
Subject: 12/4/25 Security Committee Minutes
Attachments: Citywide Security Cameras.xlsx

Good Afternoon,

Below is a summary of yesterday's Security Committee meeting:

- **Policies (Jose)**

- Five policies will be reviewed by the Executive Team at the 12/4/25 Policy meeting:
 - Facility Secured Door Access
 - Identification Badge
 - Intrusion Detection System
 - Surveillance System Administrative
 - Surveillance System Use/Recording

*** All policies were approved at the subsequent Policy meeting, with a few minor recommendations/edits.*

- Three policies previously approved:
 - Panic Button
 - Lockdown
 - Physical Access Control-Administrative
- Two policies outstanding:
 - Visitor (Currently in legal review)
 - Photography and Videography (Currently in IT review)

- **Physical Security Needs (Damian/Chief Quintero)**

- Damian and PD have coordinated on a survey for distribution to all city employees to obtain information on security/safety issues for each facility
- Draft survey sent to all Execs for review – submit final review by Friday 12/5/25
- Anticipate finalizing survey and distributing to staff week of 12/8/25 (PD)
- PD will compile results and bring back to Security Committee for review, prioritization, and planning

- **Cameras (Jose)**

- IT compiled a list of all cameras currently located in city facilities (attached) that includes location, quantity, system, indoor/outdoor, and retention capacity
- Discussed requirements for meet and confer w/ labor for new cameras (not existing)
- Jose will make a few updates to the list and will bring back to the Security Committee to review; committee will develop a long-term, phased camera implementation plan with consideration for priority facilities/location and cost and in consideration of the information received from the physical security assessment

- **Emergency Notification System (Jose)**

- E-Team reviewed demo of Titan HST system in October and the system was well-received

MEMORANDUM



FINANCIAL SERVICES

DATE: November 21, 2025

TO: Departments Issuing Permits

FROM: Financial Services Department,
Accounts Receivable (AR), Lillie Guerrero, Administrative Analyst II
Accounts Payable (AP), Rebeka Balasanyan, Administrative Analyst II

SUBJECT: New Requirement for Check Payment Request (CPR) Form for Permit Refunds

The new requirement for the CPR form ensures proper tracking and reconciliation of permit payments that have been processed and refunded.

All requestors are asked to comply with the new submission process to avoid delays in the processing of check payments for refunds. The new CPR Form can be found on BEN by navigating to:

BEN Citywide Documents → Financial Services → Accounts Payable → 2025 CPR Form-GC

All Check Payment Request Forms submitted to AP must include:

- The Oracle Receivables *Batch Name* that the original payment was batched
- A copy of the Oracle *Miscellaneous Receipt Register* batch submitted to City Treasurer's Office as supporting documentation

(See Exhibit A for instructions)

If you have questions or need assistance, contact AR at x5500 or AP at x5495.

Thank you for your cooperation.

EXHIBIT A

How to Identify the Oracle Receivables Batch Name:

A. For Manually Entered Batches:

The batch name is the custom name assigned by the batching processor of the original payment. The batch name follows a standardized format based on employee first name initial, the first 3 initials of their last name and date.

Example: LGUE012325

This represents Lillie Guerrero batch created on January 23, 2025.

B. For Interfaced Batches:

The batch name follows a standardized format based on permit type, transaction date, and payment method.

Example: EPALS-PL-01/23/25-4

This represents a Planning Division online payment made on January 23, 2025.

Permit Type Codes:

Division	Code
Planning	PL
Building Safety	BS
Business Tax	BT
License and Code	LC
Parking	PK
Business License	BL
Public Works	PW

Payment Method Codes:

Payment Method	Code
Cash/Check	-1
Credit Card	-2
Online	-4

How to Confirm Payment in a Batch:

To verify the payment considered for refund is included in the batch, run the Miscellaneous Detail Report by following the steps below:

1. Go to BEN
2. Click on Work Tools
3. Select Oracle Boss
4. Open the Receivables Hat folder
5. Expand the Batches folder
6. Double-click on Batches
7. Click the flashlight icon on the ribbon
8. Enter your report parameters
9. Click Submit

To view the report:

1. Click View (at the ribbon)
2. Select Request
3. View Requests
4. View Output

Workplace Violence Prevention Plan

COMPLETE YOUR SAFETY TRAINING TODAY!

