



Weekly Management Report

April 4, 2025

- 1. Synopsis** Landlord-Tenant Commission
Meeting on March 3, 2025
Community Development Department
- 2. Minutes** Civil Service Board
Meeting on March 5, 2025
Management Services Department
- 3. Minutes** Burbank Water and Power Board
Meeting on March 6, 2025
Burbank Water and Power
- 4. Staff Report** February 2025 Operating Results
Burbank Water and Power
- 5. Agenda** Burbank-Glendale-Pasadena-Airport Authority
Meeting on April 7, 2025
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 27, 2025

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – March 3, 2025

- Seven members of the public attended the in-person meeting, and no one joined via Zoom. The public had concerns about security deposits, tenant protections, landlord responsibilities, proposed rent cap discussions, repair delays by landlords, evictions at the Maui Apartments, and exemptions for senior housing.
- Jill Vander Borcht from the City Attorney's Office informed the public that staff would only address questions related to the agenda. For issues concerning rent withholding and security deposit deductions, she recommended consulting with legal advisors for assistance. She also highlighted that SB 567 and AB 1482 hold statewide importance, and City Staff clarified that properties with affordability covenants are exempt from the Tenant Protection Act.
- Housing staff provided an overview of the Housing Enforcement unit and updates on ongoing efforts to introduce new programs aimed at assisting renters.
- Housing staff outlined the responsibilities of the Landlord-Tenant Commission and discussed potential future powers and directions to continue serving the community.
- The minutes were approved as amended.
- Chair Ingalsbee proposed discussing the future of the Landlord-Tenant Commission at the June meeting. The Commission members agreed, and the motion passed.
- The meeting was adjourned at 7:45 p.m.

March 5, 2025
4:30 p.m.

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

Roll Call

Members present: Matthew Doyle, Chairperson
Linda Barnes, Vice-Chairperson
Jacqueline Waltman, Secretary
Mal Kelman

Members not present: Iveta Ovsepyan

Also present: Daniel Amaya, Administrative Analyst II
Jacqueline Batayneh, Administrative Officer
Griselda De La Cruz, Acting Human Resources Manager
Garen Essakhanian, Manager Technology
Nareg Garabedian, Network Support Analyst II
David Hernandez, Mgr Transmission & Dist Engineering
Eric Lashley, Library Services Director
Betsy McClinton, Management Services Director
Jina Oh, Chief Assistant City Attorney
Krystle Palmer, City Treasurer
Melissa Potter, Assistant Library Services Director
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Rene Sanchez, Administrative Analyst II
Jessica Sandoval, Executive Assistant
Anna Ter-Yegishyan, Administrative Analyst II
Julianne Venturo, Ast Management Services Director
Chris White, BMA President
Craig Wood, Deputy Financial Services Director

Open Public Comment Period of Oral Communications

None.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 4-0 to approve the minutes of the regular meeting of February 5, 2025.

Proposed Amendments to Classification Plan

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet the needs of the departments and the City. For the month of March 2025, the City Treasurer's Office, the Library Services Department, and the Information Technology Department were proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 4-0, to approve the revision of the specification for the classification of Treasurer Technician, revision of the specification for the classification of Library Assistant, revision of the specification for the classification of Library Operations Supervisor, establishment of the title and specification for the classification of Network Engineer, establishment of the title and specification for the classification of Lead Network Engineer, and establishment of the title and specification for the classification of Principal Network Engineer.

Recruitment and Selection Report – February 2025

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of March 2025, there were five temporary appointment extensions and one temporary assignment extension. The extensions were being sought on behalf of the Burbank Water and Power Department, Public Works Department, and Financial Services Department.

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

Leave of Absence – Emergency Leave Report

RECOMMENDATION: Note and file.

Brown Act, Conflicts of Interest, Public Records Act, and Scope of Authority Training

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 6:38 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Matthew Doyle, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____

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

**6A.
UNAPPROVED**

Mr. Luddy called the meeting of the Burbank Water and Power Board to order at 5:01 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

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

ROLL CALL

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

BOARD ABSENT: None.

STAFF PRESENT: Ms. Samra, General Manager – BWP; Mr. Prestia, Assistant General Manager – Utility Administrative Services; Mr. Olsen, Assistant General Manager – Power Supply; Mr. Sleiman, Assistant General Manager – Electric Services; Mr. Wilson, Assistant General Manager – Water Systems; Mr. Lillio, Chief Financial Officer; Mr. Wilson, acting Assistant General Manager – Chief Technology Officer; Mr. Aquino, Assistant General Manager – Customer Services Operations; Mr. Johnstone, Sustainability Officer; Mr. Casillas, Senior Administrative Analyst; Mr. Chwang, Senior Assistant City Attorney; Ms. Covarrubias, Administrative Analyst II; Ms. Gonzalez, acting Senior Secretary; Ms. Momayez, Energy Services & Utility Rates Manager; Ms. Flores, Senior Administrative Analyst; Ms. Kalomian, Financial Planning & Risk Manager; Mr. Schneider, Senior Utility Accounting Analyst; Mr. Maruca, Legislative Analyst; Mr. Lippert, acting Manager Technology; Mr. Cranmer, Environmental Safety Manager; Ms. Sarkissian, Manager Customer Service Operations; Ms. Osborne, acting Financial Account Manager; Mr. Messineo, Power Production Manager; Mr. Canyon, Marketing Manager; Mr. Beckett, Water Maintenance and Construction Superintendent; Ms. Young, Power Resources Associate II

ORAL COMMUNICATIONS

None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

GENERAL MANAGER REPORT

Ms. Samra began her report by informing the board of the impacts on the power grid's reliability and water delivery directly resulting from the federal government layoffs. Then, Ms. Samra highlighted her recent travel to Washington, D.C., to advocate on behalf of BWP and thanked Mayor Perez, Mr. Maruca, Mr. D'Aquila, Mr. Sleiman, and Mr. Wilson for being there alongside her.

Lastly, Ms. Samra shared with the board details of an upcoming electric vehicle event happening on Saturday, March 22, 2025. Ms. Samra continued by highlighting that BWP is sponsoring this event, where you can test drive a variety of popular electric cars.

CONSENT CALENDAR MINUTES

It was moved by Mr. Malotte, seconded by Ms. Tenenbaum, and carried 5 – 0 to approve the meeting minutes of the regular meeting of February 06, 2025 (Mr. Eskandar and Mr. LeMasters abstained).

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

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

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

PROPOSED FISCAL YEAR 2025-26 AND FISCAL YEAR 2026-27 BUDGETS

Ms. Samra and Mr. Lillio presented BWP's proposed FYs 2025-26 and 2026-27 biannual budget.

The BWP Board Chair called for a recess at 7:32 p.m.

The BWP Board Chair called the meeting back to order at 7:42 p.m.

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

It was agreed upon by the board and staff that voting would not take place during the March 06, 2025 BWP Board meeting, and be rescheduled for the April 03, 2025 BWP Board meeting.

ELECTRIC COST OF SERVICE STUDY, WATER COST OF SERVICE STUDY, AND PROPOSED FISCAL YEAR 2025-26 AND FISCAL YEAR 2026-27 ELECTRIC AND WATER RATES

Mr. Lillio and Ms. Momayez presented BWP's Electric Cost of Service Study and Water Cost of Service Study, and the proposed FYs 2025-26 and 2026-27 electric and water rates.

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

It was agreed upon by the board and staff that voting would not take place during the March 06, 2025 BWP Board meeting, and be rescheduled for the April 03, 2025 BWP Board meeting.

INFORMATION FROM STAFF

LEGISLATIVE UPDATE

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

Mr. Maruca responded to board member questions.

SUSTAINABILITY UPDATE

Mr. Johnstone informed the board of a future March BWP City Council agenda item regarding a charging station license agreement with the Hollywood Burbank Airport.

Mr. Johnstone responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar thanked his fellow board members for engaging in a healthy discussion around the proposed budget, and thanked staff for their hard work towards creating the proposed budget.

Mr. LeMasters echoed Mr. Eskandar's comments and highlighted Ms. Samra's due diligence in answering all of Mr. LeMaster's questions relating to the budget.

ADJOURNMENT

The regular meeting was adjourned at 9:29 p.m.

The next regular board meeting is scheduled for April 03, 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: April 3, 2025

TO: Burbank Water and Power Board

FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power *yk m sn*

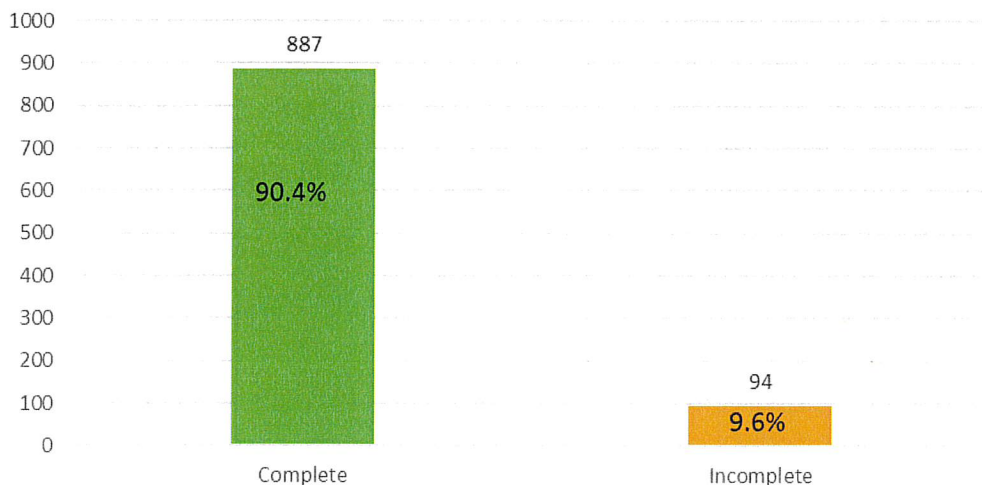
SUBJECT: February 2025 Operating Results

***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 90.4% of corrective and preventative action items since capturing and tracking in May 2019.