- Log into your Vector Solutions Profile

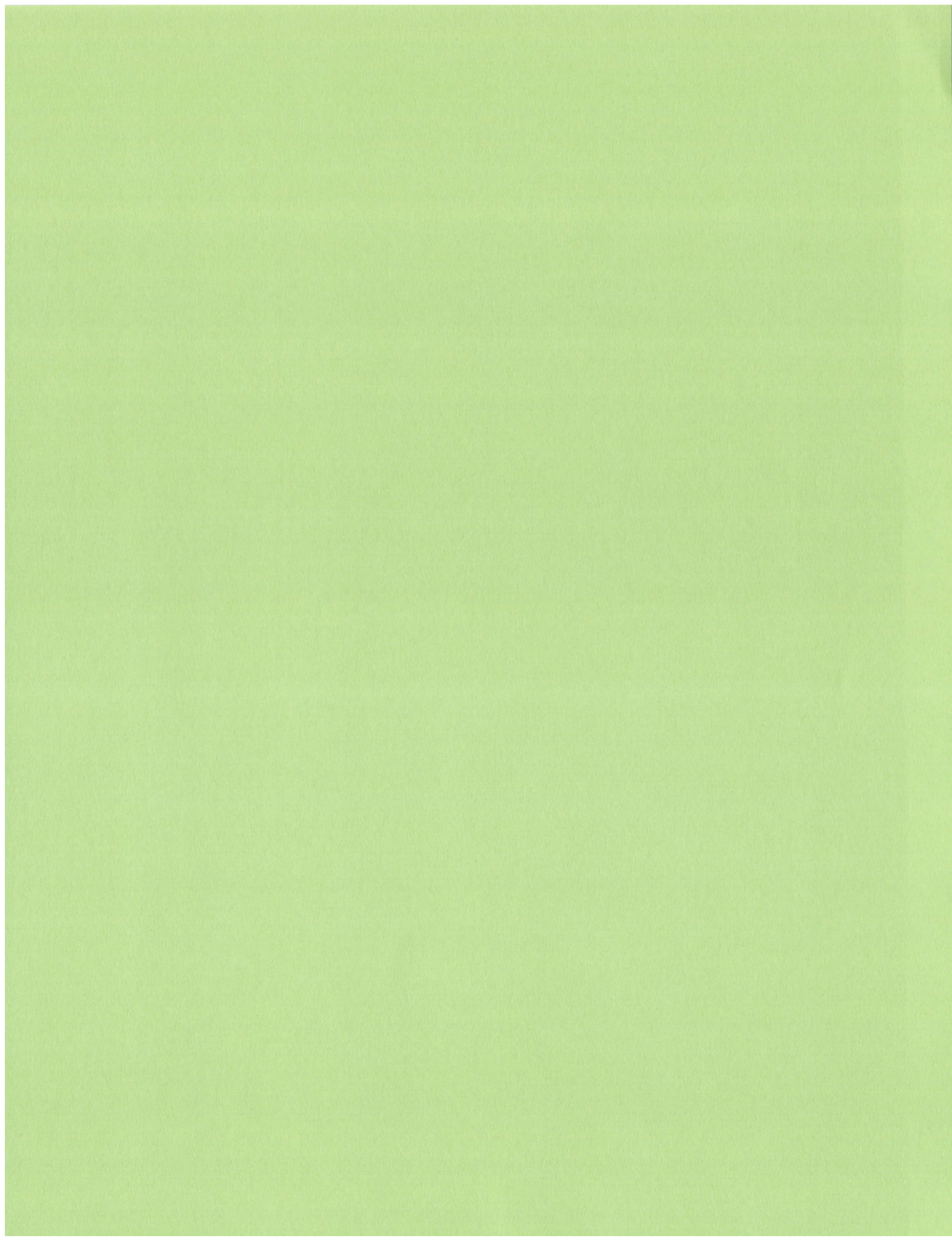
BEN>Work Tools>Vector Solutions

- Complete the Workplace Violence Prevention Plan training

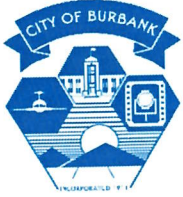
*Sworn personnel are excluded from the plan
*Elected officials are excluded from the training

Training is due by December 31, 2025

Environmental Health & Safety
citysafetytraining@burbankca.gov
(818) 238-5050



MEMORANDUM



COMMUNITY DEVELOPMENT

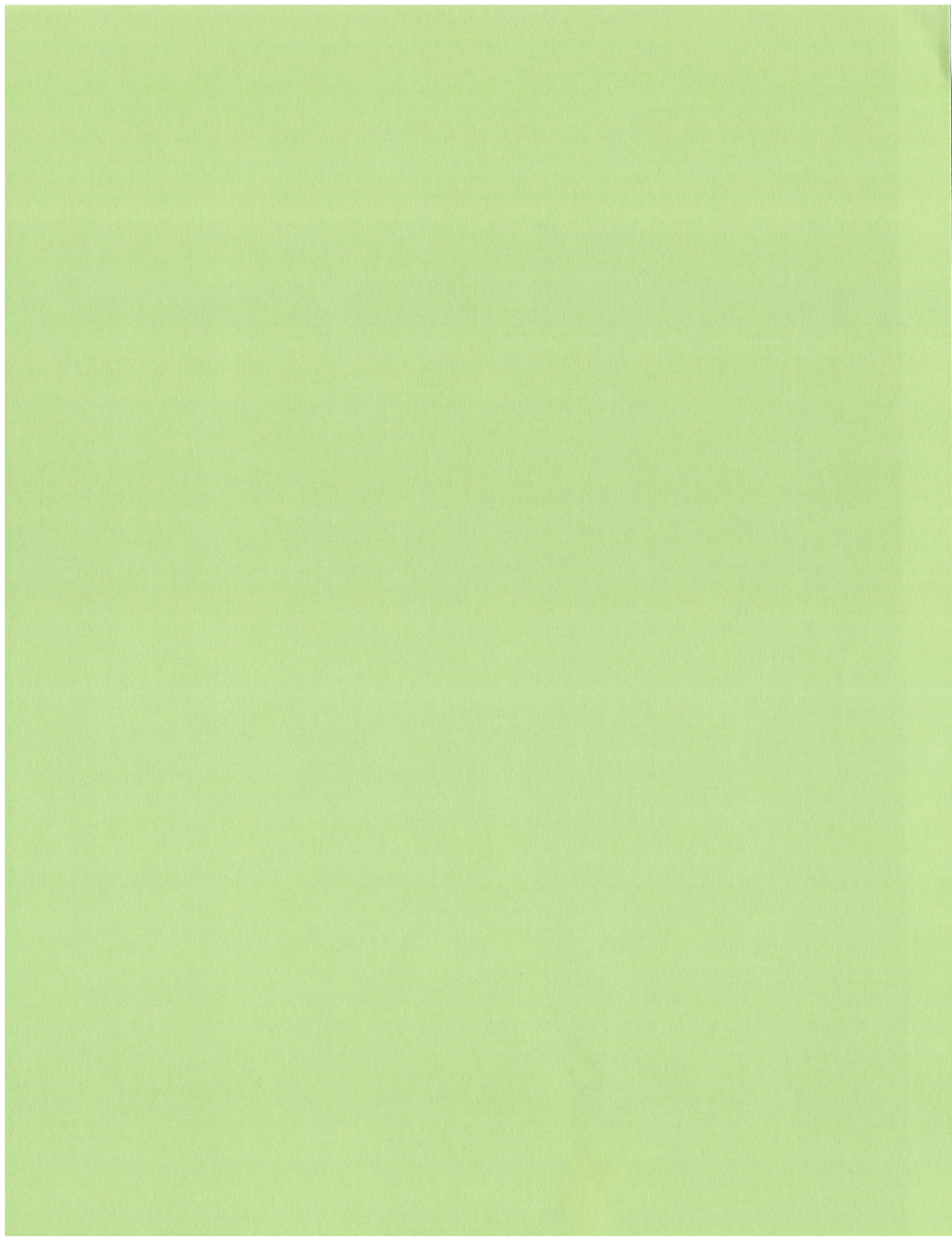
DATE: November 19, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Maribel Leyland, Assistant Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – November 3, 2025.