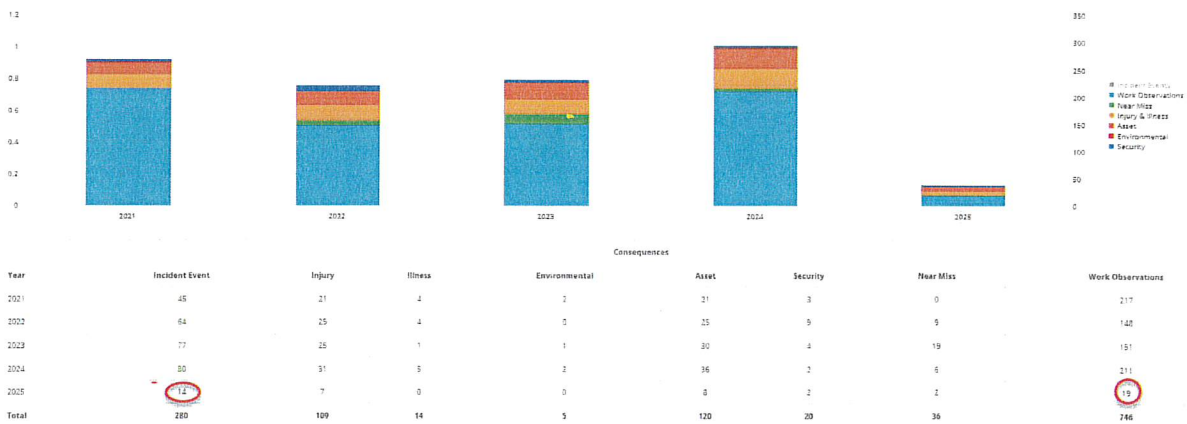
Corrective & Preventative Action Items
May 2019-Feb 2025



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

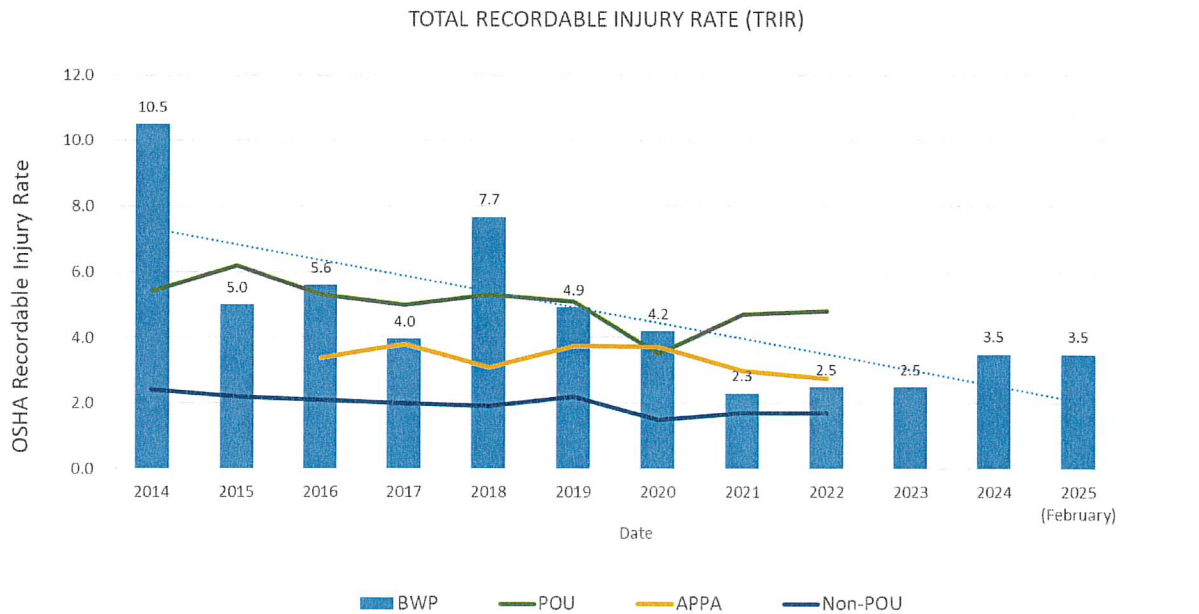
environment, and property. From January 1, 2025, to **December 31, 2025**, BWP has received 33 EHS-related reports to count towards the 2025 annual goal of 275.



OSHA Total Recordable Incident Rate (January 2014 – Present):
BWP received two recordable injuries in this reporting period. BWP's 12-month rolling average OSHA total recordable incident rate is **3.5**, as seen in the graph below.

A Line Mechanic fell off a bike and suffered a laceration on the left side of his neck from an auxiliary arm he was holding. EHS and the Line Section communicated the importance of bike safety BWP-wide. He returned to full-duty work.

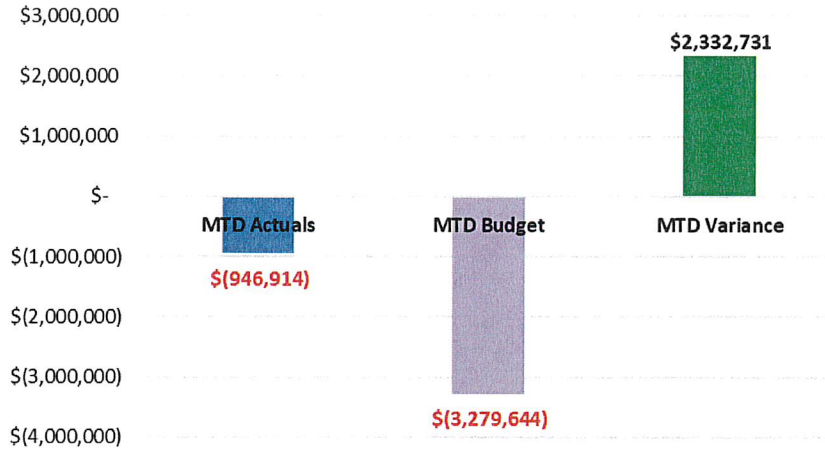
A Fleet Technician injured his left shoulder while starting a concrete saw. He's currently on light duty work.



Electric Financial Results

Electric Fund - Net Income

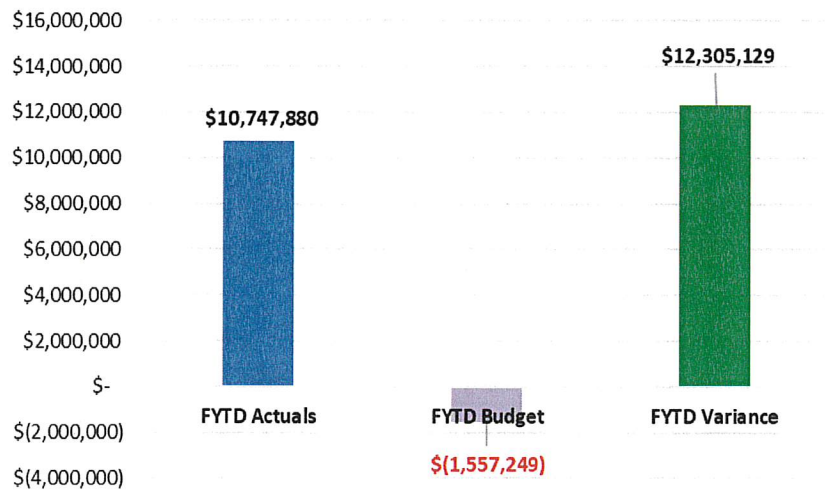
Period to Date Ending - Jan 31, 2025



In **January 2025**, the Electric Fund's favorable variance was primarily driven by lower-than-expected **retail power supply & transmission costs** and higher than expected **other income**. These factors contributed to an actual net loss of **-\$946,914**, which was **\$2,332,731** higher than the projected net loss of **-\$3,279,644**. While higher-than-anticipated **operating expenses** as well as lower than expected **operating revenues** partially offset these positive drivers, overall financial performance exceeded expectations.

Electric Fund - Net Income

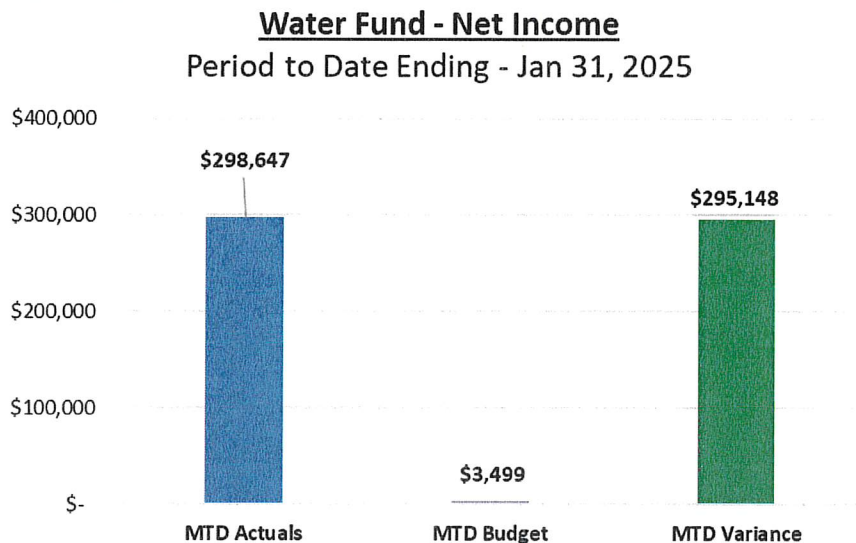
Fiscal Year to Date Ending - Jan 31, 2025



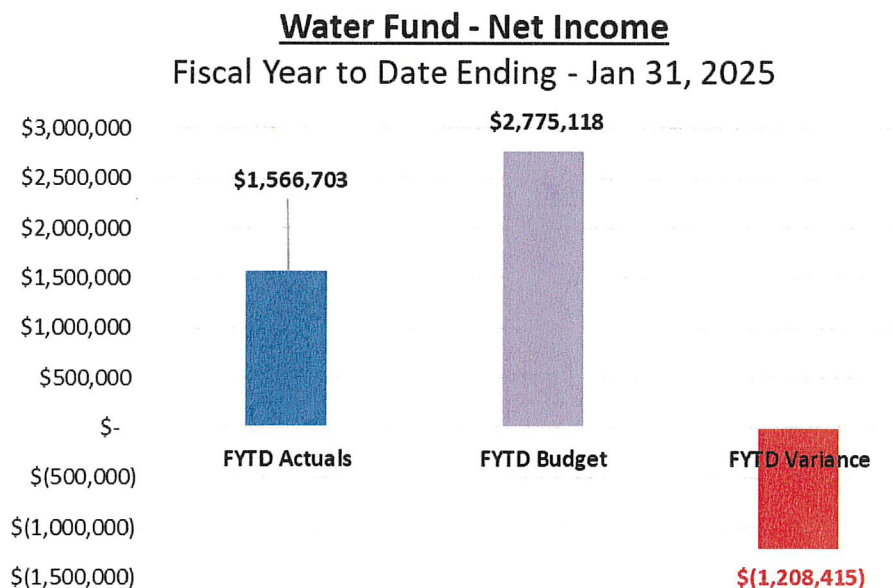
As of **January 2025**, the year-to-date favorable variance for the Electric Fund was primarily driven by lower **operating costs**, including reduced **retail power supply & transmission expenses** and lower overall **operating expenses**. Additionally, higher

other operating income resulting 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 well as lower than forecasted **retail sales revenues**. As a result, actual net income stands at **\$10,747,880**, significantly exceeding the **budgeted net loss** by **\$12,305,129**.

Water Financial Results



For **January 2025**, 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 **\$298,647**, exceeding the budgeted net income by **\$295,148**.