- Six members of the public attended the in-person meeting.
- One speaker had questions pertaining to pet policies and regulations. The Commission Chair responded briefly to the questions, and the representative from the City Attorney's office requested the speaker contact the Housing Enforcement Unit for further information if necessary.
- During the introduction of additional agenda items, the Commission requested an overview of the City Council's direction from the meeting on October 28, 2025, related to tenant protections.
- The meeting adjourned at 6:45 P.M.



MEMORANDUM



COMMUNITY DEVELOPMENT



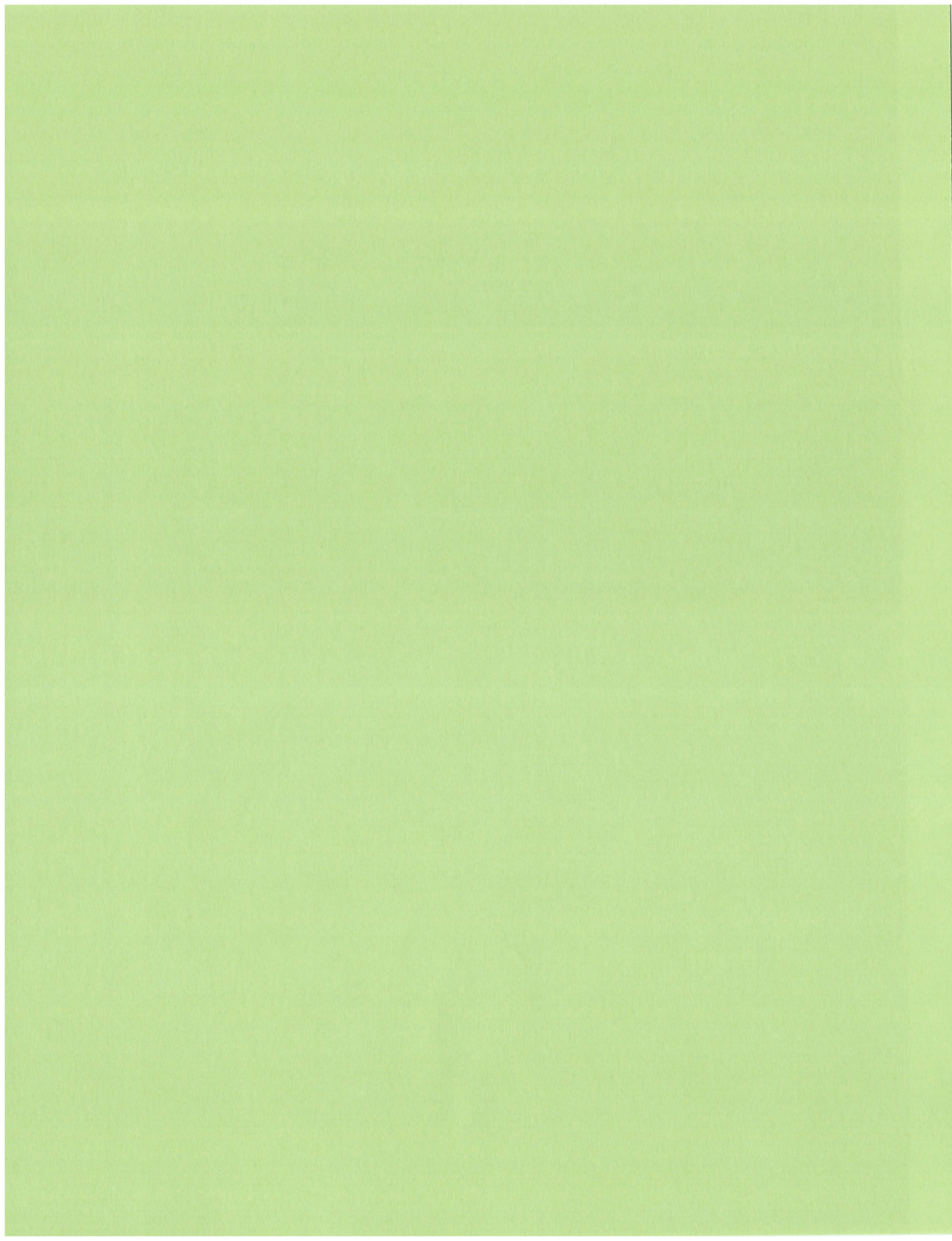
DATE: November 25, 2025

TO: Justin Hess, City Manager

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

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

- As a part of their quarterly update to the Downtown PBID, the Burbank Police Department provided an overview of criminal activity in Downtown Burbank, noting current staffing challenges, high call volumes in Zone 2 near the AMC walkway, and ongoing collaboration with Allied Universal, the current Downtown Burbank Ambassador service provider to mitigate issues with the transient population. Chief Quintero attended the meeting to introduce himself to the Board. The department is also implementing new technology for real-time information sharing, exploring drone-assisted response, and developing a bike patrol program.
- Allied Universal presented an update on the Downtown Burbank Ambassador Program, emphasizing regular graffiti removal, parklet maintenance, business outreach, and support for unhoused individuals. Ambassadors have increased visibility Downtown, responded to quality of life issues such as public intoxication, and maintained heightened monitoring of nearby alleys and parking lots to ensure safety and cleanliness. Additional support continues for local businesses, including coordination with loss prevention teams and the Post Office.
- The Board received recaps of two major events sponsored by Downtown Burbank, the Burbank International Film Festival and the Burbank Comedy Festival. Providing these summaries, along with data related to each event's impact, was requested as a condition of the allocated sponsorship.





December 11, 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, December 15, 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, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of December 15, 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, December 15, 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. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) November 5, 2025 **[See page 1]**