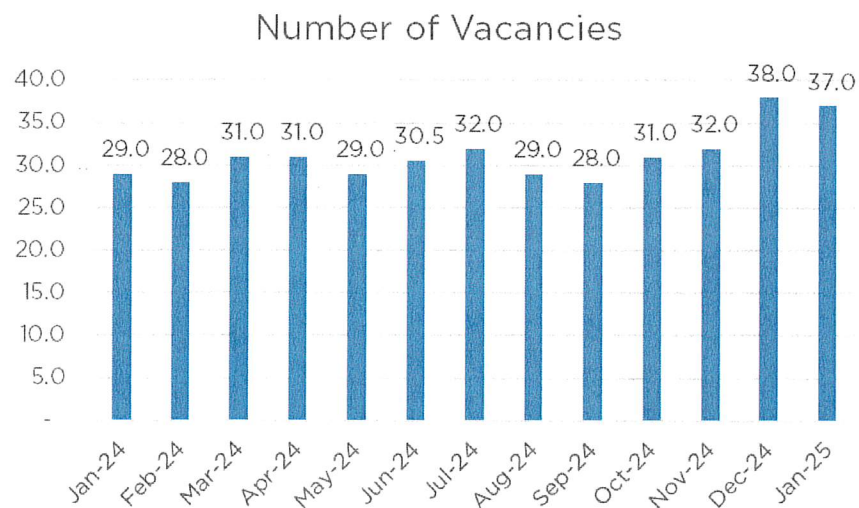
As of **January 2025**, the year-to-date unfavorable variance for the Water Department was primarily driven by unplanned **expenses related to premiums on bond redemption** and lower-than-expected **operating revenues**, including both **potable and recycled water sales**. These shortfalls were partially offset by lower-than-planned **operating expenses**, **water supply costs**, and **bond interest expenses**. As a result, the actual net income was **\$1,566,703**, falling short of the projected **net income** by **-\$1,208,415**.

For additional details, please see the attached financial statements.

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **January 2025**, **10.3%** 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.

Total Budgeted Positions	360
Total Positions Filled	323
Total Positions Vacant	37



WATER DIVISION

Burbank's Water Use

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

	Average Monthly Use
February 2020	126 gpcd
February 2025	107 gpcd

Burbank Operating Unit (BOU) Water Production

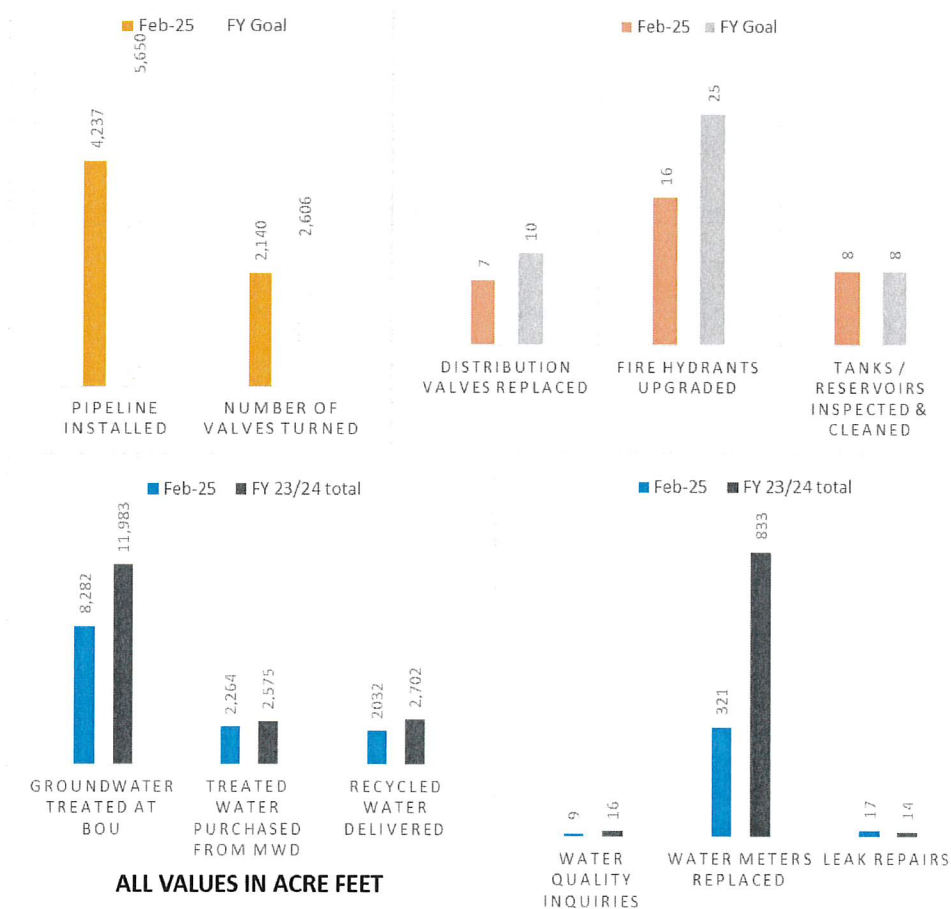
The table below provides the BOU's operational data for **February 2025**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
Feb-25	86.69%	7,802	15%/85%
12-Month Average	84.20%	7,578	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 **February**.



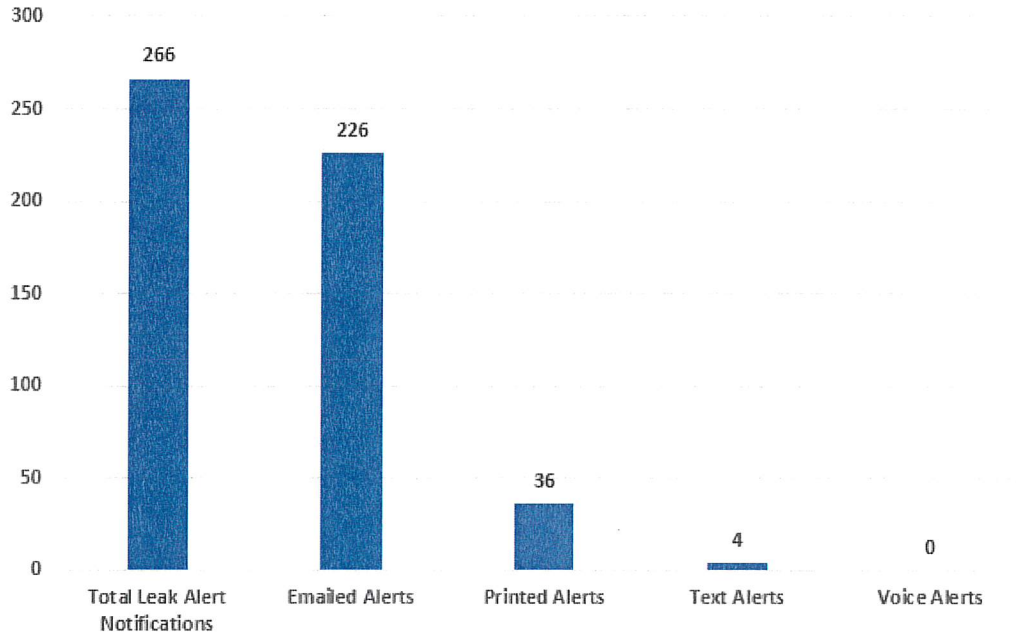
Project Updates

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.

Leak Alert Notifications - February 2025



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 **February 2025**, BWP experienced **one** sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **1,532,715** customer minutes.

Reliability Measurement	March 2023 – February 2024	*March 2024 – February 2025
Average Outages Per Customer Per Year (SAIFI)	0.2484	0.3146
Average Outage Time Experienced Per Year (SAIDI)	16.19 minutes	13.81 minutes
Average Restoration Time (CAIDI)	65.18 minutes	43.89 minutes
Average Service Availability	99.997%	99.997%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.1557	0.3661
No. of Sustained Feeder Outages	23	28
No. of Sustained Outages by Mylar Balloons	3	3
No. of Sustained Outages by Animals	1	4
No. of Sustained Outages by Palm Fronds	1	6

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

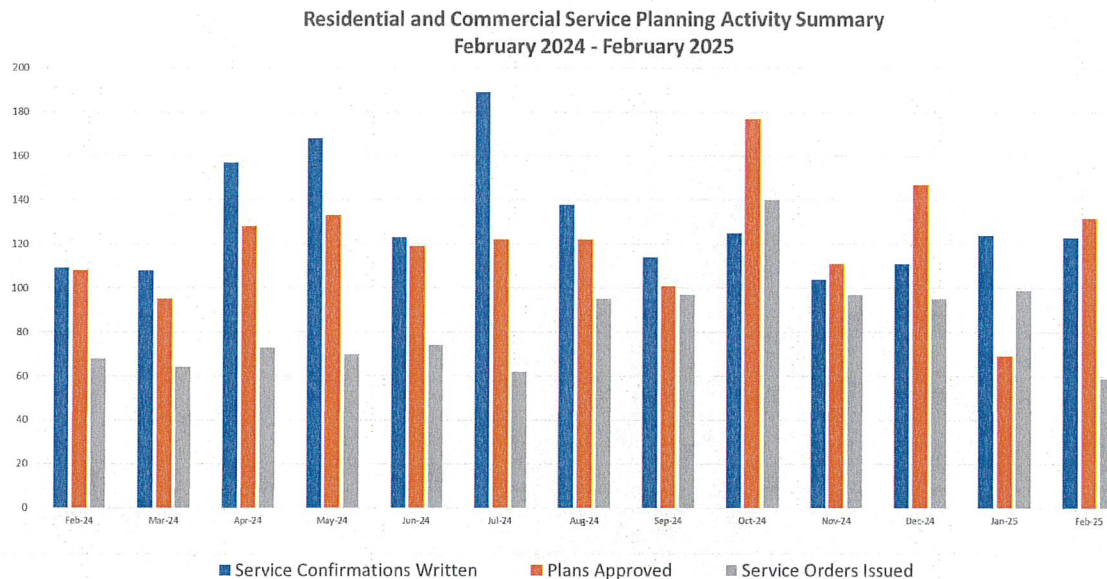
Supply Chain

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
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, 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

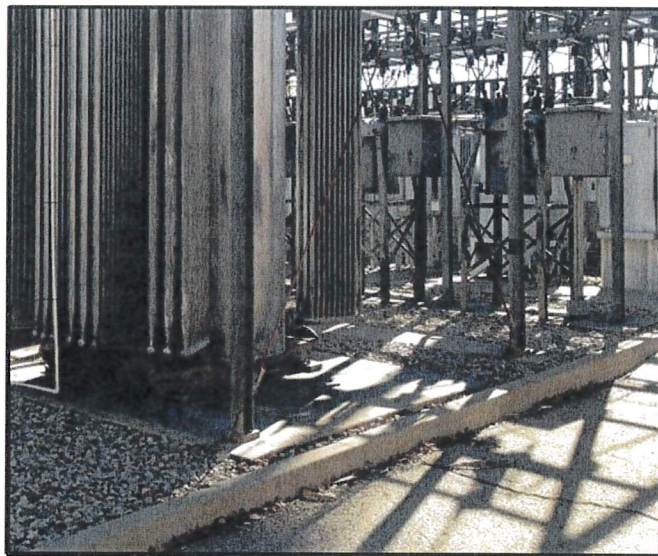


**Activity includes staff revisions to electric confirmations

Environmental, Health and Safety (EHS) Improvements at McCambridge Substation

As a result of the Environmental Health and Safety (EHS) walks at BWP substations, we have identified several safety-related items, such as concrete and asphalt cracking, which were identified as tripping hazards. In the past, BWP performed several improvements at various substations, such as concrete and asphalt repairs.

In FY 2024-25, it was determined that the entire driveway at McCambridge Substation needed to be repaved since most of it had cracked asphalt. In February 2025, the McCambridge Substation driveway was completely repaved. Pictures can be seen below.



McCambridge Substation Driveway Pre-paving



McCambridge Substation Driveway Post-paving

STREET LIGHTING

LED Replacement Program

To date, **95.81%** of the total streetlight luminaires have been converted to LEDs, translating to an annualized energy savings of **5,588MWh** or a **60.29%** reduction in energy consumption. LED conversions have also reduced the evening load by **1,295 kW**, shortening the “neck of the duck curve” and reducing the energy generation BWP needs.

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



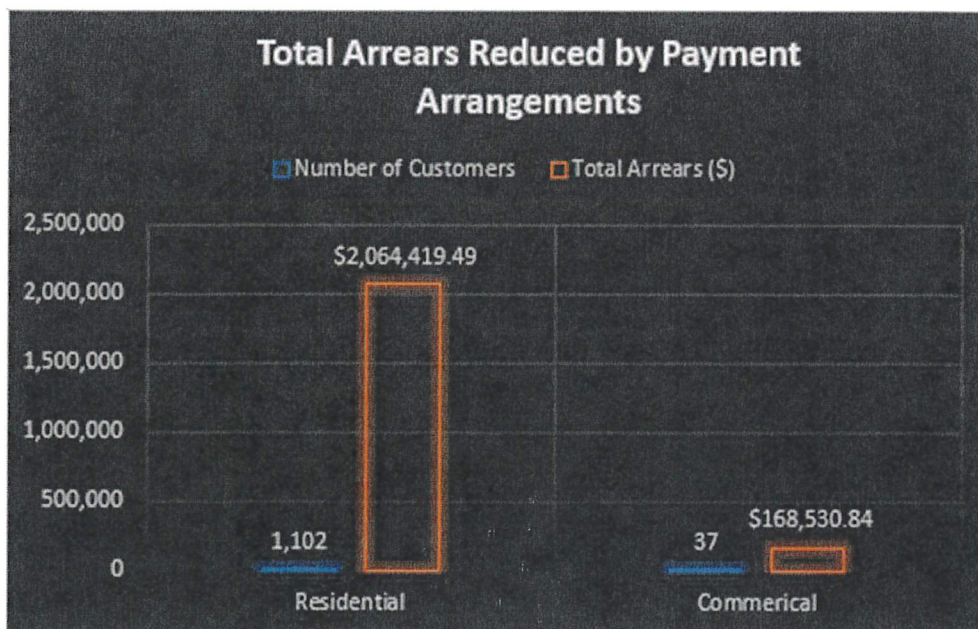
3-Ring Halo LED

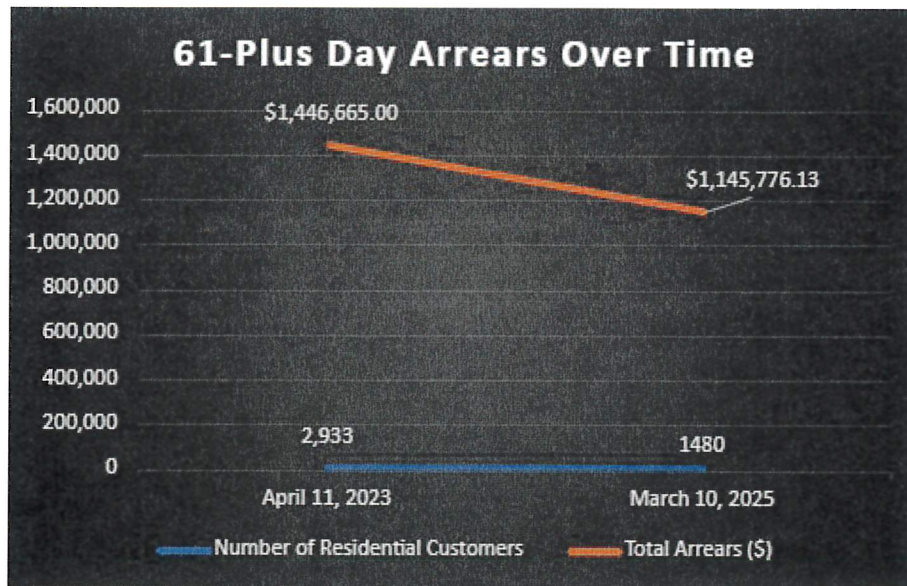


Driver and Housing

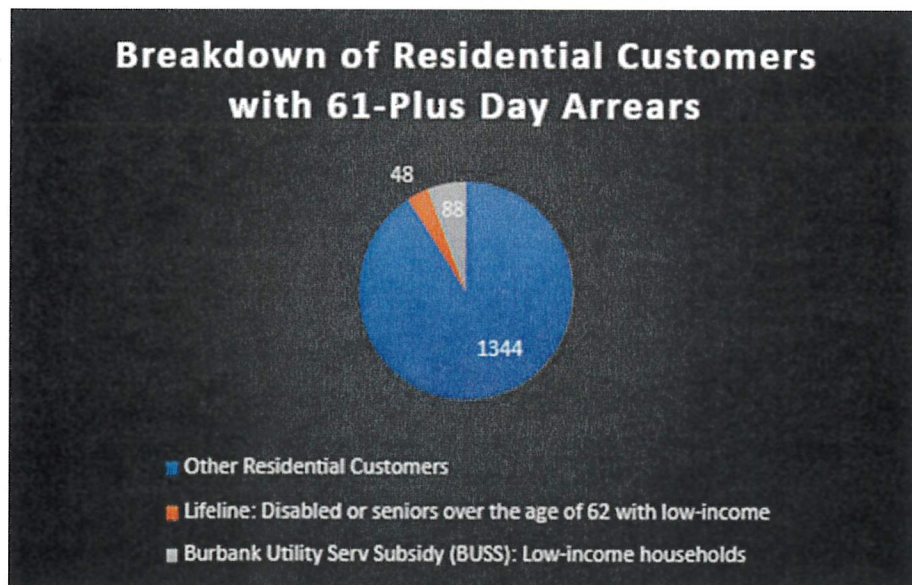
CUSTOMER SERVICE OPERATIONS

The charts below reflect the total arrears data as of March 10, 2025.





As of **March 10, 2025**, 1,480 residential customers had at least 60-plus days of arrears. Of these 1,480 residential customers, 48 receive the Lifeline rate for low-income seniors over the age of 62 or disabled customers, and 88 receive the Burbank Utility Service Subsidy (BUSS) rate. The chart below reflects the breakdown of residential customers with 61-plus-day arrears.



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

BWP Call Center Call Volume

Month	Call Volume
Feb-24	3,816
Mar- 24	3,811
Apr - 24	3,734
May-24	3,894
June-24	3,524
July-24	4,132
Aug - 24	3,594
Sep - 24	2,911
Oct - 24	3,451
Nov- 24	3,489
Dec-24	3,935
Jan-24	4,682
Feb - 25	3,462
Change from previous month (%)	-26%

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

On social media, February 2025 included invitations to the community to join BWP's General Manager at community meetups as well as recommendations to turn off outdoor irrigation systems during and after the rain storms.

BWP has also engaged with the community with promotions for a "Turf Replacement On A Budget." presentation on social media, leading to a full capacity turnout, and a personal message from Mandip to educate customers on renewable sources.

BWP's social media accounts continued to gain subscribers, though slower than the previous month, which had customers coming to our social media account for direct updates on the fire and outages. In most cases, the number of subscribers on each platform rose between 8 and 35, except for X, which had a loss of subscribers.

BurbankWaterAndPower @BurbankH2OPower · Feb 28


Since becoming BWP General Manager, Mandip Samra has been hosting cafe meetups to connect with the [#community](#). Join us on March 6th, from noon to 1:30 PM, in downtown Burbank at the AMC walkway and discover what's in store for the future.

[#Burbank](#) [#BWP](#) [#PublicPower](#)

**Conversation.
Connection.
Community.**

Thursday, March 6th
12 noon - 1:30 pm

I'm going!
Mandip Samra
BWP General Manager



Look for the BWP table at the AMC Walkway Corner of San Fernando & Palm, by Finney's restaurant.

Mandip Samra
General Manager, BWP

I wanted to start with the Magnolia Power Project

[burbankh2opower](#)
Original audio

[burbankh2opower](#) Excited to share this insightful article on issues of energy and the challenges with energy transition for Burbank. Encouraged we are working towards a sustainable future with innovative solutions.
<https://bit.ly/12W-energy-transition>
[#BWP](#) [#Burbank](#) [#EnergyTransition](#) [#Sustainability](#) [#Innovation](#)

[View insights](#) [Boost reel](#)



Turf Replacement on a Budget

Thursday, March 20, 2025

burbankh2opower

burbankh2opower The Landscape Transformations on a Budget class is still available at no cost. The class covers how to remove turf and replace it with a Waterwise Wxer landscape by understanding expenses, prioritizing the choices, and determining how to finance costs.

The class takes place in person on Thursday, March 20, 2025 at 6:00 PM.

Sign-up while seats are still available:
<https://bit.ly/landscapeclassisbackon>

#bwp #Burbank

2 Likes

Boost post

Key Account Activity

The Key Account Manager (KAM) completed 20 in-person meetings and 70 maintenance/discovery calls in February.

	Customer in-person meetings	Customer maintenance calls/discovery calls
February 2025	20	70
FY to date	137	802

BWP's Customer Sustainability Programs

BWP continues to manage a comprehensive portfolio of resource efficiency programs for residential and commercial customers, focusing on energy efficiency, peak load reduction, water conservation, greenhouse gas savings, and building & transportation electrification.