 - 2) Operations and Development Committee
 - (i) October 20, 2025 **[See page 4]**
 - (ii) October 6, 2025 **[See page 7]**
 - 3) Finance and Administration Committee
 - (i) October 20, 2025 **[See page 8]**
 - b. Commission Minutes
 - 1) November 17, 2025 **[See page 10]**
 - c. Treasurer's Report
 - 1) August 2025 **[See page 16]**
 - d. Award of Professional Services Agreement
Private Wireless Network Consulting **[See page 41]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Additional Public Artwork Opportunity
Replacement Passenger Terminal **[See page 43]**
 - b. Approval of Task Order Amendment for the
Replacement Passenger Terminal Project **[See page 50]**

7. ITEMS FOR COMMISSION DISCUSSION

- a. Garage Valet Entrance Redesign and Construction

[See page 54]

8. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Construction Update

9. ITEMS PULLED FOR DISCUSSION

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

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

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 15, 2025

[Regarding agenda items]

5. CONSENT CALENDAR

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

- a. COMMITTEE MINUTES. Copies of the approved minutes of the minutes of the Executive Committee meeting of November 5, 2025; Operations and Development Committee meeting of October 20, 2025, and a copy of the approved minutes of October 6, 2025; and a copy of the approved minutes of the Finance and Administration Committee meeting of October 20, 2025, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the November 17, 2025, Commission minutes is included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for August 2025 is included in the agenda packet. At its meeting on November 17, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT – PRIVATE WIRELESS NETWORK CONSULTING. A staff report is included in the agenda packet. At its meeting on November 17, 2025, the Operations and Development Committee voted (3–0) to recommend that the Commission award a proposed Professional Services Agreement (“PSA”) in the amount of \$339,739 for Private Wireless Network (“PWN”) Consulting Services to Barich, Inc.

The proposed PSA provides consulting services for the preparation of a Request for Proposals to design, build, and install a PWN at locations within the Airport that do not have CAT-6 or fiber network connectivity to support the Authority's Digital Video Surveillance System and local area network.