Business Rebates

There was one business rebate application processed in **February**. Budderfly (Dave's Hot Chicken) submitted a refrigeration rebate application. The total rebate was \$231.30.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
February 2025	1	4,626	0.87
FY to date	6	984,357	437

Business Bucks

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

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
February 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)
February 2025	38	31,213	12	603,845
FY to date	294	212,562	110	2,484,325

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)
February 2025	8	22	4,444	1
FY to date	146	164	33,128	8

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)
February 2025	12	2,983	0
FY to date	195	55,992	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
February 2025	7	0	0	0	2
FY to date	60	1	6	1	15

Cool Rewards Program Participation

Below are the stats for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	748	1,122

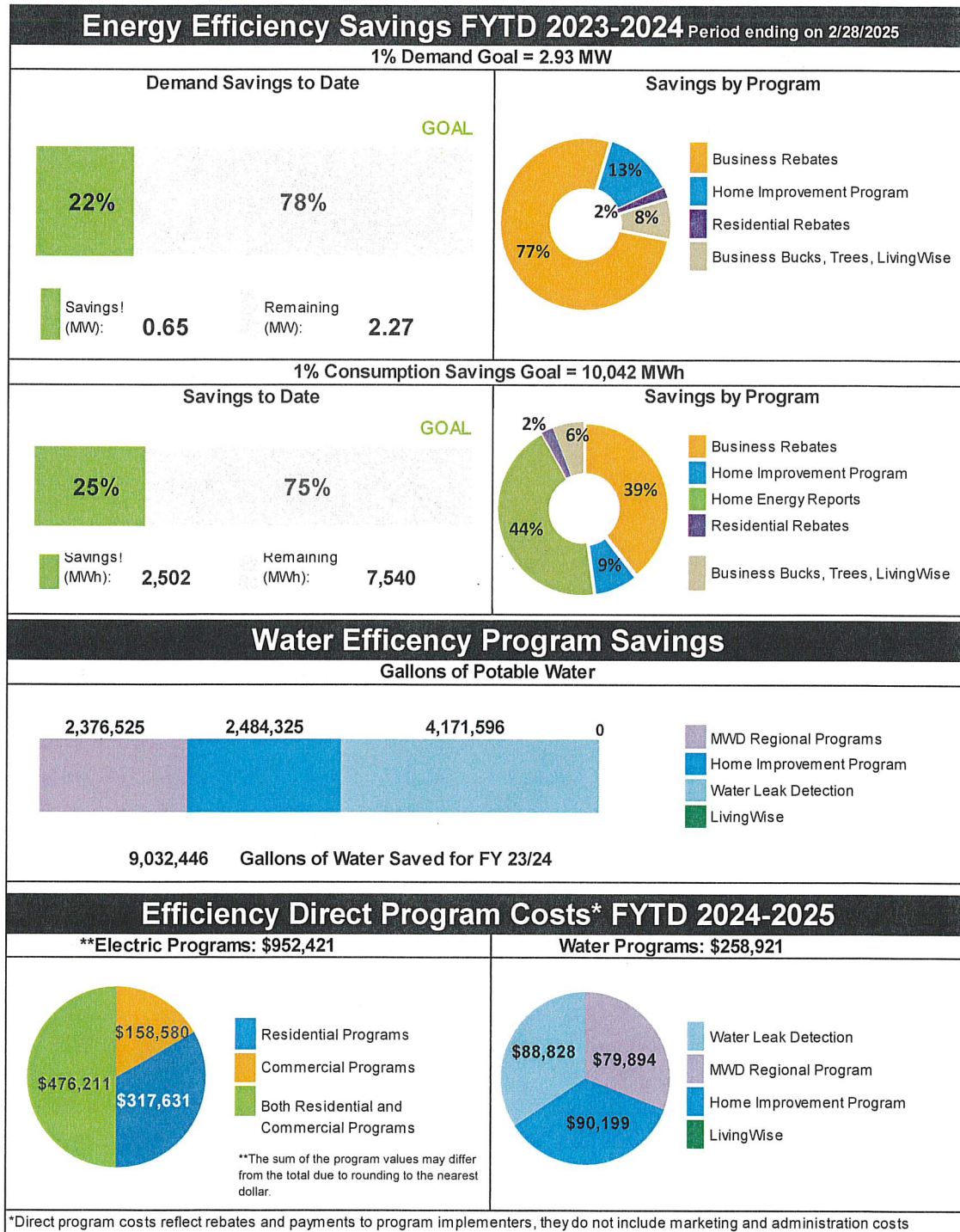
Enrollments for this program are ongoing, customers can continue to enroll at all times.

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.

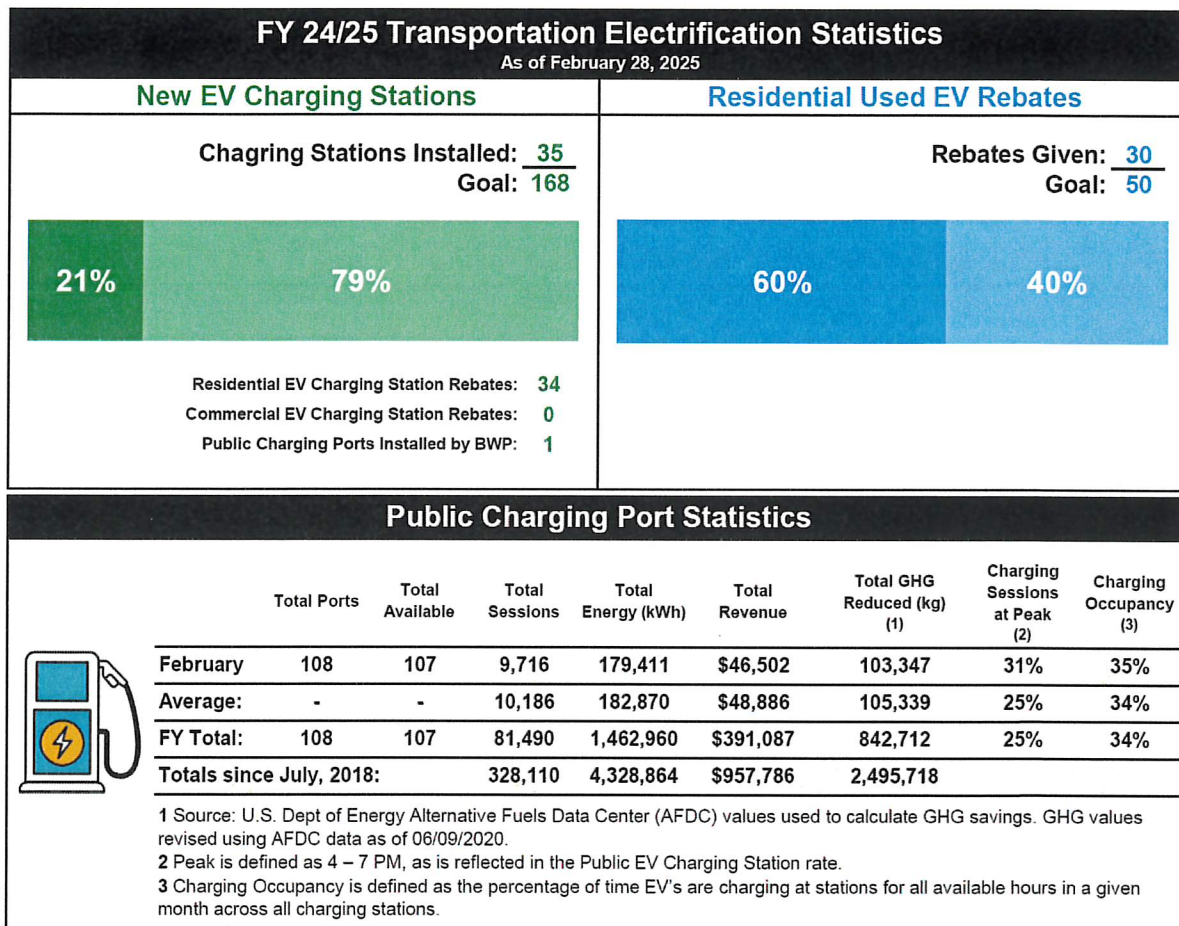
	Turf Replacement (#)	Device Rebates (#)	HIP Measures (#)	Leaks Detected	Water Savings (gallons)
February 2025	3	21	89	1434	1,241,209
FY to date	22	157	375	19687	9,032,446



Electric Vehicle (EV) Charging Program

Public BWP-owned charging stations continue to receive consistent usage, although charging sessions, energy delivered, and revenue were about 5% lower in February compared to recent months. This was likely due to an issue with one of the DC fast chargers which has since been addressed.

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

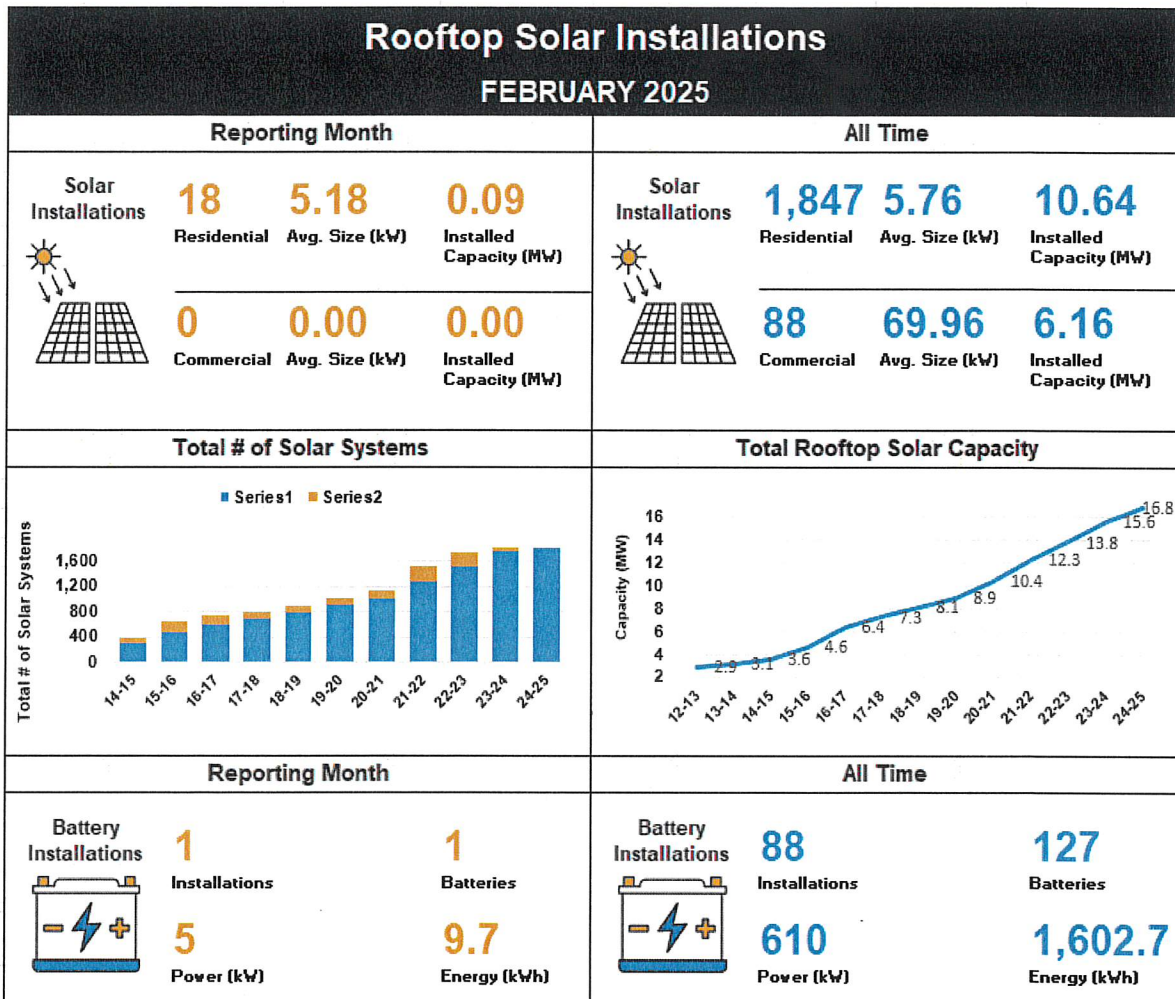


Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of **February 2025**, the City of Burbank has **16.8MW** of installed customer solar and **610kW** of installed battery capacity.