6. ITEMS FOR COMMISSION APPROVAL

- a. ADDITIONAL PUBLIC ARTWORK OPPORTUNITY – REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting on December 3, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission award license agreements to the nine artists identified by the Art Advisory Group for an additional artwork program, and that Staff and the project team be instructed to work with the selected artists to meet the RPT project schedule.
- b. APPROVAL OF TASK ORDER AMENDMENT FOR THE REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on December 3, 2025, the Executive Committee voted

(2-0, 1 absent) to recommend that the Commission consider a Task Order Amendment to the Guaranteed Maximum Price for Holder, Pankow, TEC – A Joint Venture for the following change: \$2,300,000 – Replacement Passenger Terminal Concession Underground Utilities Installation on a not-to-exceed, Time and Materials basis.

7. ITEMS FOR COMMISSION DISCUSSION

- a. GARAGE VALET ENTRANCE REDESIGN AND CONSTRUCTION. No staff report attached. With reference to the notification to the Commission regarding the Replacement Passenger Terminal Garage Valet Entrance Change Order to comply with Development Agreement Condition of Approval 42, Mr. Brent Kelley of Corgan Architects will discuss the changes and present an animation video of the vehicular flow into the Garage. Note: the attached is to be placed in the back of the agenda package.

8. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.

MEMORANDUM



MANAGEMENT SERVICES



DATE: December 12, 2025

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of November 2025

Monthly Vacancy Rates

The Management Services Department (MS) tracks citywide vacancy rates which helps assess overall staffing across all groups. This data reflects the vacancy rates for the calendar year through the end of the reporting period.

Month	BCEA	BFF	BFFCOU	BMA	BPOA	IBEW	Unrepresented	Executives	Grand Total
January	15.03%	5.17%	12.50%	16.48%	11.61%	7.14%	11.46%	6.67%	11.37%
February	13.42%	-4.31%	12.50%	15.27%	10.97%	7.86%	11.46%	6.67%	10.64%
March	13.44%	-2.59%	0.00%	14.07%	11.61%	7.86%	11.46%	13.33%	10.59%
April	12.67%	0.00%	0.00%	14.07%	9.68%	10.00%	9.48%	6.67%	10.35%
May	11.81%	0.00%	0.00%	13.26%	9.03%	10.71%	10.47%	0.00%	9.60%
June	11.35%	-2.59%	0.00%	12.68%	9.03%	10.71%	11.46%	0.00%	9.21%
July	12.21%	-2.59%	0.00%	18.56%	9.03%	11.19%	17.04%	0.00%	11.19%
August	11.29%	-2.59%	0.00%	17.82%	9.03%	2.10%	17.04%	0.00%	9.93%
September	15.71%	-2.59%	0.00%	18.25%	10.32%	2.80%	13.37%	0.00%	12.16%
October	14.76%	-2.59%	0.00%	18.62%	12.90%	3.50%	12.45%	0.00%	11.95%
November									
December									

Monthly Recruitment Statistics

This section highlights Employment Services' recruitment performance, including the number and types of recruitments completed, average timelines from requisition to recruitment completion, and average time for the onboarding process.

NOVEMBER 2025	
Average calendar days for application submittal period	13
Total number of recruitments completed	13
Open Competitive recruitments	9
Promotional recruitments	0
Direct Hire recruitments	4
Average calendar days from department submitting Personnel Requisition to recruitment completion	63

Monthly Recruitment Statistics (Continued)

NOVEMBER 2025	
Open Competitive recruitments only (8 recruitments)	86
Promotional recruitments only (0 recruitments)	0
Direct hire recruitment only (4 recruitments)	13
Average calendar days from when a Certified List/List of Candidates for Hire is provided to the department to when the department selects a candidate.	11
Average calendar days to complete onboarding process and notify hiring supervisor that the employee is cleared to start in new role	13
Onboarding - New Hires/Rehires only	13
Onboarding - Promotions only	13
Employees cleared to be hired or promoted	27

Requisitions by Department

This section breaks down requisitions by department, showing if recruitment or the department is working on the requisition, or if a selection has been made how many are in the onboarding process. Also provided are requisitions for open-until-filled positions and those that have been cancelled. This is the status of the requisitions as of the end of the reporting period.