New Proposed Solar Net Billing Program

The [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.



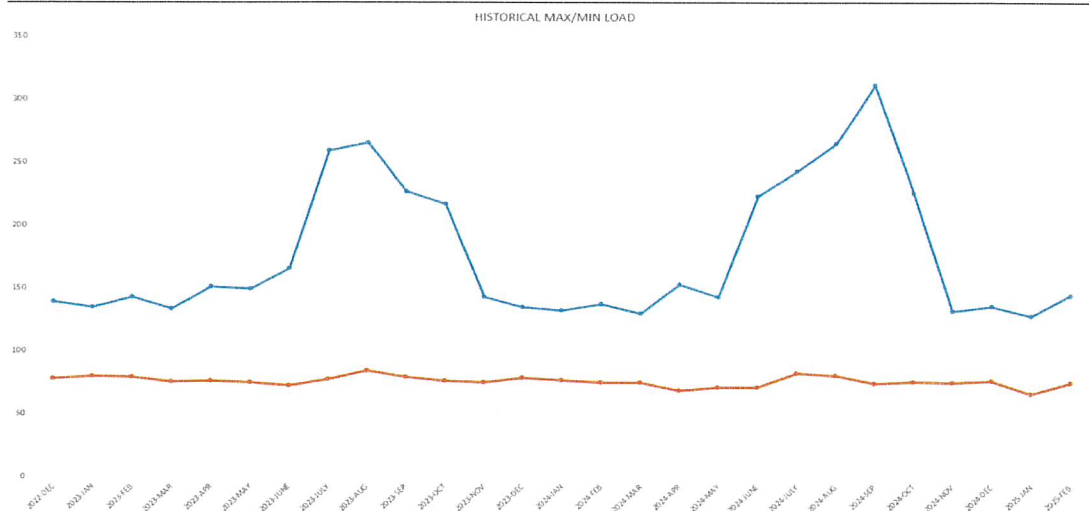
TECHNOLOGY

Broadband Services (ONEBurbank)

	February 2025 New Orders	Revenues for February 2025	FYTD 2024-25 Revenues	FYTD Budget
Lit	2	\$151,218	\$1,182,369	\$1,440,000
Dark	0	\$170,135	\$1,318,138	\$1,560,000
Total	2	\$321,353	\$2,500,507	\$3,000,000

POWER SUPPLY

BWP SYSTEM OPERATIONS



YEAR	MAX LOAD	MAX DATE
2025	144.2 MW	26-Feb-25 15:56
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 (1.4)** 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)	\$4.26
Change since 2020	1.4X

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
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
3/5/2025	\$6.30	\$6.50	\$6.90	\$7.15

*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%	9	327	11,278	2
MPP	99%	666	111,236	7,840	0

Lake 1 was placed online one time during the month of February.

Magnolia Power Project (MPP)

	February	FYTD	YTD
Availability	99%	95%	100%
Unit Capacity Factor (240 MW)	69%	76%	74%

Duct burner testing was performed on February 6, 2025, to determine whether recent modifications improved the system's output. Based on the test results, the duct burner capacity will be increased by 15 MW.

MPP was shut down on February 28, 2025, to perform a minor inspection, combustion turbine rotor replacement, boiler inspection, and balance of plant maintenance. MPP 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 complete. Rimrock reservoir capacity is

significantly lower than this time last year. As a result, it is anticipated generation will begin later than last year and may occur later this month.

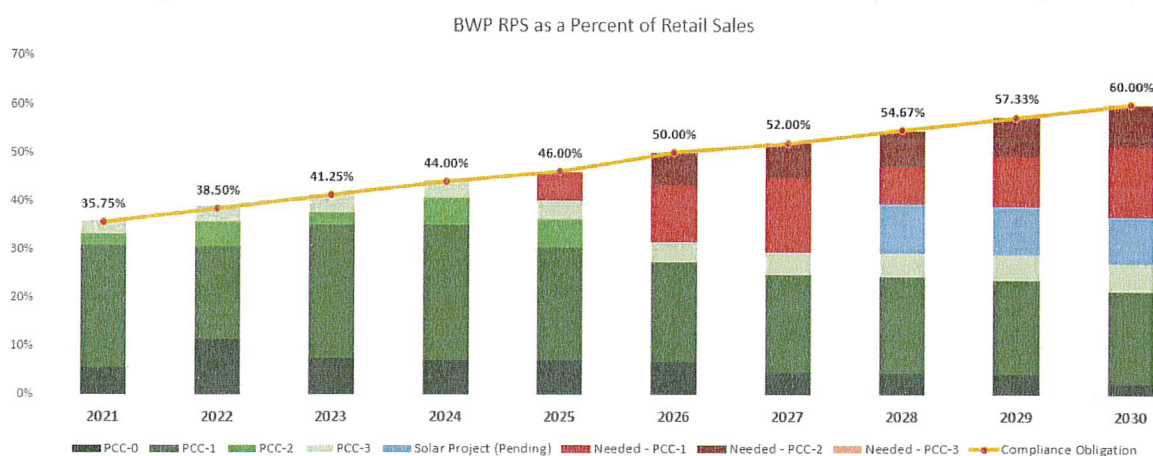
ENVIRONMENTAL

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 test results showed compliance with the permit limits.

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.

The 15-year Tule Hydro Project (Tule), a small hydro power plant, was approved unanimously (4-0) by City Council on December 5, 2023. After a year or more of delays with the approvals and processes of the Federal Energy Regulatory Commission, Southern California Edison, and/or California Independent System Operator, the project reached Commercial Operations on February 12, 2025. It is now producing renewable energy that will count towards BWP's RPS requirements. As of February 28, 2025, 2,655 MWh have been produced, including 1,999 MWh with PCC1 REC. 656 MWh produced before COD does not qualify as renewable energy per the CEC RPS rules and does not create REC, so we paid a reduced price for the energy associated with testing.

Staff continues to negotiate long-term renewable contracts. All of these projects anticipate commercial operation in calendar year 2027 or 2028. We recently dropped out of one of the three contracts due to challenges with negotiations that

caused cost uncertainty and to keep the Sothern Transmission System (STS) available for more baseload resources that will allow us to ensure the reliability of resources to serve load. The larger of the contract has reached the end of negotiations and is expected to be presented to the board in the next month or so. The third project is on hold due to the developer changing outside legal and the departure of their lead negotiator. These two remaining projects combined could add approximately 145,000 PCC1 MWh annually to our renewable energy supply.

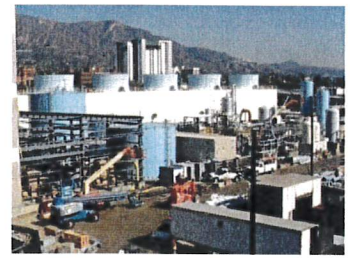
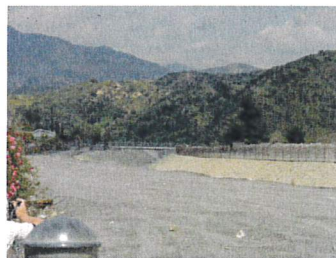
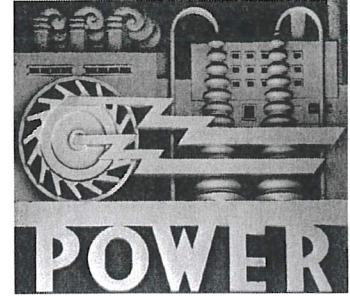
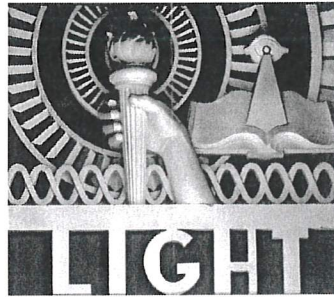
Intermountain Power Project (Delta, UT) Renewal Progress

The IPP coal facility converts to the IPP Renewal project, composed of natural gas and hydrogen, in mid to 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 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 Unit 3 achieved its first fire on 2/26/2025, and Unit 4 is planned for late March 2025. These occurred later than planned, and the plan is to reach commercial operations in mid-2025. There is a possibility that the project commercial operation date may be delayed and as a result IPA is evaluating the option to buy additional coal to allow for one or more of the coal units to remain in operations through the summer to ensure that they are available to support energy demand and the Southern Transmission System through September 2025.

Burbank Water and Power



**Financial Report
January 2025**

(\$ In 000's except MWh Sales)

MTD Actual FY 24-25		MTD Budget FY 24-25		\$ Variance		% Variance	
76,878		81,305		(4,427)		(5%) (A)	
Retail							
NEL MWh		626,343		670,731		(44,388) (7%) (A)	
Retail							
Retail Sales		\$ 119,974		\$ 126,952		\$ (6,977) (5%) (B)	
Other Revenues (3)		5,999		4,431		1,568 35% (B)	
Retail Power Supply & Transmission		77,243		86,388		9,145 11% (C)	
Retail Margin		48,730		44,995		3,736 8%	
Wholesale							
Wholesale Sales		4,638		24,555		(19,918) (81%) (D)	
Wholesale Power Supply		3,951		24,064		20,113 84%	
Wholesale Margin		686		491		195 40%	
Gross Margin		49,417		45,486		3,931 9%	
Operating Expenses							
Distribution		8,198		6,704		(1,494) (22%) (D)	
General Manager's Office		1,038		1,040		3 0%	
Utility Administrative Services		483		673		190 28% (E)	
Finance, Fleet & Materials		3,146		2,745		(401) (15%) (F)	
Transfer to General Fund for Cost Allocation		4,321		4,324		3 0%	
Customer Service		4,358		3,912		(445) (11%) (G)	
Marketing & Sustainability		829		1,819		990 54% (H)	
Public Benefits		1,669		3,737		2,068 55% (I)	
Security/Oper Technology		1,891		1,129		(761) (67%) (J)	
Telecom		1,057		1,048		(9) (1%) (K)	
Facilities		1,646		1,920		275 14% (K)	
Depreciation		11,983		14,122		2,139 15%	
Total Operating Expenses		40,117		42,490		2,373 6%	
Operating Income/(Loss)		\$ 9,299		\$ 2,996		\$ 6,304 210%	

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

(\$ in 000's)							
MTD Actual FY 24-25		MTD Budget FY 24-25	\$ Variance		% Variance		
\$	(869)	\$	(2,913)	\$	2,044	70%	
Operating Income/(Loss)							
Other Income/(Expenses)							
	647	284		363		128% ^(m)	
	6	113		(107)		(95%) ⁽ⁿ⁾	
	(731)	(763)		32		4% ^(o)	
	(78)	(367)		289		79%	
	(947)	(3,280)		2,333		71%	
Total Other Income/(Expense)							
Net Income							
	54	807		(752)		(93%) ^(p)	
Capital Contributions (AIC)							
	(893)	\$	(2,473)	\$	1,580	64%	
Net Change in Net Assets							

1. This report may not foot due to rounding.
2. () = Unfavorable.
3. Other Revenues include transmission, telephone, and other services, and damaged property recovery, connection fees, and other revenues.
4. Other Income/(Expense) includes a one-time gain on the sale of assets, as well as BABS subsidy.

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

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	76,878	81,305	(4,427)	NEL is 5% lower than budget. The average high temperature in January was 70°F, compared to the 15-year average high temperature of 70°F. The average low temperature was 38°F, compared to the 15-year average low temperature of 42°F. MTD CDD were 0 versus the 15-year average of 4. HDD was 336 versus the 15-year average of 267.
(b)	Other Revenues	374	633	(259)	Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(c)	Retail Power Supply & Transmission	9,173	12,810	3,637	The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(d)	Distribution	1,952	958	(994)	The unfavorable variance is primarily attributable to higher than planned overtime work and lower than planned capital work.
(e)	General Manager's Office	124	148	24	The favorable variance is primarily attributable to one vacancy and to the timing of memberships and training.
(f)	Utility Administrative Services	54	96	42	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	477	390	(87)	The unfavorable variance is primarily attributable to the timing of utilities, private contractual services and fleet recovery allocations.
(h)	Customer Service	437	533	96	The favorable variance is primarily attributable to the timing of software and hardware support. Additionally, moving customer service staff to the newly created BWP IT Applications cost center in addition to existing vacancies is creating a favorable variance in salaries.
(i)	Marketing & Sustainability	186	260	74	The favorable variance is primarily attributable to vacancies and to the timing of customer rebates.
(j)	Public Benefits	288	534	246	The favorable variance is primarily attributable to lower than planned program spending.
(k)	Security/Operations Technology	256	160	(96)	The unfavorable variance is mainly due to unbudgeted salaries from staff transferred from customer service to the newly established BWP IT Applications department, as well as lower-than-expected capital work and interdepartmental projects.
(l)	Telecom	81	150	69	The favorable variance is primarily attributable to the timing of private contractual services and a return of unused fiber optic parts to the warehouse.
(m)	Interest Income	647	284	363	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(n)	Other Income/(Expense)	6	113	(107)	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.
(o)	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.
(p)	Capital Contributions (AIC)	54	807	(752)	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 January 2025
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	626,343	670,731	(44,388)	- 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 51°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	5,999	4,431	1,568	- 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 in this year-to-date analysis, proceeds from energy and emissions credits were substantial, accounting for a significant portion of the observed variance.
(C)	Retail Power Supply & Transmission	77,243	86,388	9,145	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	8,198	6,704	(1,494)	- The unfavorable variance is primarily attributable to higher than planned overtime, meters and the BCEA Retro Payroll adjustment; offset by higher than planned capital work as well as the timing of private contractual services.
(E)	Utility Administrative Services	483	673	190	- The favorable variance is primarily driven by greater-than-expected electrical capital work performed by the electrical services trainer, who is budgeted under utility admin services and also supports other departments. Additionally, lower-than-anticipated spending on professional services and training contributed to the variance.
(F)	Finance, Fleet, & Warehouse	3,146	2,745	(401)	- The unfavorable variance is primarily attributable to higher than planned private contractual services and the allocation to other departments for fleet car usage was lower than planned.
(G)	Customer Service	4,358	3,912	(445)	- 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 capital work and work for other departments.
(H)	Marketing & Sustainability	829	1,819	990	- The favorable variance is primarily attributable to vacancies, and lower than planned customer rebates, professional services, private contractual services and memberships.
(I)	Public Benefits	1,669	3,737	2,068	- The favorable variance is primarily attributable to lower than planned program spending.
(J)	Security/Oper Technology	1,891	1,129	(761)	- The unfavorable variance is primarily attributable to lower than planned capital work and work for other departments.
(K)	Facilities	1,646	1,920	275	- The favorable variance is primarily attributable to vacancies, and to lower than planned custodial services and building grounds maintenance & repair.
(L)	Interest Income	3,923	1,987	1,936	The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(M)	Other Income/(Expense)	5,273	(1,196)	6,470	- 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 in this year-to-date analysis, proceeds from insurance claim settlements were substantial, accounting for a significant portion of the observed variance.
(N)	Bond Interest Expense	(7,748)	(5,343)	(2,404)	- 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)	478	5,647	(5,169)	- The unfavorable variance is attributable to the timing of AIC projects.

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

	<u>Variance Month-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>MTD NET INCOME/(LOSS): \$(947)</u>	\$ 2,333	\$ -	\$ 2,333

MTD GROSS MARGIN VARIANCE

Retail Sales	-	(988)	(988)
Power Supply and Transmission:			
- Lower retail load	215	-	215
- Lower than planned renewables cost and other	1,940	-	1,940
- Lower transmission	350	-	350
- Higher energy prices	-	(21)	(21)
- Minimum operation for IPP and Hydrogen Betterment	-	(322)	(322)
- Lower O&M	690	-	690
- Retail load management and economic dispatch	785	-	785
- Timing True-up and prior period adjustments	-	-	-
Other Revenues	-	(259)	(259)
Wholesale Margin	-	(4)	(4)
Total	3,980	(1,594)	2,387

MTD O&M AND OTHER VARIANCES

Distribution	-	(994)	(994)
General Manager's Office	24	-	24
Utility Administrative Services	42	-	42
Utility Administrative Services - Allocation	-	(43)	(43)
Finance, Fleet & Materials	-	(87)	(87)
Customer Service	96	-	96
Marketing & Sustainability	74	-	74
Public Benefits	246	-	246
Security/Operations Technology	-	(96)	(96)
Telecom	69	-	69
Facilities	17	-	17
Depreciation	310	-	310
All other	289	-	289
Total	1,166	(1,220)	(54)

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

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>FYTD NET INCOME/(LOSS): \$10,748</u>	\$ 12,305	-	\$ 12,305
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(6,977)	(6,977)
Power Supply and Transmission			
- Lower retail load	955	-	955
- Lower than planned renewables cost and other	827	-	827
- Lower transmission	1,276	-	1,276
- Lower O&M	4,281	-	4,281
- Retail load management and economic dispatch	1,235	-	1,235
- SCPPA True-up and prior period adjustments	571	-	571
Other Revenues	1,568	-	1,568
Wholesale Margin	195	-	195
Total	\$ 10,908	\$ (6,977)	\$ 3,931

<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(1,494)	(1,494)
General Manager's Office	3	-	3
Utility Administrative Services	190	-	190
Utility Administrative Services - Allocation	-	(185)	(185)
Finance, Fleet & Materials	-	(401)	(401)
Customer Service	-	(445)	(445)
Marketing & Sustainability	990	-	990
Public Benefits	2,068	-	2,068
Security/Oper Technology	-	(761)	(761)
Telecom	-	(9)	(9)
Facilities	275	-	275
Depreciation	2,139	-	2,139
All other	6,005	-	6,005
Total	\$ 11,670	\$ (3,295)	\$ 8,374

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

	Jan-25	Dec-24	Sep-24	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
						Low	High	
Cash and Investments								
General Operating Reserve	\$ 140,898	\$ 145,741	\$ 102,069	\$ 101,785	\$ 52,200	\$ 82,003	\$ 123,004 ^(d)	\$ 53,814 ^(c)
BWP Projects Reserve Deposits at SCPPA	4,976	4,947	4,848	4,808	4,580	-	-	-
Sub-Total Cash and Investments	<u>145,874</u>	<u>150,687</u>	<u>106,918</u>	<u>106,593</u>	<u>56,780</u>	<u>82,003</u>	<u>123,004</u>	<u>53,814</u>
Commitments								
Customer Deposits	(44,745)	(46,027)	(27,946)	(22,519)	(10,976)	-	-	-
Public Benefits Obligation	(10,747)	(11,192)	(11,322)	(10,829)	(10,710)	-	-	-
Low Carbon Fuel Standard ^(b)	(2,189)	(2,295)	(2,460)	(2,469)	(3,289)	-	-	-
Sub-Total Cash and Investments (less Commitments)	<u>88,194</u>	<u>91,173</u>	<u>65,191</u>	<u>70,777</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	47,553	49,559	66,209	71,430	120,107			
Total Cash and Investments and Bond Proceeds (less Commitments)	<u>\$ 135,748</u>	<u>\$ 140,733</u>	<u>\$ 131,399</u>	<u>\$ 142,207</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 JPP 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 January 2025
(\$ 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
438	358	80	22% (a)	Water put into the system in Millions of Gallons	3,074	3,190	(116)	(4%)
64	89	(24)	(28%)	Metered Recycled Water in Millions of Gallons	662	724	(62)	(9%)
Operating Revenues								
\$ 2,946	\$ 2,745	\$ 201	7% (b)	Potable Water	\$ 21,624	\$ 23,252	\$ (1,627)	(7%) (A)
347	500	(153)	(31%) (c)	Recycled Water	3,567	4,084	(518)	(13%) (B)
141	118	23	20% (d)	Other Revenue ⁽³⁾	747	824	(77)	(9%)
3,434	3,362	72	2%	Total Operating Revenues	25,938	28,160	(2,221)	(8%)
1,209	1,185	(24)	(2%)	Water Supply Expense	8,526	9,841	1,315	13% (C)
2,225	2,177	48	2%	Gross Margin	17,412	18,319	(907)	(5%)
Operating Expenses								
942	932	(10)	(1%)	Operations & Maintenance - Potable	7,412	6,526	(886)	(14%) (D)
83	144	61	42% (e)	Operations & Maintenance - Recycled	691	1,006	315	31% (E)
306	421	115	27% (f)	Operations & Maintenance - Shared Services	2,163	2,877	714	25% (F)
125	125	0	0%	Transfer to General Fund for Cost Allocation	873	873	0	0%
387	397	10	3%	Depreciation	2,704	2,777	73	3%
1,843	2,018	176	9%	Total Operating Expenses	13,843	14,060	217	2%
383	159	224	141%	Operating Income/(Loss)	3,569	4,259	(690)	(16%)
Other Income/(Expenses)								
73	33	39	118% (g)	Interest Income	267	233	34	14% (G)
15	41	(25)	(62%) (h)	Other Income/(Expense) ⁽⁴⁾	(912)	(114)	(799)	(703%) (H)
(172)	(229)	57	25% (i)	Bond Interest/(Expense)	(1,357)	(1,604)	247	15% (I)
(84)	(155)	71	46%	Total Other Income/(Expenses)	(2,002)	(1,484)	(519)	(35%)
299	3	295	8435%	Net Income/(Loss)	1,567	2,775	(1,208)	(44%)
6	53	(47)	(88%) (j)	Capital Contributions (AIC)	315	370	(55)	(15%)
\$ 305	\$ 56	\$ 249	441%	Net Change in Net Assets	\$ 1,881	\$ 3,145	\$ (1,263)	(40%)