Dept Name	Recruitment	Department	Onboarding	Open Until Filled	Cancelled	Grand Total
BWP	3	29	5	2		39
CAO		1				1
CCL		1				1
CDD	2	4	2			8
CMO		1				1
FD		3	2			5
FSD	1	1				2
IT	2	1	3			6
LS	2	3				5
MSD	4	3				7
PD	3	4	2	17		26
PR	2	81	5	16		104
PW	8	9	4	1		21
Grand Total	26	140	23	36	0	225

Requisition Summary

This section is a summary of all requisitions and illustrates the number of requisitions that are in different stages of the recruitment and hiring process. This is the status of the requisitions as of the end of the reporting period.

Status	Number of Requisitions
Bulletin Closes	4
Bulletin Opens	2
Certified	18
Onboarding Completed	6
Open Until Filled	36
Pending Dept. Testing	7
Pending Onboarding Process	23
Pending Oral	4
Pending Performance	3
Pending Recruitment	22
Pending Selection	98
Pending Written	2
Cancelled	0
Pending Certification	0
Grand Total	225

Recruitment Plan Update – Police Recruit/Police Officer

There are currently twelve (12) Police Recruit/Police Officer vacancies. There were three (3) candidates hired this month and we received seven (7) personnel requisitions. Physical agility examinations are tentatively scheduled to occur once a month in 2026 and our goal is to complete 12 based on need.

Currently, there is one (1) candidate in the onboarding process. Also, the following are updates for Police Recruits attending police academies:

- Four (4) Police Recruits are attending the Los Angeles Sheriff's Department (LASD) Academy. One (1) is scheduled to graduate in March 2026, two (2) in April 2026, and one (1) in May 2026. Additionally, in January 2026, two (2) Police Recruits are scheduled to attend the Rio Hondo Academy and two (2) are scheduled to attend the Orange County Sheriff's Department (OCSA) Academy.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently ten (10) Firefighter Recruit/Firefighter vacancies. We recruited for Fire Fighter Recruit and there are ten (10) candidates in the onboarding process.

LinkedIn Engagement

This section provides data regarding engagement with the City's LinkedIn page.

Month	Page Visitors	New Followers	Jobs Total Views	Total Apply Click	Apply Rate	Apply Rate Benchmark
October	1,000	291	14,572	2,012	13.8%	6.3%
November	748	247	15,438	1,801	11.7%	6.3%

RECRUITMENT REPORT INFORMATION GUIDE

Monthly Recruitment Statistics

This section summarizes Employment Services' performance for the month.

Average calendar days for application submittal period

For job postings that closed in the reporting month, this statistic measures how long the job postings were open.

Continuous or Open-Until-Filled recruitments are not included.

Total number of recruitments completed

Counts all recruitments completed in the month that resulted in one of the following:

- Establishing an Employment List
- Creating a List of Candidates for Hire
- Completing a direct hire

Certification Lists pulled from an existing Employment List are not counted because Recruitment and Selection did not do a new recruitment.

Average calendar days from Personnel Requisition to recruitment completion

For all recruitments completed in the month, this statistic measures the length of the recruitment process from receipt of the Personnel Requisition to recruitment completion (as defined in total number of recruitments completed).

Average calendar days from Certified List or List of Candidates for Hire to department's selection

Measures how long departments take to select a candidate after receiving a Certified List or List of Candidates for Hire, based on the status at the end of the reporting period.

Candidate selection date is the date the department reaches out to Employment Services to request an Employment of Relatives review and a Conditional Offer Letter.

Average calendar days to complete onboarding process and notify department

Tracks the number of days from when Onboarding receives the Personnel Action Form (PAF) to when the department is notified that the candidate is cleared to start, based on the status at the end of the reporting period.

Employees cleared to be hired or promoted

The total number of individuals who completed onboarding in the month being reported.

LinkedIn Engagement

This section provides data regarding engagement with the City's LinkedIn Page.

Page Visitors

Number of visitors to the City's LinkedIn page during the reporting month.

New Followers

Number of new followers as of the end of the reporting month.

Jobs Total Views

Total number of times the City's posted jobs were viewed during the reporting month.

Total Apply Clicks

Total number of times a member clicked to apply for a City job during the reporting month.

Apply Rate

Total percentage of apply clicks compared to total job views during the reporting month.

Apply Rate Benchmark

Rate of apply clicks compared to total job views over a rolling three-month range, for Government employers with 1,000-5,000 employees.