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 January 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	438	358	80	- Water use in January 2025 exceeded the budget by 22%, primarily due to increased reservoir levels in response to the High Wind/Red Flag event.
(b)	Potable Water Revenue	2,946	2,745	201	- Potable water revenue during January 2025 was 7% 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 0.81 inches compared to the average of 2.97 inches.
(c)	Recycled Water Revenue	347	500	(153)	- Recycled water revenues were lower than planned primarily due to conservation.
(d)	Other Revenue	141	118	23	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(e)	Operations & Maintenance - Recycled	83	144	61	- 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	306	421	115	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Operations Technology and Security, and GIM Admin & Safety) from the electric fund.
(g)	Interest Income	73	33	39	- The favorable variance is primarily attributable to interest earned on a higher than planned cash balance.
(h)	Other Income/(Expense)	15	41	(25)	- 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 January 2025
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Potable Water Revenue	21,624	23,252	(1,627)	- Potable water revenue fiscal year to date was 7% 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 .91 inches compared to the average of 6.41 inches.
(B)	Recycled Water Revenue	3,567	4,084	(518)	- Recycled water revenues were lower than planned primarily due to conservation.
(C)	Water Supply Expense	8,526	9,841	1,315	- The favorable variance is a result of lower demand and using less imported MWD water than planned.
(D)	Operations & Maintenance - Potable	7,412	6,526	(886)	- The unfavorable variance is primarily attributable to unplanned bond issuance costs as well as higher than planned work performed by other departments, as well as BCEA retro pay adjustments.
(E)	Operations & Maintenance - Recycled	691	1,006	315	- 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	2,163	2,877	714	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Construction & Maintenance, and GM-Admin & Safety) from the electric fund.
(H)	Other Income/(Expense)	(912)	(114)	(799)	- The unfavorable variance is due primarily to the accounting loss on the 2010B Series bond refunding.

January 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

MTD NET INCOME (LOSS): \$299

\$	295	\$	-	\$	295
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MTD GROSS MARGIN VARIANCE

Potable Revenues	201	-	201
Recycled Revenues	-	(153)	(153)
Other Revenue	23	-	23
Water Supply Expense	-	(24)	(24)
Total	225	\$ (176)	\$ 48

MTD O&M AND OTHER VARIANCES

Potable O&M	-	(10)	(10)
Recycled Water O&M	61	-	61
Allocated O&M	115	-	115
Depreciation	10	-	10
All Other	71	-	71
Total	\$ 257	\$ (10)	\$ 247

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

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>FYTD NET INCOME: \$1,567</u>	\$ -	\$ (1,208)	\$ (1,208)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(1,627)	(1,627)
Recycled Revenues	-	(518)	(518)
Other Revenue	-	(77)	(77)
Water Supply Expense	1,315	-	1,315
Total	<u>\$ 1,315</u>	<u>\$ (2,221)</u>	<u>\$ (907)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	-	(886)	(886)
Recycled Water O&M	315	-	315
Allocated O&M	714	-	714
Depreciation	73	-	73
All Other	-	(519)	(519)
Total	<u>\$ 1,103</u>	<u>\$ (1,405)</u>	<u>\$ (302)</u>

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

	Jan-25	Dec-24	Sep-24	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
						Low	High	
Cash and Investments								
General Operating Reserves	\$ 27,116	\$ 26,730	\$ 23,030 ^(d)	\$ 19,184	\$ 23,924	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327
Sub-Total Cash and Investments	27,116	26,730	23,030	19,184	23,924	18,878	28,316	11,327
Commitments								
Customer Deposits	(522)	(555)	(655)	(585)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	26,595	26,174	22,375	18,599	23,413	18,878	28,316	11,327
Bond Proceeds								
Bond Proceeds on Deposit with Trustee	-	-	3,074	6,545 ^(c)	19,465			
Total Cash and Investments and Bond Proceeds (less Commitments)	\$ 26,595	\$ 26,174	\$ 25,449	\$ 25,144	\$ 42,878	\$ 18,878	\$ 28,316	\$ 11,327

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

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

^(c) Reduction in bond proceeds primarily related to VRDN Investment.



April 3, 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, April 7, 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 April 7, 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, April 7, 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) March 5, 2025 **[See page 1]**
 - 2) Operations and Development Committee
 - (i) February 18, 2025 **[See page 4]**
 - 3) Finance and Administration Committee
 - (i) February 18, 2025 **[See page 7]**
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) February 18, 2025 **[See page 9]**
 - b. Commission Minutes
 - 1) March 17, 2025 **[See page 11]**
 - c. Treasurer's Report
 - 1) December 2024 **[See page 18]**
 - d. Proposed Resolution No. 515 Adopting the 2025 Authority Investment Policy **[See page 48]**
 - e. Award of Parking Access and Revenue Control System Maintenance Service Agreement **[See page 57]**

- f. Award of Construction Contract for Runway Shoulders and Blast Pad Rehabilitation and Approval of CEQA Exemption Determination Project Number (E24-13) **[See page 59]**
- g. Annual Review and Adjustment of Noise Violation Fines **[See page 62]**
- h. Approval of Charging Station License Agreement
City of Burbank **[See page 75]**
- i. Non-Signatory Air Carrier Operating Permit Template **[See page 85]**
- 6. ITEMS FOR COMMISSION DISCUSSION
 - a. Replacement Passenger Terminal Construction Update
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Update – AQIP and SAF Utilization
- 8. CLOSED SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representatives: John T. Hatanaka, Executive Director
Unrepresented Employee: Director of Public Safety/Chief of Police
 - b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: Replacement Passenger Terminal Food Service Concession Contract Award
- 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 future meeting.)
- 12. PUBLIC COMMENT
- 13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 7, 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. A copy of the approved minutes of the Executive Committee meeting of March 5, 2025; an approved copy of the Operations and Development Committee meeting of February 18, 2025; an approved copy of the Finance and Administration Committee meeting February 18, 2025; and an approved copy of the Legal, Government and Environmental Affairs Committee meeting of February 18, 2025, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the March 17, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for December 2024 is included in the agenda packet. At its meeting on March 17, 2025, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. PROPOSED RESOLUTION NO. 515 ADOPTING THE 2025 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. A staff report is attached. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code ("Code"), the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's Investment Manager, Columbia Management Investment Advisors LLC ("CMIA"), has opined that the 2024 Authority Investment Policy, with overall investment criteria of capital preservation (safety) and liquidity, is still appropriate and conservative, and does not need revisions at this time. At its meeting on January 21, 2025, the Finance and Administration Committee voted (3-0) to recommend that the Commission adopt proposed Resolution No. 515 approving the 2025 Investment Policy which reaffirms the current 2024 Investment Policy with no changes.

- e. AWARD OF PARKING ACCESS AND REVENUE CONTROL SYSTEM MAINTENANCE SERVICE AGREEMENT. A staff report is included in the agenda packet. At its meeting on March 17, 2025, the Operations and Development Committee voted (2-0, 1 absent) and directed Staff to place this item on the Consent Calendar with its recommendation that the Commission approve a Parking Access and Revenue Control System Maintenance Agreement

("Agreement"), with SKIDATA Inc. ("Skidata") for a 20-month period. Due to the transition to the Replacement Passenger Terminal, the Agreement is based on an annual fee for the first year and transitions to a month-to-month fixed fee thereafter.

The current contract with Skidata expires on April 18, 2025. The first year of the proposed Agreement would begin on April 19, 2025, for a cost of \$184,826. The second year of the Agreement would commence on April 19, 2026, for a fixed monthly fee of \$15,864 through December 31, 2026.

If required, the proposed Agreement provides for the contract to be extended beyond December 31, 2026, on a month-to-month basis.

- f. **AWARD OF CONSTRUCTION CONTRACT FOR RUNWAY SHOULDERS AND BLAST PAD REHABILITATION AND APPROVAL OF CEQA EXEMPTION DETERMINATION PROJECT NUMBER (E24-13).** A staff report is included in the agenda packet. At its meeting on March 17, 2025, the Operations and Development Committee ("Committee") voted (2-0, 1 absent) and directed Staff to place this item on the Consent Calendar with its recommendation that the Commission: i) award a construction contract in the amount of \$4,484,484 to Griffith Company; ii) authorize a project budget for internal project management and administration for a not-to-exceed amount of \$98,000; iii) award a Change Order to the Professional Services Agreement for RDM International, Inc., in the amount of \$94,801 to perform construction administration services; iv) authorize a project contingency of \$600,000; and v) authorize Staff to file a CEQA Notice of Exemption for the project.
- g. **ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES.** A staff report is included in the agenda packet. At its meeting on March 17, 2025, the Legal, Government and Environmental Affairs Committee voted (3-0) to recommend that the Commission authorize an increase to the noise fines associated with certain restricted operations as detailed in Airport Noise Rules 8 and 9 as described below, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.
- h. **APPROVAL OF CHARGING STATION LICENSE AGREEMENT – CITY OF BURBANK.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks the approval of the Commission of the proposed Charging Station License Agreement ("Agreement"), with the City of Burbank ("City") to replace an expired Right of Entry for Installation and Maintenance of Plug-in Electric Vehicle Charging Stations. The Agreement will give the City access to the Airport for maintenance of one vehicle DC Fast Charge Station until the Authority closes the Short-Term Parking Structure for demolition, which is anticipated to be in October 2026. The proposed Agreement has been approved by the Burbank City Council.
- i. **NON-SIGNATORY AIR CARRIER OPERATING PERMIT TEMPLATE.** A staff report is included in the agenda packet. In conjunction with the Commission's March 4, 2024 approval of templates for the Amendment to Airport Use Agreement and the replacement Airport Use Agreement, at its meeting on April 2, 2025, the Executive Committee voted (2-0, 1 absent) to approve: (i) a template for the Non-Signatory Air Carrier Operating Permit ("Operating Permit") and (ii) authorize the Executive Director to execute the Operating Permit with any airline

that wishes to serve the Airport as a non-signatory airline between July 1, 2025 and the closing of the current terminal, subject to clerical revisions deemed necessary or appropriate by Authority General Counsel.

6. ITEMS FOR COMMISSION DISCUSSION

- a. REPLACEMENT PASSENGER TERMINAL CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the construction and a DBE Community Outreach update. A video presentation will also be presented.

7. ITEMS FOR COMMISSION INFORMATION

- a. UPDATE – AQIP AND SAF UTILIZATION. No staff report attached. Staff will present an update on Synthetic Aviation Fuel, formerly known as Sustainable Aviation Fuel, at Hollywood Burbank Airport.